



Cabrillo ♦ Calaveras ♦ Crescent ♦ Main Street

PARENT HANDBOOK

2018-19 v1.1

www.MSOSV.com

408-263-6330



Montessori School of Silicon Valley

Cabrillo ♦ Calaveras ♦ Crescent ♦ Main Street

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MISSION, VISION, 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.

Vision

By providing an education rich in the Montessori philosophy, children are enabled to realize their full potential as collaborative and independent learners. An education that nurtures their intrinsic desire for life-long learning, as they become engaged and productive members of any community.

Core Values

The Montessori School of Silicon Valley offers a full implementation of Montessori nido, pre-primary, primary and Kindergarten educational programs.

Montessori Philosophy

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.

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.



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MISSION, VISION, CORE VALUES AND MONTESSORI PHILOSOPHY (cont.)

Support

Prepare a multi-age, child-focused, interactive learning environment that offers meaningful, productive, and gratifying work.

Allow children to learn using 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.

Respect

Cultivate each child's ability to respect themselves, others, and 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.

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 in order to responsibly serve the needs of the child.

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

Admissions Requirements

All registration, medical forms and payments must be completed before your 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.

School Records

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

Parent's Rights	Consent for Medical Treatment	Emergency Contact Card
Personal Rights	Immunization Records	Admissions Application
Pre-Admission Health History	Physician's Notice & Current Immunizations	Parent Handbook Receipt
Emergency Information	Admissions Agreement	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 director of the School. You may use the director's office or the main office to examine your child's file. These files must remain in the school.

Arrival and Dismissal

The School day begins at 9:00am. Please have your child to school on time. 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.

Late Pick Up

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



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ADMISSIONS AND ATTENDANCE (cont.)

Late Pick Up (cont.)

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.

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.

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 school director to report the absence.

School Calendars

An annual calendar is provided to parents showing the schools holidays 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 School Calendar.



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FINANCIAL POLICES

Payments

For account information, contact the MSOSV Operations Manager in our main office if you have any questions or problems regarding the payment of tuition, please inform us promptly.

MSOSV is dependent on tuition income for its operating capital. Timely tuition payments ensure the school's ability to meet expenses. The registration is nonrefundable and should be received by the date specified in the enrollment contract.

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.

- Cash** *Cash payments are only to be made directly to your Site Director. DO NOT leave cash payments in the tuition box. MSOSV is not responsible for lost cash payments.*
- Check** *Check payments can be placed in the tuition box located onsite at the school campus.*
- Tuition AutoPay (TAP)** *Invite will be sent via email for TAP processing at time of enrollment. Monthly tuition and any applicable fees will be processed through the TAP system on the 1st of every month. This service is offered at no cost to parents.*

Account statements are sent via email by the 10th of each month and can be accessed by parents at any time through the Oncare Parent Portal. The school tax id and address are included in the monthly statement for tax purposes. The monthly statement serves as a receipt. No other receipts will be written.

Included in Tuition

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

Registration Fee

\$200 due at time of enrollment.

This fee is assessed per child and is nonrefundable. If child withdraws for extended period, a re-registration fee of \$200 is assessed to return.

Annual Re-Enrollment Fee

\$200 due by February 15th

Re-Enrollment fees secure an existing MSOSV child's admission for the following school year.

This fee is assessed per child and is nonrefundable.

Registration at the school is on a "School Year" basis (Sept 1st thru June 30th). Your child will only be guaranteed a reservation for the following school year if you complete a new Admissions Agreement and pay all applicable fees. Unsecured spots are made open to outside families beginning March 1st. Space is very limited



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FINANCIAL POLICES (cont.)

Annual Materials Fee

\$200 due September 1st or at time of enrollment.

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.

This fee is assessed per child and is nonrefundable.

For mid-year enrollments (i.e. February - April) the Annual Materials fee will be \$150.

Kindergarten Fieldtrip Fee

\$100 due in September or at time of enrollment.

This pays for fieldtrip transportation, entry fees and end of year party.

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 4 th 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 (paper sign in/out is available if sign-in device inoperable)
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 Campus Caterer's for Lunch fees and information.



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FINANCIAL POLICES (cont.)

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.
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.
Corporate Referral Credit Program: For more information please contact Michael Harding mharding@msosv.com	You can double the referral credit if you introduce us to your company’s HR department and they in turn help promote MSOSV to other employees. For every family that enrolls from your company, we will credit you \$400 for after that family has been enrolled at any of our MSOSV campus locations for 90 days. Referral Credits are eligible year-round. *Certain restrictions apply regarding the number and location of your company’s employees.

Withdrawal Policy

Parents may withdraw their children by notifying the Director 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

With the exceptions of the month of December and Spring Break, each child enrolled continuously for at least one year at MSOSV is eligible for up to ten days of vacation credit effective on the one-year anniversary of the child’s first day of enrollment. To qualify for vacation credit, a 30-day written notice is required. Vacation credit can be used up to ten consecutive school days and not less than five school days at a time. MSOSV will not rollover or cash out any unused vacation credit not taken each year.

Vacation credit will not be given in lieu of a 30-day notice.

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 site director 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.



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ACADEMIC AND OPERATIONAL POLICIES

Discipline/Termination Policy

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 grounds 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.

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 are 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.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Discipline/Termination Policy (cont.)

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.

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 child care 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.

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 of the above 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.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Responding to a Biting Crisis (cont.)

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:

- 1. Meet daily.** The staff in the room meet with the director or other supervisor or support staff daily throughout the crisis for advice and support and maintain a perspective devoid of blame directed toward children, parents, or staff.
- 2. Document every bite and attempted bite.** We document every occurrence, including attempted bites, and indicate location, time, participants, staff present, and circumstances.
- 3. 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
- 4. Look for biting patterns.** We analyze the "ouch reports" and profile the behavior patterns and the environmental context of frequent biters and frequent victims.
- 5. 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.
- 6. Work with the children in small groups.** Avoid large group activities and routines and break into smaller groups.
- 7. 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.
 - Adapt the program to better fit the individual child's needs.
- 8. 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.
- 9. 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.
- 10. 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.
- 11. 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.
- 12. 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.
- 13. Group children to avoid biting.** Analyze grouping children to avoid combinations that may lead to conflict or biting.
- 14. Have others observe the biting epidemic.** If necessary, bring in outside observers to help you analyze the entire situation, not just the biters.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

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.

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.
- Parents should not ignore or down play 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.**



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Parent Communication

Montessori Compass Parent Portal

(referred to going forward in this document simply as 'Compass') is a parent portal designed specifically for Montessori schools that enables very efficient school record keeping while simplifying parent communication; helping to bridge the gap between a child's home and the school community. Compass makes it easy for teachers to share observations of your child's social development and academic progress.

MSOSV has adopted Compass as the primary means of formal communication with our parents. Updates are published regularly throughout the school year. Please check it often for school news, important information, reminders, and calendar updates.

Weekly Activity Reports & Student Assessment

Compass makes it easy for you to see your child's academic and social development in a very easy-to-read, concise format. Our staff provides weekly email updates to parents that provide a brief summary of your child's day to day activities and progress. This helps parents to effectively engage their child in a real conversation about their school day. In addition, three times per year MSOSV will provide more detailed Student Assessments.

Montessori Education for Parents

There are many reasons why you chose a Montessori education for your child. Understanding your child's work in the Montessori community can be confusing. Compass helps educate parents alongside the child by sharing photos & descriptions of common Montessori works so that parents can see the two together. 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 both our school and the Montessori community!

Day to Day Parent/Teacher Communication

Once your child starts school, Compass will be your primary tool for communicating 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's File

Each parent has a file in the lobby. The files are organized by classroom and siblings are together. The file is labeled with your child's name. You will find notes from our office, upcoming events, your monthly statement etc. We provide this as a back-up just in case of the unlikely event that our emails communications don't make it through. Please check this file daily.

Monthly Newsletter

Look in your email and Compass for our Monthly Newsletter – we will send it to both.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Parent Communication (cont.)

Site Director

The Site Director has a school email that ends in @msosv.com so be sure to update your address book to ensure all emails are delivered to your inbox in a timely manner. Site Directors will also call parents via phone when necessary.

Classroom Teacher

All communication with the classroom teacher is done through the Montessori Compass Messaging Center.

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.

Conferences

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 their class by providing vital information and feedback. You will have an opportunity to review your child's progress report and to discuss any questions with the teacher.

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. MSOSV allows up to two additional meetings with the lead guide per school year as requested by the parent or guardian. These meetings will be held during the staff prep time in the later afternoon. Parents must be flexible and both parents are expected to attend such meetings.

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.

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.

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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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Clothing

Your child will be the most comfortable in casual clothing. Please make sure that all clothes and accessories are easy to manage as children are still developing the skills of dressing and undressing themselves.

All clothing needs to be safe for running and playing. Please note that open toed shoes such as flip flops and sandals run the risk of foot injuries and increase the likelihood of your child tripping and falling.

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).

The children accepted into the Primary and Kindergarten 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.

To be safe, 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 with the child's name. This is the case especially for very easy to forget items like sweaters, jackets or sweatshirts that are removed later in the school day. Make sure that every sweater, sweatshirt, coat is clearly labeled. All unclaimed lost items will be donated to charity at winter break and the end of the school year.

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

Napping/Rest-time

All rest linens and rest mats are provided by the school. The school ensures that all rest equipment is washed and sanitized weekly or as needed.

Daily rest time is 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 in the 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 the staff.

Toys

Your child may not bring toys to school.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

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.

All birthday snacks must be store bought. We will not accept any homemade snacks or any snacks containing nuts of any sort.

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:

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

**Please remember that this is a special snack and NOT YOUR CHILD'S BIRTHDAY PARTY:
NO GOODIE BAGS AND NO BALLOONS!**

Please be respectful of this request. If you would like to bring something for all the children here are some Montessori classroom-friendly suggestions:

- a special "Birthday Plant" for the classroom.
- a special book for the library.
- an art project for the children to do together

In addition, we do not allow cupcakes, birthday cakes, cookies, brownies or 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.

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 distribute them another way outside of the school. 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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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Last Day of School Treats

If you would like to bring a special snack on the last day of school (or any other day, for that matter), 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.

Instead of a special snack please consider donating:

- a special plant for the classroom
- a special book for the library
- an art project for the children to do together

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 so childcare is available at no charge. The classroom Assistants will provide children with a special activity and snack while parents attend the meeting.

Parents first meet as a large group with the Site Director and Lead staff to review general information about the school year, any changes in policies, etc. This is a good time to ask general questions about the school policies regarding pick up/drop off, etc. Parents then visit their child's classroom where the 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

Approximately every 12 Weeks during the school year between Sept through June, each Studio program will have an Opening to showcase the children's work. The exact dates will be provided by the Site Director as they are scheduled.

Harvest Festival

Held at the end of October, children parade the school in their costumes, collect treats and then participate in the festival which includes games, art projects, photos and snacks. 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.

Parents and Families are invited to attend and are strongly encouraged to dress in Montessori classroom-friendly costume (please avoid costumes that are threatening in nature, include weapons or promote violence). Instructions for what to bring to the event will be posted in your child's classroom well in advance.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Events and Celebrations (cont.)

Thanksgiving Feast

Typically held the week of Thanksgiving, the children work together to prepare the feast and then enjoy a family-style meal with their teachers and classmates.

***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 so please do not send lunch or order school lunch on this day

(* Children must be enrolled for this scheduled day/time to participate

Winter Faire

Typically held in the weeks prior to Winter Break, the Winter Faire is a wonderful opportunity to spend time with your child in the classroom. The children will prepare the food and drink for the event where you will fun winter art activities to add to your collection at home to cherish for years to come.

Parents and family are invited and encouraged to join the fun!

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!**

Please make sure your child brings 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 able to write, they should sign the cards. If not, parents should help them sign their name.

It is best to NOT include a name in the "To:" part of the card. This makes it easy for the children to walk around the circle and just place their cards in their classmate's bag which are then sent home with each child at the end of the day.

At this party the children will decorate cookies and participate in a special art project.

(* Children must be enrolled for this scheduled day/time to participate



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Events and Celebrations (cont.)

Spring Picnic

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

3rd Year Moving Up Ceremony

At the end of the school year in June, parents and families of the 3rd year Montessori students are invited to attend a special MSOSV tradition, the Moving Up Ceremony where our students who have completed their 3rd year of Montessori don Cap and Gown Ceremony for special recognition of this early academic achievement. Refreshments will be served.

Fieldtrips

Offsite field trips are limited to our 3rd year students. MSOSV plans many cultural activities, inviting professionals and activities to the school for participation by all our students.

Most field trips offered by MSOSV will be within walking distance. However, in the event that a fieldtrip requires transportation, only volunteer parents and MSOSV staff members who provide the required insurance documents and paperwork will be allowed to drive the children.

Parents will be notified well in advance of all trips off campus and parental 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 1:6 ratio for all field trips.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Admissions & Classroom Transitions

Nido to Pre-Primary

During this transition, we will begin to introduce new opportunities for learning. Although we base the move to a new classroom primarily on the school year, we also take into consideration the development and emotional readiness of your child.

Other factors contributing to this decision involve the need of MSOSV to comply with laws and regulations set forth by the California State Licensing Department regarding classroom capacity and teacher to student ratios.

As always, our goal for your child is independence. When children can be independent and do things for themselves, they are truly most happy! They become prepared for later learning, can sit and focus, get along with others and make good choices. The guides follow your child and continue to provide developmentally appropriate materials and lessons for your growing child, gradually evolving the environment along with the development of the children.

Admissions and classroom transitions are based on your child completing the full school year in the classroom. Moving up will happen during the months of July and August.

For example, a child may turn 2 in the month of March, his transition will begin in July of that year. The California State Licensing allows us to keep children in the Nido environment past the age of two, however the children may not move to the Pre-Primary environment before reaching the age of 2.

If a space becomes available during the school year, the oldest child in the class will be considered first for the move up to the next classroom.

Up until this point, your child has just begun to follow classroom routines which are good for their confidence and development. They have been on a consistent snack, outside play, circle time and sleeping schedule.

We will now have your child follow the posted schedule which includes changes necessary for their age. Consistency at this age is very important. We work with each family individually and make sure everyone is comfortable with the move.

The process is gradual. Your child will visit for certain time increments over weeklong intervals. At the end of the month-long process, your child will be completely transitioned to his/her new classroom.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Admissions & Classroom Transitions

Nido to Pre-Primary (cont.)

What Parents Can Expect:

- A Daily Log is completed each day for your child and made available for your review. The information will vary slightly from the Daily Log of the Nido Community.
- Pre-Primary children should wear shoes that Velcro or slip on, tying shoes is too difficult for them at this age, but they are ready for shoes that are for indoor and outdoor and have firm soles.
- Your child will participate in the rest period following lunch from 12:30 to 2:30pm.
- Pacifiers and hand feeding are not permitted in the Pre-Primary Community. Our teachers will work with your child to be successful eating independently.
- If you bring lunch from home: the lunch needs to be packed in a lunch box. This lunch is not refrigerated, you may use "cold packs" to keep the lunch cold. If you send food to be heated, please remember that all food must be cooked and ready to microwave in an appropriate container that can be heated and then used to serve your child's lunch. For example, do not send food wrapped in tin foil, it cannot go into the microwave. If you send soup, it must be ready to go directly into the microwave.
- Every day Pre-Primary children set up and serve lunch and snack as well as clean up and put things away.
- Pre-Primary children will work with the classroom materials on small rugs or trays. They will take out and put their work away by themselves when finished.
- We will continue to work with your child toward independence, i.e. putting on his or her own coat, washing their hands. Showing them how to do it all by themselves.
- Your child will participate in our "Toilet Learning", please send your child to school in clothing that they may be successful in during their experience. You may still send a whole pack of diapers to school. You may also still send cream if needed. We supply the wipes for diapering. If you run out of diapers and school diapers are used, a charge of \$2.00 per diaper will be assessed to your account.
- Pre-Primary children begin using the toilet every few hours and transition into underwear.
- The Pre-Primary Classroom has two outside times per day. We do not go out if it is raining. However, we do still go out if the weather is cold. Please dress your child appropriately. Children are not left inside due to sickness. If you feel your child is too sick to go outside with the class, your child is probably too sick to attend school and should stay home until they are well enough to return to school.
- Please check your cubby often to be sure you have enough extra clothing that is appropriate for the season.
- Please note that sometimes school is messy. We do many art projects and allow the children to work with their hands. Your child's clothes will get dirty. Please do not dress them in their Sunday best.

***Please note that each time your child transitions to a new classroom an updated copy of immunization records and a new tuition agreement needs to be filled out. These forms need to be completed and returned to the office before your child can be officially moved over to his/her new classroom.**



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Admissions & Classroom Transitions

Pre-Primary to Primary

Admissions and classroom transitions are based on your child completing the full school year in the classroom. The school adheres to the laws and regulations set forth by the California State Licensing Department and each school has a classroom capacity that must be maintained.

Moving up will occur during the months of July and August.

For example, a child may turn 3 in the month of March, his transition will begin in July of that year. In the event that a child turns 3 before December/January of the current school year, that child may begin in the primary classroom prior to turning 3. This will be determined by the school administration in coordination with the child's family.

If a space becomes available during the school year, the oldest child in the class will be considered first for the move up to the next classroom.

Although we base the move to a new classroom on "age", we also take into consideration the development and emotional readiness of your child. Some children may move before or after they reach the designated age. We work with each family individually and make sure everyone is comfortable with the move. The process is gradual over about a month. Your child will visit for certain time increments over weeklong intervals. At the end of the month process your child will be completely moved over to his/her new classroom.

The school administration will make every effort to enroll your child into the primary classroom of your choice. However, please note that this is not always possible, and ultimately the classroom will be assigned by the school.

The Primary Classroom has a span of ages from 2.5 to 6. We maintain a ratio of 1:12 in this classroom.

All children transitioning to Primary are expected to be able to:

- Use the bathroom independently
- Change their clothes independently
- Sit in circle respectfully
- Eat lunch and snack independently

What Parents Can Expect:

- There will no longer be a Daily Log record available as in the Pre-Primary Community. If you would like to discuss your child's day, you could arrange a meeting with the child's teacher or Director. Classroom Lead Guides will answer questions through Montessori Compass and are able to set two meetings per year with you outside the regular conference schedule.
- The staff will assist the child to get the clothes from the cubby. If your child has an accident, they will be expected to change their clothes and the staff will assist the child to put the soiled clothes in a bag for take home. Please check the "Take home clothes" basket outside the front door often. Also, please be sure you have the cubby packed with appropriate fitting clothes.
- If your child does not have extra clothing, we will temporarily lend "school clothes". Please launder and return within as soon as possible.
- If you bring lunch from home: the lunch needs to be packed in a lunch box. This lunch is not refrigerated, you may use "cold packs" to keep the lunch cold. If you send food to be heated, please remember that all food must be cooked and ready to microwave in an appropriate container that can be heated and then used to serve your child's lunch. For example, do not send food wrapped in tin foil, it cannot go into the microwave. If you send soup, it must be ready to go into the microwave.
- To help develop an appreciation of their classroom environment, the children are expected to help the teacher to clean up the classroom at the end of their day.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Admissions & Classroom Transitions

Pre-Primary to Primary (cont.)

***Please note that each time your child transitions to a new classroom an updated copy of immunization records and a new tuition agreement needs to be filled out. These forms need to be completed and returned to the office before your child can be officially moved over to his/her new classroom.**

Drop Off

When dropping your child off at school, it is mandatory that you leave your child with a school staff member. NEVER leave your child unattended on the yard or in an empty classroom.

If you or your child is having trouble with the drop off transition, one of our staff will be happy to help you. As soon as you are ready to say "good-bye" the staff member will take your child from you so that you may leave.

Please let your child know that you are leaving, and you will be back later. It is best to resist the temptation to "sneak away" when your child is distracted.

When spending time with your child in the classroom, please respect and help your child to respect the schedule, routines and ground rules of the classroom.

It is also important to gauge what is helpful and harder during the letting go process. It can send a confusing message to your child if you spend too much time and then it can be that much more difficult when they need to let go. Open communication with your child's teacher can help this go smoothly for both your child and you.

Our classrooms are carefully prepared, and we take great care in respecting their environment, therefore, please observe the following when entering our classrooms:

- Come in quietly.
- If circle is in session, please have adult conversations outside.
- Please, no cell phones in the classroom. If you are on the phone, please remain outside until you have finished.
- Please, no sitting on the tables.

Pick up

At the end of the day, please remember that our staff has worked all day and are ready to go home. If it is closing time, please get your child's things and be ready to leave. Please do not hang around. If you would like to spend time in our school with your child, you are welcome to, just arrive earlier than closing time.

We are a full day program school, if you have a school day schedule it is important that you adhere to your contracted schedule because it can affect the teacher to child ratio and the daily schedule of events.

Please use your sign in and sign out code on the computer to sign your child in and out daily. This is a state law and is required.

Transportation

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



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

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 Guides and Site Director 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 child's Lead Guide or the Site Director.

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 guest presenters will be professionals and adhere to all school policies and procedures.

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 Site Director. 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.

When you focus your attention on the teacher, notice the composure; the teacher as observer; and the respect the teacher shows each child.

When you focus your attention on your child, 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.

To minimize interference in the children's peaceful environment 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. Feel free to make notes of items you would like to discuss during your conference with the classroom lead guide.



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ACADEMIC AND OPERATIONAL POLICIES (cont.)

Parent Workshops

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!".

Past workshop topics included: "Montessori in the Home", "Is Montessori Elementary for us?", "School and Family", "Discipline".

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 MSOSV in all interactions.

In addition to the methods described in the Parent Communication section of this handbook, MSOSV also posts periodic updates via Facebook and similar social media outlets. These communications are strictly for informational purposes and content is not to be redistributed to public forums or used in any other inappropriate manner.

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.

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 provided to you whenever entering the school 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 always know exactly who is 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 whom 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 Director or Lead Staff. Acceptable 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 as the lot can get very busy at times.

Sign-in and Sign-out Requirements

Parents are required by law to sign in their child upon arrival, and to sign them out prior to departure. This must be done from inside the building so that children are not passing through the doorway without a parent.

A unique 4-digit code is assigned to each individual authorized to take children from the facility. This code acts as a signature and is kept on file for 5 years. As such, parents 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 and then sign out as you are departing the school with your child.

Fees are incurred if you sign in your child prior to their contracted start time or after their contracted end (late pick up fee). If you arrive early to the school, please do not bring your child into the classroom prior to their contracted time or you will be charged for extra attendance.

It is your responsibility to stay with your child prior to leaving your child with his/her teacher at drop off 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 and keeping feet and bodies on the floor (not up on tables and chairs).



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HEALTH AND SAFETY (cont.)

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
- has diarrhea or vomits three times within one hour
- is unable to participate in regular activities
- exhibits any other symptoms that can be contagious or a health risk to the children and staff

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. Please contact the school to inform us when your child will be absent for any reason.

When children aren't feeling well, they aren't able to learn, spend time with friends or enjoy themselves. Sick children are likely to make other children and staff 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:

- fever reading of 100 degrees or higher
- fever reducing medicine
- runny nose with green nasal mucous
- pink eye with secretions
- vomiting or diarrhea

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

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

APRIL 2018 UPDATE:

PLEASE REVIEW "HEAD LICE – THE NO NIT POLICY" LOCATED IN THE ADDENDUM SECTION OF THIS HANDBOOK ON PAGE 35



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HEALTH AND SAFETY (cont.)

Illness and Sick Policies (cont.)

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 prescription medication (and over-the-counter in the Nido room at Calaveras ONLY), as prescribed by his/her physician, provided MSOSV has received the required documents as noted on the Medication & Required Paperwork Checklist.

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.

All 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.

MSOSV staff may administer topical nonprescription medications to your child in accordance with the manufacturer's directions on the label, however parents are first required to complete a Topical Ointment Authorization Form.

For Nido Community only: MSOSV does not require written physician approval for topical nonprescription medications (e.g. sunscreen, teething medication or diaper ointment).

The proper paperwork must be submitted to the school office (see Medication & Required Paperwork Checklist) at the beginning of each school year or during the school year as medication needs occur.



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HEALTH AND SAFETY (cont.)

Illness and Sick Policies

Medication & Required Paperwork Checklist

Medication & required paperwork must be renewed each school year. All prescription medications, must be accompanied by MSOSV Prescription Medication Consent & Instruction Record that has been completed in full and signed by the parent/guardian.

A **Physician's Official Statement** on physician's letterhead or an Action Plan detailing the following

- 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 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. Is there new language to add regarding the IMS Plans?
- **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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HEALTH AND SAFETY (cont.)

Immunization Requirements

To be admitted to a child care center, day nursery, nursery school, family day care home, or development center, children must have received immunizations by the following schedule required by California law:

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 1 st birthday	1 dose On or after the 1 st birthday
Hib	1 dose	2 doses	2 doses	1 dose On or after the 1 st birthday	1 dose On or after the 1 st 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

A child who is lacking one or more required vaccine doses may be admitted 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. If the maximum time interval between doses has passed, the child cannot be admitted until the next immunization is obtained.

Receipt of the dose up to (and including) 4 days before the birthday will satisfy the child care entry immunization requirement.

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.

When next shots are due and when missing doses can be given:

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 (OVER age 18 months)	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



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HEALTH AND SAFETY (cont.)

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

There is at least one staff member on site at all times 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

If your child has a restricted diet that prohibits them from participating in our regular daily snack, you are welcome to bring instead a **serving of fruit, crackers, or 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.



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HEALTH AND SAFETY (cont.)

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 parent and is brought to school and taken home every day. Parents are to label all food and milk with date and name.

PrePrimary 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 Multigrain Cheerios 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 chips and veggie sticks.

The school also serve fresh fruit daily both in the morning and in the afternoon. We try to buy seasonal fruit. Some of the fruit we serve includes: strawberries, apples, oranges, bananas, watermelon and cantaloupe.

We have a list of the ingredients found in our snack crackers. Please let us know if you would like a copy.

MSOSV does not serve any snack that includes nuts of any kind.

Lunch

Lunch begins at noon. If your child is having lunch with us, and is a half day child, please pick up 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.



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HEALTH AND SAFETY (cont.)

Breakfast, Lunches and Snacks (cont.)

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. There is an additional daily fee for this service which is paid directly to the caterer. The monthly menu and order form is 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 Site Director.

Little children have little tummies! Most parent's worry their child will be hungry and send far too much food. Although having too many choices is 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.

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



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HEALTH AND SAFETY (cont.)

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 Site Director on the cell phone. The cell phone is provided on the site director's business card.

Most school notices will be sent to you via e-mail as well as via Montessori Compass however, please check your child's file daily. If you change your e-mail address, kindly let the office know.

E-mailing can often be the most effective means of communicating with your child's teacher. Please ask your child's teacher for his/her email address.

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.

PARENT AGREEMENT & HANDBOOK ACKNOWLEDGMENT

Our Parent Handbook contains information you need to help make your child's time with us a happy and rewarding experience.

By agreeing to enroll your child at Montessori School of Silicon Valley, you are thereby agreeing to abide to the rules and policies outlined in the Parent Handbook. Failure to do so can lead to dis-enrollment.

Should you need clarification on any area in the Parent Handbook, please speak with the Site Director at your school.

Thank you for your cooperation in helping us to make a safe, supportive, and nurturing educational environment for all children at Montessori School of Silicon Valley.

By signing below, you are agreeing to the rules and policies. If possible, please have both parents/guardians sign this form.

Child's Name: _____

Parent/Guardian Signature: _____ **Date:** _____

Parent/Guardian Signature: _____ **Date:** _____



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ADDENDUM

Head Lice - The No Nit Policy

A Healthy Standard for Children and their Families

The National Pediculosis Association, recommends the No Nit Policy as the public health standard intended to keep children lice free, nit free, and in school.

Pediculosis represents one of the most common communicable childhood diseases and whether or not we understand how this has evolved, it is important to acknowledge head lice as a problem when raising or caring for children.

The Spirit of the No Nit Policy is to minimize head lice infestations as a public health problem and to keep children in school lice and nit free.

The No Nit Policy encourages each family to do its part at home with routine screening, early detection, accurate identification and thorough removal of lice and nits.

Early intervention provides the needed assurance for those who have successfully eliminated an infestation that everything possible is being done to prevent new outbreaks when children return to groups where close contact is inevitable. Repeated exposures to pesticidal products put children at risk. Parents need to be informed that chemical treatments may also be dangerous for children with certain pre-existing medical conditions and/or medication regimens. Families with pregnant or nursing mothers should be given advance notice that early detection with manual removal of lice and nits can serve as a safe alternative to pesticidal lice treatment products.

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.**

Out of respect for the entire Montessori School Community, please do not bring your child to school if you know your child has either lice or nits. We will also be checking heads daily. If we do find lice or nits on your child's head, we will contact you and ask you to come and pick them up immediately.

Parents of children with Head Lice will be given The Head Lice Treatment Guide. If your child has head lice it is very important to follow **ALL** instructions to make sure you **rid** your home of all head lice.

Please note: There is no proven technique to tell whether a "nit" is alive or dead. If there are any nits present on the child's head, even one, the child will be sent home immediately.

We sincerely, hope that you understand and respect our Head Lice Policy. Without these strict rules, it can take months to get lice out of the school. We do everything we can to isolate any lice incident and work very diligently to make sure it does not spread.

When Head Lice is present in the school; we immediately:

- Twice a day head-check entire school
- Isolate child with head lice
- Vacuum all rugs
- Post the Head Lice Exposure Notice
- Launder all sheets and blankets
- Take all jackets pillows and linens from classroom and put and heat in dryer for twenty minutes