

Freedom TO LEARN



Power TO LEAD

**MONTESSORI
SCHOOL**
of Dayton

PARENT HANDBOOK

2021-2022

This handbook is designed for the following:

Toddlers
Preschool Students
Kindergarten through 8th Grade Students
SACC Programs

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TABLE OF CONTENTS

GENERAL INFORMATION	3
Non-Discrimination Policy	3
Philosophy	3-4
Mission and Vision Statements	4
THE MONTESSORI LEARNING ENVIRONMENT	5
MONTESSORI IN THE TODDLER ENVIRONMENT	6
SCHOOL HOURS	7
GENERAL POLICIES AND PROCEDURES	8
Regulations	8
School Forms	8
Staffing	8
Access to School	8
Arrival and Dismissal	8
Door Codes and Identification Codes	9
Lunch	9
Daily Outdoor Play Period	10
Rosters	10
Emergencies	10
Field Trip Policy	11
Health Policy	11
Management of Communicable Diseases	12-14
Returning to School After Illness	14
COVID-19	15-16
Snack and Lunch	16
Safety Policy	16
Code of Conduct	17
Terminating Staff and Transparency	17
Bullying/Harassment	18
Consequences	18
Behavior Management/Discipline Policy	19-20
Diapering and Toileting Policy	20
School Closing Announcements	21
Newsletters	21
Office Paperwork	21
Observations	21
Clothing	21-22
Toys	22
Birthdays	22
School Calendar	22
Evaluation & Testing	22
Parent Complaint Procedure	22-23
Parent Participation	23
Financial Information	23
Payment Procedures	23
Annual Giving and Development	24
Signature Page	25

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

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 own 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 which 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 unusual sensitivity and mental powers for absorbing and learning from his/her environment that are 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 the 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.

Through the child's interaction with his environment, through the work with his hands, through the child's spontaneous absorbing of moral, social, cultural, intellectual aspects of the world around him, and through his independence, the child develops his own self, his own individuality.

Dr. Maria Montessori

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 work days.

YEAR END TOTALS:

- ½ Day Kdg State Requirement = 455 hours: **MSD ½ Day Kdg Actual = 510 hours**
- Full Day Kdg State Requirement = 910 hours: **MSD Full Day Kdg Actual = 1020 hours**
- Grades 1-6 State Requirement = 910 hours: **MSD Grades 1-6 Actual = 1137.5 hours**
- Grades 7-12 State Requirement = 1001 hours: **MSD Grades 7-8 Actual = 1137.5 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-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. Foreign language classes will be offered to full day students.

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 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 of 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 moving 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

Children attend school on a five day a week basis only - Monday through Friday.
Toddlers have the option of attending Monday through Friday, or Tuesday through Thursday.

Classroom Hours of Operation

Toddler Class: 8:30am - 11:30am **or**
8:30am - 3:30pm

3-6 Class: 8:30am - 11:30am **or**
8:30am - 3:30pm

Lower & Upper Elementary
and Middle School:

8:30am - 3:30pm

Toddler and 3-6 Afternoon Nap

- Rest time is for toddlers is approximately 1:00pm-3:00pm.
- Rest time for 3-6 is approximately 1:00pm-2:30pm.
- Cots and sheets are furnished by MSD.
- Families should send a small blanket, **travel size** pillow and pillowcase (all labeled) for your 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.

SCHOOL OFFICE HOURS

8:30am – 3:30pm

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.

Please notify the office and your child’s teacher if your child is going to be absent. Email absences to admin@montessoridayton.org or call 937-293-8986 to inform the office of the details of the absence. You’re welcome to email your child’s teacher directly. Please include symptoms or diagnosis if the student is ill.

*Health policies and procedures are more fully explained beginning on page 11 of this handbook.

GENERAL POLICIES AND PROCEDURES

Regulations

Our Ohio Department of Education School Charter is posted in the main office area.

School Forms

There are a number of 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 is updated on an annual basis for all children in Toddler through Kindergarten classes. 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.

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 to 6 years old
- All children are supervised at all times.

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 due to Covid-19, ALL visitors must check in and out of the office when on the school premises.**

Parents who wish to discuss any aspect of the school program may arrange an appointment with the Principal or Business Administrator by calling the office between 8:30am – 3:30pm. We welcome the opportunity to discuss any areas of concern and/or interest with all parents.

Arrival and Dismissal

Due to Covid-19, we will be implementing a car line for arrival and dismissal. It is important to closely adhere to the arrival and dismissal times and to the appropriate drop off locations.

Arrival time is 8:00am – 8:30am:

A-L will drop off 8:00am – 8:15am

M-Z will drop off 8:15am – 8:30am

Dismissal is 3:30pm-4:00pm:

A-L will pick up 3:30pm – 3:45pm

M-Z will pick up 3:45pm – 4:00pm

Dismissal time is 11:30am for half day toddlers and half day 3-6 students.

Late Fees

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

LATE FEES FOR FAMILIES PICKING UP AFTER 4PM FOR EVERY LATE PICK UP:

4:00PM – 4:05PM = \$1/MINUTE

4:05PM – 4:10PM = \$5/MINUTE

4:10PM – 4:15PM = \$10/MINUTE

Fees will continue to go up in \$5 increments for each additional 5 minutes after 4pm.

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.

Authorized 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 on a regular basis. 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 persons’ 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 own parents, legal guardians, family listed on the authorized pick-up list or pre-arranged car pool 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.

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 via 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!**

Lunch

If your child is staying for lunch, you need to pack a lunch. Lunches should be simple, nutritious, and easy for your child to open. Please send lunches that are ready to eat and include utensils. 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. Please do not send candy, sweets or soda pop.

Please print your child’s name clearly on the OUTSIDE of the lunch box.

Half day students must pay for student care during the lunch hour if they are adding on lunch. Lunch is only included in full day programs.

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 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.

Daily Outdoor Play Period

The students have a daily outdoor play period when the weather is 25° or above including the windchill. Students will not play outside in inclement weather, extreme high or low temperatures, or during ozone alerts. Two adults accompany the students to and from the play area and remain with the students during the play period. The students are allowed to use this time for free play with supervision. Equipment is provided for climbing, hanging, swinging, etc. Basic safety rules are followed.

Students should dress appropriately for outside play. During winter months, be sure to send your child to school with a coat, hat, and gloves (labeled with their name). In warm weather, shoes should cover feet completely to protect them from mulch and insects. In case of inclement weather, we have indoor play space for large motor activities and a gymnasium. **If you feel your child should not go outside to play due to illness, then he/she is too sick to be in school.**

Rosters

Rosters of parents, guardians, or custodians of students attending the school are available to other parents of students enrolled in the program upon request. The rosters 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 roster, please know that your child may be left off of birthday invitation lists. (See birthday section for more info.)

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 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.

Field Trip Policy

1. All elementary school families will submit a field trip permission slip at the beginning of the year.
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 children to be strapped into a child safety seat or booster seat until they are 8 years old and 57 inches tall. Children under 40 pounds and 4 years of age are required to be in a child safety seat. No child will be placed in a front seat without written permission from the parent.

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 child's physical and mental abilities are age appropriate)
- vision screening
- dental screening
- hearing assessment
- immunization assessment (making sure 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.

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:

- Progress Reports
- State Tests
- 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:

- Student Files
- Financial Paperwork
- Transportation Reimbursement

Management of Communicable Disease

(A) A person trained to recognize the common signs of 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 outbreak.

(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 “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 disease includes, at a minimum:

- (1) The program’s means of training all preschool staff in signs and symptoms of illness and in hand-washing 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.

Returning to School Following an Illness

- (A) 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, 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, 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.

COVID-19

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

If you or anyone in your family/household has had direct, unmasked exposure to a positive COVID-19 case or is in the process of testing and/or waiting for results from a Covid-19 test, has a temperature of 100.4°F or higher or has any symptoms of the virus, do not come to school. Symptoms include, but are not limited to: fever, cough, shortness of breath, sore throat, headache, fatigue, body or muscle aches, nausea, vomiting, diarrhea, or loss of taste or smell.

If your child is experiencing any of these symptoms upon arriving at school or throughout the day, your child (and possibly siblings) will be sent home. Your child (and siblings) may return to school when they have been symptom free for 24 hours without the use of medication. If you determine during the course of the day that someone in your family/household needs to test for Covid-19, you must pick up your children from school immediately. If a student or staff member receives a Covid-19 diagnosis, families will be notified by email.

Staff and students will be wearing masks and there will be mask breaks throughout the day. Masks will be sent home daily to be laundered. MSD is not providing masks for students. Daily temperature checks will be taken mid-day. Hands will be washed upon arrival and dismissal and throughout the day as we continue our rigorous handwashing routine. Classrooms and materials will be sanitized daily and as needed throughout the day. Fresh air from open windows and air purifiers will be used to help increase air flow throughout the building.

If a student or staff member receives a Covid-19 diagnosis, staff and families will be notified of the positive case by email. That person will comply with MSD's documented Covid-19 prevention plans established by the Centers of Disease Control (CDC) and the Ohio Department of Health (ODE) and the Montgomery County Health Department.

We will be following guidelines from the PHDMC, the CDC and the Ohio Department of Health:

Definitions:

“Case”: The student or school staff member who is medically diagnosed with COVID-19. If the person is at school, they should be sent home immediately and follow appropriate isolation procedures as directed by the local health department. This student or staff member should not come to school or participate in extracurricular activities.

“Direct contacts”: Direct contacts for COVID-19 are those individuals who are identified as being directly exposed to COVID-19 by the positive case. Remember, COVID-19 is a respiratory virus and does not require physical contact to spread.

Quarantine is NOT required if the direct contact has no symptoms and any of the three criteria below are met.

- The direct contact is fully vaccinated.
OR
- The school requires masks, maintains physical distance of 3 feet or more and has documented COVID-19 prevention plans in place.
OR
- In schools that do not have mask requirements, the direct contact was wearing a mask and maintained physical distance of 3 feet or more.

Even if the direct contact does not have to quarantine, to help slow the spread of the virus, they should:

- Vaccinated individuals: Get tested 3-5 days after exposure. Wear a mask until that test comes back negative.
- Unvaccinated individuals: Get tested at least 5 days after exposure. Wear a mask until that test comes back negative.

For those not meeting the above criteria, they must follow quarantine procedures.

Quarantine procedures: The date of exposure or positive test date (if the exposure date is unknown) is considered “Day 0” and we will be using that date to establish a quarantine schedule. We will not be closing classrooms unless we cannot replace staff who are in quarantine.

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19
- If possible, stay away from others, especially people who are at [higher risk](#) for getting very sick from COVID-19

Options to reduce a 14 day quarantine:

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later) – proof of a negative test is required to return to school
- After stopping quarantine, you should watch for symptoms until 14 days after exposure

MSD has gone to great lengths to provide a safe and nurturing school experience during this pandemic, but due to the nature of Covid-19, MSD will not allow families to use the playground outside of school hours. MSD wants to continue supporting best practice of not co-mingling children to the best of our ability.

Snack and Lunch:

Snack and lunch will be eaten in the classrooms with social distancing. Please send a morning and afternoon snack in your child’s lunch box if staying all day as well as utensils. Only send a morning snack for half day children. Parents will **not** be asked to sign up to bring snack for the entire class as they have done in the past. **Please bring a water bottle with your child’s name clearly labeled on the bottle. No backpacks for Toddler through 9-12 (UE).**

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.

Code of Conduct

These are the behavioral expectations for students 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 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, other students' and the school's.
- Resolve conflicts with others directly; do not gossip.

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.

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.

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.

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 towards 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.

Reporting Harassment or 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 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 pre-school 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 for 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.

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 Procedures

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.

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.

Newsletters

The school publishes a 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

In order 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.

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.

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.

Birthdays

Students enjoy having a special birthday snack at school. Due to Covid-19, parents may provide a special **pre-packaged** snack for their child’s celebration. 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.

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.

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.

Alumni Visits

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

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 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.

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 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 principal 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 principal, 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, such as the Ombudsman's Office may be contacted.

Please do not go directly to principal 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.

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.

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.

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 2020-2021 Montessori School of Dayton Parent Handbook:

Parent Signature

Print Name

Date

Parent Signature

Print Name

Date

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

A NON-PROFIT CORPORATION

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