

Providence Montessori School House

Parent Handbook

Rev. 09.01.2023

Providence Montessori School House is a privately owned and operated Montessori school. We educate children from two years through Kindergarten using the Montessori philosophy of

“follow the child.” Providence Montessori allows children to grow in their own way to reach their greatest potential.

We meet the individual needs of all children through vigilant attention to our classroom environments, the learning materials used, and our relationships with children and families.

Providence Montessori School House is open twelve months a year from 8:00 a.m. to 3:00 p.m. Monday through Friday. We work with families to assist them in forming a solid balanced school schedule for their child.

Classroom Placement

<u>Room</u>	<u>Age</u>
Pre-Primary Room	15 months-2.7 years old
Primary & Kindergarten	3 years old - 6 years old

At Providence Montessori we embrace the philosophy of multi-aged classrooms from as young as six weeks. We believe children are always learning from each other.

Providence Montessori School House partners with all local public and private schools in preparing them for their next step in education.

Student Classroom Reassignments

Children may move up from one class to the next, this occurs once a year in January. At this time a change in monthly tuition and a new agreement will be implemented.

Student Records

Every child enrolled in Providence Montessori must have an updated school record with all required forms. This file is confidential and will only be shared with other staff members if required to meet the needs of the child.

Each parent is responsible for annually signing all medical records. Parents of non-immunized children must complete a release for school records.

Attendance/Arrival/Dismissal

Attendance is key to a successful educational program. All children will need to be in their classrooms ready for morning work time by 9 a.m.

Dismissal is at 3:00 p.m. A parent **should** notify Providence Montessori by **8:00 a.m.** if their child will not be attending school on a scheduled day. We may be reached at 610-409-6000.

Once a child is released to a parent or authorized adult, the person picking up the child is responsible for supervising him or her. Children are not permitted to freely wander the school building, playground, or parking lot.

Safety of the children at Providence Montessori is a high priority. At Providence Montessori we maintain a strict policy to whom we will release a child. Our enrollment forms indicate two individuals that a child may be released to (other than parents) on a regular basis or in an emergency situation. Advance written notification for a change in authorized pick-up is required. In the event that advanced notification cannot be arranged please indicate the new person to whom your child should be released, by completing the verbal request for release (form can be found on our school website) of child form. This form can be sent via email, fax or scan under emergency circumstances.

Providence Montessori will not release any child to a parent, relative, or other authorized adult that appears to be impaired by drugs or alcohol. If this situation occurs a telephone call will be made to the parent/emergency contact and/or police.

Parking Lot

The speed through the parking lot is 5 mph. Parent parking is located at the front of the building. Please enter through the second driveway on your left and depart from the first driveway.

For the safety of all, children must be accompanied by a parent or teacher and have his or her hand held in the parking lot. If arriving after your assigned drop-off time, please call the school once you have arrived and escort your child into the secure lobby. Children are not to be left unattended in the building or parking lot.

Health Policy

***Also review the COVID Health & Safety Plan**

At Providence Montessori, we follow a firm health policy. Children that are ill cannot appropriately be cared for in a classroom setting. A child that cannot participate due to illness in all school activities should not be in attendance.

Providence Montessori seeks to partner with parents to maintain a healthy environment for all children and teachers. Parents must be on the alert for signs of illness in their children and to keep them home when they are sick

If a child arrives at school and shows signs of an illness, the school will be unable to accept them into the program for that day. If the child has been seen by a licensed physician and they have indicated in writing that there is no health risk to the child or others then the child will be permitted to attend school.

Examples of health symptoms that may require exclusion are:

- Vomiting or diarrhea (2 or more episodes in 24 hr. period.)
- Severe coughing or sore throat
- Children who have a fever of 100.4 (38.00C) or above or other signs of illness.
- Jaundice (yellow) skin or eyes.
- Severe pain or discomfort in joints, abdomen, or ears.
- Red eyes with discharge
- Infected untreated skin patches/lesions or severe itching of body and scalp.
- Difficult or rapid breathing
- Skin rashes lasting more than 24 hrs. This excludes diaper rash.
- Blood or pus from ears, skin, ears, urine, or stool.
- Unusual behavior characterized lethargy, loss of appetite or confusion.
- Symptoms of chickenpox, impetigo, lice, scabies, or strep throat
- Symptoms associated with COVID-19 Watch for symptoms

If a child becomes ill during the school day a parent will be advised immediately by phone. Providence Montessori will do its best to keep your child comfortable while they wait for a parent or emergency contact person to pick them up from school. Use of an isolation area, such as a cot in a corner of the classroom or in the Directors office will be used to isolate a sick child. In the event that the parent cannot be reached within one hour from the time the parent is notified, the emergency contact person will be called.

Children that are sent home because of illness will not be readmitted back into the school program until all signs of the illness (fever) have gone for a 24 hour period. If a licensed physician provides written release for the child to return to school then the child will be accepted back to school as indicated by the doctor's note. Have a plan if someone is or becomes sick.

In the case of certain communicable diseases, Providence Montessori is required to file a report with the Department of Health within 24hrs so that control measures can be undertaken. Parents and teachers are reminded to notify Providence Montessori within 24hrs if a child or family member has developed a known or suspected communicable disease. If a child has not been fully immunized for some of these diseases (due to a child's age, medical condition, or religious reason), he or she will be excluded from the school during an outbreak of a vaccine-preventable illness as directed by the Pennsylvania State Department of Health.

Example of “reportable diseases,” includes but is not limited to:

Lyme Disease	Measles	Mumps
Tuberculosis	Spinal Meningitis	Whooping Cough
German measles	Salmonellosis	Rubella
Shigellosis	Giardiasis	Hepatitis A
*COVID-19		

All parents will be notified in writing if a communicable disease is reported. Providence Montessori follows all the reporting guidelines as established by the Pennsylvania State Department of Health and Centers for Disease Control and Prevention (CDC).

***COVID-19:** People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms may have:

Fever or chills	Cough	Shortness of breath or difficulty breathing	Fatigue
Muscle or body aches	Headache	New loss of taste or smell	Sore throat
Congestion or runny nose	Nausea or vomiting	Diarrhea	

Your child must remain out of school if exposure is identified by contact tracing of anyone who has a suspected or confirmed case of COVID-19. Guidance provided by the CDC for length of time that symptom monitoring and how long isolation should occur will be utilized to determine when a child can return to school. In the case of COVID-19 diagnosis a confirmation negative test result will be required prior to returning for all students and staff.

We are continually updating our procedures in accordance with the most recent guidance provided by Centers for Disease Control and Prevention (CDC) found here: <https://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-childcare.html>

Medication

When a child needs to be administered medicine, a form must be completed. (this form may be found on the school website)

The form is an authorization for dispensing medicine with a daily medication log. The log is to will be completed by the Director for every day that the medicine is to be dispensed. The form needs to be completed for each new cycle of medicine. Medication will only be administered for the dates listed on the form. The dates may not exceed one month. All forms are to be handed to the director.

The director is responsible for checking all medication form books and dispensing medicine. The director will sign and date all medication form books after the medicine is given.

All medication forms will be kept in the director's office.

Prescription medication must be provided in the original, pharmacy labeled childproof container. The label must indicate the child's name and dosage information. Prescription medicines will only be given to the individual as indicated listed on the pharmacy label that is adhered to the prescribed medication. No medication will be administered on an "as needed basis."

Allergy

If your child has an allergy:

- You must provide written and verbal notification of all known allergies.
- You must complete the allergy section on the students Health Assessment Form.
- The child's Allergy Action Plan completed by your child's physician must be on file with the school director and assigned classroom.
- All medication recommended for use in the Allergy Action Plan are required to have a Medication Log completed by the parent and **each** of the medications are to be provided by the parent to be kept at school.
- Plans will be made to best accommodate the students safety. Only food provided by the parents will be offered to the child and written permission will be requested in advance including an ingredients list for participation in any practical life cooking activities
- Classroom teachers have been trained and instructed to recognize the signs and symptoms of an anaphylactic reaction, as well as how and when to execute an Allergy Action Plan, including how to administer an Epi-Pen.

We encourage a Safe Food Box to be left at school filled with a supply of safe snacks (nonperishable) provided by the parents for your child.

Food allergies are a serious issue and we appreciate your cooperation in ensuring the safety of all the students.

Accidents and Injuries

Should a child become injured at school, the parents will be notified in the form of a written accident report. If the injury is of a more serious nature the parent will receive a telephone call and email from the school at the time the accident occurs.

In the event of an emergency, the child will be transported via ambulance to the nearest hospital or emergency facility. A parent will be contacted to meet the director/teacher at that facility. It is extremely important that all emergency contact information be up to date in your child's file. A child may not be transported for care or receive emergency care at school unless the waivers for emergency care have been signed. These waivers are included in the enrollment package.

Toys from Home

Children should not bring their toys from home to school. However, books are always welcome.

Show-n-Tell items may occasionally be requested by a child's teacher. A list of show-n-tell items will be provided to parents by your child's teacher.

At Providence Montessori we have a zero tolerance for violence. Anything pertaining to violence cannot be used at Providence Montessori. If a parent is questioning a certain item, please discuss it with your child's teacher or the director.

Please make sure all water bottles, clothing and personal items are labeled with the child's first and last names. Providence Montessori will provide refrigeration for all necessary items.

Pre-Primary (15 months – 2.7 years)

All Pre-Primary and Primary children will need:

- Diapers and Wipes
- Daily meals and utensils in a labeled lunch container.
- Two full changes of seasonally appropriate clothing including socks & underwear.
- Two sets of fitted crib sheets and a blanket for Rest Time. These items are sent home weekly to be laundered.

Parents are responsible for washing all crib linens and blankets at least once a week or more. Diaper creams and lotions are considered medication and must be accompanied by a medication authorization form.

Primary Classroom (3 to 6 years old)

- Daily meals and utensils in a labeled lunch container.
- Appropriate outdoor apparel (jacket, hat, and gloves, rain boots) is needed daily.
- Two full changes of seasonally appropriate clothing, including socks
- Rain boots and classroom slippers may be sent in to be stored for daily use at school.

All items brought to school should be clearly labeled with the child's first and last name. Rubber soled shoes (sneakers) are the most appropriate school shoes for running, climbing, and playing outside.

Lunch

All full day children are asked to bring a healthy ready to serve lunch and morning snack in a labeled lunch container. Hot thermoses are preferred for hot meals. Some healthy lunch ideas:

- Shaped Sandwiches
- Leftovers in a Thermos
- Yogurt
- Peanut Butter and Jelly
- Bagel with cream cheese or Avocado
- Humma Dips with Veggies or Pita
- Pasta
- Turkey & Cheese Wrap
- Chicken Nuggets
- Mac and Cheese
- Milk & water

At Providence Montessori we recognize that many children have peanut allergies. During snack and lunch time we have a "peanut free" table.

Children will be encouraged to eat the balanced meal that the parent has provided. If a child refuses to eat certain foods, he or she will not be forced to finish the meal.

Positive Discipline Policy

Providence Montessori tries to keep discipline issues minimized and help children make appropriate choices to monitor their behavior. At Providence Montessori we encourage children to use problem-solving and communication skills to solve problems.

Aggressive & physical behavior is unacceptable at Providence Montessori.

Providence Montessori staff may deem a child's behavior to be uncontrollable, extremely disruptive, and/or harmful and in this event the parent will be notified immediately and will be asked to pick up the child.

Providence Montessori reserves the right to terminate enrollment of children who exhibit behavioral patterns that are deemed harmful to themselves or others. Open communication is critical to effective discipline and can be expected ongoing.

Parent Communication

www.providencemontessori.org & <https://montessoricompass.com>.

You can find helpful resources on our website & Montessori Compass

- PMSH Parent/Student Handbook (**PASSWORD: PMSHPHB**) – here you will find policies, health policy and wellness guidelines, suggested school supply lists by classroom.
- Academic Year Calendar – includes schedule holidays & closures.
- Montessori Compass; Class rosters, Messages, Bi-weekly Activity Reports and Calendar (gym, music, special events)

Providence Montessori provides bi-weekly on Friday's academic activity summary through the Montessori Compass Application. Montessori Compass is also utilized for routine messages, regular communications, including calendar events, Parent organization Bulletin board and other announcements.

Parent & Teacher Conference

Parent-teacher conferences will be held formally one time a year. Parents are encouraged to attend an annual in person conference without their child present. These conferences will summarize the child's progress in the Montessori classroom.

Tuition and Retention Policy

Application: All new student applications require a one-time non-refundable \$75.00 application fee. This fee only applies to new enrollees.

Deposit: A \$100 non-refundable deposit is due at the time of enrollment of each new school year. The deposit is non-refundable and is intended to secure the child's enrollment for the upcoming school year at the time of re-enrollment.

School Year: The School Calendar runs September through May for the Primary and Kindergarten classrooms. Primary and Kindergarten also offer weekly summer camp June through August. Pre-Primary school year runs Sept. through August.

Renewal: Registration at the school is on a yearly basis. Your child will not be guaranteed a reservation for the following school year, unless you enter into a new tuition agreement with the school for that school year and pay all applicable fees.

Tuition: You agree to pay tuition and fees for your child in accordance with the Agreement on Pennsylvania Form 03892A (the “Tuition Agreement”) executed by you. The Tuition Policy shall supplement the matters set forth in the Tuition Agreement.

Tuition Changes: Tuition changes or increases may occur each new school calendar year. Children may move up from one class to the next, this occurs once during the school year in January. At this time a change in monthly tuition rate and a new agreement will be implemented.

Sibling Discount: \$50.00 discount is offered for any additional sibling(s) attending the school. (applies to only full-time enrollment).

Tuition Due / Late Fees: Tuition is paid monthly and is due on or before the first day of each month. The tuition mailbox is located outside of the school Office. Payment may be made in the form of cash or check. Checks should be made payable to: *Providence Montessori School House*. If tuition is not received by the close of school on the first of the month a \$50.00 late fee will be assessed. If tuition or any outstanding charges are not paid within seven days of the due date, attendance at the school will no longer be permitted until tuition is paid in full for the past due amount.

Returned Checks: There will be a \$50.00 fee for any checks returned by the bank.

Cash Payment: For your protection, all cash payments will be made only in person to the Owner. All payments will be invalid unless you obtain a cash receipt initialed by the Owner.

Withdrawal / Change in schedule: We ask that you give one month prior to withdrawing your child from the school or changing your child’s attendance schedule.

Holidays/In-service/School closings/Vacations: There is no credit given for scheduled school holidays, scheduled in-service days, child illness, vacation, snow days, or unscheduled school closing to inclement weather.

School Hours: Our regular school program hours are 8:30 am – 3:00 pm. Morning drop off or car line drop off begins at 8:00 am – and concludes at 8:45 am. Any child not picked up by 3:15pm will be charged a late fee as indicated on the Agreement.

Supplemental Care Charge: Supplemental Care is available after regular school hours at the hourly supplemental care rate set forth in the Tuition Agreement. After Care is available 3:00 pm – 4:00 pm.

Late Pick-Up Charge: A late fee will be assessed for any children not picked up by the school's closing time of 4:00p.m. You will be charged as indicated in the fee schedule and tuition agreement.

Suspension/Dismissal: Providence Montessori reserves the right to deny, cancel, suspend, or terminate the services to any child, without notice, for any reason, so long as the determination is not based in whole or part on the race, color, religion, age, gender, national origin, disability, or political beliefs of the child or the child's parents. Any unused tuition will be refunded minus outstanding charges.

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Nondiscrimination Policy

Providence Montessori School House endorses a nondiscrimination policy. Services are provided and admissions and referrals are made without regard to race, color, religion, ancestry, sex, handicap, or national origin.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aids, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any student (and/or guardian) who believes they have been discriminated against may file a complaint of discrimination with:

Bureau of Equal Opportunity

Room 521, Health and Welfare Building

Po Box 2675

Harrisburg, PA 17105-2675

Office of Development and Early Learning

801 Market Street

Philadelphia, PA 19107

800-346-2929

Department of Human Services

Office of Civil Rights
Suite 372 Public Ledger Building
150 S. Independence Mall West
Philadelphia, PA 19106-3499

PA Human Relations Commission
711 Philadelphia State Office Building
1400 Spring Garden Street
Philadelphia, PA 19130