ACKNOWLEDGEMENT OF RECEIPT OF PARENT HANDBOOK

I _____ (Parent / Guardian Name) have received and read the Around the Sun Montessori Preschool Parent Handbook.

I understand the policies and procedures given to me and agree to adhere to all school policies.

Please note: Around the Sun's policies and procedures are subject to change to reflect the needs of the program, children and families we serve.

We may also make changes or modifications in our policies if required by our licensing agencies. Around the Sun Montessori will inform parents of changes taking place whenever possible in a timely fashion.

Signature _____ Date_____

Parent Handbook
2015-2016

Around the Sun Montessori Preschool

www.aroundthesunmontessori.com
aroundthesunmontessori@gmail.com
4797 Sharon Copley Road
Medina, OH 44256
330-350-1507
(Our Tax I.D. # 20-2513747)

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Our Philosophy

We believe the first years of a child's life constitute the most critical period for his/her self-development. Further, we believe that children learn at their own rate through real-life and hands on experiences. A child-centered, prepared environment best enables a young child to learn basic concepts, skills, and values. Encouraging every child's sense of individual worth is an essential part of the learning process – if a child feels good about themselves, they will feel good about learning! Children learn best by doing, with opportunities for choice, experimentation and problem solving. Children should be guided in a predictable, yet flexible environment that allows for independence and creativity. Our goal is to encourage active, self-directed learning so that each child can reach their full potential, whatever that potential may be!

Our Mission

Around the Sun Montessori Preschool strives to form a partnership with parents to fuel their child's natural desire to learn by providing a safe, respectful and developmentally appropriate environment based on the teachings of Maria Montessori and reflective of Christian ideals. We strive to bring out each child's individuality, recognizing that children carry within themselves the potential of the person they will someday become. Our mission is to serve children by offering opportunities to learn through the exploration of challenging materials, hands on experiences and by providing positive guidance and encouragement.

Our Goals

We strive to

- Provide a safe and comfortable environment where children can appreciate their world through art, music, mathematics, science, language, practical life, dramatic play and social experiences.

- Teach Christian values and instill within our students a sense of responsibility, respect for each other, respect for their environment and provide an atmosphere in which children can joyfully learn and interact with one another.

- See each child as a unique creation of God with his or her own spiritual, intellectual, emotional and social needs and to appreciate and respect all children, regardless of race, religion, nationality, or ethnic background.

- Stimulate independent, intellectual and creative growth through the use of appropriate materials with positive guidance and encouragement.

- Learn patience and cooperation with others in the classroom by using courteous social skills and appropriate behavior.

- Teach and instill the Maria Montessori philosophies to both children and parents so that the child's learning, independent growth and respect will not begin/end at our doors, but will seamlessly continue at home.

- Promote the development of hand-eye coordination and muscular skills through indoor and outdoor activities designed for little people.

Enrollment

Around the Sun Montessori will begin the enrollment process each December with currently enrolled students. Enrolled students will be given first priority. Siblings of currently enrolled students will then be placed into any available slots in January. Past families who do not currently have a child enrolled will be given second priority and must contact Around the Sun before February 1st in order to be placed. No placement can be guaranteed after this date. General enrollment will not begin before February 1st. Any enrollment forms received before this date will not be considered until February 1st nor given any priority. Open spaces will be filled starting February 1st in the order they are received. After all slots are filled, a waiting list will be started. Your enrollment fee is required in order to be placed on the waiting list. Slots on the waiting list will be filled based on the slot available and your choice of times/days.

Admissions Requirements

It is the policy of Around the Sun Montessori Preschool to admit students without regard to race, culture, color, creed, national and ethnic origin, sex, or religion. We accept new student registrations starting February 1, on a first-come, first-served basis. Each child's health and safety is of extreme importance. Upon enrollment, each parent must provide the following forms to comply with State licensing requirements:

- By state law, children must be current and up to date on all immunizations on/or prior to the start of school. Enrolled children must be examined by a licensed physician annually, and the *Ohio Department of Job and Family Services* ***Child's Medical Statement*** form must be completed and signed by a licensed physician.
- ***Child Enrollment Application***
- ***Child Enrollment and Health Information Form***
- ***"Tell Us About Your Child" Questionnaire***
- We would appreciate any other information that you feel is important so that we can provide your child with the highest level of care.

Days/Hours of Operation and Monthly Tuition

- The **morning** class operates from **9:00 a.m. – 12:00 p.m.** on the following days:

4 days/week	(M, Tu, W, Th)	$2,500 annually, or $250/month
3 days/week	(M,Tu,W)	$2,100 annually, or $210/month

- The **afternoon** class operates from **12:30 p.m. – 3:00 p.m.** on the following days:

4 days/week	(M, Tu, W, Th)	$2,250 annually, or $225/month
3 days/week	(M,Tu,W)	$1,900 annually, or $190/month

- **Extended Day Program** operates 4 days per week: $3,000 annually or $300/month
  9:00 a.m. – 1:30 p.m (M, Th) (please bring a packed lunch)
  9:00 a.m. – 12:00 p.m. (T. W) (no lunch)
  OR
  10:00 a.m. – 3:00 p.m. (M, Th) (please bring a packed lunch)
  12:30 p.m – 3:00 p.m (T, W) (no lunch)

Our class has a three-year age span (children ranging in age from 2 1/2 to 6 are in the classroom together), thus fostering a feeling of family and community. This approach also helps to create a natural environment for peer learning that develops leadership skills in older children and learning skills in younger children.

Payments and Fees

Tuition is spread over a 10 month period, with a deposit due before the school year begins and 1/10th of the balance due is required each month. Tuition is figured on a yearly basis but is divided into monthly installments for ease of payment.

Registration Fee – A non-refundable, yearly fee of $45 per child or $60 per family is due at the time of application.

Payments The first tuition payment is due from all families by June 1st. This secures your spot for the coming school year. The remaining payments will be due by the 5th of each month September thru May.

Multiple Child Family Discount - Families with more than one child receive a discount of 10%, deducted monthly from their total family tuition.

Monthly Tuition - Tuition payments are due and payable by the **5th of each month.** Checks should be made payable to **Around the Sun Montessori Preschool, Inc.** and can be dropped in the locked metal box marked "Tuition" hanging on the end of the cubbies. Checks can also be mailed to the school address:

4797 Sharon Copley Road
Medina, OH 44256

Late Payments - A late charge of $10.00 is due if tuition is not received by the 10th of each month. If a payment is not received by the 20th of the month, the child may not return to school until the tuition balance is paid in full.

Notification of Withdrawal - If a child is withdrawn during the school year, parents should notify the staff as soon as possible. A 30 day notice is appreciated.

Returned Checks – A $35 processing fee will be added for all returned checks

Policy on School Closings/Delayed Openings

When Medina City schools cancel classes, or have a delayed opening due to dangerous or other emergency situations; the Preschool ***may* close** for the day. However, there may be some situations that close the Medina City Schools that will not affect Around the Sun. (We will try to post the closings on WKYC.) Check your email for closing notifications. They may differ between am and pm depending on road or weather conditions. *Around the Sun follows a slightly different schedule than the Medina City Schools for Holidays, so please refer to the school calendar for specific dates.*

Teacher to Child Ratio and Group Size

The classroom teacher to student ratio is 1:8 and children will be guided by 3 teachers in the morning and 2 teachers in the afternoon. Although our group size varies slightly depending on the day of the week, we will care for no more than 24 children during any one class time.

Sample Daily Schedule:

Morning Class	Afternoon Class
9:00 – 9: 15 – Arrival and greeting. Children will put personal belongings away in their cubby, take off outdoor shoes and put on indoor shoes (slippers).	12:30 – 12:45 - Arrival and greeting. Children will put personal belongings away in their cubby, take off outdoor shoes and put on indoor shoes (slippers).
9:20 – 11:20 – Free choice learning centers and individual snack: Small group and individual lessons given by teachers. Snack is available for children to prepare and eat individually or with friends. Details are provided in the "Snacks" section.	12:45 – 2:45 – Free choice learning centers and individual snack: Small group and individual lessons given by teachers. Snack is available for children to prepare and eat individually or with friends. Details are provided in the "Snacks" section.
11:20– 12:00 – Large muscle activities and closing circle. Gross motor activities will take place outdoors during nice weather or will be incorporated into circle time during inclement weather. Examples of indoor activities may include music and movement, balance beam, parachute activities, Simon Says, etc. Closing Circle will include songs, finger plays, sharing and discussion, large group lessons, story and a closing prayer..	2:45 – 3:00 – Large muscle activities and closing circle. Gross motor activities will take place outdoors during nice weather or will be incorporated into circle time during inclement weather. Examples of indoor activities may include music and movement, balance beam, parachute activities, Simon Says, etc. Closing Circle will include songs, finger plays, sharing and discussion, large group lessons, story and a closing prayer.
12:00 – Dismissal.	3:00 – Dismissal.

Snacks

Allergy & Anaphylactic Policy

Around the Sun Montessori recognizes the potentially serious consequences for children with food allergies. These allergies may include a condition known as anaphylaxis; a severe, potentially life threatening allergic reaction brought about by exposure to certain foods or other substances (e.g. bee stings). ATS does not purport to be, nor can it be deemed to be, free of food items and nonfood items that may lead to a severe allergic or anaphylactic reaction. For example, the church community itself does not have a "no-nut policy", so it is likely that nuts may be brought into the school environment from time to time by church members. As such, we cannot claim to be "Allergen Free". We can however attempt to create an "Allergen Safe" area where we make all reasonable efforts to reduce the risk to children with life threatening allergies, in accordance with this policy.

Allergy Safe Snack Policy

To ensure the safety of all students, Around the Sun will provide a daily allergy safe and nutritious snack, including juice and/or water. To help cover the cost, a monthly snack fee of $5/child will be collected from each family and is due with the tuition payment.

Depending on specific allergies in each class, snack foods will be selected and purchased by administrators. Examples of snacks provided may include items such as Goldfish Crackers, Pretzels, Popcorn, Cheese Sticks, Applesauce, or fresh fruits and/or vegetables.

Children learn through experience, and snack time at preschool can provide an excellent opportunity to develop positive attitudes toward healthy foods. Snack will be available in the classroom, and the children are given the opportunity throughout work time to prepare a snack for themselves. If the child feels that he/she would like a snack, it is his/her choice when to eat. Teachers will, of course, be available to supervise and assist when needed. The children are not interrupted during their work time, and children can enjoy feeling a sense of autonomy and accomplishment by preparing their own snack!

Child Guidance and Management Policy

We believe that a child in an environment of love, trust, and respect will gain self-discipline and a desire to learn and succeed in a positive way. The purpose of discipline for young children is to teach coping skills and discourage inappropriate behavior. We also believe discipline should include acknowledging the child's contributions, respecting his or her achievements, and praising his or her progress. Our guidance policy is designed to help students develop self-discipline and self-respect.

At Around the Sun, we try to arrange the environment to avoid problem-causing situations. We adapt our expectations to fit the developmental levels of the children to minimize frustrations and inappropriate behavior. We encourage children to develop their own control, autonomy, management of feelings, and problem solving. Throughout the school year, children will be made aware of appropriate and considerate behavior, and why these are necessary for the enjoyment and harmony of the group. We will establish the following three "ground rules," which will provide a framework for setting appropriate boundaries and limits:

1. We will keep ourselves safe.
2. We will keep others safe.
3. We will keep the materials safe.

Group discussion and role playing will be used at group time to explore possible application of these three "ground rules" and the natural and logical consequence of breaking them. Children develop their abilities to control themselves at different rates. We will take into consideration the needs of the particular child involved. No single technique will work with every child every time. Through gentle reminders and consistent modeling the children become sensitive to the needs of others, and develop a respect for their learning environment. When a gentle reminder is not enough the teacher will intervene, respectfully but firmly, to stop the behavior. The teacher will redirect the child towards more positive, productive activity, so that he is able to feel proud of himself and his accomplishments.

"Time-out" is not a first choice, but a last resort technique for a child who is harming another or in danger of harming herself. Used infrequently and for very brief periods (no longer than three or four minutes), time-out may give a child the opportunity to calm down and cool off after a frustrating situation. When the child is ready to return to the activity, teachers will review the reason for the separation and what behavior is expected. We *do not* use corporal punishment, including spanking. A child is *never* subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is *never* denied food or forced food as a form of punishment. A child is *never* punished for wetting, soiling, or not using the toilet. We model a sense of control in our own touch and voice. We are firm about our limitations when they are appropriate to the situation and the child's ability to understand and comply. We are consistent. We analyze possible reasons for behavior problems and make whatever adjustments in the environment that we can. We offer choices, try to redirect activity, point out natural or logical consequences of different behaviors, help the child individually or in a group to problem solve. Every effort will be made to enable the child to regain control of him/herself through conflict resolution, redirection and/or changing the environment.

All staff members have been made aware of the above policies and are trained accordingly.

Dismissals

On the rare occasion that a child is consistently unable to allow others to function in the classroom on a particular day, parents may be contacted and asked to pick up their child. Should a child be an ongoing source of disruption or destruction, the parents will be notified and may be asked to schedule a conference with the staff. The health and safety of all children and staff members may require the withdrawal of any child whose behavior is determined to endanger him/herself, other children or staff members. A child may also be dismissed if it is found that the child's needs are not being met with the program.

Emergencies and Accidents

Through appropriate supervision, most accidents can be safely avoided. Our staff is appropriately trained in CPR, First Aid, Communicable Disease Recognition, and Child Abuse and Neglect Recognition. If an emergency does occur, the procedure is as follows:

- A staff member with first aid training responds to the child's immediate needs.
- Another staff member calls 911, and the parents, if it is in the best interest of the child.
- If transportation is needed, the child's individual emergency instructions listed on the *Child Enrollment and Health Information* form on file will be consulted. Emergency personnel, staff, or parents may transport the child. A staff member will stay with the child if a parent is not present.

Accidents will be reported to the parent by the Accident/Incident Report Form. Minor accidents will be treated with first aid, which will be described on the Accident/Incident Report Form.

If your child has unique health needs (i.e. has food allergies, asthma, sensitivity to bee stings, etc.), please provide us with details of required treatment. Parents will be asked to complete a *Medical and Physical Care Plan* form so proper care and prevention can be provided.

Plan for Evacuation

- Daily attendance is recorded each day by teachers.
- Evacuation plans are posted at exits.
- Teachers lead children out of the building to designated "safety area".
- Children and staff gather at designated safety area (the grassy field next to the church). Administrators will take attendance to make sure all children are accounted for.
- Administrator takes attendance book and parent contact information in evacuation whenever possible. If needed, parents are called and arrangements are made to pick-up children.

Fire drills will be conducted on a regular basis. Tornado drills are conducted in April and May. Evacuation routes and severe weather plans are posted by the exit.

In the unlikely event of a terrorist-type emergency, staff and children will remain at the school/church until parents (or other authorized care-givers) arrive to pick up children if deemed safe. In the event that it is

necessary to leave the church property, the Medina Fire Department will assist in transporting children to a safe location.

Health and Illness Policy

Each child attending Around the Sun shall secure and have on file verification of a medical exam. As required by Ohio law:

(1) The medical statement shall verify a date of exam within the past twelve months and be on file within thirty days of the child's date of admission and every thirteen months thereafter, until the children are attending a grade of kindergarten or above.

(2) The medical statement shall contain the following information:

(a) The child's name and birth date;

(b) The date of examination;

(c) The signature, business address and telephone number of the licensed physician or certified nurse practitioner who examined the child;

(d) The statement that the child, according to age, has had immunizations required by the Ohio department of health;

(e) The statement that the child has been examined and is in suitable condition for participation in group care.

Please use the form titled *"Ohio Department of Job and Family Services Child's Medical Statement."* The form must be signed by a health care provider.

There are occasions when a child is too sick or contagious and therefore should not be brought to school. In order to protect children and staff, we have set up some guidelines regarding illnesses. A child with any of the following signs or symptoms of illness shall be immediately isolated and discharged to his/her parent or guardian or person designated by the parent or guardian:

- Temperature of at least 100°F when in combination with any other sign or symptom of illness. Temperature shall be taken by the axillary method with a digital thermometer.
- Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
- Severe upper respiratory illness – including congestion, constant uncontrolled nasal discharge, mucus in the eyes, colored mucus in the nose, severe uncontrolled productive cough (raising phlegm).
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes.
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain.
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of untreated lice, scabies, or other parasitic infestations

- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness.
- If child becomes sick without obvious symptoms. In this case, the child may look or act different. There may be an unusual paleness, tiredness, irritability, or lack of interest.

With a contagious disease, a child must be kept home and the school notified. All parents will be notified (by either an exposure report or a sign posted on the school door) once a contagious disease is reported. **The child may return to school once he/she has been symptom free for a minimum of 24 hours without medication or with a note from his/her physician**. If a doctor diagnoses an ear or throat infection, as an example, and the child is prescribed an antibiotic, the child may not be brought to school until he/she has been on the medication for at least 24 hours.

Around the Sun shall implement the following preventative practices for the management of communicable disease on a daily basis:

(1) A child care staff member with current, valid training in the management of communicable diseases shall observe each child daily upon arrival at the center.

(2) The center shall provide training for all staff in the process of hand washing and disinfection procedures prior to working with children; including a thorough review of the requirements for hand washing and diapering

(3) The center shall release employees who have a communicable disease or who are unable to perform their duties due to illness

(4) The center shall notify parents, within the next day of center operation, when their child has been exposed to a communicable disease

(5) Centers shall follow the current version of the "Ohio Department of Health Communicable Disease Chart" f or appropriate management of suspected illnesses. The chart shall be posted in a location readily available to center staff and parents

Hand Washing and Diapering

Hand washing shall be in accordance with health department guidelines. All employees shall wash hands and under fingernails with soap and running water upon arrival at the center, after each diaper change, after assisting a child with toileting, after any contact with bodily secretions, after cleaning, after toileting, and before preparing or eating food.

Diapering procedure: diapering shall be handled in conformity with the following methods:

(1) At the diaper changing station, there will be a disposable separation material that acts as a barrier placed between the child and the changing surface, which is discarded after each use.
(2) The center will have disposable gloves available for diapering. Teachers will wash hands with soap and water after changing a diaper.
(3) The diaper changing station will be disinfected after each diaper change with an appropriate germicide.
(4) Children's clothing soiled with fecal matter to be sent home with a child will not be rinsed at the center, but will be placed directly into a plastic bag, sealed, and stored away from the rest of the child's belongings and out of reach of children.

(5) Soiled diapers shall be disposed of in a plastic lined, foot activated receptacle or other type of receptacle that prevents hand contamination. The receptacle shall be covered or otherwise enclosed and be inaccessible to children. These containers shall be emptied, cleaned, and disinfected daily, or more frequently as needed to eliminate odor.

Toilet training shall occur based on children's readiness and consultation with parents or guardians regarding practices in the children's homes. Around the Sun shall ensure that toilet training is never forced.

Medications

Medication should be given at home, it cannot be dispensed at Around the Sun. Since our class session is only 3 hours; any medication schedule should be adjusted so medication can be taken at home.

Arrival and Departure

Around the Sun is located in the lower level of First Christian Church. We are proud to be part of First Christian Church's rural setting, please respect the calm of the surroundings by approaching the building slowly and safely.

ARRIVAL (vehicle drop-off)

A teacher will be ready to greet your child and help him/her from the car from **9:00 – 9:10** (morning class) or **12:30 – 12:40** (afternoon class). Please drive through the upper parking lot and veer to the right. Loop around the parking lot and pull up in front of the double doors. To make this process go as smoothly as possible, we recommend that you put your child on the passenger side of your vehicle, or have them unbuckled and ready to get out. If you have any papers or notes for the school, please have them in an envelope and hand them to the teacher greeting your child. Your child will be walked into the building where a parent volunteer or teacher will walk him/her down the stairs into the classroom and your child will prepare him/herself to start the school day. If you arrive after 9:10 or 12:40, you may park in the lower parking lot and walk your child into the classroom. Please keep in mind that this can sometimes disrupt the normal flow of classroom routine so we ask that you make every effort to be respectful of the other children, teachers, and their work.

As parents of our own young children, we understand that separation can be a very stressful time for children as well as parents! Each child is unique, and we recognize that some children may feel more secure having a parent escort them into the building. If this need arises, please park in the lower lot and walk your child into the classroom. Helping children achieve a successful separation (not just physical, but emotional) and adjustment to preschool is our goal.

DISMISSAL

Class ends and dismissal starts at 12:00 p.m. (morning) or 3:00 p.m. (afternoon). Parents should enter the building from the door at the **far end** of the church playground (not the main set of double doors) and form a single file line down the hallway leading to the church classrooms. Parents should check their child's mailbox in the dismissal hallway each day to take home papers, newsletters, etc. **It is important that all parents are in line by 12:00 or 3:00** so that a "bottleneck" effect at the door does not occur with some parents still entering the building while other parents are trying to exit out the same door with their children. At dismissal time, children will line up under the row of windows and we will dismiss children individually according to the order that parents are waiting in line. In other words, if Johnny's parent is first in line, Johnny will be dismissed first.

If there will be someone else picking your child up, please inform the school before dismissal starts and, if that person is new to us, ask them to have a photo ID ready. **We will not dismiss your child to anyone not authorized by you.**
If you have questions or concerns to discuss with a teacher, please stand at the back of the line so that other children and families can continue with dismissal. We also ask that you keep conversation with other parents to a minimum during dismissal, or wait until you have exited the building to chat or socialize.

We hope that the weather will permit us to enjoy lots of outside play, and our dismissal from the playground will follow a similar pattern. Please line up single file along the sidewalk outside the gate so we can dismiss children individually according to the line order. We will not dismiss a child unless a parent (or authorized person) is lined up and waiting directly outside the gate.

Late Pick-Up

Children anxiously anticipate the expected arrival of a parent, and we appreciate your promptness in picking your child(ren) up from school. Once your children have left our care, our attention shifts to the cleaning and preparing for the afternoon class or packing up of our classroom to make the space available for other church groups and functions. We understand that situations arise, however we will apply a late pick-up charge of $10.00 for every 10-minute segment or portion thereof after **12:05** or **3:05** p.m. (depending on the class your child is enrolled in). For example, if a parent arrives at 12:06, a $10 late charge will be applied. If a parent arrives at 12:16, a $20 late fee will be applied. This late fee will be added to the next month's tuition. If you are late for whatever reason (flat tire, appointment, traffic, etc.) a late charge will be issued. A "no exceptions" policy makes it easier for us to apply the late policy to everyone consistently and fairly. We appreciate your understanding and consideration.

Release of Children

If someone other than the parent or regular caregiver will be picking up your child, we ask that you provide notice in writing. No child will be released to anyone without proper authorization from the parent. A photo ID will be required by anyone other than the parent, legal guardian or usual caregiver.

Please note, families dealing with custody issues will be required to provide copies of paperwork detailing court orders. These forms will be kept confidential in the child's file.

Attendance

A record of daily attendance shall be kept for each child enrolled, beginning on the child's first day. Attendance records shall remain with the group at all times throughout the day including outdoor play and emergency evacuations. Attendance shall be recorded upon the child's arrival, and the attendance record shall provide for documentation of each child's departure.

Separation

As parents of our own young children, we understand that separation can be a very stressful time for children as well as parents! Our belief is that separation reactions in children are valid and to be expected. Children who are supported by their teachers and parents as they separate from home have the opportunity to move into new realms of learning and growth. Assuming that children will "get over it" or "grow out of it" (uncomfortable feelings) does not provide them with the opportunity to work through their feelings. In an

environment of understanding and support, children become competent and self-confident. They learn not only how to leave, but how to venture out - how to try new things. Helping children achieve a successful separation (not just physical, but emotional) and adjustment to our preschool is our goal. When children are able to master their separation feelings upon arriving at school, they have achieved a giant step in their growth.

Encouraging children to participate fully in saying goodbye, hugging, kissing, crying, waving and saying, "I'll miss you", are all ways of bringing feelings out in the open. Once in the open, they are easier to deal with. Parents should never sneak out. Just as it's important to let your child know that you are leaving, it is important to let them know that you'll be back. Knowing that each child will have a different time table of adjustment depending on their age and previous experience with separation, our separation policy will provide the opportunity for our children to become confident, competent and self-assured.

Safety

To ensure the safety of your child, Around the Sun Montessori Preschool has established the following policy:

1. No child is ever left alone or unsupervised.
2. A staff member is at the classroom door during the arrival and dismissal times. A staff member is aware of each child's presence at all times.
3. Each staff member has immediate access to a telephone within the building.
4. Monthly fire drills will be held. Tornado drills will be held in April and May. Dates and times of all drills shall be recorded and kept on file at the school.
5. A plan is posted explaining the action to be taken and the staff's responsibilities in case of a fire, and/or emergency.
6. A roster shall be readily available in the classroom and on the playground with each child's name, address and phone number. This roster will be used to contact parents in the event of an emergency.
7. First aid supplies are always available.
8. All teachers are trained and certified in First Aid and CPR.
9. Entrances to the school (lower level of the church) will be locked from the outside at all times except during drop-off and pick-up.

No Smoking Policy

Around the Sun maintains a no-smoking policy during hours of operation in the building and on the property.

Child Abuse Prevention

At Around the Sun, we will take whatever steps are necessary to protect children from abuse and neglect and to support the School's children, parents, and staff. If you suspect any child abuse or neglect in our preschool program, please report it immediately to the staff. Likewise, adults who work with children in this school are legally required to identify signs of suspected abuse and responsibly react to potentially abusive situations so that children may be protected. In order to protect the safety and well-being of all children, it is the policy of Around the Sun to report any signs of suspected abuse to the appropriate authorities.

Birthdays are a Celebration of Life! (Around the Sun)

The **Celebration of Life** is our way to commemorate your child's birthday in the classroom. This celebration allows us all to enjoy some happy moments and memories with the birthday child. During the Celebration of Life, a candle is lit to represent the sun and the child carries a globe "around the sun" to represent the passage of each year of

their life. As each circle is made, the child's life story from that year is told and the class will sing a special song. You will receive an invitation to this event along with a story script to complete and a blank "Timeline of life" for your child. On this timeline, you will have an opportunity to provide pictures of meaningful events that happened during that year. For example, you may choose to include a picture of a new sibling, the first time he or she walked, or a special vacation. This timeline will then be on display in our classroom for the month of your child's birthday.

Because we want the focus to remain on the birthday child, we ask that you not send in treat bags or favors and please refrain from sending party invitations through school. **We will also not be having special birthday snacks due to the variety of food allergies in our students.** We will instead provide a special gift for your child and will make their day special in other ways. Thank you for understanding.

Clothing and Shoes

Children are encouraged to wear comfortable, practical clothes, which allow free movement and which are suitable for art projects. Fasteners, zippers and buttons should be easily manageable for the child. Belts are difficult for children who wait until the last minute to get to the bathroom. Overalls can be difficult unless they practice. Children are encouraged to come to school in non-skid, closed-toe shoes, which are safe and comfortable for play.

During the school day, your child should wear Montessori Movers or similar slippers to help keep our classroom environment clean and safe. Around the Sun requires the slippers to have a hard or rubber sole (we do use real glass in the classroom, so this is for safety) and we do not allow slippers with characters on them. Your child needs to be able to put the slippers on themselves and they need to stay on their feet in the classroom.

All articles of clothing, coats, etc., brought to school must be clearly and permanently marked with your child's name. It is helpful if you point out to your child his/her name or any other identifying marks you choose to use. The school cannot be responsible for keeping track of unmarked items not clearly identifiable as belonging to your child.

Gross Motor Play

Children will be provided with safe and supervised daily gross motor opportunities, either indoors or out. Indoor activities may include tumbling on play mats, crawling through tunnels, moving to music, using the balance beam, parachute games, etc. Outdoor activities may include playing in the enclosed fence area with opportunities to run, climb, and use their imaginations. We may at times also enjoy small group nature walks on church property (ratios will be maintained at all times).

Open Door Policy and Parent Participation

Parents and teachers are partners in providing a nurturing, loving environment for the growth and development of your young child. You are always welcome in our school. We are always interested in your comments regarding the care and education that your child receives while in our care.

Parent/Teacher conferences will be held twice a year (see school calendar). We will provide you with a written assessment detailing your child's progress and invite you to meet with teachers for an open discussion. If at any time you have a question or concern regarding your child's care, we ask that you bring it to our attention immediately so that we can take appropriate steps to address the matter.

There are a variety of ways in which parents can be involved in the school, all of which will enrich the children's experience and the parent's relationship with and appreciation for their own child. Having Dad come to school is especially exciting! Please note, to comply with state licensing regulations, parent volunteers may be asked to complete a non-conviction statement which will be kept on file at the school.

Direct Involvement with the Class – We will have opportunities throughout the year to volunteer in the classroom. Such opportunities may include helping with a cooking project, reading to children, helping with a holiday celebration, or assisting with an art project. We also welcome you to share any special interests or talents with the class such as singing, cultural celebrations or traditions, love of nature, art, playing an instrument, etc. The children love to have their own parents come to the class!

Service to the School Environment - Make materials, pick up library books, create an ongoing classroom lesson or activity, etc. These services should be coordinated with the staff.

Communication

E-Mail--The primary form of communication will be electronic. Around the Sun uses e-mail as the primary communication tool for reminders, forms and updates. Please make sure your email address is always current to insure you do not miss any important information.

Montessori Compass--Around the Sun uses this web based application to record what happens in the classroom. Each family will receive an invitation to set up an account. Parents will receive a weekly report with information on the activities and work your child has done that week. Teachers will also post pictures of happenings in the classroom. Be assured that ONLY Around the Sun families have access to these photos. For more information you can visit www.montessoricompass.com

Website- www.aroundthesunmontessori.com

Facebook- www.facebook.com/pages/Around-the-Sun-Montessori-Preschool/294796864389?fref=ts