



Children's House of Durango
Montessori Education

1689 West Third Avenue
Durango, CO 81301
970-259-1089

PARENT HANDBOOK
2018-2019

Please save for reference

PARENT HANDBOOK

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I. Mission Statement

Children's House of Durango's mission is to create an environment for children, in which they are encouraged to explore, create, learn, socialize, and develop concentration, coordination, and independence. The School is committed to developing within each child a sense of responsibility and interdependence with their community and the world. Our philosophy encourages children to appreciate and respect nature and the environment. We believe in the development of responsible and caring people who can direct their own lives and contribute to making the world a better place for future generations.

Philosophy

At Children's House of Durango, the Montessori Method provides a life-long love of learning. The children are exposed to various stimuli in a prepared environment with gentle guidance and freedom to make choices. We believe that inner discipline can only be achieved in an atmosphere of freedom where the child is trusted to make choices that are appropriate for their own level of readiness. The teacher is there to encourage, redirect, and supervise, but it is the child that learns through personal motivation in manipulating the work itself within the prepared environment.

History of the School

Our school was founded in 1986 by Diane & Scott Ardis, and moved to its current location on 1689 West Third Avenue in 1988, where it continues to educate children ages three through six.

II. Program Description

Children's House of Durango operates as a non-sectarian independent preschool and kindergarten. We are licensed by the State of Colorado, Department of Social Services for children ages 2-1/2 through 6 years. Our Montessori class hours are from 9:00 a.m. - 3:00 p.m. daily, with childcare from 7:30 - 9:00 a.m. and 3:00 - 5:30 p.m. We are licensed as a Social Services provider, complying with the Quality Standards for Early Childhood Care and Education Services by the Colorado Department of Education

The Montessori environment at Children's House includes areas for language, math, sensorial, practical life, Spanish, music, art, and science that include botany, zoology, and geography. Each teacher remains in his or her classroom and the children rotate throughout the day to the different subject areas.

Summer Camp is available for 12 weeks in the summer, offering a curriculum of thematic and outdoor activities in a relaxed atmosphere. Summer class hours are from 9:00 a.m. - 3:00 p.m. with childcare from 8:00 - 9:00 a.m. and 3:00 - 5:15 p.m. Monday through Friday.

The Montessori Method

Dr. Maria Montessori developed a system of education based on the principles of observation, individual liberty, the prepared environment, and the child's developmental needs for freedom within limits. It is designed to take full advantage of the self-motivation process, the unique abilities of children, and to allow them to develop their own capabilities and inner gifts.

"Education is not something which the teacher does, but is a natural process which develops spontaneously in the human being. It is not acquired by listening to words, but by virtue of experience in which the child acts on his environment. . . we must offer the child the help he needs, and be at his service so that he does not have to walk alone"

Maria Montessori

Multi-Age Grouping

At Children's House we follow the Montessori Method of mixed ages amongst the children in the classroom setting. Multi-age grouping allows for peer tutoring and self-esteem in both older and younger children. It also offers increased flexibility and learning to the child's individual needs.

Non-Competitive Atmosphere

The school has a goal to create a stimulating and cooperative environment rather than a competitive one. It is important for the children to develop joy and enthusiasm for learning, and therefore we encourage the children to work together through team building and non-competitive activities.

III. Policies and Procedures

Please read this section carefully, as you will sign an agreement complying with these policies.

A. Equal Opportunity

Children's House welcomes students, families and staff without regard to race, color, creed, sex or disability. We include handicapped children with the stipulation that parents provide an aide for the child if it is deemed necessary by the staff.

B. Enrollment Policy

Children's House enrolls students based on a wait list process and in a non-discriminatory manner. Existing students are served first, and then priority goes to siblings, alumni, and public wait list children, respectively. Students will be considered based upon available class space at the time of application. Children's House reserves the right to place a child in a classroom with respect to age, gender, and curriculum needs. The Director reserves the right to adjust enrollment placement of children at any time.

We require a minimum of 30 day's written notice to the Director for any schedule changes; otherwise parents are responsible for the original tuition for that month.

C. School Hours and Attendance Policy

Hours

School is open from 7:30 a.m. to 5:30 p.m. Monday through Friday during the school year and 8:00 a.m. – 5:15 p.m. for our summer camp program. Regular school hours end at 3:00 p.m., please make sure to pick your child up promptly at this time so we can plan snacks, activities, and schedule the appropriate amount of teachers for our after school program. If your child participates in our after-school program, please make sure to pick your child/children up by 5:30 p.m. during the school year and 5:15 p.m. in the summer. If a child is not picked up by at closing time, phone calls are made first to parents, then to emergency people listed in the child's file and families will be charged a late fee.

Attendance Policy

Parents are asked to notify the school when your child will not be attending for any reason, your child/children will be late, or another authorized individual will be dropping off/picking up your child. There is no reduction in tuition for absences and/or vacations. **We ask that you make a commitment to have your child attend regularly and arrive no later than 9:00 a.m. to begin class at the scheduled start time.**

D. Tuition, Late Fees, Registration, and Withdrawal

Tuition

Please pay your tuition within five (5) school days upon receiving your invoice so we can meet our financial obligations. Children's House operates on a budget that is based on the whole school year, not a calendar month. When you take your child out of school for vacation, we still must pay mortgages, payroll, and other operational costs. We cannot give tuition breaks for illness, vacations, or scheduled holidays. Snack (served at 9:00 a.m.) and a homemade lunch (served at 11:30 a.m.) are included in your child's/children's tuition. Early and late day childcare hours are billed at a rate of \$4.00 per hour. These charges are billed the following month and are due upon receipt of the statement provided.

For Summer Camp and School Year tuition prices see appendices A and B.

Late Fees

After the fifth day of the month, Children's House will charge a late fee of 1% of tuition due each day. If tuition is not received by thirty (30) days your child may not attend school until past tuition is paid in full. Non-payment or excessive late payments without prior arrangements may, at the Director's/owner's discretion, result in canceling the enrollment of the child/children. If a child is picked up after 5:30 pm, Children's House will charge a \$1.00 per minute late fee.

Registration

A registration form and \$75.00 fee must be submitted prior to entrance to Children's House (\$25.00 for Summer Camp). Enrollment fees are non-refundable. Upon admission, parents must bring all paperwork in the new student packet including general information forms, medical form signed by a physician or registered nurse, immunization records, written authorization for emergency medical care, pick up list, sunscreen permission form, policy agreement, field trip permission form, nap/rest agreement, and monthly tuition paid in advance.

Withdrawal

Children are admitted for the duration of the academic school year and parents/guardians are obligated to make tuition payments for the entire year. Any withdrawals from the school must be requested in writing at least 30 days in advance of the final date the child/children will attend. Tuition is to be paid for 30 days after the initial request.

E. Food and Nutrition

Please note, when bringing snack and packing your child's lunch for the summer, that our school is a **nut-free school** (both peanuts and tree nuts), this includes items made on the same equipment as nuts.

Snacks

Parents are encouraged to sign up to bring a nutritious, sugar-free snack for your child once each month. The snack sign-up calendars are on the Parent bulletin board in the kitchen. **Some suggestions are:** fruit, wheat crackers, wheat bread, rice cakes, tortillas, Sun Butter, cheese, cream cheese, yogurt, celery and carrots with dip, whole grain muffins, popcorn, and sunflower or pumpkin seeds. We prefer that you bring in items in large containers instead of individually packaged items. This reduces the amount of waste we throw away. We greatly appreciate your help with nutritious snacks for the children.

If your child attends the after school childcare program we also encourage parents to sign-up to bring snack at 3:30 p.m.

Lunch

A nutritious, homemade, well-balanced lunch will be served every day at 11:30 a.m. Food will consist of high protein, low fat dishes made with whole fresh foods prepared daily by our cook. Meat, milk, and sugar are not part of the menu plan. However, other forms of dairy (e.g. cheese and yogurt) are served. Meals meet USDA Childcare Food Program requirements. Lunch is served in a family style setting with tablecloths, cloth napkins, and flowers, where grace and courtesy is encouraged and practiced. We invite parents to join us for lunch by signing up on the Parent bulletin board ahead of time (**one family per day please**). Cost is \$3.00 per person and will be added to your next month's tuition.

Summer Camp

Snack is served in the same manner during summer camp and, again, parents are encouraged to sign up to bring a nutritious, sugar-free snack for your child once each month. The snack sign-up calendars are on the Parent bulletin board in the kitchen. If your child attends the after school childcare program we also encourage parents to sign-up to bring snack at 3:30 p.m.

We do not offer the lunch program during the summer months. Accordingly, your child will be expected to bring a nutritious sack lunch to camp each day. Summer camp tuition is adjusted to reflect this difference.

F. Health and Illness

Please do not bring your child to school if she/he:

- Has an illness that prevents him/her from participating comfortably in the school's activities
- Has had a fever in the last 24 hours
- Has lethargy, irritability, persistent crying, difficulty breathing, wheezing, or other signs of possible severe illness
- Have had episodes of diarrhea in the last 24 hours. If it is an E. coli or shigella infection, diarrhea must be resolved and there needs to be 2 negative stool cultures
- Has vomited two or more episodes in the last 24 hours
- Has conjunctivitis (pink eye with white or yellow discharge, eye discomfort, redness of eyelids)
- Has impetigo, until 24 hours after treatment
- Has strep throat, until 24 hours after treatment
- Has lice (untreated)
- Has scabies, until after treatment has been given
- Has chicken pox, until all lesions have dried and crusted, usually 6 days
- Has been on a medication for a contagious illness for less than 24 hours
- Has an unidentified rash
- Has a persistent cough which makes him/her uncomfortable
- Has a runny nose with thick, colored mucus

This is very important. Adhering to these guidelines will keep other children and the teachers healthy!

In the case of a child with a communicable disease (chicken pox, etc) a note will be posted on the door with the date of diagnosis and the number of children infected. State Law requires that the local health department be notified of certain communicable diseases.

Medication

State Law requires that medication can only be administered to your child if you have:

1. Written authorization (see form "Permission for Medication Administration") from your health care provider, stating the child's name, the name of the medication, medication route, dosage, time to be given, how many days, storage and side effects.
2. Written permission by you the parent (or guardian) giving us the authority to administer the medication.
3. The prescription medication in its original pharmacy container appropriately labeled by the pharmacy or doctor.

We will send the authorization forms home at the beginning of the school year, and have them on hand at school for your needs. If you do not have the proper documentation form completed, you may choose to administer the medication for your child at the prescribed time. Medications will be stored in a locked container and will be administered by a staff member who has completed the Medication Administration Curriculum Training.

Immunization Exemption

There are children who attend Children's House that are not immunized for medical, religious, or personal reasons. Families who wish to be exempt from immunization are required to sign "Immunization Exemption Form", which will be provided. According to Colorado Board of Health Rules, "In the event of an outbreak, no exemptions or exception from immunization shall be recognized and exempt persons will be subject to exclusion from school and quarantine." Please see the Director for any concerns regarding this matter.

G. Emergencies

Illness

A child who becomes ill while at school will be isolated in a comfortable place until a parent or authorized person arrives to pick the child up.

Accident or injury to the child

Staff will administer first aid for minor accidents including scrapes, bumps, bruises and minor cuts. Parents will be notified in writing of an incident. In case of serious accident or injury, parents will be contacted immediately and the child will be transported to Mercy Medical Center or 911 will be called, depending on the situation. Any accident or injury, which results in medical treatment, must be reported to the Division of Child Care.

School closures and delayed openings

Children's House of Durango follows the lead of Durango 9-R regarding school closures and delayed openings due to inclement weather or other emergency situations. An announcement will be posted the website (www.childrenshouseofdurango.com) and an email will be sent to all families once a decision has been made. Durango 9-R also announces closures and delays on local television station KREZ-TV and radio stations KIQX 101, KSUT Public Radio 89.5 and KDUR 91.9.

Natural disasters (blizzards, wildfires, etc.)

We expect parents to pick up their children immediately. If this is not possible, staff will remain at school until parents are able to pick up their children. If there is an emergency, which requires Children's House to evacuate, we will go to where the authorities advise and notify parents as quickly as possible. Documentation will be left on the door as to where we are.

Lost children

Parents and police will be contacted immediately. Teachers are responsible for children in their classes and outdoors at all times.

Fires

Children will be evacuated immediately according to our fire evacuation plan posted in each classroom. Fire drills will be conducted regularly to familiarize children with the evacuation procedure.

H. Arrival and Departure

Drop-off

When you arrive at school each day we ask that you please sign your child in in the kitchen.

After you sign in, you can head to the bin room to locate your child's bin and place any items such as a water bottle inside. If your child will be napping at school, he/she is welcome to bring something to sleep with but it must remain in his/her bin or in the nap closet during the school day. Inside your child's bin will be a colored card. This card tells the child which room they will be going to after story time and can remain in their bin until that time.

During the school year, we will be gathering in the Blue Room for story time from 8:45-9:00 a.m. Parents are welcome to join their children during this time, but in order to provide consistency and routine, we ask that parents say their good-byes promptly after story, before the children head to the bin room to retrieve their cards for class. Out of respect for the students, we ask that parents do not congregate in the hallway when it is time to go to class. Our hallway is very narrow, and in the Montessori tradition, it is our priority to provide an environment where each child can move freely and easily. We understand that new routines and transitions can be daunting for parents, as well as for children, so if you have any questions regarding our policy or would like some tips/advice please do not hesitate to ask.

Pick-up

Pick-up time works similar to drop-off except that we ask you to sign your child out last. When you arrive at school you can come to the playground (sometimes we will be in the blue room due to weather) to meet your child. Then you can check to see if anything from his or her bin needs to be taken home.

If your child is scheduled to be picked up at 1:00 we ask that you please arrive promptly as pick-ups during rest time (1:00-1:45pm) can be somewhat disruptive. Also, please enter and leave the building quietly, as our nappers will already be in the nap room.

Similarly, If you child is scheduled to be picked up at 3:00, we again ask that you arrive promptly so that the teachers and late afternoon students can begin their afternoon activities. To ensure the safety of our students we lock the side door when we head out to the playground at 2:45/3:00 p.m. We ask that you please enter the playground though the back gate, pick up your child, and then head into the building to gather their things and sign out. The sign-in and out sheet will be kept in the backyard at this time of day.

For those students staying later into the afternoon, we will be serving snack between 3:30 and 4:00. In addition, we will occasional take walks to Fassbinder Park to play. If this is the case, we will post a sign by the sign-in and out sheet letting you know our location. You are welcome to sign your child out, gather his or things, and then meet us at the park.

Tips for separation issues

We understand young children often have difficulty with separation, especially when in a new environment. We want to reassure you that we are always ready to talk to you and comfort your child. Some important things to keep in mind when it's time to say good-bye are to always be consistent and follow the same routine. Be firm, but friendly about leaving. If your child whines or clings, prolonging the good-bye will only make it harder for yourself and your child. It is best to keep your good-byes short and sweet.

We are there to help during these transition times and help to comfort your child once you leave. Once you have gone through your good-bye routines a few times, your child will get to know what to expect and the good-byes will be less difficult. After a short period of time, your child's anxiety about you leaving ends quickly after you leave. If this is ever not the case, we will call you to let you know how he/she is doing. Keep in mind that your child will pick up on your confidence about having chosen a good place for him/her to be while you are away, in the same way that he/she will pick up on your anxiety. It is up to you to lead by example. Good feelings are contagious! The first step in adjusting to saying good-bye is to be sure you are comfortable with your decision to enroll your child in our program. Please let us know if we can be of further help. We want you to know that separation adjustment is normal and we have the experience of help you and your child ease through this transition time.

I. Safety

Signing In/Out

We require each parent to walk your child into the school and sign in and out with the time and their initials everyday. At the end of the day, the closing staff teacher will check to make sure that each child has been signed out. The sign in/out sheet is located in the kitchen near the entrance to the school. If your child has not been signed out we will contact you by phone to ensure that your child was picked up. If we are on a walk or at the park, a sign will be posted on the kitchen door for your information. Students will only be released to those individuals on the child's pick-up list. To add an individual to your child's pick-up list please see the Director.

Visitors

Children's House is always open to visits by parents or guardians of the children. All unknown visitors must show photo identification and register in the visitors' sign-in notebook located in the kitchen. The notebook must include name, address, date, time, and reason for visit.

Fieldtrips

Parents are occasionally requested to provide transportation for field trips. All drivers are required to be driving a safe, insured motor vehicle. Parents will be informed when such excursions take place. Under the Colorado law, children weighing 20-40 pounds must be in car seats. Children ages 4 to 6, who are less than 55 inches must be in a car seat or a booster seat. No child will ever be allowed to ride in the front seat of a vehicle. All vehicles will be safe and locked. A written field trip permission form must be on file for each

student. If you are late and your child's class is on a field trip, you may either meet the group at the field trip location or leave your child at school with other children.

J. Discipline Policy

Children will always be treated with respect and empathy. Physical discipline will never be used. All discipline will respect the dignity of the child and not be associated with food, sleep or toileting. Verbal reasoning will be the method used on the first violation of a ground rule. If subsequent violations occur, the child may be asked to sit aside, away from the group yet in proximity of the teacher. Since children have a very strong desire to be a part of the group, this temporary sitting aside will usually solve the problem. In addition to these things, positive verbal reinforcement of acceptable behavior will be used constantly.

In the case of a child who repeatedly abuses him or herself, the environment, or other people, the parents will be contacted and the child may be sent home. The parents may be asked to meet with the teacher(s) and Director to discuss the child's behavior and plan a solution together. If a child's behavior continues to put other students at risk, an out of school suspension may be in order. The Director holds the right to make this decision based on the severity and frequency of the behavior. A first suspension will be for two, full days. If a second or third suspension is required at any point, the length of time will increase to three and four days, respectively. After a third suspension, withdrawal of services may be in order and is left to the discretion of the Director.

Conflict Resolution

Peace Rose

We encourage students at Children's House to resolve conflicts with one another by using their words to discuss and work out their difficulties. A tool used to help the children learn how to communicate with one another and allow each child to speak in turn is the "Peace Rose." The "Peace Rose" is a silk rose is located in each of the classrooms and outside.

How to Use the Peace Rose:

When children have a difficulty at school they come and get the peace rose and they bring it to whomever they are having the difficulty with. The person holding the flower is the one who gets to talk.

Example:

(Child holding the flower): I felt really mad when you said I couldn't come to your birthday party. It made me feel sad and mad.

(Other child): I did not mean too.

Both children put their hands on the rose once they have resolved their issue and say, "We declare peace."

Note: A resolution to a child does not have to end with an apology or a solution. In most cases allowing the child to talk about their feelings is resolution enough.

Through role-playing and modeling we teach the children to use specific words to describe their feelings. We ask that the children do not use name-calling or violent behavior. The teachers observe while the children are having a conflict, but do not act unless there is a need. In this manner we are allowing the children to resolve their conflicts on their own in a peaceful manner through independence and self-control.

K. Parent Participation

Parent volunteers

We welcome any parent volunteers who can commit time during school hours or outside of school hours to help teachers cut, paste, trace, and prepare activities. If you would like to become a parent volunteer please see the Director anytime throughout the school year.

Spring Workday

In order for Children's House to include parents and families more in our school we have an annual Spring Cleaning Workday. We invite all families to come help clean, clear out and spruce up our school. Our goal is for the children to develop more of a sense of our school, take pride in it, and genuinely help out with some of the maintenance.

Classroom prep baskets

In the bin room you will notice two wire baskets by the windows. In order to help our teachers manage the amount of prep work necessary to provide rich, exciting environments we are asking parents to help by prepping some of the classroom works for us. Teachers will provide all of the materials, instructions and/or a completed example, and the date to be returned by in a plastic bag or folder with their homeroom color card attached. These packets can be picked up from the "Outgoing Prep Work" basket at any time and returned to the "Completed Prep Work" basket by the designated date. Please ask Stacy or any of the classroom teachers if you have questions about this new system.

Reading volunteers

Parents, family members, or visiting friends are encouraged to sign up and read a book in your child's class from 9:00-9:15 a.m. You may bring in your own book, or we can provide one for you. The sign-up poster is located in the hall for anyone interested in participating.

Parent job sharing

We invite parents to come in and give a presentation to the school to share your work life with the students. The idea is for you to visit your child's class, bring in materials from your job that would help explain it to the children, and share how you spend your day. If you are interested please see your child's homeroom teacher or the director.

L. Procedures

Policy of Reporting Child Abuse

Colorado State Law requires all Children's House staff to report to report any suspected child abuse or neglect to the Colorado Department of Social Services.

The Children's Code defines child abuse and neglect as "an act or omission (by the care giver) which threatens the health and welfare of a child, including: physical abuse, sexual abuse or neglect." Neglect is defined as occurring when: (1) a child's environment is injurious to their welfare; (2) a child lacks "proper parental care" through actions or omissions; (3) a parent does not provide the child with necessary or proper subsistence, education, medical care, or any other care necessary for his/her health, guidance or well-being (Children's Code, p 83).

Filing a Complaint Regarding Childcare

Filing a complaint at the state level is a serious action to take. We encourage you to discuss any concerns or complaints with the Director of Children's House first. We will make every effort possible to resolve the issue together with you. We are required to give you the address and number which is:

Department of Human Services
Division of Child Care
1575 Sherman St., 1st Floor
Denver, CO 80203-1714
(303)-866-5958

Filing a Complaint Concerning Licensing

If you have a complaint or concern regarding licensing we again encourage you to discuss any questions with the Director first. The contact information for the Local Licensing Specialist is (970) 564-4275.

M. Other Information

Birthdays

Birthdays are celebrated in a special Montessori-influenced ceremony. In this ceremony the child holds a globe of the world and walks around the “sun” (candle) for each year of his/her life. While walking around, his/her teacher will read a short description of an important event for that year. **We ask that parents provide us with a short list of events your child has done for each year of his/her life, such as a special vacation, learning how to walk, attending school, etc.** In this way, the birthday has more meaning to the child and the orbit of the Earth around the Sun is reinforced for each year of their life. We also make the child a special birthday crown, sing “Happy Birthday” and clap the number of years. You may sign up to bring snack on your child’s birthday on the snack calendar in the kitchen. We encourage healthy snacks such as homemade muffins or cupcakes. Please do not bring party favors.

Also, **please do not** hand out party invitations here at school. They inevitably get lost and someone’s feelings always get hurt. We will be glad to help you with names, addresses and phone numbers for this purpose. Thank you.

Clothing

All children should wear comfortable, durable play clothes and sturdy shoes appropriate for running and climbing. Many accidents (tripping, falling) have occurred when children wear flip-flops or sandals that aren’t sturdy. After the snow falls, please be sure to send in **labeled** boots, snow pants, hat, waterproof mittens, and a coat. Sometimes accidents do happen so we ask that parents provide an extra set of clothing to leave here at school in a Ziploc bag with your child’s name on it. Soiled clothes will be put in bins in a double bag for you to wash at home.

Super hero & “Character” clothing:

Movie and television characters and combative images on clothing often encourage distractibility and behavior that is aggressive or violent in nature. Also, children will often compete with one another and even engage in ‘put-downs’ with regards to the character printed on their clothing. For these reasons we are imposing a No Character or Super-hero clothing rule at Children's House of Durango. Children wearing Spider-Man, Batman, Sponge-Bob, Lightning McQueen, Mickey Mouse, Cinderella, etc. on their clothing will be asked to change into more acceptable attire from your child’s or the Children’s House clothing supply. Character shoes are excepted as we realize they are often the only school-suitable shoes the child owns. Please help us to promote a peaceful, healthy environment by evaluating whether the image on your child’s shirt is appropriate each morning.

Labeling

Please put name on all coats, jackets, sweaters, hats, mittens, boots and any other items left at school. This will help us keep track of children’s items. Children’s House is not responsible for any items your child brings to school.

Student bins

Each student will be assigned a bin in the bin room or the hallway (Kindergarten program) at the beginning of the school year. Students are welcome to keep a water bottle, sunscreen, sun hat, a swimsuit and towel (in the summer months) and a pair of slippers (in the winter months) in their bins, in addition to any work they complete while they are at school. On occasion we will also be using the student’s bins to pass information on to parents so please check it regularly. **We ask that the following items are not brought to school and left in the student’s bins: medication, food, drinks other than water, toys, jewelry, cell phones (real or pretend), or any other item that might become a distraction.**

Toys & sharing

Please keep all toys at home. We do have a sharing day on Thursday and Friday of every week (the sharing list is attached to the first newsletter). At that time your child may bring in an appropriate item from home to share with his/her class. We ask that no toy weapons or firearms be brought to school.

Parent conferences

Please ask your child's teacher for a conference any time you feel there is a need (and we will do the same). After the first semester "Parent's Night at School" in January, we will post Parent/Teacher conference sign-up sheets. These conferences are not mandatory but provide a nice opportunity to check-in with your student's teachers. We highly recommend a mid-year conference for any student who will be moving on to a new school the following year.

Naps

If you would like your full day student to nap after lunch, please let us know and send in a small blanket with your child's name on it to be kept here at school. We will be washing the nap laundry here at school unless otherwise requested.

Please save items

Occasionally we will ask that you save specific items for art projects at school. These items may include string, yarn, buttons, beads, ribbon, fabric, baby food jars, yogurt containers (small), popsicle sticks, nature magazines, juice can tops, green plastic produce baskets, cardboard pieces, clean white cloth, flat sheets, paper and unused envelopes. If this is the case we will post a sign on the front door listing any needed items.

Lost pieces

If you find any unfamiliar objects at home or in your car, please check with the school to determine if they might be pieces to an activity. Small objects often go home in pockets and are sometimes critical parts of a work. We appreciate your help with this.

School / classroom pets

The supervising lead teacher and/or the director will be responsible for checking the appropriate care instructions for pets both indoor and out. All animals requiring immunizations will require proof of immunizations and be in good health and free of any diseases which can be transmitted to humans. All pets will be secured in clean living quarters. All student-animal contact will be supervised by an adult staff member and will take place in designated areas. Children, teachers and other staff will follow proper hand washing after contact with animals, animal products (e.g., chicken eggs) or feed, or animal environments.



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Daily Schedule

7:30 a.m.	School doors open. Children are greeted and are free to choose activities in the Blue room.
8:45 a.m.	Story time as students continue to arrive.
9:00 a.m.	1 st Class. Students get 1 st class assignment cards from bins and go to areas for lessons and activities. Morning snack is set out.
10:00 a.m.	2 nd Class. Students get 2 nd class assignment cards from bins and go to areas for lessons and activities.
11:00 a.m.	Outside recess (weather permitting) or story time.
11:30 - 1:00 p.m.	Lunch and recess.
12:45 p.m.	Naptime for those students who nap in the afternoon.
1:00 – 1:45 p.m.	Quiet time.
1:45 - 2:45 p.m.	Class time in area of choice
2:45 p.m.	Outside recess (weather permitting)
3:00 p.m.	Full day children are picked up
3:30 p.m.	Afternoon snack is served for the after-school program students
3:30 - 5:30 p.m.	After-school program activities

APPENDIX A

Summer Camp 2018 Tuition:

Summer Camp Sessions:

- _____ Session 1: June 4 – June 29
- _____ Session 2: July 2 – July 27 (closed Wednesday, July 4)
- _____ Session 3: July 30 – August 24

Extended Half Day: 9:00 - 1:00

_____ Monday through Friday:	\$500 per month	
_____ Four days per week:	\$432 per month	__ (M) __ (T) __ (W) __ (TH) __ (F)
_____ Three days per week:	\$348 per month	__ (M) __ (T) __ (W) __ (TH) __ (F)

Full Day Program: 9:00 - 3:00

_____ Monday through Friday:	\$620 per month	
_____ Four days per week:	\$528 per month	__ (M) __ (T) __ (W) __ (TH) __ (F)
_____ Three days per week:	\$420 per month	__ (M) __ (T) __ (W) __ (TH) __ (F)

Extended Full Day Program: 9:00 - 4:00

_____ Monday through Friday:	\$680 per month	
_____ Four days per week:	\$576 per month	__ (M) __ (T) __ (W) __ (TH) __ (F)
_____ Three days per week:	\$456 per month	__ (M) __ (T) __ (W) __ (TH) __ (F)

*** You are responsible for picking your child up at the scheduled time selected above, with the exception of the students scheduled to 4:00 p.m. These students are welcome to stay for aftercare and will be billed accordingly.**

- Tuition is due on the first of each month. Before and after school hours are \$4.00 per hour and you will be billed at the end of each month for daycare hours. Daycare hours begin at **8:00 a.m.** and end at **5:15 p.m.**
- Please return this form as soon as possible with a **\$25, non-refundable registration fee** to hold a place for your child for the 2018 summer program.

By submitting this form to the director, you are financially responsible to pay in full for each session you have signed up for. No changes will be accepted during summer camp.

APPENDIX B

2018-2019 School Year Tuition:

Fall Classes Begin on Tuesday, September 4

Extended Half Day Program: 9:00 a.m. – 1:00 p.m.

_____	Monday through Friday		\$580 per month
_____	Four days per week	__ (M) __ (T) __ (W) __ (TH) __ (F)	\$496 per month
_____	Three days per week	__ (M) __ (T) __ (W) __ (TH) __ (F)	\$396 per month

Full Day Program: 9:00 a.m. – 3:00 p.m.

_____	Monday through Friday		\$700 per month
_____	Four days per week	__ (M) __ (T) __ (W) __ (TH) __ (F)	\$592 per month
_____	Three days per week	__ (M) __ (T) __ (W) __ (TH) __ (F)	\$468 per month

Extended Full Day Program: 9:00 a.m. – 4:00 p.m.

_____	Monday through Friday		\$760 per month
_____	Four days per week	__ (M) __ (T) __ (W) __ (TH) __ (F)	\$640 per month
_____	Three days per week	__ (M) __ (T) __ (W) __ (TH) __ (F)	\$504 per month

Kindergarten Program _____ Check appropriate box above if **not** full time (4 days per week)

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- **You are responsible for picking your child up at the scheduled time selected above, with the exception of the students scheduled to 4:00 p.m. These students are welcome to stay for aftercare and will be billed accordingly.**
 - **There is a policy requiring a minimum of thirty (30) days written notice to the Director for any schedule changes. Otherwise, parents are responsible for the original tuition amount for that month.**
 - These prices include a home cooked lunch served at 11:30 a.m.
 - Tuition is due on the first of each month. Before and after school hours are \$4.00 per hour and you will be billed at the end of each month for daycare hours. Daycare hours begin at 7:30 a.m. and end at 5:30 p.m.
 - Please return this form as soon as possible with a **\$75, non-refundable registration fee** to hold a place for your child for the 2018-19 school year. If you are registering to two or more children for the year, the registration fee is \$50 per child.