

Freedom TO LEARN

Power TO LEAD



PARENT HANDBOOK

2023-2024

This handbook is designed for the following:

Toddlers
Preschool Students
Kindergarten through 8th Grade Students
SACC Programs

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MONTESSORI SCHOOL OF DAYTON

The Montessori School of Dayton (MSD) is a private, non-profit school chartered by the State of Ohio Department of Education and is open to children of all races, creeds, and nationalities. The curriculum and instruction are approved for Toddler, Pre-Kindergarten, and Kindergarten through Grade 8. The curriculum is in compliance with the provisions of Section 3313.60 of the Ohio Revised Code Standards for Elementary and Secondary Schools.

Certifications and documents are posted and/or are available for review and provide details on the laws and rules governing the school.

GENERAL INFORMATION

Diversity, Equity, and Inclusion Statement

At the core of Montessori's philosophy is peace education. The Montessori School of Dayton is committed to being a community where children, families, guides, and staff with different backgrounds, identities, and perspectives are united in their efforts to maintain a respectful, inclusive, diverse, and equitable community of learners. Montessori education has always placed value on the uniqueness of each individual and sought to develop life-long learners who are in pursuit not only of their passions but of a common good for all and good stewardship of our planet. We believe our community is broadened, strengthened, and enlightened by diversity in all its forms—including thought, race, religion, identity, passions, and challenges. This belief is inherent in the values and principles of the Montessori philosophy.

These Montessori tenets include:

- A desire to promote global peace
- A deep respect for all life and childhood
- A sense of responsibility for the earth and all who inhabit it
- A commitment to the community through engagement, deep listening, and sharing

Non-Discrimination Policy

It is unlawful to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the ADA Act of 1990, 104 Stat. 32, 42 U.S.C. 12101 et. sq. The school will not discriminate on the basis of race, color, religion, sex, national origin, or disability in the administration of its admissions policies, educational policies, scholarships/loans/fee waivers, educational programs, and athletics/extracurricular activities.

Philosophy

The Montessori method of education was developed by Dr. Maria Montessori, the first Italian woman to receive degrees in both engineering and medicine. In her medical practice, clinical observations lead her to analyze how children learn. She concluded that they built themselves from what they experienced in their environment. Her desire to help children was so strong that she gave up her medical practice when she was invited to work with a group of young children in a reconstructed area of San Lorenzo in Rome. It was there that she founded the first "Children's House." What ultimately became the Montessori Method of Education developed there based on her scientific observations of the children's ability to absorb knowledge from their surroundings. She saw that the children were strongly attracted to materials designed to aid in their sensory perception. Dr.

Montessori went on to develop highly specialized manipulative teaching aids that were used by the children in an environment suited to and respectful of the children's inherent characteristics.

The Montessori Method recognizes the uniqueness of each child and allows the child to develop according to his/her unique abilities and timetable. The Montessori teachers recognize and respect these differences and structure the classroom and lessons to meet each child's individual needs and goals.

Dr. Montessori believed the goal of education should be to provide the child with an environment that cultivates each child's natural and instinctive desire to learn, which develops the ability and motivation to work independently, and which also provides the tools necessary to acquire the basic skills necessary for a well-rounded education.

The Montessori method is based on the fundamental premises that:

- The child has a true love and need for purposeful work.
- The child possesses an unusual sensitivity and mental powers for absorbing and learning from their environment that is unlike those of the adult, both in capacity and quality.
- The most important years of growth are the first seven or eight years of life when unconscious learning is gradually differentiated on the conscious level.
- Children are to be respected as different from adults and as individuals who differ from one another.

“Since we have the means to guide the child, it is clear that the formation of man is in our hands. We have the possibility to form the citizen of the world and the study of the young child is fundamental to the peace and progress of humanity.”

Maria Montessori, Citizen of the World, p. 93

Mission Statement

MSD is committed to the methods and philosophy of Dr. Maria Montessori. Using research-based, authentic Montessori practices to encourage the best possible social, emotional, and academic outcomes for every child, we strive to create independent, resilient individuals who value integrity, community, and tolerance.

Vision Statement

To provide an authentic Montessori environment that constantly strives to increase fidelity to the Montessori Method, locally and globally.

THE MONTESSORI LEARNING ENVIRONMENT

The Montessori learning environment for primary and school age children is consistent with the scientific method of Dr. Maria Montessori in compliance with the provisions of Section 3313.60 of the Ohio Revised Code and Minimum Standards for Elementary and Secondary Schools.

A Montessori course of study has been adopted for each subject taught and has prescribed areas of instruction with program objectives, scope, sequence, and student observations with progress reporting and monitoring.

Instruction will consist of individual and large and small group presentations and group discussion time. The type of presentation will be chosen so the children can function independently at their own pace.

The Montessori School of Dayton will be open for instruction and regulated by an annually adopted calendar. This calendar will reflect instructional hours with an equivalent of two days included for individualized parent-teacher conferences, and up to two days for in-service training meeting the minimum requirements of the Ohio Revised Code. Additional days may be added for staff orientation or staff workdays.

YEAR END TOTALS:

- ½ Day K State Requirement = 455 hours: **MSD ½ Day K Actual = 504 hours**
- Full Day K State Requirement = 910 hours: **MSD Full Day K Actual = 1008 hours**
- Grades 1-6 State Requirement = 910 hours: **MSD Grades 1-6 Actual = 1118 hours**
- Grades 7-12 State Requirement = 1001 hours: **MSD Grades 7-8 Actual = 1118 hours**

Each school day will consist of scheduled classes and supervised activities for a 3 or 6-hour work period for the primary age group and a 6.5-hour work period for school age children. All children will be offered presentations, not limited to reading, writing, handwriting, math, science, social studies, art, music, practical life activities, handwork, and lessons in grace and courtesy.

MONTESSORI IN THE TODDLER CLASSROOM

Within the “home-like” environment of the toddler classroom, you will find furniture, materials, and processes that support the toddler’s need to develop independence, concentration, language, order, and movement. Many materials in the classroom will create cause and effect situations for the younger toddler, whereas an older toddler will concentrate more on process materials and activities that help the child internalize order and develop trust in the environment. Because toddlers are interested in the process and not the product of their work, the materials you will find in the classroom include activities such as sequencing and sorting, fine and gross motor activities, care of self, and housekeeping tools. Stacking and nesting materials and process activities that begin with two or three steps then gradually increase in the number of steps over time to create order for the child.

The classroom provides real experiences and wonderful language for toddlers by using wood materials, real dishes, and utensils and following the child’s innate desire to experience the natural world around him. Caring for self, peers and the classroom environment is part of the toddler’s daily life. This ranges from setting the table for a snack or lunch, cleaning up a spill, and watering a plant to toileting independently. These real experiences are further supported through the toileting process as each child is diapered standing up so the child can actively participate in the toilet learning process, therefore, reinforcing self-awareness and care of one’s own body.

Although you may not see the presence of the traditional Montessori materials in the toddler room, you will find an environment that allows the freedom to become independent and develop coordination, concentration, and self-awareness. All the tools are in place to help an emerging sense of self. Toddlers are on a journey of self-discovery, and it is the prepared environment that supports all of their needs. However, the toddler environment is not simply about furniture and materials. The children who make that classroom space their “home-away-from-home” are also very important. Multi-age classrooms further support the child’s development and leave an endless possibility for peer learning. The trained

teacher is also a key component in the environment. A teacher with an awareness of not only the children and their needs but also an awareness of self completes the Montessori toddler classroom.

Early Intervention Service for Toddler

The Ohio Department of Developmental Disabilities provides the Individuals with Disabilities Education Act (IDEA), assessments and screenings. The county board is the contact for an individual and their family. The county board serves two functions, determining eligibility and service coordination.

Contact your local County board:

- If your child is diagnosed with a developmental disability or you suspect your child may have a developmental disability.
- If additional support is needed to achieve your child's goals.
- If you are receiving services, want to continue receiving services, and move to a new area.
- If your child is diagnosed with a developmental disability, or you suspect your child may have a developmental disability.
- If additional support is needed to achieve your/your child's goals.
- If you are moving to a new community and are receiving services, and want to continue receiving services once you move.

SCHOOL HOURS

Toddler through Middle School students attend school Monday through Friday.

Classroom Hours of Operation

Toddler Class: 8:30 am - 11:30 am **OR** 8:30 am - 3:30 pm
3-6 Class: 8:30 am - 11:30 am **OR** 8:30 am - 3:30 pm
Elementary & 8:30 am - 3:30 pm
Middle School:

Student Care Hours of Operation

Student Care is available for Toddler through Middle School students. Please see Student Care Section for more information.

Morning hours: 7:30 am-8:30 am **OR** 8:00 am-8:30 am
Afternoon hours: 3:30 pm-4:30 pm **OR** 3:30 pm-5:30 pm

School Office Hours

The office is **8:30 am – 3:30 pm**

Phone calls and messages to teachers may be made through the school office at 937-293-8986 or admin@montessoridayton.org. Teachers can be emailed directly as they are not available during class time but will respond via email or a phone call within 24 hours. If you need to speak with a teacher, please leave a message in the office and the teacher will return your call at their earliest convenience.

Toddler and 3-6 Afternoon Nap

- Rest time for toddlers is approximately 1:00 pm-2:30 pm.
- Rest time for 3-6 is approximately 1:00 pm-2:30 pm.
- Cots and sheets are furnished by MSD.
- Families should send a small blanket, **travel-size** pillow, and pillowcase (all labeled) for their child. You may also send a small “sleepy item” if your child sleeps with one at home.
- Full-day kindergarten students’ nap time is limited to space availability in the nap room and a student’s legitimate need for a nap.

GENERAL POLICIES AND PROCEDURES

Access to School

Any parent, custodian, or guardian of a child enrolled in the Montessori School of Dayton is permitted unlimited access to the school during normal hours of operation for the purposes of contacting their children, evaluating the care provided by the school or for evaluating the premises. **Please note that ALL visitors, including parents, must check in and out of the office when on the school premises.**

Alumni Visits

Any visits from alumni students must be approved and scheduled by the office. There is a 1-day limit to visits.

Arrival and Dismissal

To ensure success, it is important that students’ daily schedules are kept consistent. Families are strongly urged to arrive promptly during arrival and dismissal times.

- **Arrival time:** 8:30 am
- **Dismissal time:** 3:30 pm
- **Dismissal for ½ day toddlers and 3-6 students:** 11:30 am

Authorized and Restricted Pick-Up

All parents or legal guardians are required to complete the “Pick-Up/Release” section on the CEHI form. This form must be kept updated regularly. Staff **WILL NOT** release a child to anyone other than the person specified in writing or a phone call. A picture ID will also be required to verify the person’s identity if it is the first time picking up. Once staff is familiar with the pick-up person, no ID is necessary. If there are any doubts, the child will not be released until verbal confirmation can be made with a parent. The school will adhere to the mandates of individual court-ordered Custody Agreements.

A telephone call will be acceptable ONLY UNDER EMERGENCY SITUATIONS.

If your child is to be released to any person other than his/her parents, legal guardians, family listed on the authorized pick-up list, or pre-arranged carpool group, **written notification** must be given to the teacher or the office before the start of class on that day. The notification must include the date, the name, and relationship of the person authorized to transport your child and must be signed by the parent or legal guardian.

If there are any restrictions regarding custody and restricted pick up, official documentation is required such as a restraining order, joint custody documentation, or other court ordered documents. **All legal documents must be provided to the office.**

Birthdays

Students enjoy having a special birthday snack at school. Snack options need to be approved by the child's teacher in advance if you wish to provide a special birthday snack, so they can rearrange the scheduled snack and plan the day to include the time needed to celebrate the birthday. Snacks should meet the dietary needs of all the students in the classroom.

If you plan on having a birthday party for your child at a different time and location, please do not hand out invitations at the school. Mailing them would be more appropriate so that children who are not invited will not have their feelings hurt. You may request a school roster of your child's class emailed to you. Note: Any families that opt out of the school roster will be excluded as requested.

Carpools

- List all parents in your carpool on the CEHI form in the Pick-Up/Release section.
- Carpools are private arrangements made between individual families.
- MSD is not responsible for communication (or relaying changes in plans) between families.

Cell Phones and Technology

To help meet the developmental needs of the students in our toddler, 3-6, and 6-9 environments, we **strictly prohibit the use of cell phones and smartwatches.** These types of devices are distracting to students throughout the day. Use of computers in these classrooms is limited or nonexistent. Authentic learning can only happen with hands-on experiences, which we aim to cultivate in all our classrooms.

Students in our 9-12 and middle school environment are **highly discouraged from** bringing cell phones, smartwatches, or other smart devices to school. If a family does choose to send their child to school with a smart device, **these devices must be kept in their locker throughout the day and silenced.** Students will not have access to these devices throughout the school day. Students in these environments will have access to computers or tablets and are to only to be used for academic work.

Clothing

The student's clothing should be simple, washable, and easy to manage. Rubber-soled shoes that cover the toes are recommended. Any clothing that discriminates against race, color, religion, sex, national origin, or disability will be asked to remove or change clothing item. If spare clothes are not available, parents or guardians will be contacted to bring appropriate clothing to school for their child.

At the beginning of the school year, toddler through lower elementary students need a complete change of clothes (shirt, pants, underwear, socks, shoes) in a large "Zip-Loc" bag with your student's name clearly marked on one end of the bag. Accidents do happen. It is very reassuring to the child to put on dry clothes that are his/her own. If your child's clothes should require changing, the soiled clothes will be sent home that day in a plastic bag. Please bring a new change of clothes the following day to put back into your student's box. A last name on the clothes would be very helpful in avoiding mix-ups. Please note this pertains to all children - toddlers through the lower elementary class.

Code of Conduct

These are the behavioral expectations for students and families while at school or participating in school functions, including performances and field trips. These examples provide clarity for students and parents around appropriate and inappropriate behaviors.

Expected student appropriate behavior:

- Make respectful and positive choices.
- If a mistake is made, take responsibility and act to fix the situation.
- Use kind words and encouraging language: don't swear, call names, tease, or discriminate against others.
- Be safe and keep others safe.
- Take care of all property; yours, fellow students, and the schools.
- Resolve conflicts with others directly; do not gossip.

Expected parent/guardian appropriate behavior:

- Ensure your child arrives at school promptly and is picked up on time each day.
- Treat teachers, staff, and other parents with respect.
- Resolve conflicts with others directly; do not gossip.
- Respect boundaries set by the teachers and staff at MSD.
- Follow guidelines set forth in the parent handbook.

Complaint Procedure

Even in the best of schools, conflicting opinions can arise. If you find that you need to discuss a concern or have a complaint, please observe the following procedure:

1. Discuss your concern directly with the individual teacher, student care, or office worker involved.
2. If after an appropriate amount of time, depending upon the severity of the issue, you do not see a resolution, return to the same individual and let them know you are not satisfied. At that time, you may advise the individual that you would like to meet with the Head of School or business administrator.
3. Then contact the office to schedule an appointment. All three parties will meet to discuss the concern. It is our hope that the issue will be resolved at that level.
4. If your issue has not been resolved after meeting with the head of school, you may schedule placement on the agenda of a meeting with the Board of Trustees.
5. Finally, if the Board of Trustees decision is not satisfactory, a resource in the community may be contacted.

Please do not go directly to the head of school with an initial concern. Our staff of professionals strives to provide the best education, service, and care, and they need the opportunity to rectify a situation before escalating it to the next level.

Emergencies

In the event of an accident or sudden onset of illness, the school staff will immediately seek proper care for the child. The child's individual emergency instructions listed on the *Child Enrollment and Health Information (CEHI)* and the *Emergency Medical Authorization* forms on file in the office will be consulted. The parents will be notified immediately. If necessary, the school staff will call 911 if it is in the best interest of the child.

It is IMPERATIVE to keep both the Child Enrollment and Health Information and Emergency Medical Authorization forms current.

In case of general emergency, serious accidents, injury, or illness, the staff will call 911, notify administration, and notify parents immediately. If additional assistance is needed for the supervision of children, all non-teaching staff within the building will be utilized. If children are required to evacuate the building, the fenced area in the rear of the building will be used until the school building is secured, or until pick-up by parents is possible. The secondary location is the Kroger parking lot located on the corner of Dorothy Lane and Woodman Dr.

Evaluation and Testing

Evaluation of all children is an ongoing process. Each student is observed at work in the classroom. Detailed records are maintained and used to measure the student's progress. When a student masters given tasks or materials, they are presented with new materials.

All students in elementary and middle school will be tested using Ohio's state tests. Parent conferences are scheduled twice during the school year, so information can be shared with parents. If parents have concerns, a special conference can be arranged by calling the school office.

Family Door Codes and Identification Codes

All families will be assigned a "Door Code" to get into the building via the main doors on Acosta St. or the back doors in the rear parking lot. This code is only for your family and authorized pick-up persons.

All families will be assigned "Identification Codes" for use in our automated computer attendance system. The system allows us to track the attendance of students for teacher/student ratio compliance and billing purposes. Your ID Code only identifies your child. Use these codes to sign your child out of student care for half-day children staying for lunch and for late pick-ups. Please keep them in a safe place and only distribute them to authorized members of your pick-up list. **Never give the codes out to children!**

Field Trip Policy

1. Families in grades 1-8 will complete field trip permission slips on the CEHI.
2. Field trips are planned well in advance of the actual date of the trip.
3. If drivers are needed, driver request forms are sent home approximately 2-3 weeks in advance of the field trip.
4. When we depend upon our families as drivers, proof of insurance is required of all drivers.
5. Ohio law requires:

- a. Children are to be strapped into a child safety seat or booster seat until they are 8 years old **and** 4'9" or 57" tall.
- b. Children under 40 pounds and 4 years of age are required to be in a child safety seat.
- c. No children under the age of 13 will be allowed to ride in the front seat.

Legal vs. Preferred/Chosen Name

MSD provides an environment that supports a child's growing and emerging identity by offering the freedom to be called by a nickname or an alternate name and to choose a preferred pronoun.

Parent consent is required to request a name change for the following:

- Yearbook
- Picture Day Photos
- Microsoft Email Accounts
- Transparent Classroom
- Classroom Rosters
- Class Directory

Legal documentation is required to request a name change for the following:

- Progress Reports
- State Tests
- Student Files
- Financial Paperwork
- Transportation Reimbursement

Lunch

Lunch is only included in full-day programs. Please send lunches that are ready to eat and include utensils. Students will be eating lunch either in their classroom, outside, or in the gym. To ensure that our students' active bodies are getting sufficient fuel, we ask that each student bring a healthy lunch, including fresh fruits and vegetables with limited processed foods. To help foster independence and create continuity with the classroom, we ask that:

- Students help prepare their lunch each day. This also gives families the opportunity to talk about making healthy choices.
- Lunch boxes are clearly labeled with the child's name on the **outside of the box**.
- Do not send items that are frozen, require assembly or require heating. If items need to be kept cold, please use individual ice packs inside lunch containers.
- Students should bring a water bottle with their name clearly labeled each day.
- Please consider using insulated containers if you wish to pack a hot item. The classrooms are not set up to warm up lunches.
- Please **do not send candy, sweets, or soda pop**.
- **Please do not send medicine, vitamins, cough drops, etc. in lunch boxes.** Administration of any medication must be requested in writing through the office. A specific form prescribed by the State of Ohio is available in the school office.

Newsletters

The school publishes a bi-weekly newsletter informing parents of forthcoming events and schedules. It is sent home via email. Please read the newsletters so you will know what is going on at the school.

Office Paperwork

To make the best use of our finances, we send home all paperwork via email and request that the families print their own forms to return to the school.

Observations

Parents are always welcome to visit their student's classroom for observation. Appointments must be scheduled ahead of time with the office so a mutually convenient time can be established. Please note that observations will not be scheduled until after mid-October of the school year. The purpose is to allow time for the student to adjust to his/her new classroom environment, classmates, and teachers. Masks will be required for all observations.

Parent Participation

Parents are the heart of our school! We have a Parent-Teacher Organization (PTO) whose members rise to the occasion and make things happen. Functions are scheduled throughout the school year for social, educational, and fundraising purposes. Please check the school calendar and/or notes sent home with your child with updates regarding these special events. The PTO may be contacted directly at pto@montessoridayton.org.

Regulations

Our Ohio Department of Education School Charter is posted in the main office area. If parents need to contact the Ohio Department of Education to file a complaint or to obtain copies of inspection reports, their contact information is listed below.

The Ohio Department of Education
25 South Front Street
Columbus, Ohio
43215-4183
(P) 877-644-6338
contact.center@education.ohio.gov

Rosters/Directory

Directories of parents, guardians, or custodians of students attending the school are available to other parents of students enrolled in the program upon request. The directories are prepared and distributed in accordance with rule 5101:2-12-32 of the Administration Code. Parents, guardians, or custodians may request to be included or excluded from the roster on the *Child Health and Enrollment* (CEHI) form. Montessori School of Dayton does not share this information outside of the school. If you opt out of the directory, please know that your child may be left off of birthday invitation lists. (See birthday section for more info.)

School Calendar

A school calendar will be made available before the start of the school year. We typically observe the standard holidays recognized by the local school districts. The calendar will include dates of the scheduled holidays and scheduled days that school is closed such as Parent/Teacher Conferences and Teacher In-Service days.

School Closings

It is possible that Montessori School of Dayton will be delayed or closed due to inclement weather. As an individual school serving many different school districts, we do not utilize school buses and therefore have greater flexibility to make our own decision to delay or cancel school. **You are always welcome to keep your child home if you are not comfortable driving in the conditions in your area.**

We are contracted with an automated calling service that will notify you of a school delay or closing on the phone number of your choice. This is the one phone number per residence that you indicated on your CEHI for the One Call Now emergency service. Please be sure the office has your most current phone number for this service. You will receive an individual phone call. Additionally, you will receive an email notifying you of the closure. **Please do not call the office inquiring if we are open.**

Though rare, we have on occasion, dismissed early for approaching weather and unforeseen circumstances (ie. a water main break, power outage, etc.) you will receive a phone call and an email to pick up your child. We sincerely understand the difficulty in finding care for days that school is delayed, closed, or an early dismissal in rare circumstances, but we are looking out for the safety of our families and staff.

School Forms

There are several forms which **must** be completed prior to the start of school. They include:

- Application Form
- Financial Responsibility Agreement
- Enrollment and Health Information Forms:
 - Medical Form (Immunization Records)
 - CEHI (Child Enrollment and Health Information)
- Child's Photo
- Birth Certificate

These forms must be kept current. If at any time during the school year there are any changes to the information provided in these forms, please notify the office in writing. The Ohio Department of Health requires that a child's Medical Form/signed physician's statement is updated on an annual basis for all children in Toddler through Kindergarten classes and for seventh grade students for the Meningococcal vaccine. If a child's medical paperwork is expired, then that student will be unable to attend school until the paperwork has been updated. Once an elementary student has proof of receiving all immunizations (or a signed exemption form), an annual physical is no longer required.

Snack

A key component of practical life is food preparation. Each classroom will be asking families to sign up to bring in snacks for the whole class a few times this school year. This gives students to opportunity to prepare food for themselves or the entire class. Snacks should consist of healthy fresh fruits and vegetables and protein-rich foods. Please avoid sugary and empty-calorie snacks. More specific directions will be given by your child's teacher regarding snacks and any allergies that exist in the classroom.

Staffing

There will be at least one staff member caring for:

- every 7 toddlers who are 18 months to 3 years old
- every 12 preschool children who are 3 years to 6 years old
- All children are supervised at all times.

Student Absence Procedure

Please email the office **AND** your child's teacher if your child is going to be absent. Email absences to admin@montessoridayton.org to inform the office of the details of the absence. **Please include symptoms or diagnoses if your child is ill.**

*Health policies and procedures are more fully explained in the "Health and Wellness" section of this handbook.

Toys

Students **MAY NOT** bring toys into the classroom. Encourage your student to leave toys at home or in the car. Experience has demonstrated it is more difficult to get students to leave toys behind when other children are admiring them.

HEALTH AND SAFTY

Health Policy

The school is required to have a **Medical Statement** signed by a licensed physician certifying the child is free from communicable diseases. Certification is also required showing the child is current on all required immunizations or a signed exemption form and is approved by the doctor to attend school. These statements **MUST BE ON FILE IN THE SCHOOL BEFORE THE STUDENT CAN ATTEND CLASS.** The school is required to provide the statements to the Ohio Department of Education AND the Ohio Department of Health during annual and surprise inspections. The child's Medical Statement is required to be updated on an annual basis for children in Toddler through Kindergarten. Once an elementary student has proof of receiving all immunizations or a signed exemption form, an annual physical is no longer required until the 7th grade Meningococcal immunization.

If your child is enrolled in Ohio Medicaid, Healthchek services are available to them. Healthchek is Ohio's Early and Periodic Screening, Diagnosis, and Treatment (EPSDT) Program. It is a service for infants, children, and young adults under the age of 21 years old who are enrolled in Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid.

Healthchek covers ten check-ups in the first two years of life and annual check-ups thereafter and offers a comprehensive physical examination that includes:

- medical history
- complete unclothed exam (with parent approval)

- developmental screening (to assess if the child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure the child receives them on time)
- lead screening; and
- other services or screenings as needed

A completed ***Child Enrollment and Health Information*** (CEHI) form and ***Emergency Medical Authorization*** form must also be provided prior to the child starting class.

As indicated above, the following information must be on file before the child can attend class:

1. Medical Form - signed by a physician (**NOTE:** Medical Form must be updated annually in Toddler through Kindergarten programs and in the 7th grade or the child will be unable to attend.)
2. Child Enrollment and Health Information (CEHI) - completed by parents
3. Emergency Medical Authorization - completed by parents

Parents are responsible for keeping the records current at all times during the school year. Please notify the office if your contact phone numbers have changed due to a move or change of employment. Valuable time can be lost when trying to locate parents in an emergency.

Bullying

At Montessori School of Dayton, we consider bullying a serious issue and will not tolerate bullying behavior or actions that condone bullying. This includes but is not limited to: spreading rumors, threatening, excluding someone from a group on purpose, or attacking someone physically or verbally.

Unpleasant behaviors which are unkind and upsetting but are **not** bullying:

- Mutual conflict - which involves a disagreement, but not an imbalance of power. Unresolved mutual conflict can develop into bullying if one of the parties targets the other repeatedly in retaliation.
- Single-episode acts of meanness or physical aggression, or hostility directed toward many different people, is not bullying.
- Social rejection or dislike is not bullying unless it involves deliberate and repeated attempts to cause distress, exclude, or create dislike by others.

How to Report Bullying:

Any student who feels that he or she has been subjected to harassment of any type, by any member of the school community should report the incident promptly to the appropriate teacher. All complaints will be handled in a strictly confidential manner and, if the investigation supports an allegation, the Head of School will take immediate remedial action. The name of the reporting party will not be used without his or her permission unless the situation involves criminal or potentially criminal behavior and law enforcement personnel are contacted. In such a circumstance, it may not be possible to maintain confidentiality regarding the identity of the reporting party. If this occurs, every precaution will be taken to safeguard the reporting party.

Consequences for Behavioral Infractions

Making mistakes in an environment like Montessori School of Dayton enables students to learn valuable lessons about school and life. Our staff is very careful to create an environment in which we do not overreact to the normal and natural mistakes of children. However, when a student makes a mistake, he or she needs to take responsibility for their actions and accept any related consequences.

In the event where a student is having difficulty adhering to the Code of Conduct, procedures have been created to help hold students accountable and encourage them to fall back to the appropriate expected behaviors. These procedures are as follows:

Minor incidents are ones that occur as part of the natural and normal process of child development. This includes any social interaction in and out of the classroom that may result in hurt feelings and/or minor bumps or bruises caused by students making poor choices. These incidents are addressed by teachers or other staff members who are supervising children and are treated as teachable moments.

Our policy is written with the idea that most incidents will be minor and that teachers and other staff members will handle these immediately and effectively to reinforce the expectations that students should be contributing toward creating a safe learning environment for all students. In such instances, communication with parents is at the discretion of the supervising teacher or staff member.

When minor incidents occur, consequences may include:

- Removal from the activity until the student can rejoin.
- Apology of action (finding a way to say “I’m sorry” through action).
- Written apology.
- Behavior reflection signed by a parent.

Major incidents involve a more severe violation of the Code of Conduct and therefore will result in more serious consequences. This includes, but is not limited to, behaviors that lead to the intentional harm of other students, repeated physical or verbal bullying, and chronically repeated minor violations. Such incidents are addressed by the Head of School with input from the supervising teacher. When serious infractions occur, it requires a direct response to all students involved. Parents will be contacted as soon as possible by the supervising teacher or Head of School. In situations involving serious physical or emotional harm of another student, or chronic disruptive behavior that continues despite earlier disciplinary action, a student may be dismissed from MSD at the discretion of the Head of school.

Behavior Management/Discipline Policy

(A) A staff member in charge of a student or a group of students shall be responsible for their discipline.

(B) The school shall have a written discipline policy describing the school’s philosophy of discipline and the specific methods of discipline used at the school. This written policy shall be on file at the school for review. Constructive, developmentally appropriate student guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the student about the situation, and praise for appropriate behavior.

(C) The school’s actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

- (1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
- (2) No discipline shall be delegated to any other student.

(3) No physical restraints shall be used to confine a student by any means other than holding a preschool student or toddler for a short period of time, such as in a protective hug, so the student may regain control.

(4) No student shall be placed in a locked room or confined in an enclosed area such as a closet, a box, or a similar cubicle.

(5) No student shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.

(6) Discipline shall not be imposed on a student for failure to eat, failure to sleep, or toileting accidents.

(7) Techniques of discipline shall not humiliate, shame, or frighten a student.

(8) Discipline shall not include withholding food, rest, or toilet use.

(9) Separation, when used as discipline shall be brief in duration and appropriate to the student's age and developmental ability, and the student shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.

(10) The school shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

(D) The parent of a student enrolled in a school shall receive the school's written discipline policy.

(E) All staff members shall receive a copy of the school's discipline policy for review upon employment.

It should be noted that the administrator will notify the children's services agency and/or the police department in any suspected case of child abuse or neglect.

The Montessori philosophy involves "inner discipline." Good behavior is not equated with silence and/or immobility. The children are free to walk, talk, and move around as they engage in their daily activities. However, all activities are guided by a respect for others, a respect for the work of others, and a respect for the materials being used. Self-discipline is acquired gradually through meaningful work.

If a student "misbehaves":

1. They are given or shown alternatives for expressing their emotions.
2. They are guided to select work which will more fully absorb their attention.
3. They are removed from the situation.

Conferences with the student's parents are held at regular intervals. Discipline can be one of the topics discussed. If a student has a particular problem in this area, close contact with the parents is maintained so we can all positively assist the child.

Occasionally, outside professional help is recommended or required. If your child's teacher recommends testing and/or an evaluation, a parent's best resource for professional help begins with the child's pediatrician.

COVID-19

Montessori School of Dayton will not be held liable for Covid-19 contraction.

We will be following the most current guidelines from the PHDMC, the CDC, and the Ohio Department of Health.

Management of Communicable Diseases

(A) A person trained to recognize the common signs of a communicable disease or other illness shall observe each child daily as he enters a group. A "person trained to recognize the common signs of

communicable disease” means any person trained in prevention, recognition, and management of communicable diseases as required by paragraph (D) of rule 3301-37-07 of the Administrative Code.

- (B) The following precautions shall be taken for children suspected of having a communicable disease:
- (1) The program shall immediately notify the parent or guardian of the child’s condition when a child has been observed with signs or symptoms of illness.
 - (2) A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his parent or guardian:
 - (a) Diarrhea (more than one abnormally loose stool within a twenty-four-hour period); Student must be free of symptoms, without the use of medication, for 24 hours before returning to school.
 - (b) Severe coughing, causing the child to become red or blue in the face or to make a whooping sound;
 - (c) Difficult or rapid breathing;
 - (d) Yellowish skin or eyes;
 - (e) Conjunctivitis; Students must be on appropriate medication for 24 hours and be free of discharge before returning to school.
 - (f) Temperature of 100.4°F taken by the auxiliary method when in combination with other signs of illness; Student must be free from symptoms, without the use of medication, for 24 hours before returning to school.
 - (g) Untreated infected skin patch(es);
 - (h) Unusually dark urine and/or grey or white stool; or
 - (i) Stiff neck
 - (j) Evidence of lice, scabies, or other parasitic infestation. Parents must notify the school of the outbreak and treat with shampoo and nit comb. Student may return to school following treatment and does not have to be nit free. Regular head checks must be performed to avoid future outbreaks.
 - (3) A child with any of the following signs or symptoms of illness shall be immediately isolated from other children. Decisions regarding whether the child should be discharged immediately or at some other time during the day shall be determined by the director and the parent or guardian. the child, while isolated at the program, shall be carefully watched for symptoms listed in paragraph (B)(2) of this rule as well as the following:
 - (a) Unusual spots or rashes;
 - (b) Sore throat or difficulty in swallowing;
 - (c) Elevated temperature; or
 - (d) Vomiting.
 - (4) We follow the Ohio Department of Health’s “communicable disease chart” for appropriate management of suspected illnesses.
 - (5) A child isolated due to suspected communicable disease shall be:
 - (a) Cared for in a room or portion of a room not being used in the preschool program;
 - (b) Within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised;
 - (c) Made comfortable and provided with a cot. All linens and blankets used by the ill child shall be laundered before being used by another child. After use, the cots shall be disinfected with an appropriate germicidal agent, or, if soiled with blood, feces, vomitus, or other body fluids, the cots shall be cleaned with soap and water and then disinfected with an appropriate germicidal agent;
 - (d) Observed carefully for worsening condition; and
 - (e) Discharged to parent, guardian, or person designated by the parent or guardian as soon as practical.
- (C) Our policy concerning the management of communicable diseases includes, at a minimum:

- (1) The program's means of training all preschool staff in signs and symptoms of illness and in handwashing and disinfection procedures;
- (2) Procedures for isolating and discharging an ill child and policy for readmitting such child;
- (3) Procedures for notifying the parent or guardian immediately when a child is exhibiting signs or symptoms of illness or has been exposed to a communicable disease; and
- (4) Procedures regarding the care of a mildly ill child. "Mildly ill child" means a child who is experiencing minor common cold symptoms, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule or a child who does not feel well enough to participate in activities, but who is not exhibiting any of the symptoms specified in paragraph (B) of this rule.
- (5) Procedures for notifying all parents of enrolled children when children are exposed to a diagnosed communicable disease such as pink eye, ringworm, chicken pox, or lice.

Medications

An "Administration of Medication" form must be filled out before our staff can give your child any medication. This form is necessary for prescription and non-prescription medications, food supplements, modified diets, inhalers, etc. All children using inhalers will have adult supervision. If a student requires a "Care Plan", this form must be completed, and medication brought to the office prior to the first day of school. The "Administration of Medication" form is available in the office. All medications must go directly through the office. If a parent comes to school to administer medication to their child, they must first stop in the office.

Non-Harassment Policy

Montessori School of Dayton has a strict policy prohibiting harassment of its students, staff members, teachers, and administrators, including implied or expressed forms of sexual harassment. The school will not tolerate discrimination based on a person's nationality or ethnicity, race, religion, gender, sexual orientation, or disability.

Returning to School Following an Illness

- (A) **Fever:** A student may not return to school until the child has been symptom free for 24 hours and fever free for 24 hours without the use of medication. 100.4°F is considered a fever. This means that if your child has vomited again, continued with the fever, or had additional diarrhea or additional symptoms, you must keep your child home 24 hours from the last occurrence of the illness. If your child returns before the end of the 24-hour period, you are required to have a doctor's note signed and dated by the physician. If a disease or illness is severe enough to require the services of a physician or hospitalization, a physician's statement may be necessary for re-admittance.
- (B) **Pink Eye:** A child with inflammation of the white of the eye, red or swollen eyelids, or purulent eye discharge (pus), must be evaluated by a physician and may not return until treated with antibiotics for 24 hours. Your child may return immediately with a note from the physician indicating it is **not** pink eye.
- (C) **Lice:** Symptoms include irritation and/or itching on the scalp or body, especially behind the ears and at the nape of the neck. Lice are tiny oval bugs, dark in appearance, and capable of jumping. Nits (lice eggs) are visible as tiny, light gray, rounded specks cemented to the hair shaft, no more than ¼" to ½" from the scalp. These nits will be nearly impossible to pull off.

The child must be treated with a recognized lice-killing treatment and nit free before they can return to class.

Safety Policy

To ensure the safety of your child, the Montessori School of Dayton has established the following policies:

1. No child is left alone or unsupervised.
2. A staff member is at the classroom door during the arrival and dismissal times. A staff member is aware of each child's presence.
3. Each staff member has immediate access to a telephone and 2-way radio within the building.
4. Monthly fire and tornado drills are held. Annual safety drills are also conducted.
5. A plan is posted in each classroom, student care, and the office explaining the action to be taken and the staff's responsibilities in case of a fire, emergency, and/or weather alerts.
6. Material safety data sheets are maintained for all chemicals, cleaning supplies, etc.
7. There is an asbestos abatement plan on file in the office available for review.
8. A monthly offender database report from the Montgomery County Sheriff's Office is sent to us via email to identify offenders living in the general area of the school.
9. Safety plans are established for all field trips
 - a. First aid supplies are always available.
 - b. At least one person trained in first aid is available on the trip.
 - c. Each child has identification attached to them stating the Center's name, address, and telephone number.
10. The use of spray aerosols is prohibited while children are in attendance.

When children are taken on a field trip or any special outing, the Emergency Medical and Transportation Authorization forms are taken along by a staff member. In addition, all health records of each child listing allergies, handicapped conditions, or any health conditions that may require special procedures or precautions will also accompany the staff member(s).

When an accident or injury occurs, or when emergency transportation of a child is required, the school will prepare an incident report and provide a written copy to the parents. The original copy will be retained in the administrative office files.

Terminating Staff

If a staff member is terminated for unsafe practice or inappropriate conduct, then a reason will be given to staff and families for termination.

Toileting Procedures

Toddler Diapering/Toileting Procedure:

1. All diapering will be done in the bathroom facility located within the toddler classroom.
2. Disposable diapers only – **no** cloth diapers.
3. Diapering will be done while the toddler is standing, and the toddler will assist in as much of the toileting process as he/she is developmentally ready for including undressing and dressing.
4. Each teacher needs to wear a new pair of gloves for each child.
5. Disposal of wet diapers will be in the plastic-lined diaper receptacle that is designated for **disposable diapers only**. If the diaper is soiled, the soiled diaper is placed in a plastic bag and sealed off before disposal into the lined trash can.

6. If the clothes and/or underwear are wet or soiled, items are placed without rinsing into a plastic bag for parents and sealed off.
 7. Disposable wipes are used to clean and dry the toddler's bottom. Gloves are removed and disposed of in the covered and lined trash can.
 8. Clean diapers are put in place and the toddler is dressed with the toddler's assistance.
 9. The child will wash his/her hands.
 10. The teacher then washes her hands thoroughly following the posted hand-washing procedures.
- **Each child will have a designated box for disposable wipes and disposable diapers that will be stored in the bathroom facility.

3-6 Toileting Procedure:

All 3-6 students must be fully toilet trained and able to use the restroom independently. This means that they are aware of when they need to go and that they can clean themselves appropriately. We realize that accidents happen, and our staff will be there to encourage and support the students as needed. Please contact the office if you are preparing a child for the 3-6 environment and are struggling with toilet training.

Transparency

If a situation has occurred that is unsafe in a classroom, the individual classroom families will be notified. If a situation has occurred that is unsafe for the entire school, the entire school will be notified.

STUDENT CARE

Student Care

Student Care is not the main mission or vision of MSD, but to support our working families, we will offer limited Student Care to families who need extended care due to work obligations first. **Families who need Student Care are required to sign their children up for a schedule in advance. There is NO drop-in option.** A waitlist will be available.

Student Care Schedule

Student Care will be available for Toddler through Middle School students and will offer three schedules for families to choose from: **5-days, 4-days, or 3-days a week**. 4-day and 3-day schedules will be consistent with the same days scheduled each week. There will be a fixed number of spaces available for each program: 7 spaces for the Toddler Program, 24 spaces for the 3-6 Program and 28 spaces for the LE/UE/MS Programs. The following morning and afternoon schedules are available:

Morning hours: 7:30 am-8:30 am **OR** 8:00 am-8:30 am

Afternoon hours: 3:30 pm-4:30 pm **OR** 3:30 pm-5:30 pm

Sign-Up for Student Care

Sign-up for Student Care for the entire year will be in **July**. If all spaces are filled, there will be a waitlist available. A family can always sign up to be on the waitlist at any time throughout the school year.

Fees and Billing for Student Care

Student Care fees will be flat rate fees based on a weekly rate. Payment is due on the first of the month for the previous month. Families will not be charged when their child is working in Bison Café, at weekly MMUN meetings, meeting with teachers and/or specialists or participating in juggling/yoga classes. Missed days due to, but not limited to, illness, appointments, or vacations will not be made up. No refunds will be given for scheduled days not used. If a student is consistently not using the space for 2 or more weeks, excluding illness, the student will lose the space and it will go to a family on our waitlist. If a student no longer needs their reserved space, please contact the office before the next month's billing cycle so we can offer the space to a family on our waitlist.

Teachers and staff members will sign students in/out of our ProCare computer system which will track the time that students are in Student Care for attendance and billing purposes. **Students are not permitted to be in the lobby before 8:25am or after 3:35pm if they are not signed up for Student Care. Students are not permitted to stay in Student Care and play when a parent arrives.**

Late fees will apply to ALL late pickups. Students leaving at 3:30pm who are picked up late will be waiting in the office.

Late Fees for Student Care

THERE IS NO GRACE PERIOD FOR LATE PICKUPS. Student care charges begin immediately upon dismissal.

LATE FEES FOR EVERY LATE PICK-UP:

\$5/MINUTE for the first 5 minutes

\$10/MINUTE for the next 5 minutes

\$15/MINUTE for the next 5 minutes

Fees will continue to go up in \$5 increments for each additional 5 minutes that a student is picked up late.

Spare Clothing for Student Care (Toddler/3-6/LE)

Send a complete change of clothes including socks and underwear in a large Ziploc bag. Label all clothing and write your child's name on the bag.

Student Care Snacks

Snacks will be provided by MSD. If your child has a food allergy, please send extra food in your child's lunchbox to eat safely for a snack.

FINANCIAL INFORMATION

Payment Procedures

ALL TUITION PAYMENTS ARE DUE ON THE FIRST OF EACH MONTH.

We are a non-profit institution and need tuition payments to be kept current to remain fiscally viable. A \$25 late fee will be assessed on tuition payments not received by the tenth (10th) of the month. A service charge of \$25.00 will be assessed for all checks returned from the bank. Payments may be made by personal check, money order, Visa, MasterCard, or Discover and *Tuition Express*. We cannot accept cash for any payment. **All payments processed with a credit card will have a 2% convenience fee added to the amount due.**

1. When your child is accepted at our school, they are enrolled for a school year, and **you are responsible for the entire tuition for the full school year.**
2. In the event of a permanent family relocation out of the area during a school year, an exception to the above tuition payment policy will be considered.
3. Year-end statements for tax purposes are available upon request.
4. To remove a child from school permanently, please submit your reason for withdrawal in writing as far in advance as possible, so that we may plan accordingly and fill the vacancy from our waiting list.
5. Your agreement to pay tuition is not subject to adjustments due to Covid-19 related circumstances including, but not limited to, mandated school closure resulting in remote learning, illnesses, absences, vacations, or withdrawal for the next school year.
6. Student Care late fees apply to students who are picked up late from the following (but not limited to) activities and events: camping trips, movie nights, lock-ins, MMUN events, Parent Night Out, dances, and class trips

Annual Giving and Development

The Montessori School of Dayton is a non-profit organization. It receives revenues from tuition and student care fees, fundraisers, and donations. Fundraising is a very important part of our school, as it is with all non-profit schools.

The goal of fundraising activities is to help with contributions to our capital fund, provide building updates, supply new materials for the classroom, purchase equipment or student care materials, as well as to aid the teachers and staff in meeting their goals and objectives for the school and the students.



SIGNATURE PAGE

I acknowledge that I have received and read a copy of the 2023-2024 Montessori School of Dayton Parent Handbook:

Parent Signature

Print Name

Date

Parent Signature

Print Name

Date

Please submit this signed Signature Page to admin@montessoridayton.org or drop it off in the office Monday-Friday 8:30am-3:30pm.

A NON-PROFIT CORPORATION

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