

Table of Contents

WHAT IS MONTESSORI?	3
MARIA MONTESSORI.....	3
THE MONTESSORI METHOD	3
THE MONTESSORI ENVIRONMENT.....	3
THE WHOLE CHILD APPROACH.....	3
STAFF INTRODUCTION	4-5
TODDLER CLASSROOM	6
TUITION AND FEES	7
SCHOOL HOURS AND POLICIES	8
DAILY SCHEDULE.....	8
FULL-DAY LATE FEES	8
ARRIVAL AND PICKUP.....	8
CHILD RELEASE POLICY	9
SCHOOL CLOSING	9
SCHOOL CLOTHING.....	9
WINTER CLOTHING	10
CHANGE IN ENVIRONMENT	10
BOOK TO SCHOOL	10
ADMISSION: PROCESS AND POLICIES	11
WHO IS ELIGIBLE?	11
SCHOOL FILES.....	11
CLASSROOM: GOALS AND GUIDELINES	12
CLASSROOM GOALS.....	12
CLASSROOM GUIDELINES	12
LEARNING BLOCKS	12
DISCIPLINE.....	13
BITING POLICY	14
NAP TIME	15
LUNCH TIME / SNACK TIME.....	15
PLAYGROUND TIME.....	15
TOILET TRAINING/ DIAPERING	15
BEHAVIOR.....	15
ILLNESS AND EMERGENCY	16
CONTACT POLICIES	16
ILLNESS.....	16
MEDICATION.....	17
ACCIDENTS AND OTHER EMERGENCIES	17
PROCEDURES	18
CHILD DEPARTURE POLICY.....	18
LOST CHILDREN.....	18
TORNADO.....	18

FIRE.....	18
PROCEDURES FOR EMERGENCY (STAFF).....	19
MEDICATION(S) STORAGE.....	19
PROCEDURE TO VACATE BUILDING.....	20
SCHOOL LOCK DOWN PROCEDURE.....	20
EMERGENCY PLAN FOR UNWANTED VISITOR.....	21
CELEBRATIONS AND SPECIAL OCCASIONS	22
TOYS.....	22
NIGHT & WEEKEND ACTIVITIES	22
PARENT BOARD	22

What Is Montessori?

"Our aim is not merely to make the child understand, and still less to force him to memorize, but so to touch his imagination as to enthuse him to his inmost core."

-Maria Montessori

Maria Montessori

Maria Montessori was born in Italy in 1870. She became the first woman doctor in her country's history. Her early work was with special needs and poor children. In 1907 she was asked to direct a daycare center in a housing project. It was there that Dr. Montessori began creating materials for the children. She discovered that they were disciplined in the materials and had taught themselves. Dr. Montessori created materials that allowed freedom of choice and control and control of error. Maria Montessori became well known all over the world teaching people her methods. She wrote many books that are available in our office. Dr. Maria Montessori died in 1952, but her theory and practices as well as the unique materials are still used today.

The Montessori Method

The Montessori method is based on the child's developmental needs for freedom within limits and a carefully prepared environment. It guarantees exposure to materials and experiences to develop intelligence as well as physical and psychological abilities. It is designed to take full advantage of the self-motivation and unique ability of children to develop their own capabilities. The classroom is divided into many areas, so the child can choose work independently on his or her own level.

The Montessori Environment (Preparation for Preprimary class)

When children enter the Montessori environment, they will be doing many things for themselves. They will want to continue these things at home as part of the process of becoming more independent. Help us by letting your child choose their own clothes, dress themselves, brush their own teeth, pour milk or juice from a small pitcher, or conduct any other easy household chores they enjoy. However, do not rush these things, as it will only frustrate your child. Showing children how to do a task correctly is far preferable to telling them they are doing it incorrectly.

This new environment may also cause changes in your child's behavior. Becoming independent may be a new experience and you may want to discuss this with your child's directress. We have parent meetings to enhance your knowledge of Montessori and discuss the concept of independence and how it encourages self-discipline.

The Whole Child Approach

The primary goal of a Montessori program is to help each child reach his/her full potential in all areas of life. Activities promote the development of social skills, emotional growth, and physical coordination as well as cognitive preparation.

One of the most important decisions parents make is to provide the best early childhood education for their children. Thank you for choosing a Montessori education for your child. We strongly recommend that parents inquire into the qualifications and training of the staff. We have a highly trained professional staff with many years of experience. We invite you as a patron of our school to take the time to review the capsule biographies of our administration and staff.

It is the absolute mission of Montessori School of Aurora to continually inspire and support every child in all endeavors of educational and personal growth. We are committed to teach, nurture and inspire children so that they may continue life's journey as confident and happy individuals.

*Sincerely,
Lori and Joseph Contreras*

Staff Introduction

Lori Contreras (Owner / Director) is a native of Colorado. She received her Bachelor of Science degree in counseling from Metropolitan State College of Denver in 1984. Lori counseled teenagers for a few years, but always had the desire to teach. She became an assistant at Greenwood Montessori in 1987, and remained there until 1989. She loved it so much that she decided to further her education in Boulder, Colorado where she did her Montessori training. Lori's internship was done at Lone Tree Montessori School, and she received her Preprimary Credential Certificate in May of 1990. Lori assumed her own classroom at Lone Tree and taught there for 5 ½ years. She became Director Qualified in 1993. Since then Lori's growing interest in the business world has caused her to excel as an entrepreneur. Together, she and her husband Joseph opened the first Montessori school in Aurora, Colorado. Montessori School of Aurora opened its doors August 1st, 1995. Lori is on site daily and runs the administration.

With an ever-growing community and high demand for good education, Lori and Joseph have decided to expand even further by constructing a new facility which houses 5 pre-primary and one toddler classroom. The new facility opened its doors November 2000 on Smoky Hill & Tower Rd.

Lori has been married since 1984 and has two children, Rachel and Dustin.

Joseph Contreras (Owner) is also a native of Colorado. Growing up in Colorado enabled Joseph to spend much of his free time camping, fishing, snow-mobiling, and hiking. Through these hobbies, Joseph developed an appreciation and love for the great outdoors. He attended Metropolitan State College of Denver in order to learn more about the world of business. Joseph's love of art prompted him to take several art classes at Metro as well. Joseph has always dreamed of having a family of his own, and takes fatherhood very seriously. Together with his wife, Lori, he outlined and executed a business plan that soon became their dream come true, Montessori School of Aurora. The school has become his second passion. In addition to his outdoor pursuits, Joseph also enjoys reading, woodworking, home improvements, computers, and family life.

Patricia Kilmer Hi, my name is Pat Kilmer and I have been part of the Montessori School of Aurora family since 2007.

I am so very proud to be the Head Teacher in the Toddler 2 classroom. I have a loving style of teaching, nurturing and supporting the children to ensure a great experience to their early education.

Montessori education and theories have always made sense to me and I truly support “follow the child”. So much that I knew I had to be a part of it. My classroom is full of age appropriate Montessori materials and we have a great time using and learning with them.

I have plans to continue my Early Childhood education as I find it amazing.

I lived in Wyoming for four years and ran a daycare for children ages 3 months to 10 years. I moved to Colorado in 1981 with my wonderful family. I love it here.

When I am not enjoying the children and staff at MSA I am busy with gardening, traveling, jet skiing and spending as much time as I can with my children and grandchildren.

I cannot wait to meet you all and to thank you for allowing me to be part of your child’s development.

Barbara Springer is from Ohio, she received her Bachelor of Science degree in Business Administration from Ohio State University with a minor in Insurance and Risk in 1983. Barbara also attended Arapahoe Community College’s Early Childhood Teacher Education Program. Barbara worked for Sunshine Preschool in Parker, CO from 2005 to 2013 and is Group Leader Qualified.

Ms. Barbara joined the Montessori School of Aurora staff in March of 2014.

She has been married since 1989 and has two children, Michelle and Erin. In her spare time, Barbara enjoys gardening, travel and spending time with her busy family.

Ms. Barbara is our Head Teacher in classroom #2 and is onsite M-F from 7-4.

Shawn Hampleton was born and raised in New York. She completed her B.S. in Business Management at Hampton University, VA. She continued her education and received her MBA in Finance from Fordham University in NYC. She and her husband transferred to Colorado after visiting for a vacation. Their children attended Montessori School of Aurora.

Ms. Shawn has been and overwhelming support to our facility since 1999 and we are proud to have her as our Assistant Director.

In her spare time, Ms. Shawn enjoys scrapbooking, traveling with her children attending their sporting events and her family life.

Toddler Classroom 1 (Starting at 12 months)

Our one year old toddler program is a community where young children are safe to explore and learn. Within this nurturing environment, a child is allowed to explore with freedom and movement. Through movement a child pushes him/herself towards self-realization. In repeating the movement, the child can master the skill, "I can do it."

The basic components of a 12-24-month classroom are order, movement, language, and repetition.

A prepared environment has order so that the child feels a sense of safety. It is in knowing that the environment stays the same that they gain confidence to explore. It is through having order in the environment, routine, and people that a child can gain a sense of trust and feels safe.

Maria Montessori emphasizes throughout her writings that the principle of movement is the essential factor in the growth and development of human beings. Toddlers are constantly moving, that is why it is necessary that the environment meet the children's needs. Daily activities provide for both gross and fine motor control and give children opportunities to move purposefully towards goals.

Toddler Classroom 2 (Starting at 24 months)

The toddler classroom offers very young children a unique year of self-development in a tender atmosphere of special understanding, respect, and support. They are unique in that they provide a very specific structure which fulfills the social, physical, emotional, and psychological needs of each child.

In this environment, there is space for movement, space for individual work, and space for group activities. Everything in the environment is proportionate to the child's size and is designed to be safe and aesthetically pleasing for children.

Toddlers are given opportunities to work in the development of language skills, art, music, sensorial, and practical life. The practical life area is particularly emphasized as the activities in this area give children the chance to develop skills to care for themselves and their environment in the following areas: control of movement, and grace and courtesy. Practical life activities are simple and can be accomplished by each child. They offer a repetitive cycle, which helps the child establish patterns of order and sequencing. Due to the fact that these are very real activities, each child becomes grounded in reality. Building the child's self esteem is the ultimate goal and this is accomplished through repeated successes with these activities.

Through song and dance, and the freedom of choice, the toddlers have access to a variety of large muscle activities that offer them opportunities to jump, climb, balance, crawl, or skip. These exercises as well as creative art activities, are offered for each child to choose. This freedom in a safe space is crucial to the toddler program. However, it is always tempered by two important limits that will be beneficial for a lifetime, respect for others and respect for the environment.

The toddler program is preparation for the pre-primary class ages 3-6.

Tuition and Fees

FALL

Tuition Montessori Full Day Program Starting at Age 12 months

Toddler Class 1

\$1,261.00 per month

Registration Fee (Due at time of registration)

\$100.00

Tuition Montessori Full Day Program Starting at Age 24 months

(Toddlers / Not potty trained))

Toddler Class 2

\$1032.00 per month

Tuition Montessori Full Day Program

(Toddlers / Potty trained)

Toddler Class 2

\$954.00 per month

- Tuition payments are based on the entire academic year, and are divided into nine monthly installments.
- *No refunds* will be given if a child is sick, or time is missed because of vacations. If chronic illness is a problem, please contact the administrator.
- A **Tuition Agreement** form must be signed before your child is enrolled.
- Tuition fees include afternoon snack, art supplies.
- Monthly tuition is due the first of every month.
- **LATE FEE:** *Tuition received after the third of each month is subject to a \$10.00 late fee. There will be an additional \$2.00 per day after.* Insufficient funded checks will have a \$25.00 fee.
- Our doors close promptly at 6:30 p.m. daily. Late pick ups do require an additional charge of \$2.50 per every five (5) minutes late – please pay the staff member who has stayed with your child this extra time at the time of pick up.
- Any fees unpaid will result in the child being withdrawn.
- There is a 10% discount applied for one sibling. Additional siblings will receive a 5% discount.
- **Tuition reflects: August 28, 2017 – May 25, 2018 (179 Days)**

School Hours and Policies

Daily Schedule 12 months - 24 months

Children arriving	6:30
Creative movement	6:30-8:30
Diapering and snack	8:30-9:30
Outdoor time	9:30-10:00
Inside time and diaper changing	10:00-11:00
Lunch time	11:00-12:00
Nap time	12:00-3:00
Diapering and snack	3:00-4:00
Creative movement	4:00-5:00
Diapering and snack	5:00-6:30

Daily Schedule 24 months -36 months

Children Arriving/Potty Break/Free Play	6:30-7:00
Opening—Welcome Song, Calendar, Attendance, Story, Movement, Games	9:00-9:30
Snack Time	9:30-9:40
Montessori Work/ Art/ Science/ Cooking	9:40-10:15
Outdoor Time / Playground (Weather Permitting)	10:15-11:00
Potty Break/ Wash Hands/ Songs/ Story	11:00-11:30
Lunch Time	11:30-12:00
Preparing for Nap Time	12:00-12:30
Nap Time	12:30-2:30
Potty Break/ Quiet Activities/ Snack Time	2:30-3:30
Outdoor Time / Playground (Weather Permitting)	3:30-4:00
Creative Play/ Potty Break/ Snack Time	4:00-6:30

Full-Day Late Fees

A late fee will be charged after 6:30 pm. Please pay the adult in charge. The late fee is \$2.50 every five minutes. If you know you will be late, please call the school.

Arrival and Pickup

Children and parents arriving at 6:30 am will enter through the main entrance. Please sign in. A staff member will greet you, and assist your child with his or her coat. The time before school should be a period of calmness, so please do not rush your child.

All parents and relatives who pick up children are expected to follow our common courtesy policies. On arrival, stand in the doorway to notice where your child is located or until a staff member welcomes you. This transition between school and home can be a joyous time when both parent and staff recognize that other children are still working or other parents and children are finishing the transition. Courtesy, short, quiet conversations, and respect for working children, parents and staff is required to set a good emotional tone for ending the day.

Each Teacher

Has an attendance book and afternoon list. Children are accounted for throughout their day

Child Release Policy

Frequently friends or relatives will pick up children. We will not release any child to anyone without permission from the parent(s). A note to this effect must be given to your child's teacher, or written in the information book up front. In an emergency, notification of a change may be made by telephone. However, identification must be shown. If your child is new to the school, identification must be shown when you pick up your child. Thereafter, request for identification is at the discretion of the staff in charge. *Identification is always asked when someone other than you picks up your child.*

School Closing

The administrator is responsible for school emergency closing or early dismissal. Call the school and listen for a message to direct you. (303-617-0611)

We also announce our School Closing/Delayed Start on channel 9 news in the event as well as our website : www.montessoriofaurora.com

School Clothing

Clothing in good repair creates independence and a good self-image. Children should wear clothes that encourage free play and movement. We encourage parents to place the responsibility of choosing clothes on the child. Have your child choose clothes the night before, and encourage your child to dress him or herself. Make sure the choices fit the season. A suggestion we would offer is a low rack in your child's closet so they can reach their own clothes. Place clothes that are out of season where the child can't reach them. All children will need a plastic zip-lock bag with a change of clothes in it. Label the bag and each item of clothing.

Please include:

- 2 pairs of socks
- 2 shirts
- 2 pants or short
- Diapers and wipes

Check your child's bag often to make sure it fits the season and your child hasn't outgrown them.

While Potty Training

For each day provide:

- 3 pair of pants
- 3 pair of underwear
- 3 pair of socks
- 1 pair of extra shoes

Diaper Cream/ Ointment

If your child does not have an infection and cream is used for preventing an infection, diaper cream/ointment may be used.

If your child does have an infection we will need a signed doctors note stating that we may apply treatment.

Procedure for diaper changing :

- Staff must wear gloves at all times
- Use wipes as directed
- Wash hands accordingly
- Spare clothing is utilized
- The use of plastic bags for soiled clothing
- Items soiled in feces will be contained in plastic and discarded accordingly

Soiled Clothing

Soiled clothing will be placed within a sealed container and must be taken home daily.

Winter Clothing

During snow season, all children need to bring boots, a hat, mittens, and snow pants. The children always go outside for fresh air and exercise if the temperature is above 20 degrees and not raining. *Be prepared!* Winter boots need to be large enough so the children can succeed in putting them on without assistance. Tie boots are a bad design for children. Quality, lined mittens suitable for wet outdoor play are a must. Snow pants can be left for the full-day children. Coats should have large zippers in good repair, or buttons that the children can easily fasten. This will help make the child independent. Ask the question, "Can my child learn independence from the clothing that is being worn?" Encourage children to zip, button, snap, and tie by themselves.

Hot Weather

Once the weather reaches excessive temperatures, (90 degrees or higher), the children are permitted outside for a limited amount of time. Once outside, the children are closely supervised to make sure they are not over heated and are given plenty of liquid to insure they do not become dehydrated. Please dress your child appropriately. We apply sunscreen to the children several times during the day. If you prefer an alternate brand of sunscreen; please supply, mark clearly, and notify Head Teacher.

Sunscreen

Although we supply Sunscreen from April through September, you may choose to supply your own. Make sure that all Sunscreen is clearly marked with permanent marker with child's name. Children will not be allowed to share their Sunscreen, so please make sure that your child has their own.

Change In Environment

If you are planning a vacation without your child, and he or she is staying with someone else, you must report this to the directress. We request this because it may cause change in your child's behavior, as a change in emotional environment will tend to change your child's school behavior.

If a relative has died, a parent has changed jobs, a baby is born, or there are other departures from your normal family routine, please inform us. The emotional environment of your child is much more important than the physical. Please be sensitive to this important area.

Book to School

When your child starts Montessori School of Aurora, we ask that he or she donate a book to our school. This allows the child to feel like he or she is giving to the school. Please mark your child's name in the book so we will remember the donation. Book-on-tape are especially welcome.

Admission: Process and Policies

Who Is Eligible?

- The school is open to toddlers, preschool, kindergarten.
- Children with special needs are admitted after parents observe a full Montessori work cycle and feel the program will be beneficial.
- This school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national and ethnic origin in administration of its educational policies and other school administered programs.

School Files

Each child will need to have a completed file to begin school. This includes:

1. Application
 2. Tuition Agreement Form
 3. Emergency card, General Health App., and Immunization card from a doctor
 4. Statement of Authorization Form
 5. Child Care Questionnaire Form
 6. Picture of your child
 7. Questionnaire Form for Parents
- The Department of Social Services and Colorado Statutes dictate the reporting requirements for suspected child abuse and child neglect.
 - Social Services regulations require that all visitors sign in and out, noting time of arrival, departure, and purpose of visit. Sign in/out sheets for full day children are located in the front of the school. There is also a book in the front of the school in which you may note anything about your child, such as who will pick him or her up if it isn't the parents. Administration staff and the directress will read the book every day to keep communication open. Visitors may be asked to sign a register and wear an identification tag.
 - Childcare services play an important role in supporting families, and strong families are the basis of a thriving community. Your child's education, physical, emotional, and social development will be nurtured in a well-planned and run program. Remember to observe the program regularly, especially with regard to children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, or if you have any concerns about a child care facility, please consult the Colorado Division of Child Care at

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

Reporting Child Abuse

You have a legal right to make a report to Arapahoe County Department of Social Services if you suspect wrong doing within our school, school staff member, or other clients. Our case number is 3281. Before making such a report, we ask that you contact our office as we can assist you through this process.

Classroom: Goals and Guidelines

Classroom Goals

- The continual happiness of each child
- Building self-esteem
- Understanding and providing for the social, emotional, and academic needs of each child
- Respect for others and our environment
- A feeling of independence

Classroom Guidelines

We express our discipline goals to the children in six simple statements:

1. Be kind to others.
2. Talk quietly.
3. Walk slowly.
4. Be responsible for yourself.
5. Do your best.
6. Listen.

Remember that we, as teachers and parents, need to be in continual communication regarding social interactions of each child. We as teachers and parents also have to follow our classroom guidelines.

Learning Blocks

As teachers working with parents, we begin to form a partnership for a successful school experience. All Directresses are asked to observe the phasing-in process closely during the first three weeks of school. By this time, the children's natural curiosity has led them into good work habits and an acceptance of being with other children. As children move into independence and free choice, we can begin to identify any evident learning blocks. If we note such blocks are developing, a conference will be scheduled to help identify the area of growth and development necessary for a successful school experience. Testing by an outside professional may be suggested. It is crucial that we all work together as advocates of the child. During the next three weeks, a determination will be made as to whether the child can be successfully integrated into our academic environment or if another solution would be in the best interest of the child, parents, and school.

Children advancing from Toddler 1 to Toddler 2

We will observe the 24 month old child and will assess whether a child has good balance, ability to communicate needs, eating independently, ready for a larger playground with proper gross motor skills. The teacher will communicate with you about the transition to the next class.

Discipline

In searching for ways to help build each child's self-esteem and ability to respect others, we strive for a calm and satisfying environment. Children learn behavior from observing other children and adults. It is the responsibility of adults to help foster healthy and happy interactions. Social attitudes are learned at home as well as at school.

Our two rules of the classroom teach the children respect for their environment and respect of one another. They are:

1. You may not hurt the materials.
2. You may not disturb another child's work.

Since we are continually showing the children by our smiles and manner that we like what they are doing, both socially and academically, they feel happy and through their "work" gain self-worth.

If a child is in need of quiet space to calm their bodies, they are directed to one of our front offices and cared for with proper supervision.

Classroom rules center on respect for others and our environment. The children are not permitted to do anything that will disturb someone's work. This usually happens by accident, and the children generally tell the other child what he or she did to disturb the work. This often is sufficient. If the behavior continues, the teacher's help will be enlisted, and together they will talk to the child involved. If the problem persists, the teacher isolates the child for a "time out and away" from working, or being a part of the group. There is no special place for this in the room. Any chair, mat, or floor space serves the purpose. If the behavior continues, parents are asked to explore, with the assistance of the teacher, the reason for the child's inability to function within the school or on the playground. A decision is reached on how to handle any further disturbances or harmful activity. In rare cases, it will be suggested that the parents seek professional guidance, and the child may be required to shorten their day or withdraw from school.

Establishing good feelings continues on the playground. What may be unacceptable play is discussed with the children, the goal being the understanding of what is "unacceptable play." If such activity occurs, the children are encouraged to first handle the problem by discussing it, then with a teacher's guidance to help solve the problem. If a decision is that the child needs to be removed from the playground, he or she will be required to come inside for a determined amount of time. Consistency is the golden rule of any disciplinary action, and the emotional ability of each child to help solve the problem is always considered. Conflict resolution skills are encouraged at age three.

Further assistance recommendations: 1) Check with Pediatrician. 2) Children's Hospital. 3) Child find.

Biting Policy

Our program recognizes that biting is, unfortunately, not unexpected when toddlers are in group care. We are always upset when children are bitten in our program, and we recognize how upsetting it is for parents. While we feel that biting is never the right thing for toddlers to do, we know that they bite for a variety of reasons. Sometimes the biting is related to teething. Sometimes toddlers bite to express feelings they cannot express with words yet. We have seen children bite when they are frustrated, and we have seen them bite in excitement of a happy moment. Our program does not focus on punishment for biting, but on effective techniques that address the specific reason for the biting. When biting occurs, we have three main responses:

1. Care for and help for the child who was bitten.
2. Help for the child who bit learn other behavior.
3. Work with the child who bit and examine our program to stop the biting.

We give immediate attention, and if necessary, first aid to the children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water. If it is likely that the bite may get dirty, we will also cover it to keep it clean. If children are bitten on the top of the hands and the skin is broken, we recommend that they be seen by their health care provider.

When children bite, their parents are informed personally and privately the same day. We ask parents to keep us informed if their child is biting at home. Children who bite in our program do not necessarily bite at home. But if the child is biting in both places, it is important for all of us to be consistent in dealing with it. Communication is very important in order to help your child stop biting.

When children are bitten, their parents are called so that they are informed about the bite. At pickup, they are given an incident report that documents what happened. It is completed and signed by the teacher in charge. A witness may also be asked to sign the report. It must also be signed by the parent. After obtaining all signatures, two copies are made. One copy is given to the parent and the other copy is added to the child's file within the office. The original is kept in an incident report file in the Toddler Classroom.

We keep the name of the child who bit confidential. This is to avoid labeling and give our teachers the opportunity to use their time and energy to work on stopping the biting. Teachers and administration try to analyze the cause of ongoing biting. We work to develop a plan to address the causes of biting, and we put all of our energy into keeping children safe and helping children who are stuck in biting patterns. We need to develop such a plan; we share the details with parents so they know specifically how we are addressing the problem.

You can count on us to deal appropriately with biting so that it will end as quickly as possible. We will support your children whether they bite or they are bitten. We want the best for all the children in our program. If you want more information on biting or have any questions or concerns, please let us know.

Nap Time

Each child will receive their own mat, sheet, and blanket for naptime / we do require that toddlers take a nap.

If you would like to bring a special blanket or stuffed animal, that's fine but please be aware that Montessori School of Aurora will not be held responsible for lost or stolen items.

If a toddler is on site from 6:30-6:30, he/she may take an additional nap if needed.

Scheduled nap times will be from 12:30-3:00 Monday through Friday.

Each Parent / Legal Guardian must sign a Mat Usage Permission Slip.

Lunch Time and Snack Time

Parents of 12 month old children are required to supply their own snack all day. Please check with the Directress on where to place snacks.

We require that you provide your child's lunch each day and place it in the supplied refrigerator.

Toddler children will eat snacks and lunch within the classroom. Parents supply morning snack for the 24-36 month old children. Please place this morning snack item in the pre marked bin within the refrigerator. Afternoon snacks will be provided by MSA. ***(Please note: We are a peanut free facility)***

Playground Time

The toddler children will go outdoors at least one time per day (weather permitting).

Please supply appropriate clothing that suits the season; this clothing should be in good repair and fit your child properly.

Toddler children will only be permitted to play on the designated area of the playground at any given time while outdoors.

Toilet Training

When a child becomes developmentally ready to begin toilet training the directress will notify the parents and will work together for a smooth approach.

During this training time please remember to supply additional clothing.

“Patience is a virtue”

Behavior

By the age of two a child is just beginning to learn self-control. It is normal toddler behavior to hit, poke, push, and pull on other children. When they decide that they want something they tend to just take it. Some of this is because of their limited ability to communicate their needs and desires to others. Another reason is that they still have poor impulse control. Unfortunately, this may also mean that children who are in a school setting with many other children will be hit, poked, pushed, etc. and may, at times, even receive minor bruises or bumps because of these encounters with one another. However, while these behaviors are normal we, as parents and caretakers of toddlers, are responsible to teach children appropriate ways of getting their needs and desires met. We must teach children how to use their words to share their feelings and to communicate what they want or need. It is also important to teach them that sometimes the answer is “no” and help them learn how to cope with their disappointment. Parents and staff must work together so that there is consistency in teaching that hitting, poking, pushing, etc. is never okay and there are consequences for these behaviors while also teaching children to

identify their feelings and needs and to use words to express them. We want to teach children to respect each other.

Illness and Emergency

Contact Policies

We must have two emergency numbers on the application. If serious illness or emergency occurs and we are unable to reach you, we will contact your personal physician, or if necessary, call an ambulance or other emergency service. It is absolutely essential that you keep the school up-to-date on any changes in telephone numbers, emergency numbers and other pertinent information.

Illness

If an illness arises we will attempt to contact you immediately. Your child will be taken to an isolated area, you the parent will be contacted and asked to pick up your child *WITHIN 45 MINUTES* after being contacted. If your child has a contagious infection, we require a written note from your physician that your child is no longer contagious before admission to the school.

A note about illness. If your child has any of these indications, chances are they are not healthy enough to attend school:

- A fever of 99 degrees or higher
- Deep coughing
- Yellow or green nasal or eye discharge
- Upset stomach
- Vomiting or diarrhea

If your child is ill enough to be sent home with any of these symptoms, he or she may NOT return to school the next day. Wait a minimum of 24 hours without the use of medication to make sure that he or she is symptom free before returning to school.

If your child has one or more of these symptoms, please keep him or her home. If a child exhibits any of these symptoms at school, a parent will be notified to make arrangements to take the child out of school. The child may return to school after he or she is symptom free. We are aware that this can be a real burden. However, it not only makes the child more comfortable, but also prevents exposure to the rest of the students.

A note about contagious diseases: The school must be notified immediately so notices can be circulated. *If strep throat is contracted, the child must be on medication for 24 hours before returning to school.*

Our Schools Nurse

For any further questions or concerns, please feel free to contact our schools nurse (Debbie) at: Tender Care Consulting 303-359-9553

This School will report to the Colorado Department of Public Health and Environment if there is an outbreak of any communicable illness

Medication

We discourage the giving of medication at school. If possible, an alternative scheduling of dosages should be explored with a doctor. If medications are given, the following will be needed:

1. A note must accompany all non-prescription medication from the doctor stating the times and dosages as well as the length of treatment. *This includes over-the-counter medicine, such as Tylenol, Motrin, etc.*
2. Prescription medication must remain in the container bearing the original label, which shows the prescription number, name of medication, date filled, physician's name, child's name, and directions for dosages.
3. A release from parents stating that the Montessori School of Aurora has your permission to administer these medications.
4. All medication should be handed from adult to adult, and enclosed in an appropriate container.
5. Sign-in sheet for medication should be done daily and filled out in full or medication cannot be given. A Pediatrician must fill out the permission slip in order for us to administer medication of any kind. Medication forms will be provided by the school and must be used for each medication to be administered.
6. If your child has an ongoing prescription, you must complete a HealthCare Plan Form. This includes Nebulizers, EpiPen etc. Prescription must be updated annually.
7. We are in compliance with the Nurse Practice Act.

Accidents and Other Emergencies

Given the nature of children, accidents will happen. Hopefully, they will always be minor bumps and bruises. In the event of an accident or injury, the staff member present will care for the child. He/she will notify other staff members and the administration as to the severity of the injury. If necessary, a parent will be notified as to the possibility for medical treatment or the need for the child to be taken home. Professional emergency aid may be summoned in the event of severe injury or illness. An incident report will be made and signed by the adult in charge as well as the parent. The report will be kept in the child's file, and parents may request a copy.

Test Safety Drills

Once per month we practice and administer Fire, Severe Weather, Lockdown and Evacuation drills. We have determined in the event of an evacuation that our alternate location(s) will be the postal building or the library (Smoky Hill Road and Biscay).

End of our Day

Staff members check: 1) Sign out sheets to ensure that every child has been accounted for. 2) Walk through the entire facility making certain that all children are physically accounted for and gone for the day. 3) All perimeter doors have been closed and locked. 4) All windows have been closed and locked and all shades have been closed. 5) All interior lights have been turned off. 6) All interior doors have been closed. 7) Security system has been engaged.

Procedures

Child Departure Policies (daily)

Attendance must be checked and recorded throughout the day indicating time of arrival and departure of each student.

Head counts are required of staff every ten minutes throughout the day.

All departing children are accounted for on Check Out List.

All parents/legal guardians are required to indicate time of drop off / pick up and initial our provided student lists. These lists are checked nightly and are verified that all children have been picked up. If a child has not been picked up by closing time we contact parent/legal guardian through the use of emergency lists. If all efforts to contact parent/legal guardian have been exhausted, proper authorities must be notified (police, sheriff's office).

If your child for any reason has not been added to this classroom list, please let your head teacher or administration know immediately.

We reserve the right to deny any person who attempts to gather any student from school grounds if:

- An alternate cannot or refuses to produce adequate Identification.
- An alternate or parent/legal guardian is suspected of being under the influence of alcohol or medication in which clearly impairs them from transporting a student safely. Authorities will be notified if necessary.
- Abuse is suspected.

Please see Child Release policy.

Lost Children

In the event that a child is presumed missing and only after the entire school grounds are searched completely and all records/checklists indicate that the child should be present, the parent or legal guardian will be contacted by school administration. The police and / or fire rescue will be contacted.

Tornado

In the event that the National Weather Service has issued a tornado warning for our immediate or surrounding areas: all children, staff, parents and administration will be gathered into the most inward area of the schools building. Will be advised and follow all severe weather procedures.

Fire

In case of a fire any employee must activate fire alarm, which are located throughout the school. All employees are trained to follow procedure, which is calmly gathering all children while checking all areas of the room and taking a head count. One staff is to lead all children to a designated area of the parking lot and complete role call. All attendance sheets are checked by head teachers and reported to administration.

Security Camera

We employ the use of CCTV to monitor our facility. Although we invite our parents/legal guardians to use this tool to view their children during their day, we also reserve the right to discontinue this system at any time and for any reason. This is not part of our tuition agreement.

Please request the use of this system through Mr. Joe. Mrjoe5206@Q.com

Procedures for Emergency (staff)

- A) Survey scene to notice other children and look for any continuing emergency or danger. Ask for assistance to maintain safety.
- B) Examine the child and assess the injury, call for help from another teacher. Apply First Aid as needed. Make sure the administrator or staff supervisor has been notified. Make sure parent, legal guardian, or physician has been contacted. Call 911 if needed.
- C) Incident reports must be completed entirely for any injury. Incident reports must be completed legibly with correct spelling, punctuation, and grammar.

Medication(s) storage:

Room Temperature Storage Medications:

In inhalers, nebulizers, prescription medications are stored within a sealed plastic container and are placed in a designated area marked with a RED CROSS symbol.

Cold Storage Medications:

Are stored within a kitchen located refrigerator marked with a RED CROSS symbol.

CNS stimulant (Central Nervous System) medications are to be locked within a container and placed in designated area above kitchen sink.

EpiPen are stored within each classroom accordingly within a plastic and sealed container along with a picture of child and healthcare plan. To be located within a cabinet and placed on the top shelf. Cabinet must be marked with a RED CROSS symbol

ALL Visitors MUST sign in and show Identification.

Procedure to vacate building:

Teacher must react quickly and calmly, give DIRECT instruction to staff, visitors and children

Teacher must have:

- Emergency list
- Current attendance
- Allergy list
- Pictures of all students within the classroom
- Head counts must be done frequently and accurately

Meet at designated SAFE building(s)

* Post Office: 18555 E. Smoky Hill Road, Aurora, CO. 80015 (303) 699-8907

* Smoky Hill Library: 5430 S. Biscay Circle, Aurora. CO. 80015 (303) 693-7449

- Parents must be notified and given direction for reunification

School Lock Down Procedure:

Administration must react quickly and calmly, give DIRECT instruction to staff, visitors and children

- Lock all exterior perimeter doors and windows
- Close all classroom doors
- Move all children, staff, visitors to center of building
- Head counts must be done frequently and accurately
- Await instruction from authorities
- Parents must be notified and given direction for reunification

Emergency Plan For Unwanted Visitor:

In the unfortunate event that someone enters our facility with the CLEAR intent to harm students, staff, parents or guests:

Procedure:

- Engage the fire alarm firmly, locate the blow horn within your classroom and press the trigger
- All staff members who can locate the blow horn will react by also pulling the trigger
- If you are unable to vacate the building, hide the children, staff and guests as best you can

Teacher must react quickly and calmly, give DIRECT instruction to staff, visitors and children

Teacher must have:

- Emergency list
- Current attendance
- Allergy list
- Pictures of all students within the classroom
- Head counts must be done frequently and accurately

Meet at designated SAFE building(s)

* Post Office: 18555 E. Smoky Hill Road, Aurora, CO. 80015 (303) 699-8907

* Smoky Hill Library: 5430 S. Biscay Circle, Aurora. CO. 80015 (303) 693-7449

- Parents must be notified and given direction for reunification

Celebrations and Special Occasions

Toys

Please keep toys at home. Children will fight over their toys and want to play with them. We ask that no toys come to school. Thank you!

In the event that toys or personal items such as money etc. are brought into the facility, they will be placed in child's file (at facility entry way) away from the classroom mainstream.

Glam Dance (starts at age 2)

Kimberly Michels comes to us with years of dance experience and holds a Bachelor of Arts degree in dance. A choreographer and instructor for studios, high schools and collegiate teams.

Time to get the children up and moving in a fun and safe way !

Dance is on Monday's 3:00-4:00.

Parent Board

Parents of children attending the Montessori School of Aurora are invited to join the Parent Board, which meets once a month. Issues involving the school or school policy are discussed in an open forum with the owners of Montessori in order to clarify or amend policy, suggest improvements, or devise fund raising strategies.