



PARENT HANDBOOK

Modified 11/5/08

To improve your satisfaction of the school we would really like to get input from you the parent, on the service that we are providing for you and your child. Please let Miss Sandy know immediately if there are any concerns or questions by contacting her one of the following ways:

- Email – misssandy@americanmontessori.com
- Note – Handwritten note left in paybox.
- Phone – 952-736-1004

OUR LICENSING INFORMATION

We are licensed annually by the Minnesota Department of Human Services – Division of Licensing. We follow rule 3 licensing requirements as stated by the DHS.

Burnsville location is licensed for 53 Preschool/School-Age children and 7 Toddlers
Apple Valley is licensed for 20 Preschoolers

If your child is enrolled at American Montessori you may visit the program at any time during normal hours of operation.

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ABOUT AMERICAN MONTESSORI

Where Children Are Our Priority

At American Montessori we strive to give the best Montessori education and childcare for your child. We have been offering the Montessori Method of education for 10 years and counting. Our dedicated staff, which consists of AMI/AMS Montessori teachers and qualified childcare providers from around the world, brings over 100 years of combined Montessori and childcare experience to our school. For more information on what we offer please see our brochure or check out www.americanmontessori.com.

HOURS OF OPERATION

- **Hours and School Year:**

- *We are open Monday through Friday*
- *7:00am to 6:00pm (Apple Valley) 6:30am to 6:00pm (Burnsville)*
- *We are open all year round with the exceptions of the school closings*
- *All children must be picked up no later than 11:45am (Half Day) or 6:00pm (Full Day). Half Day is 4 hours per day; Full Day is up to 9.5 hours per day (**8 hours is recommended**).*
- *School year runs September through May and summer school is June, July and August.*

- **School Closings:**

- The school will be closed on the following days:
 - Martin Luther King Day, President's Day, Spring Break (Good Friday), Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day after Thanksgiving and Winter Break (Please refer to School Calendar or website for exact dates).
- There will be no refund for school closings due to weather, holidays, and illness/sick days, etc. **NO EXCEPTIONS PLEASE**
- For school closings due to bad weather please watch WCCO, KSTP, FOX and KARE 11.

PERSONS AUTHORIZED TO PICK UP CHILDREN

In the event that parents are not able to pick up their child, the **Emergency Pick up Authorization** form is to be filled out. In order to release your child, your emergency contact must bring their valid photo ID. Also prior written notice is required from the parent. If you are unable to do this you may fax the letter to 952-736-8430. We will not accept phone authorization for the safety of your child.

FINANCIAL POLICIES

Rates:

Toddler/Preschool/Kindergarten – Full Time Rate \$_____ per month or \$_____ per week
Part Time Toddler/Preschool/Kindergarten Rate \$_____ per month or \$_____ per week

Fees include breakfast, snack, juice and milk (Children must be at school by 7:30AM for breakfast from school)
Lunch can be brought from home or may be purchased from the school for additional cost.

Hours:

No more than 10 hours a day, there is a **\$5.00 Charge** for each additional hour

Registration Fee

A registration fee of \$100.00 will be required when the application is turned in for processing. Fees are due every Friday for the following week, if fees haven't been paid your child will be unable to attend until payment is made. We also request that you give a 2 week notice when your child will be leaving.

Payment Fees

Fees are due on the 1st of every month; you have your choice of the following payment options:

- Monthly – You pay all your fees on the 1st of the month.
- Bi-Monthly – You pay half of your monthly fee on the 1st and the rest of the monthly payment is due on the 15th.
- Weekly – You pay your weekly fees every Friday for the following week.

If any due date falls on a weekend or a holiday, the fees are due the day before. If a payment is made after the 1st, 15th or the Monday after they are due there is a \$5.00 per day late charge that you will be billed. **There is a \$30.00 service fee on returned checks.**

Late Fees

If your child is picked up later than 6:00pm (Full Day) / 11:45am (Half Day), there will be a **\$1.00 per minute** charge for every minute you are late.

DAILY SCHEDULES

Toddler Schedule (Not Available at Apple Valley)

| | |
|---|--|
| 7:00 AM - 8:00 AM | Breakfast / Puzzles |
| 8:00 AM - 8:30 AM | Montessori Exercises of Practical Life |
| 8:30 AM - 9:00 AM | Montessori Sensorial |
| 9:00 AM - 9:30 AM | Montessori Circle & Presentations |
| 9:30 AM - 10:00 AM | Spanish |
| 10:00 AM - 10:30 AM | Snack / Diaper Changing |
| 10:30 AM - 11:00 AM | Montessori Lessons - Numbers & Letters |
| 11:00 AM - 11:30 AM | Outside Play / Park |
| 11:30AM - 12:00PM | Dance / Sing / Music |
| 12:00 PM - 1:00 PM | Lunch |
| 1:00 PM - 3:00 PM | Nap / Rest |
| 3:00 PM - 3:30 PM | Snack / Diaper Changing |
| 3:30 PM - 4:00 PM | Art Projects |
| 4:00 PM - 4:30 PM | Outside Play / Park |
| 4:30 PM - 5:00 PM | Montessori Manipulatives |
| 5:00 PM - 6:00 PM | Story Time |
| Schedule subject to change according to weather | |

Preschool Schedule

| | |
|---|--|
| 7:00 AM - 8:00 AM | Breakfast / Puzzles |
| 8:00 AM - 8:30 AM | Montessori Exercises of Practical Life |
| 8:30 AM - 9:00 AM | Montessori Sensorial |
| 9:00 AM - 9:30 AM | Montessori Circle & Presentations |
| 9:30 AM - 10:00 AM | Spanish |
| 10:00 AM - 10:30 AM | Snack |
| 10:30 AM - 11:00 AM | Montessori Lessons - Numbers & Letters |
| 11:00 AM - 11:30 AM | Outside Play / Park |
| 11:30AM - 12:00PM | Dance / Sing / Music |
| 12:00 PM - 1:00 PM | Lunch |
| 1:00 PM - 3:00 PM | Nap / Rest |
| 3:00 PM - 3:30 PM | Snack |
| 3:30 PM - 4:00 PM | Art Projects |
| 4:00 PM - 4:30 PM | Outside Play / Park |
| 4:30 PM - 5:00 PM | Montessori Manipulatives |
| 5:00 PM - 6:00 PM | Story Time |
| Schedule subject to change according to weather | |

In addition to the daily schedule we have extracurricular activities offered to the children throughout the week by teacher consultants, Spanish twice a week, gymnastics & dance and music individual & group once a week, creative art and indoor/outdoor field trip once a month

DAILY SCHEDULES (continued)

Pre-Kindergarten Schedule

| | |
|---|--|
| 7:00 AM - 8:00 AM | Breakfast / Puzzles |
| 8:00 AM - 8:30 AM | Montessori Exercises of Practical Life |
| 8:30 AM - 9:00 AM | Montessori Sensorial |
| 9:00 AM - 9:30 AM | Montessori Circle & Presentations |
| 9:30 AM - 10:00 AM | Snack |
| 10:00 AM - 10:30 AM | Spanish |
| 10:30 AM - 11:00 AM | Montessori Lessons - Numbers & Letters |
| 11:00 AM - 11:30 AM | Outside Play / Park |
| 11:30AM - 12:00PM | Dance / Sing / Music |
| 12:00 PM - 1:00 PM | Lunch |
| 1:00 PM - 3:00 PM | Reading / Writing |
| 3:00 PM - 3:30 PM | Snack |
| 3:30 PM - 4:00 PM | Art Projects / Science / Geography |
| 4:00 PM - 4:30 PM | Outside Play / Park |
| 4:30 PM - 5:00 PM | Montessori Manipulatives / Computers |
| 5:00 PM - 6:00 PM | Story Time |
| Schedule subject to change according to weather | |

Kindergarten Schedule

| | |
|---|--|
| 7:00 AM - 8:00 AM | Breakfast / Puzzles |
| 8:00 AM - 8:30 AM | Montessori Exercises of Practical Life |
| 8:30 AM - 9:00 AM | Montessori Sensorial |
| 9:00 AM - 9:30 AM | Montessori Circle & Presentations |
| 9:30 AM - 10:00 AM | Snack |
| 10:00 AM - 10:30 AM | Spanish |
| 10:30 AM - 11:00 AM | Montessori Lessons - Numbers & Letters |
| 11:00 AM - 11:30 AM | Outside Play / Park |
| 11:30AM - 12:00PM | Dance / Sing / Music |
| 12:00 PM - 1:00 PM | Lunch |
| 1:00 PM - 3:00 PM | Reading / Writing |
| 3:00 PM - 3:30 PM | Snack |
| 3:30 PM - 4:00 PM | Art Projects / Science / Geography |
| 4:00 PM - 4:30 PM | Outside Play / Park |
| 4:30 PM - 5:00 PM | Montessori Manipulatives / Computers |
| 5:00 PM - 6:00 PM | Story Time |
| Schedule subject to change according to weather | |

In addition to the daily schedule we have extracurricular activities offered to the children throughout the week by teacher consultants, Spanish twice a week, gymnastics & dance and music individual & group once a week, creative art and indoor/outdoor field trip once a month.

HEALTH RECORD INFORMATION

Immunization Record:

This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due on admission. Records must be kept updated whenever your child receives additional immunizations.

Health Record / Summary:

This information must include the date of your child's most recent physical exam (within six months), and be signed by the child's source of health care. This form is due within thirty days of admission. As a minimum, an updated report of physical examination is required whenever a child 24 months or older advances to an older age category.

Health History:

This record is filled out by the parent of guardian and is due on admission.

Parents also have the responsibility to inform the center when their child has any special medical condition, needs, or allergies (food or other) so that we can provide the best care and support. If child has a special needs, medical conditions or allergies the parent must provide detailed written information about the child's special condition or need in the form of a care plan for the child as well as train and educate the staff so the child is at no risk while in our care.

Dietary modification because of special dietary needs shall be made under the direction of a trained health care provider at the parent's expense. American Montessori will try to accommodate as much as possible within our limits. Written permission from the child's parent/legal guardian and the child's health care provider is required.

Syrup of Ipecac:

Please complete the permission form to administer **Syrup of Ipecac**. This is a medication that is sometimes needed if a child ingests a poison. It will be used only if the staff is instructed to do so by the Poison Control Center.

Emergency Cards:

This is a yellow card that needs to be filled out and turned in at admission. This card lists all emergency contact information such as clinic, doctor, dentist, etc.

Emergency Contact List:

This needs to be filled out and turned in at admission. This contains emergency contact information other than the parents or guardians.

MEDICATIONS

Prescription Medication:

Prescription medications will only be given with written parent consent and written physician approval. Please complete the medication form located in a file by the front sign-out table, if your child needs a medication while in our care. Medications must be in their original container and may be given only to the child for whom they are prescribed. Outdated/expired medications will not be given. This is stored in each child's classroom in the medicine box away from the children. Please let the staff know if the medication requires refrigeration.

Over the Counter Medications:

We will give over the counter medications with written parental permission and instructions (medication form is located on the sign-out table in a file). The teachers at American Montessori will administer over the counter medication for **3 consecutive days**; thereafter we will require the Health Care Provider Evaluation Form filled out and signed by a doctor before the child is able to attend school and is no longer sick or contagious. Parent written instructions must correspond to manufacturer's instructions, if dosage differs from manufacturer's instructions, written doctor's instructions will be needed. Containers must be labeled with child's name and date. Outdated medications will not be given. This is stored in each child's classroom in the medicine box away from the children. Please let the staff know if the medication requires refrigeration.

Sunscreen

All children are requested to wear sunscreen (lasts up to 6 hours) prior to coming to school throughout the year.

Other applicable products

Insect repellents, diaper cream, lotion, chapstick also need written parental approval. These products must be used according to manufacturer's instructions. This requires written approval from the parents for the teachers to apply, please fill out the permission slip that is located on the sign-out table. They must be in original container with the child's name on it. This will be stored in a box in the classroom away from the children.

EXCLUSION OF ILL CHILD

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from *INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS*, prepared by Hennepin County Community Health Department, Epidemiology Program. We must exclude a child with any of the following conditions:

| | |
|---|---|
| Chicken pox | Until all the blisters have dried into scabs; usually about 6 days after rash onset. |
| Conjunctivitis (Pinkeye) | Bacterial (with pus): until 24 hours after antibiotic treatment begins. (pink or red conjunctiva with white or yellow discharge that causes matting of the eyelids; pain or redness of eyelids). |
| Diarrhea (Infectious) | Until diarrhea has stopped. For some infections, the person must also be treated with antibiotics before returning to childcare. |
| Diarrhea (Uncontrolled) | Until uncontrolled diarrhea stops, or until a medical exam indicates that it is not a communicable disease (uncontrolled diarrhea is an increased number of stools, compared with a person's normal pattern, along with watery stools, and/or decreased stool form that cannot be contained by the diaper or use of the toilet). |
| Fever | When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat or other symptoms of illness or the child is unable to participate in normal activities. In some cases until a medical exam indicates that a child can return. Auxiliary armpit temperature: 100 ⁰ F. or higher. Child can return only if their fever is normal before fever reducing medication is given. |
| Impetigo | Until child has been treated with antibiotics for at least a full 24 hours. |
| Lice (head) | Until after the first treatment and no live lice are seen. |
| Rash With or Without Fever or Behavior Change | Until a medical exam indicates these symptoms are not that of a communicable disease (i.e., chickenpox, fifth disease, measles, roseola, rubella, shingles, and strep throat). |
| Respiratory Infections (Viral) | Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably. |
| Ringworm (skin & scalp) | Until 24 hours after treatment has been started. |
| Scabies | Until 24 hours after treatment has been started. |
| Signs/Symptoms of Possible Severe Illness | Until a medical exam indicates the child may return (unusually tired, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing). |
| Streptococcal Sore Throat | Until at least a full 24 hours after treatment begins and child is without fever for 24 hours. |
| Vomiting | Until vomiting stops (vomiting is defined as one or more episodes in the previous 24 hours). |

*Any child who is not able to participate in child care program activities with reasonable comfort, including outdoor play; or who requires more care than staff can provide without compromising the health and safety of other children in care should not come to school.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The childcare program will notify the parents of exposed children on the same day or within 24 hours by one or any combination:

- A written notice that will be posted on the signing out table.
- A written notice that will be sent home for parents to read.

Parents are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends / holidays, if their child is diagnosed with a communicable disease.

CARE OF ILL OR INJURED CHILDREN

If your child becomes ill or injured while in care, he/she will be isolated away from other children under supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. **Within one hour you should have your child picked up, if not the school/staff can not be held responsible for any complications.** Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff thinks it necessary, the child's health care provider will be contacted or we will call 911.

ACCIDENT, INJURY, INCIDENT LOGS

All accidents, injuries and incidents are recorded in their appropriate logs and they are reviewed annually by Miss Sandy, if needed adjustments to the program are made.

FIRST AID

In the event of any injury or illness, trained staff will administer appropriate first aid. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. **Staff will not transport children.**

REPORTING POLICY FOR PROGRAMS PROVIDING SERVICES TO CHILDREN

Who Should Report Child Abuse and Neglect?

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651-297-4123).
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 651-224-1133 or local law enforcement at 651-483-3366.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services at 651-296-3971.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556)
- A report to any of the above agencies should contain enough information to identify a child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Retaliation Prohibited

- An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Failure to Report

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Dept of Health, and unlicensed Personal Care Provider Organizations.

DISCIPLINING YOUR CHILD/CHILDREN

At anytime on school property, inside building or outside at the park or the parking lot, there is no hitting, spanking, pulling, grabbing, yelling, degrading behavior towards a child, or anything of that nature allowed. This is for the protection of the child, yourself and the school.

Also there should be NO disciplining of children that are not your own, if there are issues with a specific child please let the staff know immediately.

LUNCH AND SNACK

All meals including breakfast, lunch and snacks should be brought from home in an insulated container and refrigerated. **No peanut butter/peanut snacks**, etc. due to allergies are allowed in premises.

RESEARCH, PUBLIC RELATION ACTIVITY

For all research, experimental procedures and public relation activity we require all children must have a signed permission slip with them in order to participate in these activities, these will be given out as necessary and out optional.

PETS

American Montessori does not allow any pets on or near any of the premises.

FOOD BROUGHT FROM HOME

No outside food or drink may be brought into the premises without the permission from Miss Sandy because of some children that may have food allergies. In a case of special occasions, like birthdays, all treats should be store bought and have the wrapper on them. There is absolutely **NO PEANUT** or **PEANUT BUTTER** products allowed in the school due to allergies. Please let the staff know ahead of time about the occasion and the plans. Due to fire codes no birthday candles are allowed. **NO EXCEPTIONS PLEASE.**

FIELD TRIPS

We go on field trips throughout the school year when possible. All children must have a signed permission slip with them in order to attend the field trip. As field trips cost extra there may be additional fees that are required from you. If your child's classroom is going on the field trip he/she must go on the trip, we do not have enough staff to allow children to stay back and not attend. We request parent volunteers to accompany us on the field trips when necessary, be sure to let the class teacher know if you are interested.

SEAT BELTS AND TRANSPORTATION

There is no transportation provided for regular attendance for children while enrolled in our program. When planned activities at our program (i.e., field trips) require transportation, the methods used will be in accordance with the Department of Human Service's regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and/or seat belts to be used to transport children. We hire American Student Transportation for our busing needs for field trips outside the school.

ITEMS BROUGHT FROM HOME

We request that no toys, videos, games, watches, etc. be brought from home as they interfere with classroom activities. American Montessori will **NOT** be held responsible for losses or damages to anything brought into the premises (toys, clothing, books, show & tell, etc.), please be sure to take your stuff home at the end of day, includes Snow Pants, Jackets, Letter Bag, Books, Extra Shoes, etc.

All items that are brought from home **MUST** have your child's first and last name on it, includes Jackets, Books, Toys, Etc.

ATTIRE WORN TO SCHOOL

Children should be dressed appropriately for classroom activities and outdoor activities.

To avoid power struggles and to keep the children more focused on classroom activities, we request that

- Children **DO NOT** wear any jewelry or belts.
- Children **DO** wear shoes with Velcro for independence, also the shoes should cover toes and be snug on the feet, **(No open toe shoes, flip flops, crocs, sandals or any shoe similar to these), if children are wearing these, they will need to sit out from activities for their safety and to prevent accidents.**
- No Torn or ripped clothing

LETTER BAG DAY

Every Wednesday during the school year is letter bag day. The teachers will let you know what the letter is for that week as we go alphabetically. Your child is encouraged to bring a bag full of items with that letter as the beginning letter (i.e. B could be a bat, ball, book, etc.)

BOOK DAY

Every Friday during the school year is book day. Please send a book with your child to school so they can share during circle time.

SPANISH

Spanish is taught twice a week by Miss Vivian, a teacher who is from Ecuador. We follow the American Montessori Spanish curriculum.

DANCE

Miss Bonnie teaches gymnastics and dance once a week.

MUSIC/PIANO

For an additional cost, you can have your child take music lessons from Miss Natalya.

ART

Miss Cassandra will be teaching art to your children 1 – 2 times a month as an indoor field trip activity.

COMPUTERS

We have computers for the children to work on.

SUPPLIES

4 times throughout the year you will be given a list of required school supplies to bring for that quarter. This list will include items such as Kleenex, paper, etc. You can refer to the list for more detail.

SIGNING IN AND OUT

Please make sure you sign your child in and out each day. This book is located by the main door on the signing in table.

SECURITY & CAMERAS

Our front door is equipped with an entrance that requires a security code to be entered, this code is for your use only, please do not give the code to your children or let the child punch the code in. This is for Adults only.

We have security cameras installed in the Burnsville location; these cameras are for the safety of your children and the protection of American Montessori property and staff. We will be installing cameras in other locations at a later date.

REFERENCES

If you would like any references, please let Miss Sandy know.

PARENT TEACHER CONFERENCES

We hold Parent Teacher conferences twice a year, once in November and once in April. Please contact your child's teacher about scheduling your conference.

SCHOOL PROGRAM

Our school program is held once a year in the spring.

HEALTH CONSULTATION SERVICES

Our program receives health consultation services from the Metropolitan Visiting Nurses Association.

The phone number is 612-378-5831.

BEHAVIOR GUIDANCE POLICIES

Sub Part 1. *General Requirements*

- a) The American Montessori will provide each child with a positive model of acceptable behavior.
- b) Each child will be tailored to the development level of the children the center is licensed to serve.
- c) Will redirect child and groups away from problems toward constructive activity in order to reduce conflict.
- d) Will teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- e) Will protect the safety of children and staff persons.
- f) Will provide immediate and direct related consequences for a child's unacceptable behavior.

Sub Part 2. *Persistent Unacceptable Behavior*

- a) Will observe and record the behavior of the child and staff response to the behavior. For example, disrespecting staff and children such as not limited to hitting, biting, scratching, not listening, not following directions, not respecting authority.
- b) Will develop a plan to discuss the behavior documented with the child's parents, with other staff persons, and professionals when appropriate.
- c) We will ask the child to be evaluated for a behavioral, psychological, social, cognitive, hearing, attention span and concentration by a qualified professional and physician.
- d) We will ask the parents to follow a care plan to help the child at home and we will have similar care plan for them to follow at school.
- e) If after trying the above recommendations, the child still is not benefiting from the program and staff, we will ask that this child be removed from the program and put in a program that better suits the child's needs.

Sub Part 3. *Prohibited Actions*

- a) Subjection of a child to a corporal punishment. It includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- b) Subjection of a child to emotional abuse. It includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or child's family, and using language that threatens, humiliates, or frightens the child.
- c) Separation of a child from the group except as provided in subpart 4.
- d) Punishment for laps in toilet habits
- e) Withholding food, light, warmth, clothing, or medical care as punishment for unacceptable behavior.
- f) The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- g) The use of mechanical restraints, such as tying.

Sub Part 4. *Separation from the Group*

No child will be separated from the group unless the license holder has tried less intrusive methods of guiding the child's behavior, which have been ineffective, and the child's behavior threatens the well-being of the children in the center. A child who requires separation from the group must remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff member.

Welcome Letter

Dear Parents,

We feel honored that you have considered American Montessori as a school for your child. We hope that you have visited other schools and then found that our school is the kind of school that you want your child to attend. At American Montessori your child comes first. We feel that it is a privilege that you will allow us to share in the development and education of your most precious possessions, your children.

It is a task, however, that we will not accept fully on our own. The education and well-being of your child will be a task that should be combined. We realize that the parent is the first teacher of the child and we will gladly assist in providing a combined education for each and every one of your children. If this is truly what you would like for your child then let me welcome you to our American Montessori Family.

Sincerely,

Miss Sandy

SIGNED PARENT HANDBOOK FORM

**Please sign and date below to indicate that you have read through the American Montessori Parent Handbook and then give to Miss Sandy to put in your child's file. If you have any questions please feel free to talk with Miss Sandy or email her at misssandy@americanmontessori.com.

This record will remain in your child's file, please keep the handbook for future reference.

As American Montessori continues to grow, the need may arise for revision, and American Montessori reserves the right to revise, supplement, or cancel any policies as deemed appropriate in its sole and absolute discretion. You will be notified of changes to the handbook as they occur.

Today's Date: _____

Child's Name: _____

Child's Date of Birth: _____

Parent Name: _____

Parent Signature: _____

Directress Signature: _____