Parent Handbook

Rev. 10/06



Montessori School of Silicon Valley

Children First, Always

Cabrillo ♦ Crescent ♦ Peak Ave

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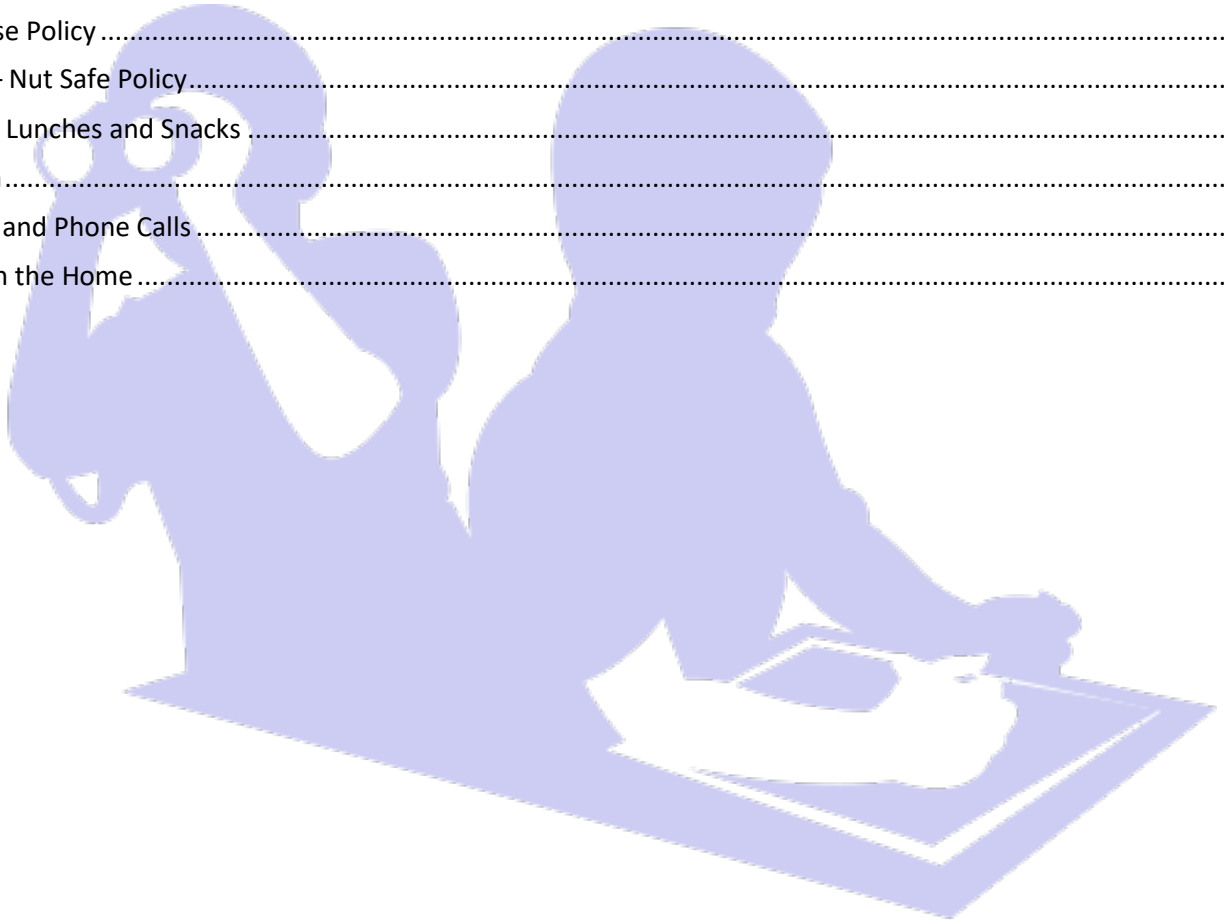
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MISSION, CORE VALUES, AND MONTESSORI PHILOSOPHY

Mission

The mission of the Montessori School of Silicon Valley is to develop the "whole child" by providing an enriched environment in which children can grow to fulfill their individual potential. Activities in the Montessori classroom promote social skills, emotional growth and physical cognitive preparation as well as artistic and academic excellence.

Core Values

Community

Create a warm, welcoming, and peaceful learning environment where all children are respected and loved as unique individuals. Welcome families as partners who are dedicated to the Montessori philosophy and by creating opportunities for them to actively participate in the successful education of their children. Promote community and cultural awareness in our classroom environments and celebrate the diversity of our students and staff.

Respect

Cultivate each child's ability to respect themselves, others, the environment, and to become peaceful, compassionate community members. Encourage and model the values we expect from all individuals, including respectfulness, honesty, integrity, good manners and peacefulness. Attract, support, and retain teachers, staff, and families dedicated to fulfilling our mission for the benefit of the whole child.

Support

Prepare a multi-age, child-focused, interactive learning environment that offers meaningful, productive, and gratifying work. Allow children to learn to use all aspects of their being and to freely choose their work. Encourage exploration & reflection and offer opportunities for both individual and cooperative work. Meet each child where they are by recognizing his or her individual strengths, needs, and interests. Tailor lessons accordingly and provide guidance so that each child can experience success and acquire skills without competition.

Growth

Cultivate a joyful, enduring love of learning, while fostering independence, responsibility, and self-discipline. Commit to continually improving, enhancing and refining all aspects of our educational programs and school management to responsibly serve the needs of the child.

Foundation

The core principle of the Montessori Philosophy of education is that all children carry within "the adult they will become". In order to develop their physical and intellectual powers to the fullest, children must have freedom which is to be achieved through order and self-discipline.

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Foundation (con't)

The world of the child is full of sights and sounds which at first appear chaotic. From this chaos children gradually create order and learn to distinguish among impressions that assail their senses, slowly but surely gaining mastery of Self and the environment.

Dr. Montessori developed what she called the "prepared" environment, which already possesses a certain order and disposes children to develop at their own speed.
In the first school years, the prepared environment enables children to develop at a pace according to their own capabilities in a non-competitive atmosphere.

These years can then be constructively devoted to "civilizing" children, freeing them through the acquisition of good manners and habits which in turn better prepare the child to take a place in our community.

"There is a great sense of community within the Montessori classroom, where children of differing ages work together in an atmosphere of cooperation rather than competitiveness. There is respect for the environment and for the individuals within it, which comes through experience of freedom within the community."
-Dr. Montessori

MONTESSORI PHILOSOPHY OF EDUCATION

The goals of the Montessori Philosophy of education include cultivating each child's natural desire to learn; acquiring and mastering skills; learning responsibility and cooperation; fostering strong, positive feelings about oneself and others. Montessori education focuses on developing a child's creativity, problem solving, social and time-management skills within a classroom community.

We embrace Maria Montessori's beliefs that all children are born with the inherent ability to achieve their full potential; are active participants in their learning; benefit greatly from strong, integrated academic & enrichment programs and that the teacher is the dynamic link in this process.

The Whole Child

By utilizing a thoughtfully designed environment, the Montessori method focuses on the development of the whole child – cognitive preparation; social skills; physical coordination & emotional growth.

Rather than enduring group lessons led by an adult, the Montessori approach in the classroom centers on respected individual choice of work & research in an environment that encourages uninterrupted concentration.

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The Whole Child (con't)

Our mission of "Children First, Always." inspires us to provide a rich educational experience for the whole child. We strive to design our classrooms around the needs of the children to stimulate growth and to provide a warm and accepting environment in which the child feels secure, respected and loved.

Children who have had the benefit of a Montessori environment are freer at a later age to devote themselves more exclusively to the development of their intellectual faculties. The method by which children are taught in the Montessori environment involves the use of many materials with which the children may work individually and independently. At every step of their learning, the teaching materials are designed to test their understanding and correct their own errors without the need of adult interference.

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ADMISSIONS AND ATTENDANCE

Steps in the Admissions Process

We enroll year-round when there is space available for children in the appropriate classroom and program. If a space is not available for the timeline you are interested in for your child, your application will be considered for the pre-qualified list. There is no fee to join the pre-qualified list.

To qualify for enrollment (either initially or from the pre-qualified list) your family will need to complete an Application for Enrollment, tour and the Child Visit.

When a space becomes available for your child, you will be emailed a decision letter. If the application was accepted, the decision letter will include: the start date, classroom, and program information. The decision letter will include a link to the final step in the enrollment process which is to pay the non-refundable Registration Fee.

Spaces are reserved quickly, so we ask that you be ready to pay the Registration Fee via PayPal within two business days of receiving the Letter of Acceptance. If we do not receive an answer within two business days, we will move to the next family on the list.

Step 1:
Submit Web Inquiry Form
The admissions team will contact you to discuss next steps and answer your initial questions.

Step 2:
Head of School Phone Call
We want to get to know you better! The Head of School from your location of interest will each out to you to find out more about your child's past school experiences, social and emotional growth & your target start date.

Step 3:
Submit an application
Once your application has been submitted and received, the Head of School will review the application and confirm a virtual tour appointment.

Step 4:
Take a Tour
Seeing is believing! This is your opportunity to see our facilities, visit classrooms, meet the Head of School and discuss the programs in detail. We will also review schedules, tuition, snack/lunch routines, and so much more.

Step 5:
Join us for a Child Visit
During this visit your child will be invited to explore with traditional Montessori materials under the guidance of the Head of School or a Lead Guide. A parent must be present during the observation.
After this observation, your application for admission will be reviewed by the leadership team. For each program we aim to keep balanced communities, this includes age, gender, previous school experience, language skills, etc. A decision on your child's enrollment will be made within one week of your Child Visit and you will be notified via email.

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Step 6:
Pay the Registration Fee
Once a space becomes available for your child (initially or from the waitlist), we will send the Letter of Acceptance with a start date, assigned classroom, and an invitation to submit the Registration Fee ($200) via PayPal.

Step 7:
Attend a Parent/Child Orientation
During this visit, we will collect all outstanding enrollment documents, complete the Admissions Agreement, and you and your child will have a chance to visit with the Lead Guide one-on-one to learn more about the classroom and what to expect

Days and Hours of Operation
The school is open Monday-Friday from 7 am to 6 pm. Please see the holiday and school closure calendar.

Categories and Ages of Children Accepted for Care
MSOSV offers programs for children aged 6 weeks through kindergarten.
Nido (Infant) 6 weeks to 18 months
Pre-Primary (Toddler) 18 months to 30 months
Early Primary 2.5 to 4 years
Primary/Kindergarten ages 3-6

Admissions Requirements
All registration, medical forms and payments must be completed before the child starts school, as a condition of enrollment.

Terms of Enrollment
MSOSV reserves the right to ask a parent to withdraw their child for reason of non-compliance with any of our policies. This includes but is not limited to policies regarding safety, health and welfare of any persons connected with our operation, any of our financial policies regarding tuition and any actions endangering the ability of the school to function. Services may be terminated at any time without notice, by the school.

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School Records

To register your child/children, parents must submit the following documents prior to or on the first day of school:

1. Children's Rights
2. Parent's Rights
3. Personal Rights
4. Pre-Admission Health History
5. Emergency Information
6. Consent for Medical Treatment
7. Immunization Records
8. Physician's Notice & Current Immunizations
9. Admissions Agreement
10. Emergency Card—It is important that your personal contact information is accurate and up to date. Please notify Administration if any of your contact information changes.
11. Admissions Application
12. Parent Handbook Receipt
13. First Day Checklist

All persons having access to children's records may not discuss or disclose personal information regarding the children or their families. In the presence of school officials, children's records are available to parents and to persons authorized by parents in writing. Your child's entire school record is available to you for review and comment. Please make your request in writing to the Head of the School. You may use the school's office or the main office to examine your child's file. These files must remain in the school.

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Arrival and Dismissal

School begins at 9:00 am. Please have your child to school no later than 9:30 am.

All children need to be signed in daily using individually assigned log-in code, assigned only to authorized persons. MSOSV encourages your child's independence. Please allow your child to carry their own belongings as this encourages independence. Our morning work cycle begins at 9:30, please arrive no later than 9:00 am. Your child will often miss activities if they arrive later.

Young children adjust to school and separation from parents easier when parents follow simple departure routine. Prolonged goodbyes demonstrate a lack of confidence in the child's ability to handle school. Children learn very quickly that crying may keep you with them, but their tears disappear in minutes after you do. We will let you know of any adjustment issues. Your child needs to be picked up at the end of the program your child is enrolled for at the classroom. Allow time for your child to put away their work. Running is not permitted in the classroom, and we will remind excited children to "use your walking feet."

Late Pick Up

If your child is picked up after the contracted hours, a charge of $20.00 per quarter hour will be assessed. If you are late three times in one month, the late pick-up fee is tripled ($60.00 per quarter hour). If you are late more than three times in one month, your admission may be reviewed by the administration.

Closing Staff stay with late children. They will to try to reach the late parent via telephone. If a parent cannot be reached within 30 minutes, the Head of School is to be called. If the Head of School cannot be reached, the Executive Director is to be called.

Closing staff are NEVER to drive children ANYWHERE. They are to stay in the facility until an authorized person arrives to pick up the child.

Closing staff may not leave the child in the facility prior to an authorized person arrives to pick up. Only if another staff member or manager arrives to relieve them, they may leave prior to the child being picked up.

If the parent or guardian cannot be reached, all associated phone numbers must be attempted to reach an authorized person who may pick up the child.
It is the parent's responsibility to ensure the center has all the correct phone numbers to reach in case of late pick up or emergency.

Absences

Daily attendance is vital for your child's development. If your child must be away from school, for whatever reason, please call or email the Head of School to report the absence.

School Calendars

An annual calendar is provided to parents showing the schools holidays and closures including Winter Break and Spring Break. Since all operation costs such as salary, insurance, and so forth continue during these times, the school does not reduce tuition because of planned or unplanned absences. ***See classroom schedule.***

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FINANCIAL POLICES

Payments

For account information, contact your Head of School, if you have any questions or problems regarding the payment of tuition, please inform us promptly. Please email your Head of School directly.

MSOSV is dependent on tuition income for its operating capital. Timely tuition payments ensure the school's ability to meet expenses.

Tuition is due on the 1st of the month. It is payable by cash, check, or TAP (Tuition Auto Pay). We do not send bills or statements, however if you are enrolled in TAP you will have access to your account.

Check-- Pay by "Check". Place check in tuition box

TAP-- ACH automatic tuition payments. Invite will be sent via email for TAP processing. All monthly fees will be processed through our TAP program on the 1st of every month. There are no additional fees to use this service.

Cash-- See Head of School for cash payments.

An account statement is made available on the 1Core Parent Portal by the 10th of each month. The school tax id and address are included in the monthly statement for tax purposes. The monthly statement serves as a receipt and is accessible to parents on a self-serve basis. No other receipts will be written.

Included in Tuition

1. Montessori Full Day Curriculum and Instruction
2. Afternoon Studio Enrichment
3. Breakfast (served daily 7am to 8:30am)
4. Morning and Afternoon Snack

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Registration Fee

$200 due at time of enrollment. This fee is per child, per start date and non-refundable. If child withdraws for extended period, a re-registration fee of $200 is assessed to return.

Annual Re-Enrollment Fee

$300 due February. Annual Re-Enrollment Fee: Registration at the school is on an "School Year" basis (Sept 1st thru August 31st). Your child will not be guaranteed a reservation for the following school year, unless you enter into a new tuition agreement and pay all applicable fees. Re-Enrollment fees are due first full week of February to hold space in school for the following school year. If this fee is not paid by Friday of that week, space will be made available to the waitlist for outside enrollment. The Re-Enrollment Fee is non-refundable and is assessed per child/student. Please note: MSOSV families have priority for enrollment. Outside enrollment opens after re-enrollment. Space is limited.

Annual Materials Fee

$300 due September 1st or at time of enrollment. The Annual Materials Fee is non-refundable. The Materials Fee covers the cost of projects, Studio Enrichment Programs activities and consumable materials such as food preparation, cultural celebrations & studies as well as art supplies in the classroom. For mid-year enrollments materials fee is prorated.

Sept.-Jan = $300 Feb.-May = $200 June-July = $100 Aug. = Waived

Fieldtrip Fee

$125 due September 1st or at time of Enrollment. This is for Kindergarten only.

Toilet Learning Fee

$250 per month for the extra care necessary for children who are actively working toward toilet independence receive additional individualized care throughout the school day.

Other Fees

Late Pick Up: If child is picked up after contracted hours, a fee of $20.00 per quarter hour is charged. If you are late three times in one calendar month, the late pick-up fee is tripled. If late more than three times in one month, admission may be reviewed by the administration.

Late Payment – Tuition due by the 4th of the month. $10 Late Fee assessed if paid after.

Returned Checks or Returned ACH: $25.00 each

School Diapers - $2.00 per diaper

Missed Sign in and out Signatures $2.00 per missing signature (note: if computer system is down, a paper sign in/out is available)

Missing documents required by state licensing: $5.00 per day

Outside Services:

Extra-Curricular Classes – See Schedule for specific program and fees

Catered Lunch Program (See schedule for fees)

www.schoolcaterers.com

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Discounts and Credits

Sibling Discount- The discount policy for multiple children of one family is 10% off the highest single tuition if all children are attending full time.

Military Discount- Active-duty military families and veterans are eligible for 10% off monthly tuition.

Friends & Family Referral Credit- Qualify for a $200 credit by referring friends, family or co-workers. The referral credit is applied to your tuition after your referral has been enrolled at any of our MSOSV campus locations for 90 days. Referral credits are eligible year-round. Referring family name must appear on the child application to be eligible for credit.

Withdraw Policy

Parents may withdraw their children by notifying the Head of School in writing at least 30 days prior to the date of withdraw. Under no circumstance will this requirement be waived. All fees must be paid up to the 30 days on the day the notice is given.

Vacation Policy

Effective September 2023, families who have been enrolled for 12 consecutive months without interruption will be eligible for 5 days of vacation credit per year.
Vacation credit must be taken as one full 5-day period and may not be divided into separate days. Vacation credit may not be applied toward fulfilling a family's required 30-day withdrawal notice. Additionally, vacation credit cannot be used during the 30-day notice period. Families are expected to provide full tuition payment during this time, regardless of any unused vacation credits.

Long Term Absence

A 30-day notice is still required. If you wish to return to school after the long-term absence, and do not wish to pay tuition while absent, you may risk losing your space. Once your child has their last day, the Head of School is required to fill the open space in the school. If, when you return there is a space open in the school, you may re-register with $200 registration fee.

Extra Attendance

If enrolled in a part time space in the school and wish to occasionally attend school outside of contracted hours, please speak with the Head of School, if space is available a prorated tuition fee will be calculated.

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ACADEMIC AND OPERATIONAL POLICIES

Discipline/Termination Policy

Personal Rights

Each child receiving services from a Child Care Center shall have rights which include, but are not limited to, the following:

(1) To be accorded dignity in his/her personal relationships with staff and other persons.

(2) To be accorded safe, healthful and comfortable accommodations, furnishings and equipment to meet his/her needs.

(3) To be free from corporal or unusual punishment, infliction of pain, humiliation, intimidation, ridicule, coercion, threat, mental abuse, or other actions of a punitive nature, including but not limited to: interference with daily living functions, including eating, sleeping, or toileting; or withholding of shelter, clothing, medication or aids to physical functioning.

(4) To be informed, and to have his/her authorized representative, if any, informed by the licensee of the provisions of law regarding complaints including, but not limited to, the address and telephone number of the complaint receiving unit of the licensing agency and of information regarding confidentiality.

(5) To be free to attend religious services or activities of his/her choice and to have visits from the spiritual advisor of his/her choice. Attendance at religious services, either in or outside the facility, shall be on a completely voluntary basis. In Child Care Centers, decisions concerning attendance at religious services or visits from spiritual advisors shall be made by the parent(s), or guardian(s) of the child.

(6) Not to be locked in any room, building, or facility premises by day or night.

(7) Not to be placed in any restraining device, except a supportive restraint approved in advance by the licensing agency.

Positive reinforcement is the main form of discipline in our program. Positive behavior is acknowledged, thereby creating a positive way of thinking for each child. Children are given the freedom to make their own choices to follow the ground rules in the classrooms. When children are not following the rules, they are asked to make a better choice when they are ready to. Limits, both inside and out of the classroom, are clearly established and when necessary, redirection will be initiated. If negative behavior continues, a parent conference will be requested.

MSOSV will not use corporal punishment for any reason.

In general, rules are made by the staff and children. Discipline is designed to promote the development of self-direction, self-control, and socially acceptable behavior. This is accomplished through consistency, firmness, fairness and follow through.

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The following behaviors are NOT acceptable:

- Excessive disruption to the program
- Endangering the health or safety of children or staff
- Continuous refusal to follow acceptable rules of behavior
- Leaving the premises without permission

If a problem should occur, the teacher or staff members first consider that certain types of misbehavior is to be expected at certain ages. This is part of each child's development. Therefore, age-appropriate demands are placed on each child's behavior. In handling a specific discipline problem, the situation is independently evaluated.

The teacher or staff member may choose to redirect a child to a more acceptable activity or may simply remind the child of a classroom rule.

In other instances, it may be necessary to stop the child's activity and focus on the child and her/his actions. The teacher will try to help the child reach a solution, pointing out why his/her actions are a problem.

At times, a child may lose control of a situation erupting in anger or frustration. If this occurs, the teacher or staff member may take the child aside and allow her/him to work out the anger or frustration before problem solving with the child.

If a child's behavior is considered dangerous or disruptive to other children in the classroom, immediate action will be taken. A parent-teacher conference will be scheduled. During the conference, the lead teacher will discuss the situation with the parent(s)/guardian and recommend a course of action. Resources outside of the preschool may be suggested.

If the parent(s)/guardian are not willing to cooperate with the preschool to resolve the problem, the child may be discharged from the program until such a time that he or she can control his or her behavior and participate in the program in a healthy and safe manner.

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Families who fail to meet financial obligations regarding payment of tuition or other fees, child health requirements, or who repeatedly violate school policy may also be asked to withdraw from the program.

***MSOSV has the right to ask the parents to pick up any child who has the above unacceptable behavior or is a danger to themselves or others.**

Responding to a Biting Crisis

Biting happens when it happens, and no matter what else is going on, our school makes an extra effort and works hard to restore order and take care of all the children. The following is solid and timeless advice on toddler biting, adapted from *Prime Times: A Handbook for Excellence in Infant and Toddler Care* by Jim Greenman and Anne Stonehouse.

In all biting situations, regardless of the likely cause, it is important that adults show strong disapproval through words and manner. In a childcare setting, there are steps a teacher can take to minimize the behavior.

Sometimes biting escalates beyond an occasional occurrence where parents and center staff must work together to address the behavior.

When biting changes from a relatively unusual occurrence of once or twice a week to a frequent and expected occurrence, staff at MSOSV apply extraordinary resources to the situation, including the use of some or all the following strategies:

Meet daily. The staff in the room meet with the Head of School or other supervisor or support staff daily throughout the crisis for advice, support and maintain a perspective devoid of blame directed toward children, parents, or staff.

Document every bite and attempted bite. We document every occurrence, including attempted bites, and indicate location, time, participants, staff present, and circumstances.

Evaluate staff response. We evaluate the immediate staff response to each biting situation for appropriate intervention that ensures:

- Comforting the injured child and treating the injury
- Cool, firm, disapproving response to the biter that does not inadvertently provide reinforcement to the biter

Look for biting patterns. We analyze the "ouch reports" and profile the behavior patterns and the environmental context of frequent biters and frequent victims.

Change the room environment. We make use of all space in the center such as the playground and walkways, and spread out activities to avoid congestion, crowding, competition and child boredom.

Work with the children in small groups. Avoid large group activities and routines and break into smaller groups.

Have one teacher "shadow" the biter. The teacher tries to:

- Anticipate biting situations.
- Teach non-biting responses to situations and reinforce appropriate behavior in potential biting situations.

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Watch over a child who is likely to be bitten. Anticipate the biting situations and teach responses that minimize the chance of becoming a victim.
Help make the children feel secure. Look for ways to promote the children's sense of security and stability:

- No surprises: maintain a predictable schedule and ensure that children understand and anticipate the progression of the day.
- Ensure plenty of one-on-one time with each child's primary caregiver
- Ensure warm, cozy, semi-secluded "places to be.
- Avoid staffing changes.
- Develop and maintain individual and group rituals.

If appropriate, we will transition the child to another room. Consider early transition of children stuck in a biting behavior pattern to a changed environment if developmentally appropriate and is allowed by state licensing.
Help all children get more involved in the program. We look for ways to engage children more effectively in the environment by looking at the choices available and the number of toys and materials.
Balance active times with quiet times. Look for ways to calm children after periods of excitement with relaxed transitions, calming music, and calming physical contact with caregivers.
Group children to avoid biting. Analyze grouping children to avoid combinations that may lead to conflict or biting.
Have others observe the biting epidemic. If necessary, bring in outside observers to help you analyze the entire situation, not just the biters.

Hanging on During a Biting Crisis

There are no magic solutions to solve a biting crisis. Sometimes nothing works, and children grow out of it or leave the program. Doing all the above mentioned should help alleviate or shorten the crisis. Maintaining good relationships with parents during a biting epidemic requires all the trust and goodwill built up by good program practice before biting ever occurs.

Hitting, Spitting & Other Inappropriate Behaviors

All people have aggressive feelings. As adults, we learn how to control these feelings. Children, however, are often physically aggressive, they hit, bite and scratch others. These behaviors are common and often appear by the child's first birthday. Parents often struggle over how to manage their child's aggressive and/or destructive behavior.

While many children occasionally fight with or hit others, frequent and/or severe physical aggression may mean that a child is having serious emotional or behavioral problems that require professional evaluation and intervention. Persistent hitting, spitting or biting when a child is in daycare or preschool can be a serious problem. At this age, children have much more contact with peers and are expected to be able to make friends and get along.

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Toddlers and preschool age children often fight over toys. Sometimes children are unintentionally rewarded for aggressive behavior. For example, one child may push another child down and take away a toy. If the child cries and walks away, the aggressive child feels successful since he or she got the toy. It is important to identify whether this pattern is occurring in children who are aggressive.

What we do:

- It is more effective to intervene before a child starts hitting. We try to intervene as soon as we see the child is very frustrated or getting upset.
- When young children fight a lot, we supervise them more closely.
- If a child hits another child, we immediately separate the children. Then try to comfort and attend to the other child.
- For a toddler (1-2 years) say, "Gentle hands."
- For a young child (2-3 years) say, "I know you are angry, but don't hit. Hitting hurts." This begins to teach empathy to your child.
- Parents should not ignore or downplay fighting between siblings.

When hitting or fighting is frequent, it may be a sign that a child has other problems. For example, he or she may be sad or upset, have problems controlling anger, have witnessed violence or may have been the victim of abuse at day care, school, or home.

Research has shown that children who are physically aggressive at a younger age are more likely to continue this behavior when they are older. Studies have also shown that children who are repeatedly exposed to violence and aggression from TV, videos and movies act more aggressively. If a young child has a persistent problem with fighting, biting or aggressive behavior, parents should seek professional assistance from a child and adolescent psychiatrist or other mental health professional who specializes in the evaluation and treatment of behavior problems in very young children.

In all hitting situations, regardless of the likely cause, it is important that adults show strong disapproval through words and manner. In a child care setting, there are steps a teacher can take to minimize the behavior.

Sometimes aggression escalates beyond an occasional occurrence where parents and center staff must work together to address the behavior. The parents are expected to participate to address the behavior.

With all aggression behavior, the school may determine that the aggressive child may no longer be a fit for the school and enrollment may be terminated without notice.

Changes in Program

Any requests to change your child's program or to increase or decrease the hours attending must be made in writing and approved by the Head of School. No more than one program change per year is permitted.

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Parent Communication

– Core Systems and Primary Functions

1Core	Transparent Classroom	Head of School & Classroom Email
Daily sign in/out Via QR code. **Tuition Autopay Program** Invitation provided during the registration process. **Family Account Ledger** Provides access to billing and payment records. **Family and child reference** Information including pick up authorizations, immunizations & allergies.	**Lesson Planning and Recording** Real-time visibility to your child's progress. **Daily Trackers (Nido & Pre Pri only)** Real-time visibility to your child's activities in multiple areas. **Regular Photo's & Updates** Additional visibility to your child's Montessori journey. **Weekly Newsletters** Your child's Lead Guide sharing developments and information that impact the entire classroom community. **Monthly Newsletters** Your child's Head of School sharing developments and information that impact the entire school community.	**Head of School (HOS) email** Each HOS has a dedicated, personalized email that they monitor regularly throughout the day. Primarily used for **Same Day Action Items** and **Urgent Correspondence**. Also, the best channel for asking questions related to **school policy** or checking in on how a **newly enrolled student** is doing. **Classroom email** Each classroom has a dedicated email address ("classroomname@msosv.com") Monitored periodically through the day and should be used for specific questions related to their child in the classroom.

Transparent Classroom- Transparent Classroom (TC) is a fast and effective way for parents to keep track of their children's progress in school online! It is a parent portal made specifically for Montessori schools that helps with parent communication, school record keeping, and sharing photos of classroom activity. TC simplifies parent communication, bridging the gap between the home and school community. TC makes it easy to share teachers' observations of your child's social development, academic progress, and those magical moments of childhood spontaneity that help make your classroom such an enjoyable community!

Not only is TC great for viewing your child's school progress, it is also a convenient tool to help busy parents access important school information from any computer or web-enabled mobile device (i.e. iPhone, iPad, Android, etc.) Your parent portal account is password-protected and personalized to contain only your families' information.

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Progress Reporting & Regular Updates- TC makes it easy for you to see your child's academic and social development in a very easy-to-read, concise format. With TC, MSOSV will be able to send you a report to let you know what your child has been up to in his or her classroom weekly. This summary of your child's activity helps make family time even better as you can engage your child(ren) in a real conversation about their school day! We will also send you a Conference report three times per year according to the classroom calendar.

Parents into Montessori Advocates-There are many reasons why you chose a Montessori education for your child(ren). Understanding your child's work in the Montessori community can be confusing. TC helps educate parents alongside the child by sharing photos & descriptions of common Montessori jobs & activities. By providing opportunities to learn about the many benefits of a Montessori education, we hope to not only assist in your understanding of Montessori but to help turn you into advocates for our school and the Montessori community!

Once your child starts school, you will use Transparent Classroom as your tool to communicate directly with your child's teacher, see daily and weekly progress as well as photos that will certainly, put a smile on your face during your busy week.

Children's File – Each child has a file in the classroom which holds any work they have completed, are currently working on or would like to take home. Please check your child's file daily

Parent File- The parent file is in the lobby. The files are organized by classroom and siblings are together. The file is labeled with your child's name. Please check this file daily. You will find notes from our office, upcoming events, your monthly statement etc.

Monthly Newsletter – Look in your email for our Monthly Newsletter.

Email-The Head of School has a dedicated email account which is their primary channel of communication, outside for Transparent Classroom. Staff may not exchange personal email, phone or any type of social media in which the child of the school is posted, discussed or photographed.

Please note: if the school management learns that this policy has been violated, either the violating staff member may be dismissed, and/or the violating parent will be asked to leave the school.

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Parent-Teacher Conference

Parent-Teacher conferences will be held twice each year in the fall and winter. The conference dates are set forth on the school calendar. Please schedule an appointment at least two weeks prior to conferences. You will receive information about scheduling in an e-mail.

Conferences help teachers and parents to understand better the progress of each child and the class. You will have an opportunity to review your child's progress report and to discuss any questions with the teacher. MSOSV believes that conferences provide vital information and feedback.

If desired, your teacher will meet with you at any mutually agreed upon time. For an immediate concern, you may ask to meet after school. Also, teachers are willing to hold telephone conferences as the need arises. For less urgent concerns, please ask the teacher in advance for an appointment.

Photos and Videos

As part of the signed Admissions Agreement, parents/guardians agree, as a participant of any event, class, activity or program, to grant full permission to MSOSV to use any photographs, video or other recordings of the family and/or child for any publicity and promotion purposes without obligation or liability.

Photographs of each student and class are taken in the fall and spring of each year. Please consult the school calendar for the date. We suggest that your children dress for this occasion. All parents are asked to sign a release form that gives MSOSV permission to publish photographs of their child in articles, ads, or the web page. The child's name will not be used.

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Personal Relationships with Staff

It is common for families of the school to request babysitting services from individuals from our teaching staff. Although we understand families desire to utilize a trusted, respected, reliable, known person in this manner. We must request that enrolled families in the school do not use any of our schools' staff in this capacity. This policy is not unique to this school. If you were to think about your own business or businesses you deal with in the community, you will understand the principles of client/professional relationships. Our schools are no less a professional entity than other businesses and to maintain that professionalism, policies are necessary and essential. Please note: if the school management learns that this policy has been violated, either the violating staff member may be dismissed, and/or the violating parent will be asked to leave the school.

Montessori Materials

We are proud to have quality Montessori materials available in every classroom for your child to use. This equipment is expensive, and it is our expectation that your child will use it with care and respect. From time to time, a child might break of damage the equipment, or even become attached to a small piece and take it home—e.g. small cubes, cylinders, triangles, beads, pegs, etc. Each piece, no matter how small, is an important part of the classroom environment. We would greatly appreciate if you would check your child's pockets and belongings from time to time and send such items back to school.

Clothing

Your child will be the most comfortable in casual clothing. We make every effort to protect your child's clothes, but we do allow them to explore, and accidents do happen. Painting is part of our curriculum. They are working on the skills of dressing and undressing themselves. Please make sure that all clothes and accessories are easy to manage. All clothing needs to be safe for running and playing. Open toed shoes such as flip flops and sandals run the risk of foot injuries, or your child falling.

The children accepted into this program are presumably toilet independent, but we do understand that accidents happen. There are very few things more frustrating to a child than to realize that the reason he/she can't get to the bathroom on time is because they can't manage their clothing. Your child will need to have a complete set of extra clothes at school in case of any mishaps. Please replace any clothing that is sent home the following day.

All clothing needs to be labeled. It's very easy to forget sweaters, jackets or sweatshirts as they are removed later in the day. Make sure that every sweater, sweatshirt, coat is clearly marked. All lost items will be donated to charity at winter break and the end of the school year.

In winter, please make sure that your child comes to school with a jacket. It may still be cold when we go outside to play.

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Napping/Rest-time

All rest linens and rest mats are provided by the school. All napping equipment is washed and sanitized weekly or as needed. The school is responsible for washing and sanitizing all rest equipment.

Rest time is daily from 12:30 to 2:30. The staff will sit with the children quietly to help them rest. If a child begins to stay awake throughout the rest period, they will be allowed to get up and choose work or other quiet activities inthe classroom. When children reach a point where they do not lay down for rest any longer, they help clean up from lunch and continue with the Montessori work period or other quiet activities planned by thestaff.

Toys

Your child may **not** bring toys to school.

Birthdays

Unless otherwise notified, a birthday celebration will be held for each student at MSOSV. Two to three days prior to your child's birthday, please speak with your child's teacher about the celebration. You will be asked to prepare a "Birthday Timeline" for your child. Please include photos for each year of your child's life. Also, please include a short story for each year of your child. Example: "During Dillon's first year, he traveled to his grandma's house in Arizona. Dillon got to ride on an airplane" and/or "Dillon learned to walk when he was 11 months. Then when Dillon turned 2, he got a baby sister. He was a good helper; he helped to bathe the baby and fold the laundry" etc. etc.

All snacks must be store bought. We will not accept any homemade snacks.

Although we try to maintain a healthy snack environment for the children, we would like to allow you to offer a special treat for the birthday celebration. Some options are:

- Fresh fruit/ vegetables
- Muffins- plain, blueberry, poppy seed, etc.
  (please do not send any with frosting, nuts or chocolate)
- Jell-O/Applesauce/Plain Yogurt
- Crackers

WE DO NOT ALLOW: cupcakes, birthday cakes, cookies, brownies, juice - if these items are brought to school, we will ask that you do not leave them, or they will be taken to the kitchen where you can pick up at the end of the day.

Please remember that this is a special snack and NOT YOUR CHILD'S BIRTHDAY PARTY - NO BALLOONS! You may place birthday invitations in the parent file if there is one for each child in the class. If there is not, you will need to mail them. Goodie bags and gifts will not be allowed. Please save them for the party.

If you would **not** like your child to participate in the special birthday snack, please sign our "***Food Restriction/Allergy Form***" in your child's classroom. We will offer the snack you provide instead.

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We do not allow goodie bags or balloons. Please be courteous of this request. If you would like to bring something for all the children here are some suggestions:

- Bring a special "Birthday Plant" for the classroom.
- Bring a special book for the library.
- Bring an art project for the children to have fun with.

Last Day of School Treats – Please check with your child's teacher, if you would like to bring a special snack, please first, check with your child's teacher to be sure there is not already something special planned. For special snack, please adhere to the birthday special snack policy. However, instead of a special snack please consider donating:
A book to the classroom A
plant for the classroom

An art project for the children to enjoy (please arrange ahead of time with Lead Teacher or Head of School)

Events and Celebrations

Back to School Night--Back to School Night is designed to help families better understand the school policies and curriculum.
This event is for parents only; however, childcare is available at no charge to parents. The Teacher Assistants will be with the children and have a special activity and snack with the children.

- All parents gather together with the Head of School and Lead staff to go over general information about the school year, any changes in policies etc.
- This is a good time to ask general questions about the school and program
- The group will break up into classrooms, each Lead Guide is available to answer any questions about the classroom.
- Please note: This is not the time to have a conference with your child's teacher, please be aware that many parents might have questions for the teacher. If you feel you would like to speak to the teacher privately, please email him/her for a conference.

Studio Openings--
Every 12 Weeks during the school year between Sept through June
See schedule for studio openings and outside enrichment programs.

Harvest Festival-- The children parade in their costumes, collect treats and then participate in the festival which includes games, art projects, photos and snacks

- Parents and Families are invited to attend
- Instructions for what to bring to the event will be posted in your child's classroom
- Children and families are encouraged to dress in costume. Please do not bring a costume that is fearful in nature, contains weapons or promotes violence.
- Costumes should be brought to school on the day of with the child's name written on the costume tag as well as on the bag.

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Thanksgiving Feast-- The children work together to prepare the feast, then sit together, and have a family style meal.
*This event is for children and staff only, please! We promise to take lots of photos!

- Parents are asked to bring one item on the list for the feast. This list will be provided early in the month of November
- Children prepare the feast and enjoy it for lunch together
- Please Do NOT send lunch or order school lunch on this day

Must be enrolled for this scheduled day/time to participate

Winter Faire-- This is a wonderful opportunity to spend time with your child in the classroom. The children will prepare the food and drink. You will find fun winter art activities to add to your collection at home. These are the activities you will cherish for years to come.
Parents and family invited.

Valentine's Day Party-- The children gather together by classroom and exchange cards. They will also participate in an art project as well as cookie decorating. Prior to the Valentine's Day Party, the children will decorate their own bag to have their friends' place cards.
*This event is for children and staff only, please! We promise to take lots of photos!

* Children bring enough cards for all the children in the class. A small item may be added to the card, like a sticker, pencil or treat. *This is optional.*
* If child is writing, they should sign the cards, if not, help them sign their name
* DO NOT add anything in the "To:" part of the card. It is easiest for the children to walk around the circle and just place their cards in the bag.
* The children walk around the circle one by one and place a card in each bag. The bag is sent home at the end of the day
* The children will decorate cookies
* The children will participate in a special art project

Must be enrolled for this scheduled day/time to participate

Spring Picnic-- The children prepare a very special snack to share "picnic style" out on the yard. They will enjoy their blooming garden and fun social time together.

3rd Year Moving Up Ceremony

* Cap and Gown Ceremony - special MSOSV traditional Moving Up Ceremony
* Parents and family of the 3rd years are invited to attend
* Refreshments will be served

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Fieldtrips

Only the 3rd year students participate in field trips that occur outside of the school. MSOSV plans many cultural activities, inviting professionals and activities to the school for participation of all the children. Most field trips offered by MSOSV will be within walking distance.

However, if a fieldtrip requires driving, volunteer parents who provide the required insurance documents and paperwork, will only be allowed to drive the children. Parents will be notified of all trips off campus and permission slips will be required. Alternate care will be provided on campus for all students who do not attend such activities. Parents are encouraged to volunteer for field trips. The school will maintain at least a 1:3 ratio for all field trips.

Transportation

Transportation of children to and from school is the responsibility of the parents/guardians.

Classroom Parents

Each year the school will ask for one or two room parents for each classroom. The Room Parents may participate and help with school wide events as well as events for students and staff only (such as Thanksgiving Feast, Valentine's Day, etc.)

The Lead Teachers and Head of School will guide the room parent to help with:

- Birthdays
- Special events: planning and preparation
- Curriculum prep: photocopying, booklet making and projects

If you are interested in becoming a room parent, please speak with your lead teacher or the Head of School for more information.

Classroom Volunteers and Special Presentations

Throughout the school year parents and outside professional groups are encouraged to give special presentations in the classrooms in their area of expertise. These presentations can be culturally related to give the children firsthand experience with other cultural backgrounds, professionally related to inform the children about community helpers, or various informative resources that will encourage the children's understanding of the presented topic.

These guest presentations will typically pertain to the curriculum or monthly cultural calendar. While we do try to schedule and notify parents in advance, some presentations might be rescheduled or postponed without notice to parents. The regularly scheduled staff will remain in the classroom at all times during the presentations. The select individuals will be professionals and adhere to all school policies and procedures.

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Classroom Observations

All parents are welcome to observe our classrooms at any time.
If you would like to observe a class, we ask that you simply sign in at the office and speak with the Head of School. If you would like a formal in-class observation, we ask that you schedule an appointment in advance to minimize the disruption to the classroom and to make sure that the class will be in the room when you visit.

We encourage you to observe. Seeing the children at work is to experience the Montessori philosophy in action. To make your observation more meaningful: look around the room and notice the amount and diversity of activity; the range of ages; the types of materials; the individual and group activity; and the interaction of the children.

Focus your attention on the teacher and notice the composure, the teacher as observer, and the respect the teacher shows each child. Focus your attention on your child and notice the succession of activities; the concentration on work; enthusiasm and self-satisfaction in each activity; and the child's respect for other children, the materials, and the teachers.

During a formal in-class observation, we request that you adhere to the following guidelines: sit quietly in the observation chairs indicated; try not to make your presence felt; do not initiate conversation; and do not handle the materials. We recommend these guidelines to minimize interference in the children's peaceful environment. Feel free to make notes of items you would like to discuss during your conference with the classroom teacher.

Parent Workshops

"Adults work to finish a task, but the child works in order to grow, and is working to create the adult, the person that is to be." -Maria Montessori

Parent workshops are designed for the parents to experience the Montessori Method, hands-on. Learn what each activity and material is used for. You may be surprised to learn what pouring water from a pitcher into a cup is teaching your child: fine-motor control, concentration, self-discipline and building self-esteem and pride. "I can do it!". Workshop topics may include "Montessori in the Home" "Is Montessori Elementary for us?" "School and Family", "Discipline"

Administrative Policies

Social Media

Social media (such as Facebook, Twitter, LinkedIn, YouTube, blogs, etc.) can serve as a bridge between teachers and families in the MSOSV community, but care must be taken to ensure respectful communication and confidentiality. Interacting on-line with is no different than interacting with these individuals or groups face-to-face—i.e., we are required to maintain the principles of respect, dignity, prudence, and professionalism and concern for the safety and protection of children, parents, families and Montessori School of Silicon Valley in all interactions.
MSOSV provides information for parents of MSOSV through the MSOSV website, weekly bulletins and notes, class lists, the school directory and MSOSV Facebook page, emails, etc. These communications are strictly for informational purposes and content is not to be redistributed to public forums or in any other inappropriate manner.

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MSOSV Website

The MSOSV website can be found at www.msosv.com. This site serves as a virtual space to share school information with the public as well as other relevant information with MSOSV community. The website contains photographs only of children whose parents have signed releases. On the website is a school calendar that you can access for the latest information. School calendars are also available in the School Information section on your Transparent Classroom home page.

Suggestions

We welcome your suggestions. Please let us know also if you would like to participate in any of our "Test Groups" when we are working on new programs, we may at times ask for feedback from parents in the school first.

Department of Social Services

The Department of Social Services shall have the authority to interview clients, including children, or any staff, and to inspect and audit client or facility records without prior consent.

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HEALTH AND SAFETY

Safety and Security

Front Entrance -Please use the code given to you to enter the building. If there is someone waiting to enter or following you in and you do not recognize them as a parent already enrolled in the school, please ask them to use the "call" button and we will let them in. It is very important that we know when unauthorized people are in our school.

Authorized Person- Upon enrollment, parents will receive the "***Emergency Identification***" documents. On this form parents can authorize additional relatives or family friends who are authorized to pick up their child from school. Only those authorized on this form will be able to pick up after verifying their identity with the Head of School or Lead Staff. Proper photo identification includes Government issues ID or Driver's License, passport, etc. When necessary, parents will also be called to confirm pick up.

Parking Safety

Please keep your child with you always while in the parking lot. **Please hold their hand and do not allow them to run through the parking lot. It is not safe!!**

Sign-in and Sign-out Requirements

Parents are required by law to bring their children into the center, to sign them in upon arrival, and to again come into the center to sign them out prior to departure. A 4-digit code is assigned to everyone who is authorized to take children from the facility. This code acts as a signature and is kept on file for 5 years.

The 4-digit code is just like your signature. You are not allowed to let others use your code or let your child sign themselves in or out at any time.

You must sign-in upon entering the school to drop off your child. The same for pick-up as well. If you sign your child out before entering the classroom to pick up your child and you stay later than your contracted hours, you will be charged the late pick-up fee. You must sign your child in at the entrance of the school as well, if you arrive before your contracted hours, you must wait to enter the classroom, or you will be charged extra attendance.

IN THE SCHOOL – It is your responsibility to keep your child with you before you leave your child with his/her teacher as well as when you pick up at the end of school. You are not allowed to let your child be in the school unsupervised at any time. Please help the children respect our rules by walking through the school and hallway, keep feet and bodies on the floor, not up on tables and chairs.

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Illness and Sick Policies

A child must be well to attend school. Should he/she become ill during the day, the parent will be notified immediately. Arrangements must be made to pick up the child from school within one hour.

- A parent will be called to pick up their child if their child has a temperature of
- 100.1 or higher, diarrhea or vomiting three times within one hour, and any other symptoms that can be contagious or a health risk to the children and staff.
- If a child is unable to participate in regular activities, the parent will be called for pick up.

Please contact the school to inform us when your child will be absent for any reason. The children will form a community at the school. Both children and staff will miss your child and worry about them when they are absent.

When children are not feeling well, they are not able to learn, spend time with friends or enjoy themselves. Sick children are likely to make other children and faculty sick as well. Although we have an area provided for children that get sick, our school is not the best environment when your little ones aren't feeling well. ***Please do not send sick children to school and be prepared to pick them up promptly when you are called because they are ill***.

You may not bring your children to school if your child had any of the following within the 24 hours prior to the beginning of the school day. You will be asked to acknowledge the absence of a fever when you sign in your child daily.

- Fever reading of 100.1 degrees or higher.
- Fever reducing medicine
- A runny nose with green nasal mucous.
- Vomiting or diarrhea
- Pink eye with secretions – **MUST SHOW evidence of 4 doses of medication administered.**
- Evidence of chicken pox

Head Lice Policy

Please check your child's head once a day for head lice. Small nits are hard to see and can hatch overnight. If your child has head lice, they will ***not be able to attend school until all the nits are gone.*** Please out of respect for the other children and families, please DO NOT bring your child to school if you know your child has either lice or nits. We will also be checking heads on a daily basis. *If we did find lice or nits on your child's head, we will contact you to pick up your child immediately.*

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If your child has been diagnosed with any of the following, please let the school know as soon as possible. We want to inform our parents of the potential illnesses that their child may have been exposed to and wheat to expect.

- chicken pox
- pink eye
- measles or German measles
- hand, foot and mouth disease
- head lice
- impetigo
- meningitis
- mumps
- strep throat
- whopping cough

No over the counter medications will be dispensed at school. Even known medications can create allergic reactions in children in rare situations. All prescription medications will need a medication authorization form completed before any medication can be administered. Prescription medicine must be kept in its original container with your child's name and date labeled from the pharmacy. Medicine must be in its original container.

Parents must sign and complete the Parent Consent Form weekly and the Medication Log every day that your child is required to take their medication. If a medication is not signed in each day, it will not be administered to the child. It is the responsibility of the parent to see that this form is signed, and the medication is brought home each day.

Medications

Our priority at MSOSV is the safety and well-being of the children. Therefore, we have guidelines we wish to share with you prior to accepting any medication, prescription and/or over-the counter, for your child, as well as forms that will need to be completed by both you and your child's physician.

As a courtesy and to assist parents who are unable to come to our school to dispense medication to their child themselves, our staff will administer needed medication (prescription and over-the-counter –Nido only), as prescribed by his/her physician, provided MSOSV has received the required documents as noted on the Medication & Required Paperwork Checklist.

All prescription and over-the counter medication is kept in our School offices or in the classroom cabinet, out of reach of children.

Prescription medication must be in the appropriately labeled prescription container with an unaltered label listing the child's name, physician's name, medication name, dosage and expiration date. Over-the-counter medication must be in its original container with the child's name written on the packaging, and it must contain the dosage information and expiration date (if applicable). Nido only.

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Medication & Required Paperwork Checklist (Medication & Required Paperwork Must Be Renewed Each School Year) All medications, prescription and over-the-counter, Must Be Accompanied By: MSOSV Prescription and Over-the-Counter Medication Consent & Instruction Record that is completed in full and signed by the parent/guardian. A Physician's Official Statement on physician's letterhead or an Action Plan detailing all the following
(Note: Food allergies are required to have an Action Plan):

- Name of the medication (prescription or over-the-counter). Physicians must indicate whether the prescription or over-the-counter medication may or may not be in generic form and, if so, the name of the generic medication.
- Medical reason for the medication (i.e., allergic to nuts, severe skin eczema, etc.).
- Possible side effects.
- Method, amount and approximate time schedule the medication is to be taken during the school day. If physician's instructions indicate "as needed" for the dispensing schedule, we require written instructions as to what symptoms to look for prior to administering the prescription or over-the-counter medication, the minimum hours between dosages, and the maximum number of doses to be given while the child is at school.
- If medication is to be kept in the child's classroom, a notation to this effect is required
- by the physician.
- Statement must include the physician's name (printed), address and phone number. Inhalers & Nebulizers Also Require: Inhaler or Nebulizer Physician's Instructions must be submitted or physician's instructions on his/her letterhead that include all the
- information listed on the Inhaler or Nebulizer Physician's Instructions form, including whether the prescribed medication can be in generic form or not, and if so, the generic name of the medication. A completed Nebulizer Care/Consent Verification for each MSOSV team member who will assist with dispensing the medication. If submitting medication for asthma, a completed and signed (by parent and physician) Asthma Action Plan is highly recommended.
- Food Allergies: If submitting medication for a food allergy, a completed and signed (by parent and physician) Food Allergy Action Plan is required in place of a Physician's
- Official Statement. All Allergies: Parents are to list all allergies on their child's Consent
- for Medical Treatment form and update as often as is applicable during the school year

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Immunization Requirements

REQUIRED TO ATTEND CHILDCARE, BY AGE

Vaccine	2–3 Months	4–5 Months	6–14 Months	15–17 Months	18 Months–5 Years
Polio (OPV or IPV)	**1 dose**	**2 doses**	**2 doses**	**3 doses**	**3 doses**
Diphtheria, Tetanus, and Pertussis (DTaP or DTP)	**1 dose**	**2 doses**	**3 doses**	**3 doses**	**4 doses**
Measles, Mumps, and Rubella (MMR)				**1 dose** on or after the 1st birthday	**1 dose** on or after the 1st birthday
Hib	**1 dose**	**2 doses**	**2 doses**	**1 dose** on or after the 1st birthday	**1 dose** on or after the 1st birthday (only required for children less than 4 years, 6 months)
Hepatitis B (Hep B or HBV)	**1 dose**	**2 doses**	**2 doses**	**2 doses**	**3 doses**
Varicella (chickenpox, VAR or VZV)					**1 dose**

You may admit a child who is lacking one or more required vaccine doses if the dose(s) is not currently due on the condition that they receive the remaining dose(s) when due, according to the schedule above. You will need to review records to make sure this occurs. If the maximum time interval between doses has passed, the child cannot be admitted until the next immunization is obtained.

1. Receipt of the dose up to (and including) 4 days before the birthday will satisfy the childcare entry immunization requirement.
2. If a child had chickenpox disease and this is indicated on the Immunization Record by the child's physician, they meet the requirement. Write "disease" in the chickenpox date box on the blue card.

Missing Dose	Earliest Date After Previous Dose	Deadline After Previous Dose
Polio #2	6 weeks	10 weeks
Polio #3	6 weeks	12 months
DTP/DTaP #2, #3	4 weeks	8 weeks
DTP or DTaP #4	6 months	12 months
Hib #2	2 months	3 months
Hep B #2	1 month	2 months
Hep B #3 (under age 18 months)	2 months after 2nd dose and at least 4 months after 1st dose	12 months after 2nd dose and at least 4 months after 1st dose
Hep B #3 (age 18 months and older)	2 months after 2nd dose and at least 4 months after 1st dose	6 months after 2nd dose and at least 4 months after 1st dose

Emergencies

All emergency situations will be handled on an individual basis. Each family will be immediately notified, and appropriate measures will be taken up to and including the calling of 911.

In some instances, your child's doctor and/or dentist may be contacted for emergency. Please update your child's physician, dentist and insurance information as well as emergency contact numbers whenever a change occurs.

MSOSV has purchased Emergency Essential Packs for each classroom. In the event of any emergency, we are prepared. If the children are to be evacuated, there is a designated location the children will be moved to if the school becomes unsafe. Staff are required to stay with the children of the school until parents arrive. We are prepared to care for children for up to three days if necessary.

Fire Drills – Held monthly
Earthquake Drills – Held every 3 months Staff Safety Meetings yearly and as needed
At all times there is at least one staff member on site certified in CPR and First Aid.

Child Abuse Policy

The Child Protective Services Act is designed to protect the welfare and best interest of all children. Our employees are considered Mandated Reporters under this Act and are required, by law, to report any suspicion of abuse or neglect to the appropriate authorities. Under this Act, Mandated Reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Our employees are not required to investigate the cause of any suspicious marks, behavior or condition before making a report. We take this responsibility very seriously and will make all warranted reports to the appropriate authorities.

Allergies – Nut Safe Policy

To promote a safe environment for all students and staff, MSOSV has a "Nut Safe" policy.
This is a strategy to educate parents and staff about reducing the risk of exposure to life threatening foods, such as nuts. It is important to note that the safety of children with severe reactions requires cooperation of the entire community.

1. All snacks provided by MSOSV will be free of peanuts/nuts
2. Children can bring in their own lunch, food containing nuts.
3. The staff will have children with nut allergies sit separate from children who have lunch containing nuts.
4. We do not allow food sharing unless it is a special occasion, holiday parties, birthdays etc. Staff will check the ingredient list
5. Any baked items brought in for celebrations should be nut-free and must be store-bought with ingredient label intact.

If in the event, there is a child in a classroom with a nut allergy so severe that will be affected even if not sitting at same table still causes a reaction, the parents of that classroom will be asked to NOT send food containing nuts in their child's lunch.

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If your child has a restricted diet that prohibits them from participating in our regular daily snack, you are welcome to bring the following:

A serving of fruit, crackers, yogurt, or apple sauce.

Please send the snack to school in a plastic baggie, with your child's name written on the baggie with a sharpie marker. Please leave the snack(s) with the Classroom Teacher. We will be sure to offer the snack to your child during our regular snack hours. Since we do not have refrigeration available, please only send fruit that is to stay cold for the morning snack time. Otherwise send crackers for the afternoon snack.

The snack must be signed in each day. If you do not sign in your snack, we will assume that it is ok for your child to have the snack that is offered by the school that day.

Breakfast, Lunches and Snacks

Water is available and accessible to the children in every classroom as well as outside throughout the entire school day. Please do not send your child to school with additional water bottles. (water bottles may be packed with lunch, however, drinking water is available all day to the children, they can use lunch water bottle only during lunch).

Infant Meals & Milk - All food, snacks, milk, formula is provided by the parents and is brought to school and taken home every day. Parents are to label all food and milk with date and name.

Toddler and Primary Meals:

- Breakfast is included in the program between the hours of 7:00- 8:30 am. Please do not send your child to school with breakfast from home. If you miss the breakfast time, please allow your child to finish their food before coming to school. The school serves Organic multigrain cereal or the equivalent with organic 2% milk.
- Snacks MSOSV provides morning and afternoon snack. All snacks meet or exceed state food requirements. We have a variety of snack options which include but are not limited to, Multigrain crackers, organic pita chips, and veggie sticks. The school also serve fresh fruit daily both in the morning and in the afternoon. We try to buy organic seasonal fruit. Some of the fruit we serve include strawberries, apples, oranges, bananas, watermelon and cantaloupe.

We have a list of the ingredients found in our snacks. Please let us know if you would like a copy. We never serve any snack that includes nuts of any kind.

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Lunch: Lunch begins at noon. We do not allow parents in the room while the children are eating lunch. It is very distracting for the other children, and it is a busy time for us. We strive to have a calm eating environment for the children and work to have them eat independently. If you come before 12:30, we will assume that you need to leave early and will have your child clean up their lunch place and get ready to leave. The uneaten lunch will be packed and sent home with you.

Home Lunch: If you bring lunch from home, please label all containers, lunch boxes, etc., with your child's name. We do not refrigerate children's lunches. You may provide an icepack if your child's lunch needs to remain cold. A microwave is available for the Teachers to heat the food. Please do not send uncooked or frozen food. All food to be heated must be in a microwavable container and be ready to heat. For safety reasons food wrapped in foil or metal containers will not be heated.

School Lunch: MSOSV provides an optional hot lunch program supplied by an outside catering source, for an additional daily fee, paid directly to the caterer. The monthly menu and order form are located on the parent board of each room. You may also order the catered lunch online. For specific details on how to order, please ask your Head of School.

Little children have little tummies! Most parent's worry their child will be hungry and send far too much food. Although too many choices are often overwhelming for a child, having no choices at all may be frustrating. Even though it was your child's favorite food yesterday, it may be something they just "don't like" today. We recommend small quantities of approximately three different healthy foods. You know your child's eating habits the best! We make every effort to encourage your child to send home uneaten food so that you can see what your child eats.

We will prepare and eat lunch together as a group. We encourage the children to be as independent as possible in the preparation of their lunch. Please avoid heavily processed food and difficult to open containers. They will have the option of drinking milk or water with their lunch. Deserts should be small and considered as part of the overall part of lunch not as bribery to "finish" their lunch.

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Sunscreen

MSOSV provides and applies Rocky Mountain Sunscreen SPF 50 to the children, when they will be playing outside, during the months of May through September the children do not play outside during peak-sun hours 10:00 am to 2:00 pm. Parents may apply the sunscreen at drop off time in the morning. The sunscreen is available next to the sign in computer. Please follow the instructions for sunscreen application.

Sunscreen is applied by the staff 30 minutes prior to going outside for afternoon play time, or PE. Parents are required to sign the "Sunscreen Authorization" form each school year. For

further information regarding sunscreen and sun exposure, please see our website. You may also visit the Rocky Mountain Sunscreen website at:

www.rmsunscreen.com

Messages and Phone Calls

The best time to call the school is between 8:00 a.m. and 5 p.m. If you call the school at other times, please leave a message and someone will return your call. In the event of an emergency, keep calling until one of the staff answers. If you need special help after school hours, you may call the Head of School on the cell phone. The cell phone is provided on the Head of School's business card.

Most school notices will be sent to you via Transparent Classroom, however, please check your email and your child's file daily. If you change your e-mail address, kindly update your contact information in 1Core and let the office know that you've made this change.

E-mailing can often be the most effective means of communicating with your child's teacher. All classroom emails have the same configuration, which is classroomname@msosv.com. For example, Cassatt@msosv.com or Yellowstone@msosv.com.

Changes in the Home

Changes in the home can have a profound impact on your child's attitude, behavior, and performance at school. Please inform your child's teacher of major changes that might affect your child. Any unusual event or change in behavior at school will be reported to you by the teacher.

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