



*Children's House of Durango, LLC*

*Montessori Education*

1689 West Third Avenue Durango, CO 81301

[www.childrenshouseofdurango.com](http://www.childrenshouseofdurango.com)

# PARENT HANDBOOK

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*Updated 05.2025*

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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 waitlist 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, Assistant Director, and/or Administrative Manager for any schedule changes or disenrollment; otherwise parents are responsible for the original tuition for that month.**

#### **C. School Hours and Attendance Policy**

##### **Hours**

School is open from 7:45 a.m. to 5:00 p.m. 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 5:00 p.m. If a child is not picked up by 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. Snacks (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 \$5.00 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 5:00 pm, Children's House will charge a \$1.00 per minute late fee.

### **Registration**

A registration form and \$100.00 fee must be submitted prior to entrance to Children's House (\$50.00 for Summer Camp). Children's House has an additional kindergarten registration deposit of half monthly tuition in order to hold the spot. **Enrollment fees are non-refundable.** Upon admission, parents must submit on Procure or print and bring in all signed 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 or summer camp and parents/guardians are obligated to make tuition payments for the entire year/entire sessions. Children's House **requires a minimum of thirty (30) days written notice to the owner, director, and/or administrative manager for any schedule changes or disenrollment.** Otherwise, parents are responsible for the original tuition amount for that month. Please note, if you request schedule changes or choose to disenroll outside of the 30 day window, you will be responsible for that month's tuition.

## **E. Food and Nutrition**

Food restrictions due to allergies vary from year to year depending on our student population and their specific needs. Children's House **may be a nut-free school** and this information will be made clear at the beginning of the school year and during summer sessions. Please note, when bringing snacks and/or packing your child's lunch for the summer, this includes items made on the same equipment as nuts if our school is nut-free. We greatly appreciate your cooperation in this effort to keep all our students safe.

In order for us to make food accommodations for dietary restrictions, in accordance with 9R school policy, we will need you and your medical provider, with prescriptive authority, to fill out and sign the State's "Medical Statement for Meal Modification". If you have any questions, please contact the Director.

### **Snacks**

Children's House will provide daily snacks at scheduled times. However, parents are welcome to bring nutritious sugar-free snacks to school. **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 bring snacks for 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.

### **Summer Camp**

Snack is served in the same manner during summer camp and, again, parents are encouraged to bring nutritious, sugar-free snacks. If your child attends the after school childcare program we also encourage parents to sign-up to bring snacks for afternoon 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 Policy**

**Children's House follows the Colorado Department of Public Health And Environment's "How Sick is Too Sick" regulations which state:**

**There are four main reasons for children and adults to stay home:**

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy, or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness on this list, and staying home is required.

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

- Has had a fever in the last 24 hours
- Has a severe or new cough, including croup
- Has had an episode of diarrhea in the last 24 hours
- Has had an episode of vomiting in the last 24 hours
- Has influenza-like symptoms, fever, sore throat, or cough. May also include, runny nose, congestion, fatigue, body aches and diarrhea.
- Has a respiratory virus which include, Covid-19, influenza, RSV
- Has strep throat, until 12 hours after starting antibiotics
- Has measles, mumps, rubella or pertussis
- 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 hepatitis A, salmonella, shigella, or shiga toxin producing E.coli
- Has impetigo, may return 24 hours after antibiotic treatment has started
- Has norovirus, will be excluded for at least 48 hours after the last episode of vomiting and/or diarrhea. If there is an outbreak, exclusion may be increased to 72 hours after the last episode.
- Has ringworm, cannot return until after they receive their first treatment. Keep the area covered the first 3 days.

## **Medication Administration**

**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 healthcare 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 is in its original pharmacy container and is appropriately labeled by the pharmacy or doctor.

If your child has a health condition and will need medication at school, please contact the Director and we will provide you with the appropriate form(s). For example, if your child has asthma or requires an epinephrine pen, there are specific Health Care Plans to complete with your medical doctor's signature. Medications will be stored in a locked container and will be administered by a staff member who has completed the Medication Administration Curriculum Training and delegated to give medication by our nurse consultant.

## **Immunization Exemption**

*Colorado law requires all students attending Colorado schools and licensed childcare centers to be vaccinated against certain diseases unless they have a certificate of medical or nonmedical exemption on file. You must file a certificate of exemption each school year between July 1st and August 31st.*

Colorado law requires all students attending Colorado schools and licensed child care to be vaccinated against certain diseases **unless** they have a certificate of medical or nonmedical exemption on file. You must file a certificate of exemption at each school year between July 1st and August 31st.

There are children who attend Children's House that are not immunized for medical or personal reasons. Families who wish to be exempt from immunization are required to follow the Colorado State vaccine exemption process. The parent has two options: 1) have the Vaccine Exemption form signed by a State approved medical provider and parent OR 2) complete on-line modules and bring in the time-stamped form to Children's House. According to Colorado Board of Health Rules, "In the event of an outbreak, no exemptions or exceptions 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, who are certified in CPR/1st Aid, 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. These same procedures will be followed if an accident or injury happens on a field trip or during transport to or from a field trip.

### **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 on the website ([www.childrenshouseofdurango.com](http://www.childrenshouseofdurango.com)) and a message will be sent to all families through Procure 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.)

In the event of a natural disaster, 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. Evacuation drills will be conducted regularly to familiarize children with the evacuation procedure.

#### **Emergency Drills**

Emergency Drills including evacuation, lock down, and shelter in place drill, will be conducted regularly to familiarize children with each procedure. Families will be notified through Procure in the event of a true emergency.

### **H. Arrival and Departure**

#### **Drop-off**

When you arrive at school each day, we ask that you please sign your child in on the iPad mounted in the kitchen or on the back wall of the school, depending on the time you arrive and your child's homeroom. We will be doing this process one family at a time so please wait outside the kitchen door if you see another family inside.

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. This is the area where you will say your goodbyes and a staff member will be present to help you through any difficulty with the transition if necessary.

We understand that new routines and transitions can be daunting for parents, as well as for children, so if you have any questions regarding these policies 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 p.m. we ask you to please arrive promptly as pick-ups during rest time (1:00-1:45 pm) can be somewhat disruptive. Also, please enter and leave the building quietly, as our nappers will already be in the nap room.

Similarly, If your 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 through the back gate, pick up your child, and then head into the building to gather their things. Please return to the playground and exit through the back gate so teachers see when each child is leaving and we ensure the side door remains locked. The iPad for signing out will be kept in the backyard at this time of day.

For those students staying later into the afternoon, we will be serving snacks between 3:30 and 4:00. In addition, we will occasionally take walks to Fassbinder Park to play. If this is the case, we will post a sign by the iPad 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 their child into the school and sign in and out using Procare every day. At the end of the day, the closing staff teacher will check to make sure that each child has been signed out. The iPad is located in the kitchen near the entrance to the school or out on the playground. If your child has not been signed out we will contact you by phone to ensure that your child was picked up. If a child is not picked up from Children's House by 5:15 p.m., we will call the parents and emergency contacts as needed to ensure that the child gets picked up before the last staff member leaves for the day. 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. Non-parental, scheduled visitors (e.g., tours, classroom observations, BOCES staff) 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. Unscheduled, non-parent or guardian visitors are not permitted.

### **Field Trips**

Parents are occasionally requested to provide transportation for field trips for their own child. 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 the other children and staff members.

### **Inclement Weather, Excessively Hot or Cold Temperatures, and Poor Air Quality**

In the case of inclement weather, excessively hot or cold temperatures, or poor air quality, the students will remain inside for indoor recess. Both fine and gross motor activities will be provided during this period. The decision to remind indoors is made using the [Child Care Weather Watch](#) and [Air Quality and Outdoor Activity Guidance for Schools](#) recommendations.

## **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.

In appropriate cases, Children's House may recommend consulting with an early childhood mental health consultant or other specialist. Parent permission will always be received prior to any outside consultations. Children's House reserves the right to terminate the child care contract at any given time for any given reason without notice.

### **Conflict Resolution**

We encourage students at Children's House to resolve conflicts with one another by using their words to discuss and work out their difficulties. One tool that can be used to help the children learn how to communicate with one another and allow each child to speak in turn is the "Peace Rose." 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.

### **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 and/or Licensing**

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: Colorado Department of Early Childhood, 710 S. Ash St. Denver, CO 80246. (303)-866-5958

## **M. Other Information**

### **Toileting Policy**

At Children's House, all children must be fully potty trained prior to enrollment, as our facility is not licensed to accommodate children in diapers.

Being fully potty trained means that a child is able to:

- Recognize and communicate the need to use the restroom,
- Use the toilet independently for both urination and bowel movements,
- Wipe themselves adequately, and
- Pull down and up their own underwear and clothing without assistance.

We understand that occasional accidents are a normal part of early childhood development. Our staff will always support and remind children to use the restroom and will assist in changing clothes when necessary. However, if accidents become frequent or indicate a pattern of toileting readiness concerns, the Director will request a meeting with the parents to discuss appropriate next steps and determine a plan moving forward.

### **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 snacks 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. **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, no costumes or pajamas, 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 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 superhero 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 turn the shirt inside out. Character shoes are accepted 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 your child’s 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.**

### **Sharing & Toys**

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 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, if there are classroom pets. 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, feed, or animal environments.

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## **Daily Schedule**

<b>8:00 a.m.</b>	School doors open. Children are greeted and are free to choose activities in their Homerooms
<b>8:45 a.m.</b>	Story time as students continue to arrive
<b>9:00 a.m.</b>	Morning class. Morning snack is served
<b>11:00 a.m.</b>	Outside recess (weather permitting) or story time
<b>11:30 - 1:15 p.m.</b>	Lunch and recess
<b>12:45-2:30 p.m.</b>	Naptime for those students who nap in the afternoon
<b>1:15 – 1:45 p.m.</b>	Quiet rest time for the students who do not nap

<b>1:45 - 2:45 p.m.</b>	Afternoon class
<b>2:45 p.m.</b>	Outside recess (weather permitting)
<b>3:00 p.m.</b>	Full day children are picked up
<b>3:30 p.m.</b>	Afternoon snack is served for the after-school program students
<b>3:30 - 5:00 p.m.</b>	After-school program activities

## APPENDIX A

**Summer Camp 2025 Sessions:** Please check which session(s) and days your child will be attending  
*Summer Camp will run Monday through Thursday.*

\_\_\_\_\_ **Session 1: June 2 – June 26**  
 \_\_\_\_\_ **Session 2: June 30 – July 24**  
 \_\_\_\_\_ **Session 3: July 28 – August 21**

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

*We have limited spots available for this option. We will offer spots to families based on when we receive the form.*

_____ Four days per week	__ (M) __ (T) __ (W) __ (TH)	\$500
_____ Three days per week	__ (M) __ (T) __ (W) __ (TH)	\$400

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

_____ Four days per week	__ (M) __ (T) __ (W) __ (TH)	\$600
_____ Three days per week	__ (M) __ (T) __ (W) __ (TH)	\$474

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

_____ Four days per week	__ (M) __ (T) __ (W) __ (TH)	\$649
_____ Three days per week	__ (M) __ (T) __ (W) __ (TH)	\$512
_____ <b>Aftercare*</b>	__ (M) __ (T) __ (W) __ (TH)	

*\* Due to limited space for aftercare, the spots available will be based on families requesting aftercare and the order in which we receive enrollment forms.*

Please return this form as soon as possible with a **\$50, non-refundable registration fee to hold a place for your child(ren) for the 2025-2026 school year.** If you are registering to two or more children for the year, the registration fee is **\$25 per additional child.** *A 5% discount on tuition will also be applied to the second child's monthly bill.*

Our summer camp program is unique in that it offers a variety of fun summer activities within a structured environment. Although we put away the majority of the Montessori materials during the summer, we continue to follow the Montessori philosophy in the way we structure and run the classrooms. In addition we also take advantage of the outdoors and spend time studying animals, oceans, gardening, and other warm weather themes. Important reminder: 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. Morning and afternoon snacks will still be provided during class and aftercare hours. Summer camp tuition has been adjusted to reflect this change.

Tuition is due by the **fifth** of each month. You will be billed through our Procure Software. Children's House can accept debit/credit cards (subject to a 2.9% + \$0.30 processing fee) and ACH payments (subject to a 1% processing fee) through Procure. Children's House can also accept checks.

Before care and aftercare school hours are \$5.00 per hour and you will be billed at the end of each month for before and aftercare hours. **Before care hours are from 7:45 to 8:45 am and aftercare hours are from 4:00 to 5:00 pm.** Due to limited space for aftercare, the spots available will be based on families requesting aftercare and the order in which we receive enrollment forms, so please get them back to our Administrative Manager,



Bryn Joyner, as soon as possible.

By submitting this form to Children's House, you are financially responsible to pay in full for each session you have signed up for. **No changes in scheduling will be accepted during the summer program.**

Please email our Administrative Manager, Bryn Joyner, at [bryn@childrenshouseofdurango.com](mailto:bryn@childrenshouseofdurango.com) with any questions.

## APPENDIX B

### **2025-2026 School Year Enrollment**

#### **Fall Classes Begin on Tuesday, September 2, 2025**

Child's Name: \_\_\_\_\_ Child's Birth Date: \_\_\_\_\_  
Parent's Name: \_\_\_\_\_ Parent's Name: \_\_\_\_\_  
Parent's Address: \_\_\_\_\_ Parent's Address: \_\_\_\_\_  
Parent's Email: \_\_\_\_\_ Parent's Email: \_\_\_\_\_  
Parent's Phone: \_\_\_\_\_ Parent's Phone: \_\_\_\_\_

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

*We have limited spots available for this option. We will offer spots to families based on when we receive the form.*

_____ Monday through Friday		\$703
_____ Four days per week	__(M)__(T)__(W)__(TH)__(F)	\$597
_____ Three days per week	__(M)__(T)__(W)__(TH)__(F)	\$474

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

_____ Monday through Friday		\$832
_____ Four days per week	__(M)__(T)__(W)__(TH)__(F)	\$700
_____ Three days per week	__(M)__(T)__(W)__(TH)__(F)	\$551

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

_____ Monday through Friday		\$898
_____ Four days per week	__(M)__(T)__(W)__(TH)__(F)	\$753
_____ Three days per week	__(M)__(T)__(W)__(TH)__(F)	\$591
_____ Aftercare*	__(M)__(T)__(W)__(TH)__(F)	

*\* Due to limited space for aftercare, the spots available will be based on families requesting aftercare and the order in which we receive enrollment forms.*

**Kindergarten Program** \_\_\_\_\_ Please also check appropriate box above if **not** full time (4 days per week) and see back for registration deposit information.

Please return this form as soon as possible with a **\$100, non-refundable registration fee to hold a place for your child(ren) for the 2025-2026 school year**. If you are registering to two or more children for the year, the registration fee is **\$75 per additional child**. *A 5% discount on tuition will also be applied to the second child's monthly bill.*

Tuition is due by the **fifth** of each month. You will be billed through our Procure Software. Children's House can accept debit/credit cards (subject to a 2.9% + \$0.30 processing fee) and ACH payments (subject to a 1% processing fee) through Procure. Children's House can also accept checks.

Before care and aftercare school hours are \$5.00 per hour and you will be billed at the end of each month for before and aftercare hours. **Before care hours are from 7:45 to 8:45 am and aftercare hours are from 4:00 to 5:00 pm**. Due to limited space for aftercare, the spots available will be based on families requesting aftercare and the order in which we receive enrollment forms, so please get them back to our Administrative Manager, Bryn Joyner, as soon as possible.

As stated in the Parent Handbook, there is a policy requiring a minimum of **thirty (30) days written notice** to the owner, director, and/or administrative manager for any schedule changes. Otherwise, parents are responsible for the original tuition amount for that month. Please note, if you choose to disenroll outside of the 30 day window, you will be responsible for that month's tuition.

If you are registering for the 2025-2026 Kindergarten program, there is **an additional deposit required at the time of registration**. The deposit is **½ of your monthly tuition**, which will be applied towards your first month's tuition. Please note, this deposit will not be refunded if you choose to disenroll outside of the 30-day window.

*Please email our Administrative Manager, Bryn Joyner, at [bryn@childrenshouseofdurango.com](mailto:bryn@childrenshouseofdurango.com) with any questions.*