Asheville Montessori School
Parent Handbook

2015-2016 School Year

Julia Street
Asheville, NC 28801
828-254-6014

360 Weaverville Highway
Asheville, NC 28804
828-645-3433

Asheville Montessori School
Parent Handbook

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AGES & HOURS:

Asheville Montessori School (AMS) is an educational environment which serves children between the ages of 3 - 6. The school day begins at 8:15 AM and ends at 2:45 PM at our North Campus, and begins at 8:30 AM and ends at 2:50 PM at our Julia Street Campus. Because of the importance of having a prepared classroom environment, as well as sanitation guidelines & rules, **children are not to enter the classroom before 8:15 at our North Campus and 8:30 at our Julia Street campus.** Parents may pick up their children between 2:45 and 3:00 for full day, and between 11:45 & 12:00 for half day. After school care is provided at our Woodfin campus from 3:00 to 5:00. **Our school is closed at 5:00 PM.** A detailed description of parent fees and financial policies is included in the enrollment packet. **Please note:** *We are unable to accommodate half day students for lunch and/or our afternoon schedule.*

ADMISSION REQUIREMENTS & ENROLLMENT PROCEDURE:

Asheville Montessori School has the following entry level skills to help the new child be successful in the classroom. The child needs to be able to accomplish them as s/he enters AMS.

1. Follow one direction first time it is given.
2. Use toilet on suggestion (each time) and try to pull up own pants - **not training pants or pull ups.**
3. Sit for 3 min. quietly and listen to a story without interrupting those around him/her with actions or words.
4. Use words to express a choice.
5. Use words to get needs met - must be verbal enough to tell teacher when s/he is hurt, hungry, tired, etc.
6. Use kind words and touches with friends.
7. Keep things out of his/her mouth.
8. Is comfortable leaving pacifier, blanket, toys, dolls, etc. at home or in the car.
9. Is comfortable separating from the parent (Parent is ready to encourage them to be independent.)

To pursue enrollment at Asheville Montessori School, you should first schedule an appointment to visit the school. At that time, you may ask for an enrollment packet. Our director will walk you through the enrollment process and answer any questions that arise. As space allows, we do allow an open enrollment during the year.

In order to enroll your child at AMS, a parent or guardian must fill out an application to the school. This application must be turned into the director with a **non-refundable deposit and registration fee.** All fees and a tuition schedule are part of our enrollment packet.

PARKING, ARRIVALS & DISMISSALS:

Woodfin:

Arrival – Parents will enter the parking lot to the right, go around the circle, and stop at the front door. An Assistant Teacher will be there to help your child out of your car and into the school. If your child is struggling to separate on a particular morning, please pull your car around and park to walk your child to the door/office.

Dismissal – Dismissal begins at **11:45 AM** (for half-day) or **2:45 PM** (for full-day). Children will leave the school by way of the front door. Please enter the parking lot to the

right and drive to the door. Your child's teacher will bring your child to the car and buckle them in their car seat. If you are picking up your child at any other time, please park. (There will be a sign out sheet available for you.) If you are arriving late, please walk your child to the **office.**

Special Note: Please leave your child buckled in his or her car seat until taken out by a staff member. This will ensure the safety of every child!

Julia Street:

Arrival - Cars should enter Julia Street from Annandale for both drop off and pick up. A Teacher will be there to help your child get out of the car and into the school. If your child is struggling to separate from you on a particular morning, feel free to park and come to the door with your child to help them separate from you more smoothly. If you are arriving late, please walk your child to the back door.

Special Note: There is a private drive to the left of our parking lot. Please do not block that drive as it would be a great inconvenience to our neighbors.

Dismissal - Dismissal begins at **11:45 AM** (for half-day) or **2:50 PM** (for full-day). The teacher will help the child to your car and to buckle up. If you are picking your child up at a different time than those designated, please park and come in for him or her. Please be considerate of your child and plan to be on time.

Special Note: There is no entrance from Hillside St. to Julia Street from 7:15 to 8:15 AM and 2:15 to 3:00 PM. During those periods, **you must approach Julia St. from Annandale.**

CAR SEATS:

Because of various liability issues and the importance of properly placing children correctly in car seats, our staff members cannot place children in car seats unless a Car Seat Waiver has been signed and is on file. Our staff may NOT put a child in a car without a car seat, due to safety issues. Thanks for understanding.

VISITORS:

Visitors are welcome! Please be sure to sign in and out in the office (at Woodfin) or right inside the door (at Julia Street) when you come.

SNACKS & THE SNACK BASKET:

A nutritious morning snack will be offered to all children. (The snack will encompass 2 to 3 different food groups.) (Children staying in the after-care program will receive an afternoon snack, as well.)

Families are invited to share in snack choices by taking home our snack basket once a year. Families will be given the option to take the snack basket home. In the bottom of the basket are some suggestions you may follow. Shopping together with your child for these snacks is a wonderful way to teach the joy of sharing to your child. (Remember participation is completely a choice on your part.)

Special Note: We have children enrolled with severe nut allergies. **We will be a nut-free environment.**

WATER BOTTLES:

Drinking water through the day is a proven method for maintaining good health. We

encourage you to send a fresh water bottle daily **with your child's name on it.** Please wash it out and put fresh water in it each day. Please, no juice, milk, or flavored water in water bottles...just water!

LUNCH:

All children staying through the lunch hour will bring a packed lunch from home. This lunch should include nutritious items for your child. Juice is welcomed at lunchtime by most children. Please make sure you select a kind that is **100% juice.** Also, please choose a yogurt with low-sugar content and no synthetic dyes! Thanks for helping us. Please DO NOT send soda of any kind. Also, no candy or other sweets with refined sugar are allowed. We do have a microwave and would be happy to heat "leftovers" for your child if you choose to send them. The state requires that 4 food groups be represented in each lunch served! Thank you for helping us with this! Lastly, please **place your child's name** on his/her lunch box. The state requires that we apply each day's date onto each child's lunchbox. Lunches are stored inside of a refrigerator until lunchtime. Organic cow's milk is offered during lunch. If you do not wish your child to have this please clearly communicate this to your child's teacher. No sharing of food is allowed between students.

CUBBIES:

Your child will have two cubbies of their very own. One is for their "work" that is for recorded work on paper and art. Children's work will be sent home frequently in their book bag. Please enjoy looking at these works with your child. The second cubby holds a complete change of clothes including a shirt, pants, underwear, and socks. **Extra clothing should be sent in a gallon zip-loc bag with his/her name on it.** Please do not overfill your child's cubby. State law requires that all clothing items, blankets, etc. not extend out of the cubby where it can touch other children's items.

REST TIME:

Each Monday, full day children are given a clean sheet. You may send a small blanket and one small sleep friend from home. These are contained within the cot. Blankets are sent home every other Friday to be washed. Please return on Monday!

SHOES:

When children arrive at school, they place their own shoes in their big cubby. This helps your child feel at-home and relaxed at school. **We strongly encourage you to send your child in shoes that fasten by Velcro or elastic.** This way he/she can be independent in the putting on of their shoes for outdoor play. **Note**: You are encouraged to send in a pair of slippers for wearing in the classroom.

CLOTHING:

We encourage you to dress your child in comfortable play clothes, that can be easily washed. We request that your child dress in clothing that is **free of "superheroes."** (We have found that wearing clothing with superheroes encourages more aggressive and divisive play on our playground.), **political statements** (AMS seeks to be politically neutral in the interest of unity & peace.), **and costumes.** Please help us encourage and maintain peaceful play and an atmosphere of unity.

VOLUNTEERS:

Volunteers are welcomed and appreciated in our classroom. Specific opportunities to volunteer in our learning environment will be offered to you via a form in your child's folder. Most children really enjoy having their dad, mom, or grandparent come to their classroom. Please arrange with the teacher a convenient time to be an important part of this class. (Please note: Will you please give your child the very first month to adjust to the new classroom, teachers, friends...and then we will be ready to delight in having you volunteer in the classroom!) Each teacher has her own volunteer form for you to fill out! Thanks! On the day that you volunteer, please sign in and out on our log. (At Woodfin, the log is located in the office. At Julia Street, the log is located inside the front door.)

DISCIPLINE POLICY:

A detailed description of our discipline policy is included in your enrollment packet. Please feel free to ask any questions you may have concerning discipline. (Special Note: We practice conscious discipline, which is loving , positive and intentional!)

WEEKLY FOLDERS:

Every other week, you will receive a letter in a folder with any pertinent information you may need; such as policy changes, letter of the week, upcoming events, units we are studying, etc. Weeks 1 will be a letter from the teacher, and Weeks 3 will be from the Director. **Please return the folder,** and we will fill it up again. You may opt to have his letter sent to you via email, instead. You will also be invited to a Parent Picture page, which we will establish for each class. Bi-weekly, the teacher will update pictures and share class information on this page.

LETTER OF THE WEEK:

Each week, we will be learning about a new letter of the alphabet and things that begin with that sound. Your child will do activities and art projects that will relate to that letter. On Friday, we will have show and tell. Please allow your child to bring something from home that begins with that letter. It will be announced on the school board and it will also be posted on our website. We encourage things from nature, photographs, and real items for show and tell. Be creative! No toys for show-n-tell, please!

TOYS:

Please, please, please do NOT allow your child to bring toys to school. It can add major conflict to our classroom dynamics.

PLAYGROUND PLAY:

We extend our peace curriculum to our playground. We encourage imaginative play within peaceful boundaries (i.e. no weapons or aggressive play is allowed.) Superheroes are not encouraged because it often leads to aggressive play. (We promote an interest in nature, creative play, and rescue heroes, instead.) We must strive for the safety of all our children at all times! Thanks for your understanding!

MEDICATION:

If your child MUST be given medication in the school day, you MUST fill out a form giving us specific permission to do so. (ALL FORMS ARE ON OUR WEB SITE.) ALL medication is locked away, except for the time it is being administered to your child. (The exception to this is an Epi-Pen. Because of the need to administer immediately, it is stored 5 ft. above the floor. This is on top of the refrigerator in all classrooms. This policy applies to insect repellant, sunscreen, and lip balm as well. (You must supply insect repellant and sunscreen; we are not allowed to provide those items per the state of NC.)

If your child falls down and gets a skinned knee, etc. at school, we are only allowed to wash the wound, administer ice to the wound, and/or bandage it. We are NOT allowed to remove splinters.

FIELD TRIPS:

Occasionally we have the pleasure of taking a field trip. Each child must have written permission from their parent or guardian in order to participate. We rely on parent volunteers for transportation. If you volunteer to drive, you must give the school your current car insurance information. (If a parent has received a DUI in the past three years, they will NOT be able to drive other children.) This is a wonderful way to volunteer and experience a special school memory with your child. We have both in-house & off-campus field trips!

BROKEN MATERIALS:

A very expensive and important part of a Montessori classroom is the materials. If your child breaks a material, we will ask your family to be responsible for replacing it. This helps teach your child both respect and responsibility. Thank you for your cooperation. (Please see a copy of the Broken Materials Form at the end of this booklet.)

BIRTHDAYS:

A birthday is very special time in a child's life. In the Montessori tradition, we celebrate your child in a very unique and special way.

We ask each family to send in at least one (several would be nice) picture(s) of each year of your child's life. You can make it into a poster to share for several days with the class...or you may bring the pictures individually.

The celebration begins as the teacher lights a candle and says, "Let's pretend that this lighted candle is the sun." She then has your child hold a small globe, and explains "'the earth takes one whole year to go all the way around the sun. _____ will walk around the sun one time. Now _____ is one year old. What was _____ like at one?" (The parent(s) are welcome to come & tell several highlights about their child's life for each age.) Each time your child travels around the sun, pictures are shown of him/her at that age and interesting facts are given.

The celebration usually ends with a special snack (healthy, please!) provided by the child's family for each child. Please talk with the teacher a week or more before your child's birthday to arrange a date and time for your child's celebration. Each child is unique; and celebrating each one on his/her special day will be a fun way to honor each one.

SIGN-OUT SHEET:

We will be using a sign-out sheet for those times that your child stays longer than his/her normal departure time. This will help us to maintain more complete records. Thank you for your help in this matter. **There will be a charge for those children who are picked-up late!**

SCHOOL CLOSURE POLICY:

In the event of inclement weather, we will announce our closings in three places by 6:45 AM - 1) **WLOS** (channel 13), 2) on our **message machine** at the school, & 3) the **WLOS** website. As always, our first consideration is your family's safety. Please be careful as you travel the roads to and from school.

TAX ID:

It you need our corporation's address and federal tax id for tax purposes, it is as follows:

Montessori School of Asheville, Inc.
15 Julia Street
Asheville, NC 28801
EIN 20-1238133

SCHOOL ADDRESS & PHONE NUMBER:

Asheville Montessori School – North Campus
360 Weaverville Highway
Asheville, NC 28804
828-645-3433 Fax 828-645-1494

Asheville Montessori School
15 Julia Street
Asheville, NC 28801
828-254-6014 Fax 828-254-4845

CLEANING:

We are committed to providing a clean environment for your child. Frequent dusting and washing of materials, as well as daily sweeping, mopping & vacuuming are a part of our routine. The bathroom, tables and chairs are washed and sanitized with Clorox water several times a day. Staff and children wash their hands frequently throughout the day. Students and staff must wash their hands upon their arrival to school, before eating, after using the bathroom, after playing outdoors, and any time they are dirty and need it.

Please feel free to ask if you have any questions or concerns about our cleaning routines or policies.

STAFF:

All of our staff have gone through background checks, and have been certified in child CPR and First Aid.

It is our policy that our staff may NOT provide baby-sitting service to those families currently

enrolled in the school. If you have any questions, please speak to the director.

RELEASE POLICY:

Children are released only to those individuals so designated by their parents or other legal guardian on the child's application form. On that form, parents (or legal guardians) give the names, addresses, and phone numbers of those who are authorized to pick up the child. The following procedure will be used if there is an emergency or need to send someone not on the form:

1. If another individual who has been previously designated by the parent on the application form comes to pick up the child, he or she will be asked to show a picture I.D. by the teacher if not known by the teacher.
2. If (due to an emergency situation) the parent or legal guardian needs to have someone other than an individual previously designated to pick up a child, the teacher must be informed ahead of time by the parent or legal guardian. When the person arrives, he or she must remain outside until the teacher has confirmed the identity with a picture I.D. The child may then be released into that adult's care.

FINANCIAL POLICY: From our Enrollment Application

DEPOSITS

1. A **new student** registration fee and deposit must accompany each Application in order to be considered. Enrollment will not be secure until the following have been turned in: Application Page, Questionnaire (on back of the Application Page), Signed Tuition Agreement, $280 Deposit, & $100 Registration Fee **(New students only)**
2. Both the Registration Fee & Deposit are non-refundable with the following exception: Students who enroll for the following school year may receive a 50% refund of the Deposit if the Financial Manager is notified in writing by April 30. **No refunds for Deposits will be issued after April 30th.**

TUITION PAYMENTS

1. Parents/Guardians may opt to pay the tuition in full with the appropriate discount as outlined in the Tuition Schedule, or they may opt to pay the tuition in 10 equal installments.
2. Parents/guardians may choose to change their payment option to monthly if their circumstances have changed. Those who have chosen the monthly option may opt for a prepayment option if the deadline for payment has not passed.
3. The billing cycle will be from the 1st to the 1st of the next month. Tuition, enrichment care fees, and extra hours are due on the 1st of the month and are consider late by the 10th of the month. **A $10 late fee will be assessed for late bills.**
4. A returned check fee of $15 will be assessed.
5. **Any student whose account is 30 days in the rears will not be allowed to return to school until the parent (guardian) meets with the Business Manager.**
6. A student who stays beyond the 5:00 PM pick-up time will be assessed a $15 fee for every 15 minute increment. (Fee is not prorated.) This rate will also apply for half day closings & half

day pick-up. Concerning the Julia Street Campus, the after hour rate will begin at 3:10.

7. Concerning divorced parents: Invoices, statements and other financial information will only be shared with the parent(s) who has signed the application and the tuition agreement.

8. Parents/guardians who wish to reserve a future place for their child will be responsible to pay the monthly installments even though the student has not begun classes.

ENRICHMENT CARE

1. After school enrichment does not require an annual contract, however, the fee must be paid at the 1st of the month for the participating month. Otherwise, the parents will be billed on an hourly basis as stated in the current tuition schedule. Hours will not be prorated, thus, the parents will be billed for the full hour after the first ten minutes. (For the three day enrichment care option, days must be specified that the student will be staying.)

UN-ENROLLMENT

1. A minimum notice of 30 days must be given in writing for a parent/guardian to un-enroll his/her child due to unforeseen circumstances such as health related issues or family relocation. **Please note:** The parent/guardian will be responsible for the next 30 days of tuition from the date the notice is received in our office. Also, all prepaid fees (registration, deposit, materials & field trip) are non-refundable.

2. Parents/Guardians who un-enroll his/her student after Aug. 7, 2015, are responsible for August tuition payment.

3. In the event that a student must be un-enrolled due to the inability to accomplish the entry level skills, all prepays (Registration fee, Deposit, & Field Trip) will not be refunded but can be applied if child is re-enrolled.

4. **Refunds for payment in full** - Refunds will be given for the unused portion of the tuition less the prepaid fees and deposit. A 30 day notice of un-enrollment must be given.

CHILD ABUSE:

The law requires all citizens to report suspected child abuse to the appropriate agencies. If our staff notice anything suspicious, or hear a child relate any fears, they will report such incident to the Director who in turn may find cause to file a report with Child Protective Services. All staff are required to receive training to assist in this matter.

SMOKE FREE ENVIRONMENT:

Asheville Montessori School is a smoke free environment. All parents, staff & visitors are asked not use tobacco products anywhere on our campuses.

WEAPONS:

AMS is committed to ensuring the safety of its employees, clients, visitors, and the public. AMS policy prohibits the possession of weapons within the buildings.

EXTENDED CARE

Extended care is available with two options. Please be advised that extended care has limited space and "prepay" students are given priority.

Prepay:

a. Parents may pay in advance for either a 3 day option or a 5 day option.
b. This option does not require a contract and parents may sign-up before the first of any given month.
c. Parents who have chosen this option will be automatically renewed each month until the office is notified **in writing** of any changes.
d. Parents who choose 3 days of extended care whose child come 5 days/week must identify the 3 days in extended care in advance. **Any changes made without contacting the office prior to the change will be charged the hourly rate.**

Pay As You Go:

a. Parents may contact the office and arrange enrichment care up until noon the day of. However, please be aware that there may not be room as space is limited.
b. No-shows: Parents who have opted for the "pay as you go" who have reserved a spot in extended care but do not contact the school office by noon the day of, will be charged for the first hour.

Broken Material Form

Dear Parent,

An item at the school was recently broken by your child. In an effort to teach respect for the environment, we notify parents of the breakage so that both parent and child can participate in the repair/replacement of the item. Some items can be replaced by the parents, others must be specially ordered by the school. Please review the description of the breakage below and return this form at your earliest convenience. Thank you.

Item broken:_____

Date: _____

This item can/cannot be replaced by the parents.

The estimated cost for replacement/repair is _____.

Please see additional comments below.

_____ (Teacher's signature)

_____ (Parent's signature)

Dear Parents,

Once again we have the opportunity to receive classroom supplies through the **Ingle's Tools for School** program. You can help us by linking your Ingle's card to our school. In order to do that, simply go to www.ingles-markets.com and follow the link *"Sign up online right now."* Both our Julia Street Campus and North Campus are on the same account under "Asheville Montessori School." (Our school ID# is 11987) Last year, with your help, we were able to purchase over $400 worth of classroom and art supplies for our children. If you would like our help, please stop by the office and we will be glad to help. Thanks for your participation in this program. PLEASE REMEMBER THAT YOU MUST SIGN UP EACH YEAR FOR US TO TAKE ADVANTAGE OF THE PROGRAM.

Serving your child,

Nan & Steve

Exclusion Criteria Form

Condition:	**If your child has been diagnosed with this disease, our program will:**	**When to allow child to return:**
Chicken Pox	• Temporarily exclude the sick child from child care • Notify all parents regarding possible outbreak • Contact the Child Care Health Consultant if needed to find out other preventative measures to take • Carefully follow hand washing and cleaning procedures	Approximately 6-7 days after the rash begins or when ALL blisters have scabbed over
Diarrheal Disease	• Temporarily exclude the sick child from child care • Carefully follow hand washing and cleaning procedures	When child is diarrhea-free for 24 hours
Hand-Foot-and-Mouth Disease	• Exclude if child has open, draining lesion on hand or has lesions in the mouth and is drooling. • Carefully follow hand washing and cleaning procedures	When lesions heal or drooling ceases
Head Lice	• Temporarily exclude the child care	24 hours after treatment and no signs of nits or lice
Ringworm	• Temporarily exclude the child if the lesion cannot be covered. • Carefully follow hand washing and cleaning procedures	If unable to cover lesion, after treatment begins and the lesion starts to shrink.
Strep Throat	• Temporarily exclude the child with eye drainage and itching • Carefully follow hand washing and cleaning procedures	24 hours after antibiotics are begun
Pink eye	• Temporarily exclude the child with eye drainage and itching • Carefully follow hand washing and cleaning procedures	24 hours after 1st dose of medication and symptoms are mild
Fifth Disease	• Temporarily excluded the child from child care if the child is unable to participate in center activities or has a fever. • Program will notify all parents • Carefully follow hand washing and cleaning procedures	Until child is able to participate in center activities
Impetigo	• Temporarily exclude from child care • Carefully follow hand washing and cleaning procedures	Until treatment has been started
Fever	• Temporarily exclude child from child care if child has a fever above 100 degrees Fahrenheit in the ear, or above 100 maxillary	Until child has been fever-free for 24 hours without medication
Vomiting	• Temporarily exclude child who have 2 or more vomiting episodes in a 12 hour period	Until child has not vomited for a 12 hour period

CHILD CARE RULE .0804

Infectious and Contagious Disease Control

Centers may provide care for a mildly ill child who has a Fahrenheit temperature of less than 100 degrees auxiliary; 101 degrees orally; or 102 degrees rectally and who remains capable of participation in routine group activities; provided the child does not:

- ✓ have the sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water; or
- ✓ have two or more episodes of vomiting with a 12 hour period; or
- ✓ have a red eye with white or yellow eye discharge until 24 hours after treatment; or
- ✓ have scabies or lice; or
- ✓ have know chicken pox or a rash suggestive of chicken pox; or
- ✓ have tuberculosis, until a health professional states that the child is not infectious; or
- ✓ have strep throat, until 24 hours after treatment has started; or
- ✓ have pertussis, until five days after appropriate antibiotic treatment; or
- ✓ have hepatitis A virus infection, until one week after onset of illness or jaundice; or
- ✓ have impetigo, until 24 hours after treatment; or
- ✓ have a physician or other health professional's written order that the child be separated from other children.

PARENT SIGNATURE PAGE

It is the goal of Asheville Montessori School to have clear communication between parents and school. Therefore, we ask that all parents read this handbook and sign below. We will then place the page in your child's file.

Please sign and return the following.

I have read and understood the policies of Asheville Montessori School. This includes, but is not limited to, the Parent Handbook, Enrollment Application, and Student Information Form. I will seek to enhance my child's education by following those policies while he/she is enrolled in the school.

Parent's Printed Name:_____

Parent's signature:_____

Date: _____