



# Parent Handbook

American Montessori Society Associate Member School

## **Hours of Operation:**

Monday - Friday

7:30am - 6:00pm

**Wendy Clary, Program Director**

3740 Eubank Blvd. NE  
Albuquerque, NM 87111  
505-554-3849 School  
[www.mvmabq.com](http://www.mvmabq.com)

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**Dear Parents and Families:**

Welcome to Mountain View Montessori! Thank you for selecting us as your school of choice. We are so happy to have your family become part of the MVM community.

This parent handbook contains important information about our school programs, policies and procedures, and is also available on our website at [www.mvmabq.com](http://www.mvmabq.com). Please read through carefully and keep as a reference. In the case you have a question our handbook does not answer, please contact the School Administrator.

We thank you again for entrusting us with your little one. We are excited to guide your child on their learning path to success.

Sincerely,

Mountain View Montessori

# Welcome

## OUR MISSION

Our mission at Mountain View Montessori is to provide children between the ages of 2 years and 6 years a caring and specially prepared environment in which all can develop independence, self-discipline, confidence and a positive self-image. Our objectives are met by implementing Dr. Maria Montessori's philosophy, curriculum, and methods. We nurture each child's spirit, creativity, natural curiosity and intellect with a well-rounded program that includes art, music, cultural studies, science, mathematics and language.

## OUR PHILOSOPHY

At Mountain View Montessori our experienced, certified teachers wholeheartedly believe in Dr. Maria Montessori's philosophy for educating children. Therefore, our philosophy parallels Dr. Montessori's.

We believe a multi-age classroom is the best environment for children to learn. The youngest in the class learn by watching the older students; the older students get opportunities to reinforce what they have learned by assisting the younger children.

We believe a prepared environment (classroom), complete with Dr. Montessori's didactic materials, is the best place for children to engage in purposeful activity that will help the individual become independent and reach their full potential. Many books have been written about Dr. Maria Montessori, her philosophy, and her methods. For a more in depth look at her life's work, we recommend reading one or more of the many books written by her or about her. See the suggested reading list at the end of the handbook. You can also get more information at the **American Montessori Society Website: [amshq.org](http://amshq.org)**.

## SCHOOL HISTORY

Mountain View Montessori has been in operation for almost a decade. In 2011, it opened its doors to the public, welcoming children ages 3 through 6 years. After its revamp in 2016, MVM has helped develop fresh minds as young as 2 years of age. The school is licensed by New Mexico Children, Youth and Families Department and is an Associate Member School with the American Montessori Society. MVM's purpose is to provide superior care and Montessori education to children ages 2 years through Kindergarten.

## PROGRAM INFORMATION

Mountain View Montessori is located at 3740 Eubank Blvd. NE, Albuquerque, NM 87111. Our school is licensed through New Mexico's Children, Youth and Families Licensing Department and is an associate member school of the American Montessori Society. Our school year business hours are Monday-Friday, 7:30AM-6:00PM and 8:00am-6:00pm in the summer, with the exception of Holidays, Inclement Weather Days, Breaks and Teacher In-Service Days. Please refer to the school calendar. MVM offers a 2 -4 year old Program and 2 -3-6/KDG Programs with Extended AM and PM available for all Programs.

## PROGRAM DESCRIPTIONS



### *2-4 Year Old Program*

The 2- 4 year old program is generally designed for children ages 2yrs. - 4 yrs. In a specially prepared environment, young children engage in activities that develop concentration, visual discrimination, and fine motor skills. Sensory exploration is another key ingredient in the toddler curriculum. Children work towards independence through every day practical life activities designed to teach care of self and of the environment. These activities promote self-confidence as children become capable of doing things by themselves.

Children of this age are in a sensitive period for language; meaning there is no other time in a child's life when it is easier for him/her to acquire language skills. Language is developed through activities such as working with classroom materials such as sandpaper letters, songs and finger plays, reading books, and playing games like "I spy" and mystery bag games..

We also begin using authentic Montessori math materials to build a concrete understanding of mathematical concepts.

Social skills are a necessity in life. Even at this very young age, children are able to begin to understand the concept of having empathy for others. They also learn grace and courtesy (otherwise known as manners), which includes greetings, saying please and thank you, and taking turns. In our class, young children work toward acquiring all of these skills.

With the aid and support of our classroom teachers, children who are ready and prepared will work on toilet training. Skills such as dressing and undressing must be in place before young children are ready to get started.

In our outdoor environment, young children develop their gross motor skills. Children are provided opportunities for running, jumping, climbing and balancing. Children also learn about nature and gardening to give them a peaceful place in discovering the world around them.

Children enrolled in our 2-4 year old program are well prepared for the lessons and challenges that await them in the 3-6 year old classes. Readiness is determined on an individual basis and not by a calendar date.



**Preschool and Kindergarten**  
**(toilet trained)**

Our primary program consists of children ages 3 through 6 years. Everything is interrelated; one lesson leads to many others. The child moves from concrete towards abstract concepts.

Success is directly related to the height which children believe they are capable of achieving, while becoming self-sufficient human beings. We set the pattern for a lifetime of good work habits and a sense of responsibility. Students are taught to take pride in their work, developing independence and self-confidence. As the older children are shaped into role models, they present lessons to the younger children, and a harmony in the Classroom is achieved.

We believe a peaceful and caring environment that teaches grace and courtesy will develop good citizenship among the children. Learning how to care for the environment, self, and others is a key factor in the Montessori Method.

The classroom is organized into curriculum areas: language arts, mathematics and geometry, practical life skills, sensory-awareness, geography, cultural studies, science, art, botany, zoology, music and movement. Enrichments are offered during the school year in the afternoons, as to not disturb the focus of the children's work cycle. Enrichments consist of art, music, Spanish, and physical education.

**DAILY SCHEDULES**

***2-4 year olds***

***Room 3 Schedule***

8:45-9:00	Drop-Off
9:15-9:30	Morning Circle
9:30	Work period / Snack
10:45-11:00	Sunscreen & Toilet Training
11:00-11:30	Recess
11:30-12:00	Lunch
12:00-12:15	Bathrooms & Toilet Training
12:15-2:00	Afternoon Rest Period
2:00-2:15	Bathrooms & Toilet Training
2:15-2:30	Free Choice
2:30-3:00	Enrichments
3:00-3:15	Recess & Dismissal

### ***Room 1 & 2 - 3-6 year old Schedules***

8:45-9:00	Drop-Off
9:00-9:20	Circle time
9:20-11:00	Work Time & Snack
11:00-11:15	Clean-Up & Bathroom
11:15-11:30	Whole group
11:30-12:00	Lunch & Bathrooms
12:00-12:30	Recess
12:30-1:00	Story (3-6) and Rest Time
1:00 - 1:30	Afternoon Free Choice
1:30-2:30	Enrichments-Dance & Movement, Art, Music, P.E. and Spanish
2:30-3:00	Bathrooms
3:00-3:15	Recess & Dismissal

### ***Before Care Schedule***

7:30-8:45am	Before Care Drop-Off & Free Choice
Summer - 8:00 - 9:00 am	

### ***After Care Schedule***

3:15-6:00	After Care Pick-Up
3:15-4:30	Projects
4:30-6:00	Free Choice

### **OPEN DOOR POLICY**

At Mountain View Montessori, we foster strong, supportive family involvement. This includes our open door policy, where all parents are not only welcomed, but encouraged to call or stop by any time throughout the school day to check-in or observe their child in their learning environment. Observations may be done by walk-in or scheduled appointment.

Observations are done through classroom observation windows. We ask parents to address any concerns or complaints directly to the child's teacher. If the teacher is unavailable to discuss at the time of concern, board members may step in, otherwise a meeting shall be scheduled with parents and teacher during Before Care or After Care hours.



## CHILD GUIDANCE POLICY

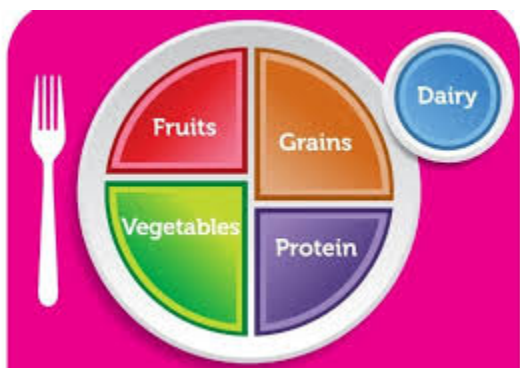
MVM's Child Guidance policy includes nurturing and developing the child's self esteem and self-discipline with consistent guidance based on developmentally appropriate direction.

## CONFIDENTIALITY POLICY

Staff members will not disclose MVM's student or staff files to any third parties without their written consent. All staff is required to sign a confidentiality form upon hire.

## MEALS AND SNACKS

**We are a peanut-free school.** MVM does not provide a school Food Program. All students must bring in a non-microwavable sack lunch every day. **Lunches should contain whole, unprocessed food and follow the USDA dietary guidelines as stated in the NM state Rules and Regulation for Licensed Childcare Facilities.** Lunchables, candy, sweets, juice, fruit snacks, puddings, jello, high sugar yogurts, potato chips, junk food, and other items that contain added sugar and/or salt should be avoided and/or kept at home. Please send fresh fruit and vegetables, whole grain crackers and bread, seeds, home cooked meat, and dairy items that do not contain sugar, i.e. cheese, whole milk, etc.



During the school year, parents will be provided a monthly snack calendar which assigns their child once or twice a month to bring in snack for the classrooms.

During the summer months of June and July, all students will need to bring their lunches and a morning snack. There is no snack calendar or school-provided snack during the summer.

Students enrolled in the After Care Extended Program, will additionally need to bring an afternoon snack.

Here is a list of healthy snack suggestions:

<https://encouragingmomsathome.com/healthy-snack-supper/>

## PERSONAL POSSESSIONS POLICY

MVM has a no toy policy. *No exceptions.* Toys at school can cause conflicts and distractions. We would like your child to focus on the activities in the classroom. Please keep stuffed animals, action figures, cars, jewelry, head bands, etc. at home. In the 2-4 class, comfort items such as blankets and pacifiers may be brought in, but must be handed over to the teacher upon entrance into the classroom. This is to avoid distraction and foster independence and comfortability. MVM is not responsible for lost or misplaced items.

## DRESS CODE

Children need to come to school dressed comfortably and simply. All students are working toward independence which includes dressing and undressing. Children need to be able to manage their own clothes when it is time for toileting or changing soiled clothes. *Many do not have the skills needed to manage extra buttons, zippers, snaps and belts.* Clothes that are *loose-fitting* and *easy* for your child to pull on or off are highly recommended.

**Clothing:** MVM discourages the use of action heroes or characterized clothing. These items can be distracting and may set the tone of aggressive play and commercialism. In case of any spills or accidents, students need to have one extra set of clothing including underwear,

socks, pants, and a shirt on school premises at all times. 2-4 yr. old classroom students and toilet training students should have two changes of clothes at all times. Please bring clothing and all personal items already labeled with your child's name. Students go outside for recess every day, weather permitting. Even in cold weather, classes will go out for a brief period as per state regulations. Please ensure your child has adequate clothing for the weather. A warm coat, hat and mittens are essential when the weather gets colder. A hat may be necessary during the hotter months. Items brought unlabeled by parent will be labeled with permanent marker by teacher.

**Shoes:** Inappropriate or ill-fitting shoes can lead to injuries on the playground. Flip flops, big sister's sandals, cowboy boots and hiking boots will make it difficult for your child to run and climb. Any athletic type of shoe is highly recommended for your child's comfort and safety.

### STUDENT BIRTHDAYS & HOLIDAYS

Throughout the school year, each student's birthday is celebrated. We celebrate this event by lighting a candle, which represents the sun, while your child holds our classroom globe of Earth. Your child then walks around the sun one time for each year they have been alive. They learn how it takes Earth one year to go all the way around the sun. We end the birthday ceremony by singing the birthday song and allowing the student to blow out the candle. When it is your child's birthday, we will ask that you bring in his/her timeline for use, as well as a Show and Tell item. (See Parent Welcome Letter for details)

Holidays at MVM are celebrated through our cultural studies curriculum. Throughout the year, students learn about the different events that diverse cultures celebrate around the world. MVM strives for inclusive study and community, and encourages parents to volunteer in their child's classroom to present any cultural activities and information.

### CONFERENCES

MVM's Parent-Teacher conferences are held once a semester during the school year. However, anytime you have questions or concerns about your child, please contact your child's teacher. See "Open Door Policy" for more information.



# Policies & Procedures

## SCHOOL YEAR REGISTRATION AND ENROLLMENT POLICIES

**All registration materials and forms must be completed prior to the first day of attendance. Students will not be allowed to attend MVM until all required documentation is received and processed. 1-2 business days is needed for adequate paperwork processing.** Upon registration of new student, an assessment with teachers may be required. Students enrolling during the school year will attend their first day of a school as a Half-Day visit (9am-12pm).

The following items are required for enrollment in Mountain View Montessori's school year:

1. Enrollment Contract (including Annual \$500\* Registration Fee)
2. Application Form (including One-time \$50\* Application Fee\*\*)
3. Family/Emergency Contact Information Form
4. Pick-Up Authorization Form
5. Health History Form
6. Up-to-date copy of Student's Immunization Record or State Approved Exemption Form
7. Up-to-date copy of Student's Insurance Card
8. Parent Handbook Acknowledgement Form
9. Sunscreen Application Consent Form
10. Photo Release Form
11. Child Profile Questionnaire\*\*\*

\*All prices subject to sales tax

\*\*Non-Refundable

\*\*\*Applicable to new students only

Be sure to notify the office of any changes in information. It is very important that your child's records are always kept up-to-date to ensure their safety and well-being.

## SCHOOL YEAR TUITION AND FEES

The Responsible Party agrees to pay the required fees as specified in the Enrollment Contract. Tuition & Extended Program Fees ("Tuition") for the school year shall be paid in ten (10) monthly payments in the amount indicated in the Enrollment Contract. Monthly Tuition payments shall be due on the first of each month beginning August 1<sup>st</sup> and ending on May 1<sup>st</sup>. Tuition is considered late on the 6<sup>th</sup> of the month. Monthly Tuition payments shall be made in the form of check or money order (MVM does not accept cash or cards). There shall be a 5% sibling discount for the second child (younger child).

Tuition shall cover days and times that the Montessori programs are in operation. There shall be a 15 minute drop-off grace period (for all programs) and a 15 minute pick-up grace period (for all programs except PM - Extended program). In planning your morning routine, please be considerate of the teacher's schedule and of your child's need to have sufficient time to transition easily and successfully into the classroom. If the student is dropped-off early or picked-up late and is not enrolled in an Extended Program, there shall be a fee of \$20/hour, charged in 1 hour increments. Any student picked up after 6:00 PM shall be charged \$30 an hour with a \$30 minimum. (Note that there is no PM - Extended Program for Half Day Students.) Students who are dropped off after 6:00PM more than once in a month's time will be disenrolled under MVM's discretion. Extended Programs shall be set up for the entire school year and are subject to availability due to student-teacher ratio requirements.

The Responsible Party's payment obligation shall be based on the program(s) for which the Student is enrolled, not on actual attendance. There shall be no tuition reduction or make-up days due to absences, breaks, vacations, teacher in-service days, holidays, or inclement weather days. Late Drop off (after 9am) will result in the parent waiting until circle time is finished and children are at work.

**For New Students Only:** There is a 2 week Trial Period for Responsible Party, Student, and MVM to make sure that this is a good choice for all. In the event that *you choose to withdraw* your child at the end of the Trial Period the **Registration Fee will be forfeited** and the Enrollment Contract will be null and void. However, in the event that your *Student is dismissed by MVM* at the end of the Trial Period, then the **Registration Fee will be refunded** and the Enrollment Contract will be null and void. In either event, you will only be charged for the number of actual school days up to the dismissal/withdrawal date.

### **REFUNDS & RETURNED CHECK FEE**

All registration and application fees are non-refundable. In the case MVM decides to disenroll a student during their 2 week trial period, as per the Enrollment Contract, a refunded will be granted for the registration fee only.

There is a \$35.00 charge for any check returned unpaid by your bank. If there is a second returned check, you will be required to pay by cashier's check or money order.

### **SCHOOL YEAR DISENROLLMENT POLICIES & PROCEDURES**

1) In the event of a Student's disenrollment from MVM **after** the 2 week Trial Period, **any Tuition balance shall not be refunded or cancelled as per Enrollment Contract**. The Responsible Party will have *2 payment options*: [1.] The Responsible Party may continue paying the balance of the Tuition on a monthly basis as billed, or [2.] The Responsible Party may pay a lump sum discounted amount on the last day of the Student's attendance. This discounted amount will be 50% of the total Tuition balance.

Only under extenuating circumstances will it be left under MVM's discretion to alleviate any outstanding Tuition balance owed. Extenuating circumstances include but are not limited to: death in immediate family and military relocation.

2) The the Responsible Party will fill out and turn in a "Request to Disenroll Form" which will include the *payment option* chosen and Parent Questionnaire. An optional exit interview will then be scheduled and conducted with the Student's Teacher and Responsible Party.

MVM reserves the right to terminate the Enrollment Contract with a family for any reason, including, but not limited to:

- Non-payment of tuition and fees
- Failure to adhere to policies outlined in the Parent Handbook
- Needs of a child and/or parent that cannot be adequately met by our Program
- Physical and/or verbal abuse of staff or children by parent or child
- Chronic disruptive behavior that interferes with the provision of quality education and care for the other children in the Program
- Non-attendance without communication to MVM Staff

MVM is not responsible for personal belongings, medication, etc. left after disenrollment, termination of enrollment, expulsion, or non-attendance. Any medication left at MVM will be thrown

away. Clothing & other items left will be donated.

## SUMMER REGISTRATION AND ENROLLMENT POLICIES

All registration materials and forms must be completed prior to the first day of attendance. **Students will not be allowed to attend MVM until all required documentation is received and processed. 1-2 business days is needed for adequate paperwork processing.** During the summer there are no registration or application fees. Summer tuition is paid on a monthly basis. Tuition payments are due the first day of class for each month in the form of check or money order. ***Payment is mandatory before student drop-off.***

The following items are required for enrollment in Mountain View Montessori's Summer Program:

1. Summer Enrollment Application Form
2. Up-to-date copy of Student's Immunization Record or State Approved Exemption Form
3. Parent Handbook Acknowledgement Form
4. Sunscreen Application Consent Form & Sunscreen
5. Photo Release Form

## SUMMER DISENROLLMENT POLICIES AND PROCEDURES

During MVM's Summer Program, parents may dis-enroll their child at any time for any reason. However, tuition paid at the beginning of the ***month is non-refundable*** if the student is dis-enrolled during the extent of that month. MVM reserves the right to terminate Summer Enrollment with a family for any reason, including, but not limited to:

- Non-payment of tuition and fees
- Failure to adhere to policies outlined in the Parent Handbook
- Needs of a child and/or parent that cannot be adequately met by our Summer Program
- Physical and/or verbal abuse of staff or children by parent or child
- Chronic disruptive behavior that interferes with the provision of quality education and care for the other children in the Summer Program
- Non-attendance without communication to MVM Staff

MVM is not responsible for personal belongings, medication, etc. left after summer disenrollment, termination of enrollment, expulsion, or non-attendance. Any medication left at MVM will be thrown away. Clothing & other items left will be donated.

## CYFD CONTRACTS

Under Mountain View Montessori's discretion, a limited amount of students with state CYFD contracts may be accepted. Acceptance is based on class availability and eligibility. Mountain View Montessori reserves the right to refuse enrollment to state CYFD contracted students for any reason. If accepted, a student's co-pay amount shall be due the first of the month and is considered late on the sixth of the month. Co-pay amounts should be made for the full duration of each school year month; August-May, and additionally the summer months; June and July. Pro-rated co-pays made due to school closures, child illness, vacations, etc. shall not be accepted. It is the parent's responsibility to ensure co-pays are paid for the full duration of each month. Failure to follow this policy will result in expulsion.



## ATTENDANCE POLICY

Your child must be signed in and out daily. Attendance is an important safety tool that must be complete at all times. It is used to account for all children, especially during an emergency evacuation. When arriving at school, a staff member will escort your child to his/her class and make sure the teacher is aware of your child's arrival or departure. If your child will be absent for the day or will be in later than 10:00am for any reason, please notify the office as soon as possible.

Only those whom you have authorized to pick up your child will be allowed to do so. Anyone picking up your child must show a valid, unexpired state ID or passport, and be listed on your child's Pick-Up Authorization Form. If there are custody issues in your family, please keep us informed. **We cannot legally refuse a biological parent**, whether listed on the registration form or not, access to his/her child unless there is a court order. We will require the necessary legal documents to protect your child. Be sure to keep current documentation on file with us.

## DISCIPLINE & EXPULSION POLICY & PROCEDURE

At MVM, students work on social development and cooperative learning. Children are encouraged to respect teachers, fellow students, themselves and the classroom materials that are in their environment. We provide an optimum learning environment in which we observe the true nature of the child unfold with minimal interference from the adults. We use behavior management techniques that direct and redirect each child in a positive, clear, and relaxed manner. These behavior management techniques help children learn to communicate their needs, make good choices, gain problem-solving skills, and learn self-control and self-discipline. Children also learn basic values of respect, trust, honesty, responsibility, and empathy for others.

Problems relating to discipline are handled immediately and consistently. Most of the time, the method used for discipline is redirection. Redirection is when the student is guided toward positive interactions or alternative activities. Redirection creates opportunities to give the student positive feedback for appropriate behavior. Children automatically get focused when they are diverted to activities that interest them. Occasionally, a child having problems in discipline may sit separately and continue doing his/her activity. Consequences for certain actions are left up to the teacher's discretion. All students are to be treated equally and fair.

**Biting:** We work very hard to make our program work for every child, and we will take extraordinary measures to help a child overcome their "biting habit." However, for the safety of our students, the following policies are in place:

- A biting child will be sent home if the child breaks the skin of another student
- A biting child will be sent home if they bite more than twice in one day (without breaking skin)

If any re-occurring problems are observed, an occurrence report will be documented and parents will be notified. A meeting between parents, teacher and school board may be necessary in some situations. Staff will work closely with parents to develop a positive plan of action for a child's behavior. If a problem still persists and is interfering with the provision of quality education and care for the other children, and/or if a child physically harms themselves, another student or teacher after the above procedures are followed, the student will be expelled with 24 hour notice under the discretion of MVM's school board.

## CLOSURES & DELAYS

MVM follows the APS inclement weather schedule. If APS is closed, MVM will also be closed. If APS is on a 2 hour delay schedule, MVM will open at 10:45AM. There will be no morning Before Care during weather delayed days. All morning work time will be cancelled. Please watch the local news broadcast for school closings and delays.

MVM has certain Teacher In-Service days that **do not** coincide with APS' schedule. Please refer to MVM's School Calendar for Holidays and Teacher In-Service school closures.

## FIELD TRIP POLICY

Class field trips are a great way to expand the minds of our students and allow them to explore new ideas and situations hands on. A signed permission slip is required for all children participating in field trips. Parents will be required to transport and accompany your child on fieldtrips. MVM does not provide transportation at this time. Please see office staff for more information.

## HEALTH & ILLNESS POLICIES

Please keep your child home if they show any signs of illness or is unable to participate in regular school activities. We are concerned about the health of every child and staff member at school.

**Parents need to call the office each morning their child will be absent.** A statement from your child's doctor may need to be turned in before your child may return to school.

To keep everyone as healthy as possible, we ask that children stay home if there are any signs of:

- *Fever*
- *Vomiting*
- *Rash*
- *Diarrhea*
- *Chronic coughing*
- *Nasal discharge*
- *Conjunctivitis*
- *Pain*

Contagious/notifiable diseases, such as strep-throat, chicken-pox, or pink-eye must be reported to the office by the parent as soon as the illness has been diagnosed so that other parents may be informed of possible exposure. When a potentially contagious illness occurs, notice will be posted in the front office. Contagious conditions including, but not limited to head lice, impetigo, and conjunctivitis require treatment and a doctor's statement before your child can return back to school.

The following guidelines will help to determine whether or not your child is ready to return to school:

- ❖ Appetite, behavior, and activity level return to normal.
- ❖ No fever (without medicine) for 24 hours or more.
- ❖ Antibiotics (if prescribed) have been used for a minimum of 24 hours.
- ❖ Vomiting and/or diarrhea have cleared for 24 hours.
- ❖ Chronic coughing and excessive nasal discharge are resolved.

If your child is or becomes sick during the day, you will be notified and asked to pick them up as soon as possible.

A 1 hour maximum grace period will be given for the pick-up of ill children. We are not equipped to

care for sick students.

## MEDICATION POLICY

An “Administration of Medication Form” must be completed *each day* prescription medication needs to be administered to your child, unless otherwise authorized from a physician. The authorization form must include the name of medication, dosage, and instructions for administration. All medication must be in its original container, with the child’s name, current date, and detailed instructions. ***Non-prescription medications can only be given with written authorization from a doctor.*** All medications must be given to the office staff upon your arrival. **Please do not leave any type of medication, including topical ointments, in your child's backpack or lunch box so MVM can ensure the safety of all students.**

## SUNSCREEN CONSENT POLICY

Your child will spend a lot of time outside and need to be protected from the sun. Please send them to school every day with sunscreen already applied and a hat when the weather is warm. Each child needs to have their own labeled sunscreen in its original container. When outdoors for over 15 minutes, sunscreen will be applied to your child. Parents will be required to sign a “Sunscreen Application Consent Form”.

## ACCIDENT OCCURENCES AND FIRST AID

Minor injuries will be treated as required with soap and water, ice and/or Band-Aids. You will receive a copy of an Occurrence Report in your parent mailbox *anytime* there is an accident or injury. Reports will additionally be filed in your child's school record.

If a serious injury occurs, we will call 911 first and then parents will be notified. Be sure your child’s Health History Record form is completely filled out and always up to date. Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. MVM does not provide liability or accident insurance coverage under any circumstance.

## SAFETY POLICY

MVM follows NM State policy 8.16.2.26 on Health and Safety requirements regarding hand washing, glove usage, and sanitizing. For detailed information, please review the NM Child Care Regulations in the posted State Forms. MVM will label any item used for an individual child’s personal hygiene with their name and store separately. MVM staff has current CPR, First Aid and Universal Precautions training certificates. First Aid kits are located in each classroom, the office and playground.

## REPORTING CHILD ABUSE AND NEGLECT POLICY & PROCEDURE

MVM’s employees are all mandated reporters. All staff is required by law to report any and all suspected child abuse and/or neglect to the New Mexico Children, Youth and Families Department (NMCYFD). If you or someone you know suspects possible child abuse or neglect, please notify school board or call: 1-800-SAFE(7233) or send a text to: #SAFE(7233).

*All good faith reporters are immune to civil or criminal liability.*

## MISSING CHILD PROCEDURE

In the case a student is missing from MVM's facility, the following actions will take place:

1. All adults on facility premises will be notified; School board, administration, office staff, teachers, assistant teachers, volunteers, etc.
2. Parents of child will be notified by phone.
3. Bernalillo Sheriff will be called: 505-798-7000
4. Emergency police will be called if necessary: 911

Prevention:

- Students are never to be left unattended.
- Students will be consistently supervised by state required amount of adults.
- Students are not allowed to be on the playground unattended.
- Students will be supervised while using restrooms.

## FIRE DRILLS AND EMERGENCY EVACUATION PROCEDURE

Every month a fire drill is performed to prepare staff and students in the case of an emergency. A wide variety of emergencies both man-made and natural may require us to be evacuated. These emergencies include but are not limited to: fires, explosions, floods, earthquakes, hurricanes, tornadoes, toxic material releases, radiological and biological accidents, and civil disturbances.

If there is an actual emergency which requires us to evacuate the school, teachers and students will evacuate to:

**North of the school to the San Gabriel Plaza lobby at 3900 Eubank Blvd. NE.**

If our school needs to evacuate to a South, East, or West location, we will evacuate to:

**South: Comanche Apartments at 9716 Comanche Road NE**

**East: Juan Tabo Library at 3407 Juan Tabo Blvd. NE (South of Comanche)**

**West: Sandia Vision lobby at 3701 Eubank Blvd. NE**

Reunification:

The family reunification procedure is used to ensure a safe and secure means of accounting for all students and reuniting families with their children whenever the school facility is rendered unsafe and a remote site location is needed.

- Parents will be notified by phone of the situation and will be required to pick up their child immediately from evacuation site.
- Only authorized persons with valid identification will be allowed to pick-up.
- All students must be signed out prior to their release so all may be accounted for.
- Accommodations will be made for children with special needs and/or chronic medical conditions.

## LOCKDOWN PROCEDURE

Every month a lockdown drill is performed to prepare staff and students in the case of an actual emergency lockdown. Reasons for lockdown to be initiated include but are not limited to: someone with a gun or weapon, an intruder, an out of control student or staff member threatening the safety of students, staff or themselves, hazardous chemical outside facility, weather related event. Persons who can call a lockdown include law enforcement, school board and aftercare teachers in the event the school board is out for the day.

The following procedure will take place in the case of a real lockdown:

- I) The lockdown/shelter-in-place code is “Lockdown”. Administrator/lockdown informant will inform teachers in person, by whistle or by cell phone.

During lockdown, lead teacher will take evacuation backpack and quietly guide students on the safest and fastest path to the nearest assigned lockdown room.

- a. All students shall quietly sit down against the posterior of wall behind shelves and furniture.
  - b. Attendance shall be taken.
  - c. Lead teacher shall notify lockdown informant of any missing or extra people.
- I) During lockdown, assistant teacher will lock their assigned doors and close their assigned window coverings, while lead teachers gather students and take attendance. (In the event there is only one teacher, the teacher shall first gather all students into lockdown room. Once all students are gathered into lockdown room, the teacher shall lock the doors and cover the windows.)
  - II) During lockdown, the administrator/lockdown informant will lock and close all accessible windows and doors. Air conditioning/heat, exhaust fans and lights will also be shut off. If possible, extra staff may help.
  - III) Teachers will allow no one to exit the lockdown room until administrator/lockdown informant or law enforcement gives the “All Clear” signal.



# Suggested Reading

## **Books by Maria Montessori:**

- ❖ The Absorbent Mind
- ❖ The Secret of Childhood
- ❖ The Montessori Method
- ❖ Dr. Montessori's Own Handbook

## **Other Suggested Books:**

- ❖ A Parent's Guide to the Montessori Classroom by Aline D. Wolf
- ❖ Maria Montessori, Her Life and Her Work by E.M. Standing
- ❖ Montessori Play and Learn by Lesley Britton
- ❖ Montessori, A Modern Approach by Paula Polk Lillard

Many of these books are available at the Albuquerque Public Library or in MVM's Parent Library.