



Parent Handbook

Mission Statement

Our mission at Wildflower Montessori School is to use the Montessori Method to create an environment that nurtures the individuality of each child to develop a lifetime love of learning.

4465 HWY 101

PO Box 391

Florence, Oregon 97439

541-991-2224 ~ wildflowerms16@gmail.com

- I. ADMISSIONS POLICY
- II. TUITION POLICY
- III. ARRIVAL & DEPARTURE
- IV. CLASSROOM GUIDELINES & DISCIPLINE
- V. HEALTH & SAFETY
- VI. COMMUNICATION & PARENT INVOLVMENT

I. ADMISSIONS POLICY

Non-Discrimination Policy:

Wildflower Montessori School does not discriminate on the basis of race, gender, religion, national or ethnic origin in the administration of its educational policies, rights and privileges and all programs and activities of the school.

- Children must be between 3 and 6 years of age and potty proficient to be admitted to the preschool/kindergarten program. This means that they are able to not only recognize and use the bathroom when needed but also be able to complete all the steps of using the bathroom without assistance.
- No student will be considered enrolled until a signed registration form and \$100.00 non-refundable annual registration fee is received.
- Students are admitted on a first come first serve basis with current students having seniority to attend the following year. Returning students get to have first choice of class times (AM or PM class).
- Our classroom capacity is set at 25 students per class (morning and afternoon).
- If space is unavailable at the time of application parents may have their child placed on our waiting list by completing an application form and paying the non-refundable application fee. Students on the waiting list will be offered enrollment sequentially as space becomes available.
- If your child is enrolled for the upcoming school year and you have paid the registration fee you must give a 30-day notice if something changes and your child cannot attend the school. If a 30 day notice is not received then you are responsible to pay the first month of tuition.
- Student records shall be considered confidential and only available to parents and school staff.

II. TUITION POLICY

- Current Monthly Tuition: We offer a 4 day and 2 day a week option. 2 days a week are pm class only and available to 3-year-olds only.

Class	Days	Hours	Monthly Rate
Morning	Monday – Thursday	8:00-12:00	\$450.00
Afternoon	Monday-Thursday	12:30-4:30	\$450.00
	Tuesday/Thursday (3-year-olds only)	12:30-4:30	\$275.00

Tuition is due on the 1st of the month or the first school day following the 1st.

Tuition must be left in one of the drop boxes (located by the north and south entrances). If you pay in cash, please put the money into an envelope with your child's name on the outside of the envelope. We do not mail out tuition statements but a reminder will be posted on the front doors each month and a remind message will be sent out. If you need a receipt, please let a staff member know.

- A late fee of 25.00 is charged on tuition payments more than 3 days past due. An additional 5.00 per day will be added until tuition is received.
- The school will reconsider the enrollment of any student whose tuition is more than 30 days past due. We will not enroll any student who has a tuition balance due from a previous school year.
- There is a 35.00 bank charge for any returned checks.
- The first 30 days of a student's attendance will be a trial period. During this time the student will be observed by the teachers/staff to be sure that they are adapting to the classroom environment. If the student is having difficulty adapting or showing signs that they are not ready for a typically developing classroom then the protocol will be as follows:
 - 1st – Teachers/staff will inform the parent/guardian of the area(s) of concern.
 - 2nd – Teachers/staff will have a sit-down meeting to discuss options to try and aid the student in adjusting. Goals will be set and a timeline to see improvement will be established.
 - 3rd – If nothing seems to be helping and the situation is getting worse or the child is a threat or distraction to himself, teachers/staff and/or other students then that child will be asked to leave the program.
- At any time after the first 30 days if a child's behavior becomes aggressive, dangerous, destructive, if they are having multiple accidents and showing they are no longer potty proficient and/or cannot keep up with the demands of a typically developing classroom W.M.S. has the right to terminate an enrollment. Before doing so we will work through the 3-step system listed above.
- W.M.S. requires a 30-day verbal and written notice if a student is going to be withdrawn during the school year. Full tuition is due during this time period. The last month of a student's attendance will NOT be pro-rated.
- The school's expenses are not diminished by a child's absence therefore tuition cannot be prorated for excused or unexcused absences including vacation or travel.

III. ARRIVAL & DEPARTURE

- Our classroom hours are from 8:00 am – 12:00 pm for the morning class and 12:30 pm – 4:30 pm for the afternoon class.
- Students are required to enter the building quietly, put their items away in their locker and switch from their outside shoes to their inside shoes before entering the classroom.
- If parent assistance is needed at the start of class, we ask that this time be limited to 15 minutes to start. From there we will work down to 5 minutes and then eventually no assistance needed at all. We understand separation from a parent/guardian can be hard for some but we want to ensure we are helping them to build confidence and become self-sufficient.
- Departing students will be released from the rug to a parent/guardian. Our rule is that the student must see “their adult” before they can get up from the rug.
- **If a parent or guardian is not on site by 12:10 for the morning class and 4:40 for the afternoon class to pick up a child then we will start calling the student’s contacts. A late pick-up fee will be assessed at the rate of 10.00 per occurrence and added to the next month’s tuition to cover staff costs.**
- It is required that students are both signed in and signed out by their parent/guardian when they arrive and depart from school each day.
- **W.M.S. will follow the Siuslaw School District schedule in regards to holidays, vacation times and unforeseen weather events. In the case of public-school delays due to weather we will be closed for that day.**

IV. CLASSROOM GUIDELINES AND DISCIPLINE

- In our classroom we have basic guidelines for behavior that we will teach, follow and remind students of throughout the school year.
 - Inside we walk
 - Outside we may run
 - Inside we talk
 - Outside we may shout
 - We let each other do our work
 - We take turns
 - We help our friends
 - We put away our work
 - We do not hit or hurt our friends or teachers
 - We talk about our problems
 - In circle we are quiet, we have a calm body, we have listening ears and watching eyes.

- In our classroom we work to help lead the child toward self-discipline. There are several steps we take to help make this happen:
 - We teach and remind all students to be respectful of themselves, others and their surroundings.
 - We, as teachers/staff, model and demonstrate what is expected and how to behave in a positive manner.
 - We teach them how to be aware of their own emotions and feelings and to be aware of emotions and feelings of others.
 - We, as teachers/staff, will re-direct students when needed.
 - We, as teachers/staff, will offer the students appropriate choices and consequences to help the child become more independent and responsible for their actions.
- **Comfortable and easy to manage clothing and footwear is best for younger children.** We encourage independence and ask that all students have shoes they are able to put on and take off by themselves. We discourage shoelaces until your child is able to tie a bow. **Since outdoor play is an important part of our curriculum make sure your child is dressed appropriately in the winter months and always has a rain coat and waterproof shoes. Please always pack a change of clothing that can be left at school or in their bag. All students will need a pair of indoor shoes (slippers/crocs/slides/slip-ons – with hard soles are best).**
- W.M.S. will provide a healthy snack half way through each day. **Morning and afternoon class students are responsible for bringing a lunch from home.** We ask that you send a nutritious and balanced meal. Try not to send more than your child will eat and make the foods manageable for your child. We ask that you do not include “junk” food (sugary sweets/candy/soda/fast food). Also, include a cloth napkin in your child’s lunch box.
- **All students must bring a water bottle each day to be kept in their cubby. Water bottles will be sent home on Thursdays to be cleaned.**

V. HEALTH & SAFETY

- Colds, flu and other contagious illnesses can spread rapidly among students. Please keep your child home if they are visibly sick, running a fever of 100 degrees or higher, have a persistent cough or sore throat, infectious disease of the skin or mouth, unidentified rash, diarrhea, vomiting, constantly draining from the nose or inflammation/redness/discharge and/or crusting of the eye.
- If a child becomes ill at school, we will contact a parent/guardian to come pick them up.
- We ask that a child not return to school until they have been asymptomatic for at least 24 hours.

- Head lice is an occasional problem in school communities. We ask that families do periodic head checks to help combat this problem. Our policy is that if head lice is detected on a child, then they must be picked up, treated and not returned to school until they are free of live lice and have completed two treatments.
- We ask that you please inform teachers/staff if your child is on any medications (including over the counter medications) during school hours.
- We are not allowed to administer any medication to a child without a filled out and signed medication form from the parent/guardian. If your child must be given medication at school, please ask for a medication form. All medications left at school will either be refrigerated or put up out of sight and reach of all students.
- W.M.S. must have a copy of student immunization records on file. If you decline immunizations due to medical or religious/philosophical reasons you must complete the required immunization exemption portion of the certificate of immunization form and bring a copy of your certificate for our records.
- All teachers/staff are trained in CPR and First Aid. There is a first aid kit and eye washing station located in the kitchen out of reach of children. Parents are notified immediately if an emergency occurs. In the event that a parent cannot be reached the emergency contact person(s) will be called. If a serious emergency occurs requiring medical attention the child will be transported to the nearest hospital. If a parent is unavailable a teacher or other staff member will accompany the child in the ambulance. The parent/guardian is responsible for payment of any expenses incurred as a result of the medical emergency.
- As a class we will discuss building safety, emergency exits and what to do in case of a fire or other disaster.
- If there is ever an outbreak of an illness such as H1N1 or Norovirus where we see more than 25% of our class sick, we will shut down for a day to do medical grade deep cleaning on the whole building and outside equipment to help stop the spread. The health and wellness of our students, families and staff is our number one priority.

VI. COMMUNICATION & PARENT INVOLVMENT

- We encourage you to contact us if you ever have a question or concern about your child. We ask that you use the Remind App, email at wildflowerms16@gmail.com, or if it is urgent call 541-991-2224.
- We use the Remind App as our main source of communication.
 - We add new parents at the beginning of each school year.
 - If you do not receive an invitation to Remind, please inform a staff member.

- Our class name is Wildflower Montessori School and our class code is @fd8b2h
- If your child will be absent due to sickness or any other reason, we ask that you inform the school using this App.
- When sending a message please include both Miss Lori and Miss Kristen in the conversation to ensure that it is received promptly.
- We will use Remind to send our important information, event reminders and alerts to inform of school closures.
- If you have any concerns about your child's progress in the classroom or how they are interacting with their peers socially please make an appointment with the lead teacher. Teachers will notify you with any concerns observed in the classroom and set a meeting if we feel it is necessary.
- If there is ever an incident regarding behavioral issues a teacher will talk to the parent/guardian at pick-up. If someone different picks up that day then a phone call will be made.
- If there is an incident where a child gets hurt at school or hurts another friend or says something that is alarming to a teacher/staff member/other student we will fill out an incident report. We will also set up time to talk to the parents so we can all move forward with the proper corrections and language.
- W.M.S.'s lead teacher will provide a classroom newsletter every month. Informing families on upcoming events, what is taking place in the classroom and any other pertinent information.
- Parents/guardians have the legal right to visit the school at any time without advance notice. We strongly encourage you to observe your children in the classroom during the school year at least once. We ask that observations do not take place during the first month of school as we are trying to establish routine. Please talk with a teacher if you would like to set up a time to observe the classroom.
- Parent/teacher conferences will be scheduled twice per year. The dates and sign-up sheets will be posted 2 weeks prior to the event.
- We ask that all parents volunteer in the classroom during the school year. Special events such as holiday parties, field trips, picture day and special guests to the classroom (fire department) are a great time to have extra help on hand. We will have a sign-up sheet out 2 weeks prior to these events taking place.
- We will honor student's birthday by celebrating them in class that day.
- If you would like to bring in a snack or treat for the class on your child's birthday discuss it with the teacher(s) so that we can eliminate any exclusion due to do dietary needs or allergies.
- We will celebrate holidays with seasonal parties throughout the year. If you do not want your child to participate in the class parties, we ask that you please keep them home for that day. If you have any questions or concerns about these events, make an appointment to talk with the teachers/staff.

Return this last page to Wildflower Montessori School

This signed copy will be added to your students file to ensure that you have read the handbook and understand the policies and guidelines of our program.

I have read the Wildflower Montessori School Parent Handbook and understand the areas covered below:

- I. Admissions Policy
- II. Tuition Policy
- III. Arrival & Departure
- IV. Classroom Guidelines & Discipline
- V. Health & Safety
- VI. Communication & Parent Involvement

Parent/Guardian Name

Student Name

Parent/Guardian Signature

Date



Registration Application

Start Date: _____

Month

Year

Class Option: (Please circle which class you prefer)

- **Morning Class:** 8:00-12:00 Mon-Thur - \$450.00/Month
- **Afternoon Class:** 12:30-4:30 Mon-Thur - \$450.00/Month
- **Afternoon Class:** 12:30-4:30 Tue/Thur - \$275.00/Month – (3-year-olds only)

Child Information:

Child's Name:

First

Middle

Last

Address:

Street

City

Zip

Mailing:

Street

City

Zip

Date of Birth: _____ Gender: _____

Previous School Experience: Please include name, location, how long your child attended and what this experience was like for your child.

Parent Information:

Mother:

Name

Address (If different than child's):

Street

City

Zip

Home Number: _____ Cell: _____ Email: _____

Employer: _____ Work Number: _____

Father:

Name

Address (If different than child's):

Street

City

Zip

Home Number: _____ Cell: _____ Email: _____

Employer: _____ Work Number: _____

Siblings (names and ages):

Emergency Contacts (other than parents):

Name	Relation to child	Phone Number
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Name	Relation to child	Phone Number
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Getting to know your Child:

Please list all activities that your child participates in:

What are your child's favorite pastimes?

How do you respond when your child refuses to comply with directions from you?

Do you have any concerns regarding your child's development? Yes / No

If yes, please explain:

Can your child dress / undress themselves? Yes / No

Can your child take his shoes and socks off independently? Yes / No

Can your child respond to verbal direction? (Ex. Go put on your shoes." Yes / No

Does your child eat with utensils? Yes / No

Does your child drink from a sippy cup, water bottle or an open cup? _____

Does your child use the bathroom independently? Yes / No

Do you have any concerns regarding your child's communication skills? Yes / No

If yes, please explain:

What languages are spoken in your home?

Can people outside your family understand your child? Yes / No

Does your child make eye contact when you talk to him/her? Yes / No

Does your child make eye contact when others talk to him/her? Yes / No

How does your child interact with other children?

Does your child have any health concerns we should be aware of? Yes / No

If yes, please explain:

Does your child have any allergies (food/medication/seasonal)?

Does your child have any special emotional, social or behavioral needs? Yes / No

If yes, please explain:

Do you have any concerns about your child's vision or hearing? Yes / No

If yes, please explain:

I have enclosed the registration fee of \$100.00 and understand that this fee is non-refundable and holds my child's place on the class list. This fee goes towards classroom materials as we do not have a class supply list. I state that the above information is correct to the best of my knowledge. I give Wildflower Montessori School permission to share this information with their teachers and staff.

SUBMITTED BY:

Name: _____

Relation to child: _____

Signature: _____ Date: _____

OFFICE USE ONLY:

Date Received: _____

Application Fee: Yes / No

Check #: _____

ADDITIONAL INFORMATION:

If there is any other information (regarding your child/family/living situation/concerns – i.e. recent separation/divorce/move/death in family/behavior concerns) that you feel is important for our staff to be aware of, please list below.

Photo Permission

I give Wildflower Montessori School permission to photograph my child. I understand that photographs will be used on the schools Facebook page, Instagram account, newsletters or advertising/press releases in our local newspaper.

YES / NO (please circle)

Child's Name: _____

Parents/Guardians Signature: _____ Date: _____

Sunscreen Permission

I give Wildflower Montessori School permission to apply sunscreen to my child if the weather and length of activity outdoors calls for it.

YES / NO (please circle)

Child's Name: _____

Parents/Guardians Signature: _____ Date: _____