



Montgomery Montessori School

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Mission Statement and Core Values

1. Kindness
2. Integrity
3. Compassion
4. Honesty
5. Respect

The Montgomery Montessori School strives to provide the best and most authentic Montessori education to our children. We believe in the “whole child approach” developed by Maria Montessori. Our belief is every child can discover their true potential only through a student-led education.

We, as a community of educators, understand it is our responsibility to ensure the safest and most supportive environment to properly foster educational beginnings. Thank you for entrusting us with your most precious belonging, your child.

Our Philosophy

The Montgomery Montessori educational experience is built on four key principles:

1. **Academic Excellence:** educating community leaders and global scholars of the world by holding them to high academic standards while instilling joy for learning in our children.
2. **Understanding:** teaching our children empathy, love and respect for themselves, each other and for the environment.

3. **Universal values:** modeling and teaching respect, kindness, honesty, gratitude, integrity and mindfulness.

4. **Moral duty:** teaching, receiving as well as giving in our community.

School History

Montgomery Montessori School, previously known as New Horizons Montessori, Skillman, was first established in 2001. Montgomery Montessori School is licensed as a childcare center in the State of New Jersey.

The school's program follows the educational philosophy of Maria Montessori and is operated according to the Montessori Principles.

The School is housed in a state-of-the-art facility, built in accordance with upgraded safety features required by the State of New Jersey's Division for Youth and Family Services for use by infants, pre toddlers and preschoolers ages 3 months to 6 years. Our children also enjoy a large, partially shaded, beautiful playground, with plenty of space for children to run around, climb, have fun, garden and learn.

Communication

The Montgomery Montessori School completes and maintains on file, for each enrolled child, a Children's Record Checklist, signed by the Director, which documents:

- The child's name, address, birth date, and date of enrollment;
- The name(s), home and work address(es), and telephone number(s) of the child's parent(s) and signature of the parent(s);
- The name(s) address(es) and telephone numbers of any person(s) authorized by the parents to be contacted in event of emergencies, to pick up the child, and in other applicable situations as explained in more detail within this Handbook.

Other Contacts and Social Media Policy

E-mail Contact: Email – MMS communicates primarily via email (admin@montgomerymontessori.org). Upon enrollment, parents are included in the school email communication group and class specific email communication group. Parents may communicate with their child's teachers using their Montgomery Montessori email address. Please allow 24 to 48 hours of response time since teachers spend most of their time in the classroom with students. In the event when a quick response is needed please mention that on the email subject line and contact our Director to have the teacher contact you as soon as he/she is out of the classroom.

SmartCare: Teacher Parent phone app that allows two way communication while creating a supportive classroom community. We would also encourage you to download the Remind app, through which we will be able to send text messages or alerts in case of emergencies or inclement weather.

Social Media Policy: The center will use Facebook to share important updates and useful information/articles. The staff will take pictures of the children only if the parents have signed and agreed to the media release policy, and those pictures will be used strictly for the yearbook or sharing with parents. Parents visiting the school to participate in a school activity/event may take pictures only of their own child or if they are taking pictures of other children, they need to have the approval from their parents.

Conferences and Class Observations

Parent conferences are scheduled with parents of all children twice in a year. These conferences are an important part of reporting your child's needs and progress. Each parent will be contacted by a teacher to set up a convenient time. Children are not permitted to attend conferences. We also ask parents not to discuss a child's behavior in front of him/her without including the child in the discussion. Of course, if either the parent or teacher determines that there is a need to discuss a child's progress before or between conferences, an appointment will be arranged. If you would like to speak with your child's teacher by phone, call the office and request that he/she contact you at his/her earliest convenience. Parents can visit at any time. For the security of our school and the safety of your children, we encourage that prior arrangements be made.

Concerns, Questions and Needs

It is our goal to provide excellent quality of education, care and service to our clients. Should you have any questions, concerns or just wish to check in, we encourage you to contact your child's teacher or the Director at any time so that your needs may be addressed promptly. Waiting too long can often aggravate the situation and make it more challenging to address.

Contact information – In order to promptly respond to emergencies, we require that you update your contact and all related information immediately upon change. Family Updates forms are available in the office or an email with the changes may be sent to the school Administrative Assistant. If you choose to email, please look for confirmation to ensure we received your information.

Notifications – Please be sure to check your emails and our Facebook page for any announcements or upcoming events.

Special Information From Home

All information will be regarded as confidential. Written information about your child will be kept secure in the Director's office. In the event that a significant change occurs in your home, please consider informing the Director as soon as possible. Common causes of distress may include, among others: (1) either or both parents being away from home for any reason for an extended period of time; (2) a new person living in the

home; (3) the illness of either parent; (4) the illness of a sibling; (5) any hospitalization; (6) an accident or death in the family; (7) a new caretaker or any new employee; (8) moving; or (9) the death of a pet. In cases of separation or divorce or other situations involving legal custody arrangements, we require written documentation signed by the court stating clearly who has custody of the child. Each family must submit a list of adults who are designated to pick up your child from school. The State of New Jersey requires age-appropriate car seats be used for all children. We will not permit any child to leave the school unless such a car seat is used.

Attendance and Policy of the Release of Children

Arrival and Dismissal

It is important that arrival and dismissal times be followed closely. The morning session begins at 8:30 a.m. Before care begins at 7:30 am and continues until 8:30 am. Regular Drop off time is from 8:20 am – 8:30 am. The afternoon session ends at 3:30 p.m. and aftercare ends at 6 pm. Children should arrive no earlier than 10 minutes before the session begins and be picked up no later than 10 minutes after the session ends, unless previously arranged. Teachers spend the time immediately before and after sessions handling record keeping and preparing the classroom. It is essential that teachers have this time free to devote to these duties to get the children's day off to a good start. It is important that children arrive on time. Children who arrive late will miss First Circle, which includes the group lesson for the day.

● Drop-Off:

The Drop-Off time is from 8:20 am – 8:30 am. Safety of our children is our priority. Parents must drop their children at the main door between 8:20 am and 8:30 am every morning. The Director(s) and the teacher will greet your child at the main door and may walk your child to the class. Please note that the staff member's primary concern is responsibility for the children and cannot engage in long conversations with parents. If your child has trouble separating, we strongly suggest that you follow the routine by allowing him/her to stay with the staff member. Your child will quickly learn to trust the situation if you show your belief that he/she can do it. Try to keep the situation light. Please make sure to sign your child in using the Smart Care app on your phone or by scanning the QR code at the door with your phone. Late arrivals disrupt the morning flow of the classroom, therefore your child will be walked into his/her classroom with minimal interruption, while being mindful of the other children and teachers present in the class.

● Pick-Up:

All dismissals will take place at the main door. Parents or caregivers must come inside the building to pick up their children and sign out using QR code at the main door. Do

not allow children to run ahead of you in the parking lot. Drivers may not be able to see a child darting out between parked vehicles. Please observe the 10MPH speed limit while driving in the parking lot.

- **Pick-Up from the After-School Care Program from the Playground:**

On nice afternoons, children may be playing in the playground during After-School Care. For pick-up, please come to the main door. Please also make sure to sign out your child using QR Code at the door. If your child is not picked up at his/her scheduled time, every attempt will be made to contact you or a person authorized by you to pick up your child. If, after two hours, your child remains in the custody of school personnel, we are required to call the Division of Youth and Family Services (DYFS).

Late Pick-Up Assessment

If a student is picked up after his/her program's dismissal time, parents will be assessed a late fee of \$1.00 for each minute after 6:00 p.m. This fee is due on the day it occurs and should be made directly to the aftercare teacher.

Pick-Up Authorization

You must notify the Director in writing if your child is leaving with anyone other than a parent. Children will not be released to an unauthorized person under any circumstances. Staff members may not transport children to or from school under any circumstances.

Sign-In and Sign-Out – NJ State Law requires that all students be signed in and out of the school each day of attendance, by the authorized pick up person indicating the person's full name, the arrival and pick times. The Smartcare sign-in and sign-out functionality allows the parent/guardian or an authorized person to sign-in and sign-out using the QR code that is on their Smartcare app or on their key tag. The signature or the kiosk sign-in/out on the Smartcare kiosk is crucial and confirms that your child has been placed in our care or picked up from MMS. In the event of an emergency, especially in the case of an evacuation, MMS uses this information to account for every student.

General Policies and Procedures

Bad Weather and School Closings:

Parents will be notified of any school closings through Remind App and via email.

Extended Care:

The Morning Before Care program operates between 7.30 am and 8:30 am. The Afternoon Extended Care program operates between 3:30 pm and 6:00 pm. As required

by the Division of Youth and Family Services, an authorized adult must sign the student in at the beginning of the day and out at the end of the day. A child gets signed into aftercare at 3:30 pm. We grant a grace period of 10 minutes to not be charged for aftercare. After 10 minutes, a \$4.85 rate is charged for every half hour(s) utilized in aftercare. All aftercare hours are billed at the end of every month, and therefore get added onto the next month's tuition bill.

Birthdays and Holidays:

At MMS, we enjoy honoring students on their birthday. We also respect families that do not want us making a big deal out of their child's birthday. We enjoy many MMS traditions that go along with acknowledging birthdays or half birthdays (if students have a summer birthday). The teacher announces the birthday child's name in the morning, and the class sings the "Happy Birthday" song. Each class teacher has a special way of celebrating their birthdays. We request families to bring pictures of their child's previous birthdays to be shown in the class. These pictures can be put on a poster board.

Please remember we do not permit any goody bags. Regarding the treats, please check with your child's head teacher as we want to respect the dietary restrictions of your child's classmates. Please find out from the teacher if there are any children with allergies in your child's class.

We strongly recommend families donating a book or school supplies to the class. If the parents want to send out the birthday invitations. They can handover the cards to the class teacher who would give it to the classmates. Please be sure that all students in the class are invited and no friend is left out. If you wish to invite only specific students in your child's classroom or other classrooms, you must find an alternative method of sending invitations.

The school will not permit bouquets of balloons and other celebratory decorations to be sent to the classrooms. These can be distracting to students' learning.

At MMS teachers take great pride in making your child feel special on their birthday. We appreciate your support and understanding as we continue to reflect on how to provide all students with a safe and healthy environment.

Clothing:

Clothing that your child wears to school should be neat, comfortable, and appropriate for the weather. As part of helping our students develop self-reliance and independence, we urge you to send your child to school in clothes that can be easily removed when necessary. Therefore, we discourage overalls, shoulder straps, tights, snaps and belts.

For your child's own comfort at school, we recommend casual play clothing that can easily be laundered. Please mark each item of clothing – including underwear, rain wear, boots, shoes, slippers, hats and mittens – with his/her name. Please provide a pair of slippers or shoes that can easily be slipped on for your child's use in the classroom. We encourage a home-like atmosphere in the classroom, and replacing outdoor shoes with slippers upon entering the classroom helps the child to make the transition.

Extra Set of Clothing

We ask that each child brings a complete set of extra clothing, including shoes and slippers. Please place these extra clothing items, each labeled in a cloth bag with your child's name written clearly on the front. We use a tote bag inscribed for the extra clothing and shoes your child brings to school. All children will receive their own tote, which will be theirs to keep.

Parents should provide disposable diapers and diaper wipes for children who use them.

Nap Needs:

Also, each child needs a blanket and sheet for their rest mat. At the end of the week, the bedding will be sent home to be laundered. It is to be sent back on Monday or the first day the child returns to school. At the end of the year you may take the bedding home to keep.

Lost and Found:

Each year many pieces of clothing are lost, which is one reason it is very important that each and every clothing item is clearly marked with your child's name. Please be sure that you look through the lost and found basket as soon as you notice that your child is missing something. In December and June, unclaimed items will be given to charity.

Classroom Placement:

The optimal dynamic in our classes call for careful balance of age, gender, and the diverse needs and contributions of the children. Teachers are actively involved in placement decisions because they have intimate knowledge of their own classroom community. The Directors' involvement is also important for the broader view of the school's population.

Children will remain in the same classroom from year to year. New Students will be placed as openings become available.

Babysitting:

To avoid conflicts of interest, staff members may not babysit for children who are enrolled in the school. Referrals to other sources are available upon request.

Lunch:

Students may bring lunch from home or parents may order lunch from the Hot Lunch Program. If brought from home, the lunch box should be clearly marked with his/her name. Lunches should be self-contained, having utensils and napkins included, if needed. Use thermal containers or cold packs when appropriate, since health regulations prohibit the school from storing food in the refrigerator or freezer for students. A microwave is available to heat foods for **two minutes** or less.

Food items should be fully prepared and ready for heating and/or serving at school. For example, cut whole fruits into pieces if your child prefers smaller portions. Grapes must be halved or quartered. Prepackaged lunches that require individual foods to be combined, such as pizza and tacos, are difficult and messy for young children to manage. These should be assembled at home and ready to heat at school.

Good nutrition is a concern since it affects the children's ability to learn as well as their mental and physical health. Children are given the opportunity to eat lunch at an appropriate time. They are required to eat the protein and fruits from their lunches before eating sweets. Candy, gum, and carbonated soft drinks will be returned in the child's lunch box. Water will be provided for the child if a drink is not provided. If you need suggestions for appropriate lunch items, your child's teacher can offer advice.

Note: Lunch boxes are sometimes used as a means to send notes home from school. Check your child's lunch box on a daily basis for notes.

Outdoor Policy:

Going outdoors is a positive experience for the children. It gives them a change of pace in the middle of the day, fresh air, and the opportunity to move about freely (and loudly) with a minimum of restriction. Unless weather conditions prevent it, outdoor times are a scheduled and required part of every day for children who attend school. New Jersey Office of Licensing requires 30 mins of outdoor physical activity if the child is less than 4 hours at school and 60 minutes if the child attends the school for more than 4 hours (weather permitting). Our school policy encourages going outdoors every day for all children. Any child well enough to attend school is well enough to go outdoors. In rare instances that your child will not be able to go outside, please provide a doctor's note. Germs make people sick, not air, and the warm indoor environment harbors far more of the organisms that cause illness than the colder outdoors. If a child is to be kept indoors

for medical reasons, the school must be provided with a current signed, dated letter from his or her doctor outlining the conditions of the restriction.

Children are expected to come to school everyday with clothing that is appropriate for outdoor play. This includes appropriate footwear. In a pinch, we can borrow from the lost and found, but this does not encourage the children to learn responsibility for their belongings. The school staff will use reasonable discretion in deciding if weather conditions are appropriate for the children to be outdoors.

The classes use 25 degrees Fahrenheit as their usual cutoff, although they may go out when the temperature is lower than 25 degrees, depending upon the circumstances and the wind chill factor. A still, sunny 25 degree day can be delightful, while a blustery 30 degrees can be miserable. We use the child care Weather Chart for guidelines.

Toys:

Toys should remain at home. Please assure your child that his/her toys are for home and that he/she has special “work” to do at the school. Occasionally, a child may share a book or other item at circle time. Check with the teacher first.

Montgomery Montessori Approach to Discipline

What is the greatest sign of success for a teacher...? It is to be able to say, “The children are not working as if I did not exist.” – Maria Montessori

The root word of discipline is from the word disciple – one who is a follower or learner. We who teach in the classroom setting are guiding or teaching our students not only math and reading but how to live in the world.

Discipline helps a child develop socially; the child feels free to be him/herself. He/she needs guidelines, however, to be part of the group. He/she must not disturb the group and must respect the needs of the other children and teach them with kindness.

The rights of others are ensured by the use of ground rules in the classroom. This is especially true when a child is involved in their “work.” In Montessori, work refers to any activity in which the child is engaged. The teacher and the children have an obligation to keep the environment in order. The following basic ground rules will be followed:

- Any object which is used by a child must be returned to its original place, in its original order, after the child has finished with it.
- Any task, once begun, must be finished.
- When a child is working with an activity, others must wait until the work is returned to its place.

Ground rules are introduced in a positive manner as soon as the child enters the school for the first time. It is important to ensure that expectations are clear. "You may find work, take it to the table or rug, and return it to the shelf when finished," or "That is _____'s work; you may use it when he/she is finished." The child soon learns what behavior is acceptable and what is not. At times, a child may have difficulty respecting the rights of others. When this happens, the teacher makes a choice from a variety of possible actions. She must intervene where necessary.

Behaviors which dictate immediate intervention include:

- Deliberate aggressive physical contact
- Taking another child's materials or destroying another child's work
- Altercations between two children where one or both refuse to negotiate
- Using a material in a way that will harm others
- Using inappropriate or hurtful language
- Hurting another person through words or name calling

When possible, the adult helps the offended child use appropriate words to tell the other child why his actions are wrong and how the offended child feels. Children respond to their peers more readily than to adults.

Adults use specific terminology in these cases. For example:

Hitting hurts! Tell _____ that this is your work," and "_____ is still learning. You must tell him with words how you feel when he disturbs your work."

The adult may also suggest alternative behavior

"You may do _____ until _____ is finished with this work, or you can ask to join her."

No child will be punished for failing to eat, sleep or for soiling him/herself.

No form of hitting, shaking, corporal punishment, abusive language, frightening treatment, or withholding emotional responses by staff members will be permitted.

If all alternatives have been exhausted and the child is still out-of-control, the child may be removed to another area of the room but under supervision of a staff member. The teacher may hold him/her gently, but firmly, while he/she is having a time-out if this is necessary. No form of physical punishment will be allowed. The child may return once they have their control in order.

Often times, giving the positive language of directions can encourage positive behavior.

"You can stop teasing" rather than "can you please stop teasing?" Also, logical

consequences are appropriate in some situations. For example, if the children are throwing blocks in the block area, block area can be closed for the rest of the day.

REFERRAL PROCESS FOR SPECIAL NEEDS

Montgomery Montessori School recognizes and values the academic potential of students of diverse learning abilities. Although our program is not designed specifically to students with learning disabilities or attention difficulties, if the teacher observes that a child has special needs she will consult with the Director and parents. Montgomery Montessori School encourages all teachers to solicit advice from colleagues concerning classroom situations or learning needs that present special challenges. If a child is exhibiting learning challenges or behavior patterns that interfere with a normal learning pattern, the teacher will document the patterns observed and begin the referral process. This may include the decision to have the child leave Montgomery Montessori School so they can have academic success in a program suited for their needs.

Montgomery Montessori School is not staffed with a special education department. Nor does the school diagnose or evaluate students for learning differences or special needs.

Expulsion Policy

Unfortunately, there may be reasons we must expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child in order to prevent this policy from being enforced. This process does not excuse any financial obligations owed to the school by the parent. The following are reasons it may be necessary to terminate or suspend a child from the school:

Parental Actions for Child's Expulsion:

1. Failure to pay/habitual lateness in payments.
2. Failure to complete required forms including the child's immunization records.
3. Habitual tardiness when picking up your child.
4. Physical or verbal abuse to staff – Respect is a central tenet of Montessori Philosophy. Parents who behave in a manner which does not meet this standard as determined by the Directors will be asked to remove their child and find a school which is a better fit for them.

Child's Actions for Expulsion:

1. Failure of child to adjust after a reasonable amount of time.
2. Uncontrollable tantrums/angry outbursts.
3. Ongoing physical or verbal abuse to staff or other children.
4. When a child is a danger to himself or others.

Proactive Actions That May be Taken in Order to Prevent Expulsion:

Staff will try to redirect the child from negative behavior.

Staff will reassess classroom environment, appropriateness of activities, supervision.

Staff will always use positive methods of language while disciplining children.

Staff will praise appropriate behaviors.

Staff will consistently apply consequences for broken rules.

Child's disruptive behavior will be documented and maintained in confidentiality.

Parent/guardian will be notified verbally to discuss a problem behavior which is repetitive and the steps being used to correct it.

Parent/guardian will be given written copies of incident reports documenting the disruptive behaviors that might lead to expulsion.

The Director, classroom staff and parent/guardian will have a conference(s) to discuss a joint, home and school approach for replacing a problem behavior with positive behavior.

In some cases, a child's behavior may be impacted by the presence of an, as yet, unidentified disability. The school may recommend that the parent/guardian consider contacting an independent professional or their local school district's Director of Special Services/child study team to request an evaluation for the presence of a disability and the provision of special education services. For information about classification for special education and services provided to eligible children ages 3 to 21 by their school district, see the Parental Rights in Special Education (PRISE) manual published by the New Jersey Department of Education, <http://www.state.nj.us>.

Schedule of Expulsion:

If the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a defined period of time in which the parent/guardian may work on the child's behavior or come to an agreement with the center.

1. The parent/guardian will be informed regarding the length of the expulsion period.
2. The parent/guardian will be informed about the expected behavioral changes required in order for the child to return and remain at the School.
3. Failure to satisfy the behavior expectations mutually agreed upon by the parent and school may result in the child's permanent expulsion.

4. The parent/guardian will be given a specific expulsion date that allows an adequate amount of time to seek alternate child care (approximately one to two weeks' notice depending on risk to other children's welfare or safety).

A Child Will Not Be Expelled Solely for Any of the Following Reasons:

If a child's parent(s):

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirements (1-877-677-9845)
- Reported abuse or neglect occurring at the center: (1-877-NJ-ABUSE)
- Simply question the center regarding policies and procedures

EXPLANATIONS, POLICIES, AND PROCEDURES REGARDING BITING AT MONTGOMERY MONTESSORI SCHOOL ARE AS FOLLOWS:

Biting is unfortunately not unexpected behavior for toddlers. Some children and many toddlers communicate through this behavior. However, biting can be harmful to other children and to staff. This biting policy has been developed with both of these ideas in mind. As a school, we understand that biting, sometimes unfortunately, is a part of the school setting. Our goal is to help identify what is causing the biting and resolve these issues. If the issue cannot be resolved, this policy serves to protect the children that are bitten. If a biting incident occurs, state regulations require that the parent of the child biting and the parent of the child who was bitten be contacted. Names of the children are not shared with either parent.

When Biting Does Occur:

Our staff strongly disapproves of biting. The staff's job is to keep the children safe and help a child that bites learn different, more appropriate behavior. We do not use techniques to alarm, hurt, or frighten children such as biting back or washing a child's mouth out with soap.

For the child that was bitten:

1. First aid is given to the bite. It is cleaned with soap and water. If the skin is broken, the bite is covered with a bandage.
2. Parents are notified.
3. The (Accident/ Injury) Incident form is filled out documenting the incident.

For the child that bit:

1. The teacher will firmly tell the child not to bite.
2. The child will be taken to the peace corner to calm down.

3. The parents are notified.
4. Incident Reports are filled out documenting the incident given to the parents of the child who bit.

When Biting Continues:

1. The child will be closely observed to help prevent any biting incidents.
2. The child will be observed by the classroom staff to determine what is causing the child to bite (teething, communication, frustration, etc.) The administrative staff may also observe the child if the classroom staff is unable to determine the cause.
3. The child will be given positive attention and approval for positive behavior.

When biting becomes excessive:

1. If a child inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, a conference will be held with the parents to discuss the child's behavior and how the behavior may be modified.

2. If the child again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the child will be suspended for 2 business days. Parents would be requested to consult their pediatrician.

3. If a child once again inflicts 3 bites in a one week period (5 weekdays) in which the skin of another child or staff member is broken or bruised or the bite leaves a significant mark, the administration and parents will brainstorm for future action.

If a child, who has been through steps 1 and/or 2, goes 3 weeks (15 business days) without biting, we will go back to step one if the child bites again.

If a child bites twice in a 4 hour period, the child will be required to be picked up from school for the remainder of the day.

Summer Camp

Unless otherwise noted, the schedule and all general policies and procedures in this handbook apply equally to summer camp.

Camp is an eight to ten week program, beginning at the end of the June and ending in August. Children may sign up for all weeks, for any number of weeks during that time. Full payment is due for summer camp in advance by May 31st. No refunds will be made.

Children should bring the usual extra clothing to camp. Children should also bring a bathing suit, towel and water shoes all marked with his or her name on the assigned water days.

Financial Policies and Information

Enrollment Fee: A one time non-refundable Enrollment Fee in the amount of \$550 is required for each student for the administrative process and to hold your spot.

Material Fee: A one time non-refundable material fee in the amount of \$495 is required for each student and goes towards your child's program.

Tuition Policy: The monthly tuition calculation is based on a full year, quoted and payable on a monthly installment basis for ease of payment. The balance of tuition as outlined on the tuition rate sheet will be payable in ten consecutive, equal payments with the first payment due on or before Sept. 1st of the school year. Monthly tuition is due on the 1st of each month. After the 5th of the month, a late fee of \$50 applies. The monthly installment is not based on the number of attendance days in each month; some months will have more attendance days than others. Also, full tuition is due regardless of the number of days your child actually attends school. There are no refunds for missed days, whatever the reason, nor will there be compensatory days for absence. There are no refunds after acceptance after registration has been completed, and the fees may not be used for adjustments to other outstanding dues.

Discount: Siblings receive a 5% discount for the child with the lowest tuition fee. Not applicable to the pre-discounted Before / Aftercare fees.

School Tuition Payments:

Tuition will be billed to parents through the Smartcare app, and the parents must pay the monthly tuition using the "Add a Payment Method" functionality on the app. All monthly tuition gets billed by the 25th of the prior month and is due on the 1st of every month. There will be a late charge of \$50 automatically applied on the 6th. Checks will ONLY be accepted in case of technical difficulties with the app.

Tuition Rates

Tuition and fees are adjusted annually by a percentage to meet increasing cost of living expenses. The school strives to maintain reasonable and affordable tuition rates in order that our school community can be reflective of our broader surrounding community.

Children are admitted for the duration of the academic school year and parents and/or guardians are obligated to make the tuition payment for the entire year. The student's withdrawal or absence for any cause, prior to or during the school year, will not reduce

obligation for the full annual tuition. Obligation to pay the full annual tuition begins when a signed enrollment plus applicable fees are turned in and accepted by Montgomery Montessori School. The school's budget and operations depend on fulfillment by all parents and/or guardians of their agreement to pay the tuition, and that if you have elected to pay yearly, monthly. This is for your convenience and does not limit the obligation to pay all installments in a timely manner.

Extended Care:

The Morning Before Care program operates between 7:30 am and 8:30 am. The Afternoon Extended Care program operates between 3:30 pm and 6:00 pm. As required by the Division of Youth and Family Services, and authorized adult must sign the student in at the beginning of the day and out at the end of the day. A child gets signed into aftercare at 3:30 pm. We grant a grace period of 10 minutes to not be charged for aftercare. After 10 minutes, \$4.85 rate is charged for every half hour(s) utilized in aftercare. All aftercare hours are billed at the end of every month, and therefore get added onto the next month's tuition bill.

School Tuition Payment during Extended Absences:

In the event that you remove your child for any reason for an extended period of time (three weeks or more), you must continue to make school tuition payments if you want your child's space to be guaranteed. Tuition will continue to be charged until a change of schedule form is completed, notifying us of an extended absence. If an extended absence is taken, and tuition is not paid, the child's space in the classroom will be forfeited. If you wish to re-enroll, and the child's space is still available, a \$250 reinstatement fee must be paid before the child will be re-enrolled. This non-refundable fee is addition to the usual tuition charges.

Program Change:

If you would like to make many changes to your child's program, other than increasing it to five full days, a change of schedule form must be completed 30 days in advance of the requested change. Acceptance is subject to availability.

Absences and Substitution Days:

Please notify us when your child will not be attending school. No substitution days will be permitted for days lost to absences, vacation or schedule school holidays.

New Jersey Transportation Rebate:

Children of Kindergarten age attending the Montgomery Montessori School who reside over two middles but less than twenty miles from the school may be eligible for financial reimbursement from their local school district. Application forms for reimbursement are

available from the transportation department of your local school district or from our Director. The form must be filled with the public school district in May preceding the next school year. After receiving this form, your local school district will determine whether it will provide transportation or a rebate.

If you have not yet completed a form and your child will be of Kindergarten age in September, please contact our Director and your local school district immediately or you may not be entitled to a rebate.

Emergency Financial Aid:

In the event of a dire emergency (i.e. loss of breadwinner, family breakup), funds may be available, for one or two months, to enable current students to remain in school.

Availability of emergency aid is subject to supply of reserved funds and to financial aid criteria. Please contact the Director for more information.

Parent Participation:

Your active support and participation in the school's activities are essential. We need you and your child needs to know that you care and are involved. Parents who volunteer develop a greater understanding of the Montessori Philosophy and get to know staff members and other parents. You may wish to join us in becoming involved in some school activities, family socials, workshops, our year book and other ongoing school events.

Parent Education:

During the year, courses are scheduled for parents on different topics related to child development, the Montessori Philosophy, positive discipline and other topics of interest to parents.

Employee Background Checks:

All employees of the Montgomery Montessori School have a criminal record background check, and fingerprinting done using live-scan electronic fingerprinting. In addition, all employees have a child abuse and neglect record check done by the State of New Jersey to determine whether any allegations of child abuse or neglect have ever been made against any candidate or employment.

Division of Youth and Family Services (DYFS) Information

To the extent that our school is a childcare center, it is required by State Child Care Center Licensing Law to be licensed by the Bureau of Licensing of the New Jersey Division of Youth and Family Services (Bureau). A copy of our current license is posted in the Director's office. Please look for it when you visit the school.

To be licensed, the School must comply with the *Manual of Requirements for Child Care Centers*, the official licensing regulations. These comprehensive regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participant; and, administrative and record keeping requirement, among others.

On the premises, our School must have a copy of the *Manual of Requirements* and make it available to any interested parents for review. If you would like to review our copy, just ask any staff member. Parents may secure a copy of the Manual of Requirements for the Child Care Centers online or for a nominal fee, by writing to the Bureau of Licensing, DYFS, CN 717, Trenton, NJ 08625.

We encourage parents to discuss with us any questions or concerns about the policies and program our School or the meaning, applications or alleged violations of the Manual of Requirements. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect that our center may be in violation of licensing standards, you are entitled to report them to the Bureau of Licensing. Of course, we would appreciate your bringing these concerns to our attention too.

DYFS Requirements:

Our centers must have a policy concerning the release of children to parents or people authorized by the parent(s) to be responsible for the child. Please discuss with us your plans for your child's departure from the center.

Our center must have a policy about dispensing medicine and the management of communicable diseases.

Our center must cooperate with all DYFS inspections/investigations. DYFS staff may interview both staff members and children.

Our center must post its written statement of philosophy on child discipline, also included in a previous section of this Handbook, in a prominent location. We encourage you to review and discuss with us any questions you may have.

Our center must post a listing or a diagram of those rooms and areas approved by the Bureau for the children's use. Please talk to us if you have any questions about the center's space.

Our center must offer parents of enrolled children ample opportunity to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center Director, who can advise them of what opportunities are available.

Parents of enrolled children may visit our center at any time without having to secure prior approval from the Director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Advance scheduling would be helpful and would permit the teacher to plan coverage so she may speak with you.

Our center must inform parents in advance of every field trip, outing or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect or exploitation by any adult, whether working at the center or not, is required by state law to report the concern immediately to the DYFS's Office of Child Abuse control, Toll-Free at (800) 792-8610, or to any District Office. Such reports may be made anonymously.

Health Protection, Promotion and Safety Procedures:

The procedures below are in place for the protection and safety of the students and staff and to give specific and detailed information to parents. These procedures are drawn from the Manual of Requirements for Child Care Centers at N.J.A.C. 10:122 et seq and national requirements and standards.

PLEASE READ THIS INFORMATION CAREFULLY. Note the action steps that you must take under various circumstances for the well-being of your child and others as the action steps Montgomery Montessori School (MMS) staff are required to take.

All staff members are expected to be fully aware of and conversant with these procedures and must adhere and comply with them as a condition of employment. The procedures cover the following areas:

Section 1: Emergency Preparedness and Fire Safety:

Disaster Preparedness:

We have always provided an environment that is prepared for the predictable day-to-day risks. Our staff is trained in CPR as well as First Aid. We update our training quarterly. We have communicated with the Montgomery Township emergency management officials and coordinated our emergency procedures with their emergency plan. Our classrooms are constructed and equipped with modern safety and security measures.

Schools have been identified as safe havens for children. We will continue to do all that is possible to maintain that safe haven. If the police advise that it is safer to keep the children in school, we will do so. The authorities call this "shelter in place." In that case,

the emergency management officials will advise us as to where and when we will be able to dismiss students. Therefore, should an emergency occur, the district requests that parents do not rush to the School but instead watch EBTV Channel 3, listen to local radio stations, (97.5 FM, WPST, 98.3 FM WMGQ, 101.5 FM, 1450 AM WCTC), or visit the town's website to receive up-to-date information and instructions. Our goal will be to get the children to their families as quickly as possible.

All parents are asked to complete a form with updated and expanded emergency contact numbers. Parents must provide phone numbers for a local contact, nearest relative, family work numbers, and out-of-area contact. Also, parents are urged to communicate with the friends and family members who are authorized to pick-up their children in an emergency to ensure that these individuals are aware of the school's plans and that their contact numbers are accurate.

Please be assured that we are committed to providing a safe environment for your children, and that we are closely following the advice of our emergency management officials.

Requirements in Connection with Fire Safety and Emergency Preparedness:

- a. ALL MMS employees are required to study emergency plans and participate in regularly scheduled meetings. In the event of an emergency, staff are expected to remain with the children and to follow the directions of emergency personnel.
- b. Fire/evacuation drills are practiced on a monthly basis.
- c. Documentation of a fire/evacuation drill include date, time, total amount of time taken to evacuate and the number of children and adults present.
- d. Teachers will be responsible for counting and making certain all children are out of the building.
- e. MMS staff will demonstrate the ability to locate and operate fire extinguishers.
- f. Response to fire and burns:
 - Children will be instructed to STOP, DROP, and ROLL when garments catch fire. Children will be instructed to crawl on the floor under the smoke.
 - Cool water will be applied to burns immediately.
 - Injury will be covered with loose bandages or clean cloth.

Section II: Health Protection, Promotion and Safety Procedures

1. Personal Hygiene Requirements
2. Rest and Sleep Requirements
3. Accessibility of Drinking Water
4. Health and Immunization Requirements for Children
5. Health Requirements for Staff Members

6. Administration and Control of Prescription and Nonprescription Medicines and Health Care Procedures
 7. Illness
 8. Illness/Communicable Diseases
 9. Reporting of Illness and Reportable Diseases
 10. Injury to a Child while in School
 11. Use of Poison Control Center
 12. Environmental Sanitation and Safety
 13. Discipline
 14. Special Requirements to Prevent Child Abuse and/or Neglect and Inappropriate Staff Behavior towards Children
 15. Reporting suspected Child Abuse, Neglect, and/or Exploitation
 16. Attendance by Children and/or Staff Members Known to be Infected with Human Immunodeficiency Virus
-
1. Personal Hygiene Requirements

Hand Washing:

MMS staff will ensure that children wash their hands with soap and running water:

- Before food intake
- Immediately after using toilet
- Immediately after coming into contact with blood, fecal matter, urine, vomit, nasal secretions or other body fluid or secretions
- Immediately after coming in contact with an animal's body secretions

Staff members will wash their hands with soap and running water immediately:

- Before preparing or serving food
- After toileting
- After assisting a child in toileting
- After caring for a child who is sick
- After coming in contact with animal or body secretions
- After coming in contact with blood, fecal matter, urine, vomit, nasal secretions or other body fluid secretions

Staff will use disposable gloves, which shall be discarded after each use, when coming into contact with blood or vomit.

Clothing Requirements

- Child's clothing will be changed when wet or soiled
- MMS staff will ensure that a change of clothing is provided for each child
- Soiled clothing will be placed in a sealed plastic bag that has been labeled with the child's name and returned to the child's parents at the end of the day for laundering

Toilet facility requirements

- Supply of soap, toilet paper, and individual hand towels or disposable paper towels will be provided
- Mirrors, dispensers, and other equipment will be fastened securely
- Platforms will be provided as appropriate for use by children when adult size toilets, and/or sinks are used by children
- Hand washing sink shall not be used for rinsing soiled clothing or cleaning equipment that is used for toileting

2. Rest and Sleep Requirements

MMS will provide opportunities for daily rest and sleep as follows:

- Children 18 months of age will be provided daily rest and sleep according to the child's physical needs.
- For children over 18 months and under the age of 4 years MMS will provide:
 - Daily rest or sleep for each child who attends MMS for 4 or more consecutive hours
 - Daily rest or sleep for each child who attends fewer than 4 consecutive hours, but whose physical needs call for a rest period
 - An alternative, quiet activity for each child who has rested for 30 minutes and does not appear to need additional rest or sleep

MMS will provide a rest area for children who need to rest off-schedule, including children who become ill, at least until the child leaves MMS for care elsewhere.

3. Accessibility of Drinking Water

Filtered drinking water, in single service cups, shall be accessible to children indoors and outdoors.

4. Health and immunization requirements for children

Each child will have a health examination performed by a health care provider within:

- Six months prior to admission, for children who are 2.5 years of age or younger
- One year prior to admission, for children above 2.5 years of age

If immunizations are contraindicated for medical reasons, the School may choose to admit the child, provided the parents submit to MMS a written statement from the health care provider the following:

- The reason the immunization is medically contraindicated
- The specific time period that immunization is medically contraindicated

The child shall be exempted from physical examination, immunization or medical treatment if parents object in a written statement submitted to the School, signed by parents, explaining how examination, immunization or medical treatment conflicts with the child's exercise of bona fide religious tenets or practices. The School shall maintain the parent's written statement on file as part of child's record.

5. Health Requirements for staff member

Prior to or upon beginning work at the school, each staff member whose duty requires contact with children for at least 20% of school's weekly operating hours shall take a Mantoux tuberculin skin test, except that the staff member shall have chest X-ray taken if she or she has had a previous positive Mantoux test. In addition, he or she will submit a written statement from a health provider, indicating that he or she is in good health and poses no risk to persons at the school. Such statement will be based on a medical exam completed within 6 months preceding employment.

The school will maintain records on file in the MMS office.

The Director of the school will exclude staff members who:

- Exhibit illness and symptoms specified in N.J.A.C. 10:122-7
- Appear to be physically, emotionally or mentally impaired or who appear to have a drug induced condition that would endanger the health, safety, and wellbeing of a child. The Director will document action taken.

6. Administration and control of prescription and non-prescription medicines and health care procedures

NOTE: Medications will be administered only after the receipt of written approval from the child's parents. If your child is past the contagious phase and you want the School to dispense medication, you must sign the Medication Log in the office. Medications must be hand delivered to the staff. Parents must complete the Medication Log to state in the instructions regarding the dosage, the time of day, and the number of days it is to be given. No child should have possession of any medicine, nor should it be placed in his/her cubby or lunch box.

The school staff will designate staff members who are authorized to administer medications.

- All medications and health care equipment will be kept in a locked cabinet or in an area that is inaccessible to the children.
- Medications will be refrigerated if so indicated on the label
- Unused or expired medications will be returned to the child's parents or disposed off safely in a child-resistant waste receptacle when they no longer need to be administered.

7. Illness

MMS will maintain on file a log of the initial illness, symptoms of illness/disease that are exhibited by each child. The illness log will include:

- Child's name
- Date and time of illness/symptoms
- Description of symptoms or illness
- Action taken

8. Illness/communicable disease

NOTE: Our school prohibits attendance of a child during an illness. Children are expected to be in good health when in school. Please do not send your child to school if he/she has a fever or shows any signs of illness. Once your child is fever free for 24 hours, he/she may return. We reserve the right to send a child home if he/she shows definite or continued signs of ill health that might jeopardize the welfare of other children.

If your child is absent for more than three days, kindly report the cause to the school.

Under no circumstances will MMS admit any child who has any illnesses, symptoms of illness that pose serious health risk to himself or herself or other children. If your child exhibits any of the following symptoms, he/she should not attend school. If such

symptoms occur at school, the child will be removed from the classroom and you will be called to take him/her home. Such illness or symptoms of illness shall include but not limited to:

- Severe pain or discomfort
- Acute diarrhea, characterized as twice the child’s usual bowel movements with a change to a loose consistency within a period of 24 hours, or bloody diarrhea.
- Two or more episodes of acute vomiting
- Elevated oral temperature of 101 degrees Fahrenheit or axillary temperatures more than 100 degree Fahrenheit.
- Lethargy that is more than expected tiredness
- Yellow eyes or jaundice skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult rapid breathing or severe coughing
- Skin rashes in conjunction with fever or behavior changes
- Weeping or bleeding skin lesions that have not been treated by a health care provider
- Mouth sores with drooling
- Stiff neck

If a child admitted to the MMS manifests any of the above symptoms and these symptoms prevent the child from participating comfortably in activities or result in a greater need for care than the staff can provide without compromising the health and safety of other children, the school may exclude the child.

The school will not permit a child or staff member with an excludable communicable disease to be admitted or remain in school. If a child contracts any of the following diseases, please report it to the school immediately. The child MAY NOT return to school without a doctor’s note stating that the child presents no risk to himself/herself or others. The excludable communicable diseases will include:

Respiratory Illness	Gastro-Intestinal Illness	Contact Illness
Chicken Pox	Campylobacter	Impetigo
*German Measles	E. coli	Lice
*H. Influenza	Giardia Lambia	Scabies
*Meningococcus	Hepatitis A	Shingles

*Mumps	Salmonella	
Strep Throat	Shigella	
*Tuberculosis		
*Whooping Cough		Covid-19

9. Reporting of Illness and Reporting Diseases

The Director, upon learning that the child or staff member has been diagnosed as having contracted or suspected of having a reportable disease, as specified in N.J.A.C 10:122-7, will report this knowledge by the next working day to the local health department.

If your child is exposed to any excludable communicable disease at school, you will be notified in writing.

The Director will report the occurrence of any injury or illness that results in admittance to a hospital, or death of a child under MMS supervision to the Bureau by the next working day.

The Director, having knowledge that a child who was injured by a dog, cat or other animal kept at MMS and when no physician attends such a child, will report the injury to the local health department within 12 hours.

Covid-19 Parental Symptom Screening

Parents/caregivers should be strongly encouraged to monitor their children for signs of illness every day as you are the front line for assessing illness in your child/children. Students who are sick should not attend school in-person.

As a school we ensure that we will closely monitor daily reports of staff and students attendance and identify when persons are out with COVID-19 symptoms. If a COVID-19 illness occurs while the student is in school, regardless of vaccination status, they will be separated away from others until they can be sent home.

If tested positive for COVID-19 the parents must consult with a healthcare provider and quarantine at home per their recommendation.

School will not refund tuition for COVID-19 closures as they are state mandated and not school mandated.

Head Lice

While not a communicable disease, the discovery of head lice does necessitate an intervention response and careful management by both families as well as the staff at Montgomery Montessori School.

- A child who is initially discovered to have lice and/or nits (unhatched egg casings) will be sent home immediately to receive treatment.
- The day after receiving treatment, the child is invited to return to school. Before rejoining classmates, the student's scalp must be inspected by a faculty member to ensure that no evidence of living insects is present.
- We recognize that nits and/or empty egg casings may still be present even after successful treatment. However, MMS reserves the right to send a student home if there is no reason to believe that additional treatment is needed.

Families need to be aware that lice have become increasingly resistant to treatment; vigilant checking of your child's hair and scalp for two or more weeks after treatment is essential.

Families are required to inform a staff member upon finding evidence of lice in the family – even if a non-enrolled sibling is determined to have lice. We will protect the confidentiality of your child and family.

To reduce the likelihood that lice will be transmitted between families, children may be asked to store coats and other garments in their cubbies instead of on hooks.

10. Emergency, sudden onset of illness, or injury to a child while in school:

An emergency form for each child will be kept in the school office. It is the parents' responsibility to keep the emergency contact information in our office up-to-date.

MMS will take immediate action to protect the child from further harm and shall immediately notify parents when one of the following occurs while the child is in school:

- A child is bitten and the skin is broken
- A child sustains a head injury
- A child falls from a height greater than the height of the child
- An injury requiring professional medical care

MMS will maintain a record of the incident on file. The incident report will include the following:

- Name of the injured child

- Date, time and location of the incident
- Name of the person completing the report
- Date report was completed
- A written description of the following:
 - a. The incident
 - b. The injury to the child
 - c. Names of witnesses to the incident
 - d. Follow-up action taken by the school such as consultation by the licensed physician or other health care provider or first aid treatment

Policy on Methods of Parental Notification:

There are times when parents need to be notified while their child is present at MMS. This includes times when their child may become ill and is displaying illness and symptoms of illness (please refer to the list of communicable diseases for specific symptoms). This also includes notification if a child has been injured from the shoulders and above (neck and head) even if the child appears to have not suffered a severe injury. If a child has been bitten by another child, the parent(s) must be notified shortly thereafter first aid has been administered to the child and an Accident Report has been completed and signed by all staff members who witnessed the accident and applied first aid.

Staff members shall notify parents in advance of any field trips, outings, or special events involving the transportation of children away from the center. The center shall inform each parent on the means of transportation and the company providing the service. Each teacher must receive a signed permission slip in advance for children attending special field trips or outings.

The center makes arrangements for the handling of visits or phone calls from parents either by the Director, Assistant Director, or designated staff member when both the Director and Assistant Director are not present at the center. Any messages received shall be relayed to the Director and/or Assistant Director via e-mail, text, or phone call by the end of the day.

Policy on Methods of Incident/Injury Notification:

In the event of an emergency, i.e., when immediate response is required, the following procedures will be utilized.

- First aid will be administered and an emergency medical response team will be called (911).
- Parent/parent's designated emergency contact person (e.g., a person other than the parents such as a grandparents, aunt or uncle, family friend, neighbor on the emergency form) will be called. In the event that we are not able to reach you via phone, we will also be contacting you via email.

- If a child needs to be transported to the hospital, a MMS staff member will accompany the child and stay with the child until the parents are available. The child's emergency release form, signed by the parents will accompany the child so that the treatment can be given immediately, in the parents' absence.

An appropriately stocked first aid kit must be accessible to staff at all times.

Cuts or sores that are leaking body fluid will be covered with a dry dressing to avoid contamination of surfaces. Staff will wear gloves if there is to be any contact with a wound.

A separate room or area within a room will be designated for temporary or ongoing care of a child who needs to be separated from the group because of injury or illness. This area will be located so the child can be supervised. If the child is suspected of having a communicable disease, all equipment the child uses shall be cleaned and sanitized after use.

Upon request of the child's parents, MMS, will provide a written description of the incident by the end of the next operating day.

11. Use of Poison Control Center: 1-800-222-1222

The poison control center will be called for advice about any exposure to toxic substances or any ingestion emergency.

NOTE: Staff will not induce vomiting unless instructed to do so by the Poison Control Center

Common Medical Emergencies:

Allergies: We are a nut free school. Many of the children are also allergic to shellfish, dairy, soy or eggs. We ask that you read the ingredients when you send in snacks for the children to share. Each classroom has posted the ingredients that children are allergic to for that classroom. We ask that you do not send peanuts or other nuts into the school.

Staff Will Call Emergency Medical Services (911) Immediately if the Child:

- Appears at risk or there is a risk of permanent injury
- Is acting strangely, much less alert, or much more withdrawn than usual
- Has difficulty breathing or is unable to speak
- Has skin or lips which look blue, purple or grey
- Has rhythmic jerking of arms and legs and loss of consciousness
- Is unconscious
- Is less and less responsive

- Has any of the following after head injury: decreased level of alertness, confusion or headache, vomiting, irritability or difficulty walking
- Has increasing or severe pain anywhere
- Has a cut or burn that is large, deep and/or won't stop bleeding
- Is vomiting blood
- Has a severe stiff neck, headache, and fever
- Is significantly dehydrated: sunken eyes, lethargic, not making tears, not urinating

NOTE: OUR FIRST PRIORITY IN AN EMERGENCY IS GETTING HELP TO THE CHILD. AFTER WE HAVE CALLED EMS, WE WILL IMMEDIATELY (OR SIMULTANEOUSLY) CALL THE CHILD'S PARENT/LEGAL GUARDIAN.

Get medical attention within one hour (urgent situation that may not necessarily require ambulance but need medical attention)

- Fever in any age child who looks more than mildly ill
- A quick spreading purple rash
- A large volume of blood in the stool
- A cut that may require stitches
- Any medical attention specifically outlined in the child's care plan requiring Parental notification

The above procedures are approved by the American Pediatrics Committee on Pediatric Emergency Medicine, Jan 2001

12. Environmental Sanitation and Safety

- MMS will use commercially prepared disinfectant that indicates it kills bacteria, viruses, and parasites. The solution will be used according to the label's instructions or may be a self-made solution consisting of ¼ cup of household bleach to each gallon of water, which will be prepared daily and labeled in a sealed container.
- All areas to be disinfected will be washed with soap and water prior to disinfecting.
- The following items will be washed and disinfected after each use:
 - Washcloth made of fabric, when used for cleaning children
 - Thermometers
 - Items used by a child who becomes ill while in school
 - Sleeping mats not stored properly
- The following items will be washed and disinfected at least daily (when used)
- Toilet and toilet seats
- Sinks and sink faucets
- Water table and water play equipment

- Play tables
- Smooth surface non porous floors in areas used by children
- Tables used by children for eating will be washed and disinfected before and after each meal
- Sandboxes or play areas containing sand will be:
 - a. Asbestos free
 - b. Maintained in a safe sanitary manner
- Smoking, alcohol, and illegal drugs are prohibited on the premises of MMS
- MMS will not allow any firearms, pellet or BB guns (loaded or unloaded), darts, bows and arrows, cap pistols, or objects manufactured for play as toy guns, within the premises
- Poisonous plants will not be kept in the School or outside play areas
- Plastic bags, weather intended for storage, trash, diaper disposal or any other purpose shall be stored out of reach of children
- Strings and cord long enough to encircle a child's neck shall not be accessible to children
- Pets will be permitted in MMS only with the approval of the Director and under the following circumstances. Pets must be:
 - a. Domesticated
 - b. Free from disease
 - c. Vaccinated, if applicable by law or local ordinance
 - d. Prohibited from areas used for food preparation, storage and/or service, areas used for cleaning or storing food utensils and toilet facilities
 - e. Animal wastes shall be disposed off in sealed plastic bags in the outdoor garbage receptacle

13. **Discipline**

Note: Please also review the complete Montgomery Montessori School Approach to Discipline, outlined in a previous section of this Parent Manual and posted in the School office.

Methods of guidance and discipline used at MMS:

- Are positive, non-violent and non-abusive
- Are consistent with age and developmental needs
- Lead to child's ability to develop and maintain self-control

Staff members will not discipline children for failing to eat or sleep or for soiling themselves.

Children may be removed from group activity to another area, provided that he/she is under supervision of or continuously visible to another staff member.

14. **Special requirements to prevent child abuse and/or neglect and inappropriate staff behavior toward children**

- Staff members will not be hitting, shaking, or any form of corporate punishment.
- Staff will not use abusive language, ridicule, harsh, humiliating or frightening treatment or any form of emotional punishment of children.
- Staff will not withhold from children food, emotional responses, stimulation or opportunities for rest and sleep.
- Staff will not require children to remain silent or inactive for inappropriately long periods of time for the child's age.
- Staff members will learn to recognize common signs and symptoms of child abuse and neglect. (See chart, *Clues to Child Abuse and Neglect*, below).

15. **Reporting Suspected Child Abuse, Neglect and Exploitation**

- MMS will report to DYFS (and the police, if applicable) any instance where there is reasonable cause to believe that child abuse, neglect or exploitation may have occurred.

16. **Attendance by children and/or staff members known to be infected with Human Immunodeficiency Virus (HIV)**

- The MMS should admit a child known to be infected with HIV (also known as HLTV 111 or LAV) the virus that causes Acquired Immunodeficiency Syndrome (AIDS).
 - The School should not exclude a child known to be infected with HIV in order to protect him or her from possible exposure to infectious disease or other persons at the center.
1. The school should not exclude the child solely for the reason that the child lives with or is related to a person known to be infected with HIV.
 2. The Director shall maintain the confidentiality of any child or staff member known to be infected with HIV.
 3. The school shall not require the routine medical screening of children or staff to detect the presence of HIV.

<p>Physical Abuse</p>	<p>Bruises or welts in various stages of healing or other visible injuries that appear on the child recurrently and cannot be explained by developmentally expected behavior.</p> <p>Unexplained or multiple broken bones, especially a broken rib severe skull fracture or other major head injury.</p> <p>Burns or injuries in the same shape of an object use to cause injury such as bite marks, handprint, cigarette burns, and belt buckle markings. Burns from immersion of scalding water. Unexplained or repetitive injuries.</p> <p>Failure to grow at expected rate who seems hungry and eager to eat when offered food.</p>	<p>Explanation for physical injury that is inconsistent with the injury or child's developmental age.</p> <p>Persistent or repetitive physical complaints of unclear cause such as headache or belly pain.</p> <p>Parent/caregiver report that a significant injury was self-inflicted or the child reports to be injured by caregiver</p>
<p>Sexual Abuse</p>	<p>Pain, itching, bruises or bleeding around genitalia</p> <p>Venereal disease</p> <p>Difficulty walking or sitting</p> <p>Discharge from vagina or urine opening</p>	<p>Bizarre, too sophisticated, or unusual sexual knowledge or behavior for the child's age such as asking others to do sex act, putting mouth on sex part, or trying to have intercourse.</p> <p>Child reports of sexual abuse by parent or adult.</p>
<p>Emotional Abuse</p>	<p>Delayed physical, emotional or intellectual development that is not otherwise explicable.</p> <p>Habits such as rocking, sucking on fingers in excess of expectation for developmental age</p>	<p>Impaired sense of self-worth, depression, withdrawal.</p> <p>Extremes of behaviors, such as overly aggressive or passive, apathetic, empty facial,</p>

		appearance, decrease social interaction with others, phobias or fear of parent
Neglect	Constant hunger, begging for food or hoarding food. Fatigue or listlessness. Poor hygiene. Inappropriate dress. Malnutrition or failure to thrive not explained by physical illness. Delayed seeking of professional attention for physical problems.	Lack of supervision for long periods of time inappropriate to the child's age or development stage.

Information to Parents on Recalls

Center is required to provide parents and staff with the CPSC website at www.cpsc.gov/Recalls, which contains a list from Consumer Product Safety Commission regarding unsafe products.

References:

Manual of Requirements for Child Care Center, Chapter 52 (N.J.A.C. 10:122 et seq.) (2017). State of New Jersey Department of Children and Families, pages 1-88.

Manual of Requirements for Child Care Center, Chapter 122 (N.J.A.C. 10:122 et seq.) (2009). State of New Jersey Department of Children and Families, pages 51-90.

Caring for Our Children: National Health and Safety Performance Standards: Guide for Out – of Home Child Care, 2nd Edition: 83-424

Our Thanks

This handbook is intended to outline the policies of the school, what you can expect from MMS and parent/guardian responsibilities during your time with us. Please understand that the handbook cannot cover all eventualities. If you find you have questions outside the scope of this handbook please do not hesitate to contact the Director.

We hope this handbook is helpful to you and thank you in advance for adhering to the policies set forth herein and partnering with us in this invaluable task of education and

raising your children. Montgomery Montessori School is committed to excellence and welcomes your comments and suggestions.

“Education is a natural process carried out by the human individual, and is acquired not by listening to words, but by experiences in the environment.”

June 2023

*updated/revised 07/12/2023

Notice: It is understood that this handbook cannot cover every aspect relating to the functions, procedures, and policies at Montgomery Montessori School. Therefore, any situation not specifically referred to in this handbook will fall under the discretion of the Montgomery Montessori School Administration.