

Matawan Montessori Academy

Parent's Handbook



Fall 2014-Spring 2015

Director: Chris Wang

Our Mission

Our mission here at Matawan Montessori is to provide your children with the advantage of learning through the Montessori system of education.

Montessori education encompasses a philosophy by which children are allowed to develop naturally and fully, each at his or her pace. Under the guidance of a trained Montessori teacher, in a specially prepared environment, and using carefully formulated materials, children are given the opportunity to learn in the best ways – by choice and by discovery. The dual qualities of independence and love of learning help children become self-directed learners and result in competent and confident children. These young people will acquire the necessary tools for creative thinking and success in future learning and living. These important attitudes, appreciations, skills, ideas and habits acquired by Montessori children will provide them a head start when the children transition to traditional schools. Our goals for excellence are manifested in the quality of our staff and the educational materials we use for teaching young minds.

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Montessori Philosophy

The idea of Montessori is for children to develop effectively by allowing them to learn in ways that are natural to them. Dr. Montessori discovered that children learn most successfully and joyfully when their inner growth forces are respected and provided for during their human development. In discovering this, she has provided a working method that we carry on today.

Montessori understood that the child learns and grows in different stages, each with particular needs and abilities. Young children learn through sensory activities and exploring their environment. Their minds are like sponges, absorbing knowledge of the world around them with ease and eagerness. Older children continue to investigate their surroundings, and have new ways of learning, including reasoning and imagination.

In order to best utilize Montessori's discovery, each classroom in our school is a specially prepared environment. Our materials are geared towards matching the child's developmental timetable and natural tendencies with the right materials and tasks to help bring out the child's fullest capabilities for their age group. It is a wonderful place to be!

The Montessori teacher pays close attention to the child's interests and what they are ready to concentrate on. She presents them with proper learning materials and activities that match the child's interest and help further their thinking abilities. Montessori materials are specifically designed to encourage the child to explore and be actively engaged in learning. Each material under Montessori represents an abstract concept appropriate for the child's age group.

The Montessori teachers respect each child's inner timetable and allow time for their students to figure out things for themselves. This helps them develop confidence, intellectual abilities and leadership.

Our teachers focus on each individual child. Giving consideration for all aspects of their development: physical, intellectual, social and emotional. We are sensitive to each child's feelings and uniqueness and recognize their individual ability to learn. The teachers follow the child's lead and help direct them to improve their learning.

Admission & Enrollment

Parents who wish to apply for admission to the school must first meet with the Director, who will guide them through the admission process. Rolling Enrollment will be available during September and January months. Otherwise an interview will be scheduled for registration.

The Director will schedule eligible children for an interview with the teacher in order to gain insight of the child and the family. It is also a time to share information about the school's method and objectives of teaching. This allows us to discuss the congruence of values and goals between home and school and to determine the readiness of the child to be in the classroom experience. Our aim is to place each child in the most appropriate environment, as will be determined by the Director and teacher.

The next step is for parent(s) to submit a completed application form, enrollment agreement form and authorize the release of student records from previous schools. Admission is also followed by payment of registration fees.

Children usually require a period of adjustment into a new environment. Our teachers will be there to help your child through this period of transition. However, sometimes a multi-age, open-ended classroom is not the best environment for a particular child. If the Director and teacher both determine that the child would be better served elsewhere, the parents will be informed and the child will no longer be allowed to attend.

Children are only admitted through the above process and at the sole discretion of the Director. The Matawan Montessori does not discriminate on the basis of race, color, religion, family structure, gender, or national/ethnic origin in its criteria for acceptance, enforcement of school policy, admission and/or dismissals. We reserve the right to establish, implement, and/or modify from time to time criteria for accepting and grounds for expulsion of enrolled children.

Parent Participation & Responsibilities

Open Door Policy

The Matawan Montessori upholds an open door policy. Parents are welcome to visit the school any time. However, to minimize disruptions during class time, we ask that observations be scheduled by appointment.

The open door policy is intended to communicate with parents. Whether it be questions or concerns, your input is very important to us. Therefore please feel free to stop by the office or shoot an email to us with your suggestions. We will be more than happy to assist you.

Parent Participation

Parent participation enriches your child's total Montessori experience. There are opportunities for parents to become involved in classroom duties and activities. Some will involve "work" and others will be educational in order for parents to gain a deeper understanding of the work your children are engaged in while building their own self-development.

Morning Preparation

To provide the best experience for your child in this program, we ask that parents have their child at school by 8:30 am each morning. They should be well rested, appropriately dressed and fed a nourishing breakfast to prepare for the day.

Communications

Please know that the teacher, assistants and our staff are all very interested in answering your questions and concerns. We ask that you refrain from approaching them during class time to avoid disturbing the classroom. Any information that needs to be given to your child's teacher should be in writing. A staff member will deliver it accordingly.

Please see your child's teacher if you have questions about your child's participation in school. E-mailing the teacher is also acceptable as they will be able to relay a detailed account of each child.

Also, be sure to be on the lookout for special messages from your teacher or staff by way of newsletters or emails. We try to keep you informed and involved as we work together to ensure the growth and development of your children.

Program Descriptions

Each learning environment we offer is designed to correspond to the child's needs at a particular stage of growth. Children are placed in the program level that best matches their period of development. Matawan Montessori offers a Toddler Program, Primary Program and an Elementary Program. The curriculum for each builds the learning and experiences of the previous levels.

The child's transition from one program to the next is determined by their current teacher along with the teacher of the next program and the Director. This decision is based on a number of factors: the nature of the individual child's readiness, the child's behavior and experience at the current level, the child's interest and age. Each teacher has intimate knowledge of her own classroom community and seeks to provide for the needs of the individual child as well as to preserve a balance among the diverse needs and contribution of the whole class.

Infant Classroom

The Infant Classroom serves children who are comfortably walking (approximately age twelve months) to age two, in a small and intimate group of 6-10 children and two trained staff persons. It has two program options, either half-day or full-day child care. The environment conforms to the physical needs of the children, both in the size of the furnishings and in the opportunities for motor development. There is an observation area for adults, minimal furniture, tiled floors, maximum natural light, selected art placed low on the walls, toilets sized for very small children, and defined spaces to challenge coordination of movement. There are three distinct areas in this classroom:

- The movement area includes stairs and a platform; movement mat; push cart; wall bars; materials for eye-hand coordination such as threading, bead stringing, cubes on pegs, spheres on horizontal pegs, puzzles, gluing, folding; and various practical life exercises.

- The practical life area includes materials necessary for preparing and serving a snack, setting and clearing the table, sweeping, caring for plants and animals, dish washing, clothes washing, ironing, polishing, hand washing, window cleaning, flower arranging, and so on.

- The language area includes miniature objects, language nomenclature cards (parts of the body, family members, pets, components of the neighborhood, the school, and the home), books (fiction, poetry, nonfiction), spoken vocabulary enrichment exercises, and other activities including art and music experiences.

Program Descriptions Continued

Toddler Classroom

In the Toddler Class, basic motor coordination and language development are cultivated while the individual personality is respected. The environment for the toddlers is very nurturing and calm community as these children are often experiencing their first interactions with other children.

Much of the materials in the Toddler classroom serve as a bridge to the work done in the Primary classes. The children learn to focus on a particular task, return their materials to their proper place when finished and participate in a cooperative group. Vocal work with counting acts as an establishment for later math work. Also, at this age these children are exploding into speech, therefore we provide them with an abundance of stories and songs.

The Montessori Toddler class provides children eighteen months to three-years-old with experiences that support the development of their confidence and independence. This environment helps the children feel comfortable when they enter the much larger three to six year old program.

The Primary Classroom

The Prepared Environment of the Primary Classroom is designed to meet the specific needs and tendencies of children, 3-6 years of age. In this environment, the children are given the opportunity to develop themselves individually within the grounds of a social community. The materials and lessons are categorized under five areas, which are all interrelated to help children achieve maximum success.

Practical Life:

These exercises include self care, care of indoor and outdoor environments, grace and courtesy, and control of movement. These lessons help children develop independence, focus, concentration and self-control.

Sensorial:

Sensorial materials teaches children to classify and sort sensory impressions relating to color, size, touch, smell, etc. The language used in these lessons to describe and compare the qualities of objects gives children their first insight to "scientific language." These lessons prepare the children for later work in Mathematics, Botany, Music and Art.

Program Descriptions Continued

Language:

Language is incorporated in all areas of our curriculum. Language lessons include spoken language, written expression and reading. By way of speaking, children learn to find relationships between sounds and symbols. With this skill they are able to analyze words and write them. Reading is the next step in the process where children learn to understand words written by others.

Mathematics:

The materials in this area are referred to as “materialized abstractions.” Using concrete materials, children explore the concepts of numbers, symbols, sequence and the four operations (addition, subtraction, multiplication and division) in the decimal system. The math exercises help prepare a conceptual understanding for later work in algebra and geometry.

Cultural:

Art, music, nature study, history, science and geography are all integrated in the primary curriculum. With on-going exercises and projects in these areas, children are encouraged to explore and observe the world around them. In the process they come to appreciate all cultures, art and music.

After School Program

Our after school environment seeks to complement the children's Montessori experience and give them more exposure to concentrated toys (i.e legos, dolls, toy cars). They also enjoy a variety of other areas not offered in the regular program including art lessons, music lessons and Chinese. Activities may vary, but the overall program remains the same. The pace is intentionally more relaxed with time for free play and outdoor activities.

Attendance

Daily and consistent attendance is essential for students to benefit the most from the Montessori program. Please notify the office before class time if your child will be absent. Please inform our staff in writing whenever your family is using vacation time outside the scheduled holidays of Matawan Montessori.

Tardiness

Children are marked tardy at 8:45. The children who arrive after 8:30 am will be escorted to their classroom by a member of the office staff. Matawan Montessori is a private school, which offers extended hours. Your child loses valuable educational time when you arrive after 8:30 am. Please keep in mind the importance of being on time, which results in easier focus for the whole classroom. Tardy children will interrupt the teacher's time with other lessons, as they will have to direct the late child. Therefore being on time is very important to our school functionality and us.

Families arriving after 8:45am will have to drop children off at the front of the school. They will need to sign in their child in the attendance book provided at the front entrance.

When a child is habitually late, parents will be sent an email notice. This may also be followed (depending on the circumstances) with a brief meeting with the teacher and office staff to resolve future tardiness.

Calendar

The Fall 2014 – Spring 2015 Calendar will be emailed to parents in the month of August. Those who need extra copies need only ask, or pick up a copy from the office. There will be a copy posted in each classroom as well. The annual school calendar identifies closings, enrichment programs and special events including parent-teacher conferences and parent education nights.

Holidays

The school only closes in observance of the most common holidays. Those days include the following:

Labor Day	New Year's Day
Columbus Day	Martin Luther King's Birthday
Thanksgiving	President's Day
Christmas Eve	Memorial Day
Christmas Day (Winter Recess)	Independence Day

If a holiday falls on a weekend, it will be observed on the day before or after the holiday. As with most schools, our major expenses are fixed and there is no fee reduction for the holiday schedule.

During Spring Break there will be extended care available, not for Winter Break.

Weather Related School Closings

In cases of inclement weather (snow, ice, hurricane etc.) parents are encouraged to check their emails by 6am to determine the status of school opening or closing. We will do our best to inform families as soon as possible.

In general we follow the Matawan School District's weather closings. You may check their weather status at their website: <http://www.marsd.org>

When inclement weather occurs AFTER school has started we will also follow Matawan School District's decision in regards to early closings. There will be no fee reduction for days that the school is closed due to the weather.

Sunscreen

During Spring and Summer days we ask that children come to school with sunscreen already applied. This way we can make sure all the students go outside without wasting manpower. A re-application will be applied for the afternoon play. Please help us ensure outdoor safety by preparing your child's sunscreen.

Individual sunscreen may be given to the school with your child's name clearly labeled on the sunscreen bottle. Otherwise the school will administer its own sunscreen, Neutrogena 100 spf spray.

Arrival & Departure

The Matawan Montessori opens at 7:15 am until 6:30 pm Monday through Friday. We do not receive children prior to 7:15 am. Upon arrival on the side pickup the staff members will sign them in. If you are late in dropping your child off, you must drop your child off in the front of the building and sign her/him in. This serves as a verification and notification that you are in the building.

All classes begin at 8:30 am. If you bring your child to school after 8:30 am it is your responsibility to bring him/her to the front door. One of our staff members will then escort them to class. Remember, your child's protection and security at school is important to us all.

When possible, please notify the office in advance of early pick-ups and late drop-offs.

Children will only be allowed to leave with their parents, or other adults specifically designated on the child's registration form. Any adult that we do not recognize will be asked to show picture identification. In the case of separation or divorce, we cannot deny releasing a child to either parent without a court document on file expressly forbidding release to one of the other parent. Keep in mind these security measures are to ensure the safety of our students.

There are three pick-up times at the Matawan Montessori:

11:30 am: Half day pick up

3:00 pm: Full day pick up

3:00-6:30pm: After School pick-up

The school closes at 6:30 pm and all children must be picked up at this time. Parents who are late are required to pay \$1 a minute for every minute they are late. Please choose your enrollment option carefully and realistically, as we cannot offer additional hours of care on an as needed basis. **You must call if you find yourself unavoidably late.**

When you pick up your child we ask that you do not use our playground facilities as we will not be able to supervise or held liable. Once a child has been released to their parent they are no longer under the supervision of the school staff and are the sole responsibility of the parents.

We do not allow children to walk out any exit without an adult. For safety reasons, your child MUST exit the building with a parent or guardian.

Nutrition

Here at the Matawan Montessori we highly encourage healthy nutritious snacks. Healthy snacks will be provided in the morning (please do not count this as your child's breakfast) and afternoon to help sustain children staying for afterschool. Snacks will also be provided for afterschool as well.

Each week the teachers will send home a snack list with one parent from their class to bring for that week. The snacks listed will always be nutritious and healthy. In this way your participation is ensured and the children are able to enjoy a variety of choices.

Please consider your child's nutritional needs before school in the morning. Breakfast is an essential meal that provides the necessary fuel for your child's body and mind. Therefore, please make sure your child has finished all their breakfast before entering the building.

For hot lunches, the school does provide options for regular, vegetarian and alternative (sandwich) for a minimal fee. Menus will be issued in emails at the end of every month to be brought back with your circled choices by the first of the month.

Due to the complexity of serving a large number of children, we are not able to make exceptions to the regular lunches of snack menu for the individual child. We will not be able to heat up or personalize individual meals. Therefore, when there are special dietary needs due to medical or religious reasons, you must provide food on a daily basis. Your child's lunch box or bag should visibly include your child's name. Lunches brought from home should be nutritious and not require much additional preparation from the staff. We ask that you not bring junk food or sugary snacks.

Rest Time

Young children before the age of five are provided a daily rest period by law. We ask that parents bring in a sleeping bag without action figures, or princesses. A blanket or pillow is also allowed. Please make sure everything is marked with your child's name so we do not misplace or mix with another child's.

Rest time runs for approximately one and a half hours for primary, and two hours for toddlers. Children who do not fall asleep are asked to respectfully remain quiet and rest. Children who are four and cannot sleep are allowed to go back to class to continue their work.

School Dress

Montessori children are active throughout the day in a wide assortment of activities, indoors and out. Children should be dressed accordingly and ready for the day upon entering the school building. Please keep in mind the following guidelines as they apply to your child.

Dress in comfortable clothing, "user-friendly" and appropriate to the weather. Clothing should be suitable for active play, allowing ease in movement. Please do not dress your child in anything too precious or expensive, as we cannot promise to protect clothing. In fact, at some point, your child will get dirt, food stains, paint, etc., on his/her clothing. Children do wear aprons for some activities but these are not guaranteed to suffice. We will not be responsible for damaged clothing.

We encourage the child's development of skills for personal care, which includes allowing her/him to go to the bathroom independently. Therefore, pull-up pants with elastic waistbands are a good idea for children who are still trying to master zippers, belts and buckles. Please consider that body suits, overalls, jumpsuits and jeans can be difficult for the younger child. Your precaution can help the child have a successful trip to the bathroom without having to wrestle difficult fasteners.

Children spend time outdoors daily throughout the year. Please be aware of the changes in weather and provide for your child accordingly. For example, in winter, dresses need to be worn with tights or leggings. It is wiser for a child to have a jacket or sweater that may go unused, than to need one and not have it!

Please write your child's name in every article of clothing, including underwear, hats, gloves, jackets, sweaters, scarves, etc. Learning to keep up with one's belongings is another habit we foster and we need your help to keep your child's clothing from getting lost.

Children of all ages must keep two complete sets of clothing at school. The second set is to allow time for wet or soiled clothing to be sent home and laundered. Please be prompt in replacing clothing that is sent home. All students are engaged in activities that may include opportunities for spills or accidents. A change of clothing is essential for every age child. Please label your child's change of clothing with her/his name. Throughout the year, you will need to check whether your child's change of clothing is still appropriate to the season.

Jewelry, accessories and clothing, which present a potential for disruption of the child's school activities, are not permitted.

We do not have a formalized dress code for students but we do expect student dress and grooming to reflect high standards of personal conduct so that each student's attire promotes a positive, safe and healthy atmosphere in the school.

Discipline

In the Montessori environment each child is to respect oneself and respect others. We encourage children's ability to self-discipline themselves. This is created through the self-directed work and the freedom they gain when they choose work that satisfies their Sensitive Periods. Developing their conscious will is a key element to self-discipline.

Guidelines for Positive Discipline

Positive discipline is a process of teaching children how to behave appropriately. Positive discipline respects the rights of the individual child, the group and the adult.

Positive discipline is different from punishment. Punishment tells children what they should not do; positive discipline tells children what they should do. Punishment teaches fear; positive discipline teaches self esteem.

You can use positive discipline by planning ahead:

- Anticipate and eliminate potential problems.
- Have a few consistent, clear rules that are explained to children and understood by adults.
- Have a well planned daily schedule.
- Plan for ample elements of fun and humor.
- Include some group decision-making.
- Provide time and space for each child to be alone.
- Make it possible for each child to feel he/she has had some positive impact on the group.
- Provide the structure and support children need to resolve their differences.
- Share ownership and responsibility with the children. Talk about "our room, our toys."

You can use positive discipline by intervening when necessary:

- Redirect to a new activity to change the focus of a child's behavior.
- Provide individualized attention to help the child deal with a particular situation.
- Use time out – by removing a child for a few minutes from the area or activity so that he/she may gain self-control. (One minute for each year of the child's age is a good rule of thumb).
- Divert the child and remove from the area of conflict.
- Provide alternative activities and acceptable ways to release feelings.
- Point out natural or logical consequences of children's behavior.
- Offer a choice only if there are two acceptable options.
- Criticize the behavior, not the child. Don't say "bad boy" or "bad girl". Instead you might say "That is not allowed here."

Discipline Continued

You can use positive discipline by showing love and encouragement:

-Catch the child making good choices. Respond to and reinforce positive behavior; acknowledge or praise to let the child know you approve of what he/she is doing.

-Provide positive reinforcement through rewards for good behavior.

-Use encouragement rather than competition, comparison or criticism.

-Overlook small annoyances, and deliberately ignore provocations.

-Give hugs and caring to every child every day.

-Appreciate the child's point of view.

-Be loving, don't confuse loving with license.

Positive discipline takes time, patience, repetition and the willingness to change the way you deal with children. But its worth it, because positive discipline works.

Biting Policy

Here at Matawan Montessori, we have implemented a No Biting Policy based on circumstances. First time offenders will be given a warning. Second time offenders will be given a one-week suspension. Third time will be a two-week suspension. Fourth time will result in a possible expulsion.

Our mission is to keep children safe and to create an environment of learning.

Expulsion Policy

In cases where a child is repeatedly breaking rules and reflecting disruptive behavior, then either the teacher or the Director will initiate a meeting with the parents. We do ask for your support and cooperation to resolve any issues we may have. If at any time the Director determines the best resolution is to dismiss the student, then he may do so at his discretion. The following are reasons we may have to expel or suspend a child from this center:

Immediate causes for expulsion:

- The child is at risk of causing serious injury to other children or himself/herself.
- Parents threatens physical or intimidating actions towards staff members.
- Parents exhibits verbal abuse to staff in front of enrolled children.

Parental Actions for Child Expulsion

- Failure to pay/habitual lateness in payments.
- Failure to complete required forms including child's immunization records.
- Habitual tardiness when picking up your child.
- Verbal abuse to staff.
- Other (explain)

Child's Actions for Expulsion

- Failure of child to adjust after a reasonable amount of time.
- Uncontrollable tantrums/angry outbursts.
- Ongoing physical or verbal abuse to staff or other children.
- Excessive biting.
- Other (explain)

Schedule of Expulsion

-If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center.

- The parent/guardian will be informed regarding the length of the expulsion period.

- The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the center.

- The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approx one to two weeks notice depending on risk to other children's welfare or safety).

- Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

Birthdays, Directory and Field Trips

Each class celebrates birthdays in a particular manner suited to the ages of the children. Please talk with your child's teacher prior to your child's birthday to plan for the event. Please do not ask the teacher to use the school as a place to have a birthday party or to send home party favors. We extend our "Happy Birthday" wishes to each student on her/his special day.

If you want to send in a special snack for your child's birthday, all of our classes are appreciative of something nutritious, such as muffins or a fruit platter. Please avoid cupcakes and other sugary treats.

Party Invitations

The school cannot be responsible for the distribution of invitations or party favors. A class list and directory will be produced to each family at the beginning of the school year.

Birthdays in the Primary Class

The Primary classes celebrate children's birthdays in a special way! We have a little ceremony that emphasizes their personal life story. The child carries a globe of the earth around a lighted candle representing the sun, making one revolution for each year of your child's life. On your child's birthday we ask that you send in photographs for each year of your child's life. These should include one from the day of birth and one current picture representing your child today. It is a good idea to put each picture in a zip lock bag to keep off fingerprints. The teacher would like to talk about each picture and your child's special history, so please write something on the back of each picture.

School Directory

If you would like to sign up for our school directory please fill out the appropriate slots on the attached sheet at the end of the handbook.

The school directory is a convenient way to acquire other family's contact information in terms of birthday cards, play dates and other invitation opportunities. The directory should in no way be a means of harassment or abuse. Should any problems arise in concern with abusing the school directory, it will be immediately removed.

Field Trips

Occasionally fieldtrips are offered to children who will have had their 5th birthday by the end of the summer session, with the recommendation of their teacher. Please note that the school retains the right to revise this field trip policy at any time.

Please note that a field trip permission form must be signed in advance of each field trip. The school cannot accept permission to attend a field trip over the phone. If a parent has not completed a field trip permission form, his/her child will not be included in the field trip. There are absolutely no exceptions to this rule.

Tuition

Based on the Enrollment Agreement Contract tuition is paid in ten equal installments. Tuition payments are due within the first week of each month.

Your child's enrollment requires the payment of a non-refundable registration fee. Registration, Deposit and Activity Fees are non-refundable and non-transferable. Withdrawal at any time, for any reason, after three days from submission of the enrollment forms results in the forfeiture of the enrollment fee. These fees cannot be applied to the payment of any other fees.

NOTE: To ensure that we can provide the highest quality service, it is essential that the financial status of the school remains stable. Expenses cannot be sufficiently reduced to overcome losses due to student absenteeism. Please realize that the costs of maintaining the school remain essentially the same regardless of absenteeism due to sickness or vacation. Therefore, we must require that each family financially support the space guaranteed for your child under the policies written herein. The full tuition rate is due in case of absence to hold your child's place. No discounts are made for partial time due to illness, holidays, or closings for severe weather conditions, etc.

Before a child may be withdrawn from the school a written notice must be submitted to the Director one month in advance. The school has budgeted for your child and the ongoing costs remain unchanged if your child is withdrawn, therefore this policy is strictly enforced. Once proper notice is given and any outstanding fees have been paid, transcripts and records will be released.

Health & Safety

Accidents

Should an emergency arise and the parent or guardian cannot be reached, the school will be authorized to secure medical attention if necessary. Please note that 75% of all our teachers, their assistants and after care personnel are trained in first aid and CPR.

Illness

Children who are ill may not remain at school. Do not bring a child to school that has had a fever, diarrhea, or vomiting within the last 24 hours. If a child becomes ill, or has diarrhea or vomiting or a fever of 100.4 degrees or higher during the day, the parents will be notified and requested to pick up the child immediately. The child will be removed from the classroom until a parent arrives. The child will not be allowed to return to school for at least 24 hours after the last occurrence of symptoms (without medication) or a note from your child's pediatrician saying they are no longer contagious. Please do not send your child to school with the following conditions.

- o Fever
- o Diarrhea or vomiting within 24 hours
- o Unidentified rash
- o Green or yellow discharge from eyes or nose
- o Continuous cough or thick cough that causes gagging

A child with a communicable disease will need to be removed from school immediately. To ask a sick/contagious child to wait longer than one hour is unreasonable. Please be considerate of your child as well as other children and staff members who are risking possible exposure.

The school follows the Department of Early Care and Learning (DECAL) guidelines for common infectious diseases. Children may return to class only if they are in compliance with these guidelines.

If a child is diagnosed as having a communicable disease, it is the parent's responsibility to inform us immediately for the protection of the other children. The school will then notify everyone within 24 hours of any known communicable illness.

It is our policy that if the child is well enough to come to school, then she/he is well enough to participate in all aspects of the program, including outdoor play.

Medication

Any medication that needs to be given must be accompanied by our permission for medication or healthcare procedure form (**located in the office**) as well as a doctor's note. Medication must be in its original packaging and have your child's name clearly written on it.

The school is not able to provide or administer any medication (i.e Tylenol, rash cream, etc) should your child develop an illness or fever while at school. The parent/guardian will be called and appropriate action taken then.

Agreement of Terms Stated in Parent Handbook :)

As the Parent/Guardian of _____, I hereby state that I have read and understood the Matawan Montessori Parent Handbook.

Please check box if you would like to be on the school's public directory. (For Birthdays and playdates ONLY). Check all that apply

___ Address ___ Phone Numbers (specify) ___ E-mail

Please check if you are comfortable with your child's photo appearing on Matawan Montessori website.

Signature: _____

Date: _____