

CHILDREN'S HOUSE OF
WELD COUNTY:
MONTESSORI

PRESCHOOL,
KINDERGARTEN, AND
CHILD CARE



PARENT HANDBOOK
2010-2011

Children's House of Weld County: Montessori does not discriminate on the basis of race, creed, sex, color, or national origin.

The Children's House of Weld County: Montessori is a Colorado non-profit corporation. The school is supported by a Board of Directors.

Susan Boyts-Halkin is the founder of the Children's House of Weld County: Montessori. The school has offered its programs since 1979.

**Directress: Susan Halkin
3801 Godding Hollow Pkwy.
Frederick, Colorado 80516
(303) 651-3215
www.childrenshousewc.com**

Goals

Our school is interested in the total growth of your child. This means our being aware of the direction that your child is leading us to observe. An independent child with a positive self image naturally seeks more stimulation academically and socially. We need to understand the level your child is on and help him/her to gain this self-motivation and security. The environment will be ready when your child is ready.

Ages

We are licensed to serve children between the ages of 2½ and 6. Students with special needs are welcome in our programs. These students participate in all activities we feel the student is physically and mentally capable of. Services offered to special needs children comply with the Americans with Disabilities Act.

Telephone

The school telephone number is (303) 651-3215. Someone is available to answer calls from 7-9AM to report illness or absence. The answering machine will be on from 9-11AM daily during class time.

Tuition Schedule

Registration Fee: \$50.00/year

Preschool Program

(Ages 2½ to 4) - 8:30AM to 11:30AM

5 Days/Week: \$455.00/month

4 Days/Week: \$395.00/month

3 Days/Week: \$335.00/month

2 Days/Week: \$295.00/month

Pre-Kindergarten Program

(Ages 4 & 5) - 8:30AM to 11:30AM

5 Days/Week from 8:30AM to 11:30AM: \$455.00

5 Days/Week All Day Kindergarten: \$760.00

Kindergarten Program

(Ages 5 and 6) - 8:30AM to 11:30AM

5 Days/Week from 8:30AM to 11:30AM: \$475.00

5 Days/Week All Day Kindergarten: \$780.00

Daycare Program - Open Door Policy

(7:00AM to 6:00PM)

5 Days/Week: \$760.00/month

4 Days/Week: \$660.00/month

3 Days/Week: \$560.00/month

2 Days/Week: \$455.00/month

The all-day program tuition rates include the half-day rates for Preschool and Pre-K. Monthly rates include all days off (pg. 7), sick days, holidays, and breaks.

Withdrawal Policy

A two-week written notice of withdrawal from the school is required and must be submitted directly to the Director.

Asbestos Free

Our school is asbestos free. Please see the Director for the management plan for our asbestos-free school.

2010-2011 CALENDAR

Sept. 1: All Fall Classes Begin

Sept. 6: Labor Day - School Closed

Sept. 9: Back to School Night – 7:00-8:00PM

Sept. 23: School Picture Day

Oct. 4-8: Bike-A-Thon

Oct. 11: Columbus Day - School Closed

Oct. 29: Halloween Parties

Nov. 1-4: Parent-Teacher Conferences

Nov. 19: Thanksgiving Celebrations

Nov. 25 & 26: Thanksgiving - School Closed

Dec. 1-10: Food and Toy Drive for the Needy

Dec. 16: Holiday Program (tentative date)

Dec. 20-23: Holiday Play Week (attendance optional)

Dec. 24-Jan. 01: Winter Break - School Closed

Jan. 3: Classes Resume

Jan. 17: Martin Luther King Jr. Day - School Closed

Feb. 14: Valentine's Day Parties

Feb. 21: Presidents' Day - School Closed

Mar. 14-17: Parent-Teacher Conferences

Mar. 17: St. Patrick's Day Parties

Mar. 28-Apr. 1: Spring Break (attendance optional)

Apr. 17: Art Show/Open House

Apr. 21: Easter Egg Hunt

Apr. 22: Good Friday - School Closed

May 5: Cinco de Mayo Celebrations

May 7: Ice Cream Social

May 19: Graduation (tentative date)

May 20: Field Day

May 30: Memorial Day - School Closed

Jun. 1: Summer Camp Begins

Jul. 4: Happy 4th of July! - School Closed

Sept. 01: Fall Classes Begin

NOTES

Medications

Medications are only given to children with the correct medical documentation available at the school office. Two staff members are trained in Medication Administration Delegation. Please advise your child's physician to prescribe medications for your child which can be given before and after your child's school day. A nurse consultant visits our school on a regular basis to check on all medications and medical issues at our school. All medications are kept in a locked box in compliance with the "Nurse Practice Act."

Student Files

Your child must have the following completed forms submitted by the student's first day of attendance:

- **Application**
- **Authorization Form**
- **Medical Release Statements**
- **Immunization and Statement of Good Health**

From this information, an emergency card will be made. Most forms can be found on the school's website.

Within two weeks of your child's first day, all medical forms and immunization records must be submitted to complete your child's file. Yearly physicals are mandatory for all students and teachers by order of the Dept. of Health.

Contract

Each child must have a current signed contract on file in order for continued school services for your child.

Tuition

Tuition is due on the first school day of each month, for that month. Tuition is delinquent two school days thereafter. A \$10.00 late fee will be assessed on the first day of delinquency, and assessed each seven days thereafter.

With written notice to the Director, two weeks in advance of a vacation, one week of vacation/calendar year will be credited for each child. A refund check will not be given or subtracted if your child is sick. If continued illness is evident, please contact the Director. There is a \$50.00 returned check fee assessed for any returned check. Payment in cash is required to cover the amount of the check and the \$50.00 fee.

If two or more children from the same family attend the school, a 10% discount will be applied to the lower tuition charge.

If your child stays for a full day when he/she ordinarily attends only the half-day program, the additional cost will be \$20.00. This fee will need to be paid on the day that your child attends the full day.

Illnesses and Emergencies

If your child becomes ill or injured while at the school, you will be notified immediately. The student will be placed on a cot in a room separate from the other children until you (or another authorized person) arrives. Please pick up your child as soon as possible. If you are not available, then immediate care will be given as stated on the authorization form.

Emergency School Closing

In severe weather conditions, please watch 9News, or visit the 9News.com to see school closings. When St. Vrain Valley School District RE1-J is closed for severe weather conditions, OUR SCHOOL will also be CLOSED.

Child Abuse

Our staff is obligated to report any and all suspected child abuse or neglect to the Dept. of Human Services.

If you suspect child abuse or neglect of any child in our care, please bring your concerns to the director. Reporting concerns to the Dept. of Human Services by calling 1-800-799-5876.

Parent Involvement and Observation

You are welcome to visit us at any time during the school year. Active participation in the school is encouraged. Contact the school if you wish to make an academic presentation to the students, or if you should have some special concerns to be discussed.

Attendance

Attendance is taken each day at breakfast, AM snack, lunch, and PM snack to ensure that we are aware of each child's whereabouts at all times.

Attendance is verified by a written attendance list which is maintained by a designated teacher in each classroom.

Inclement/Excessive Weather

During inclement or excessive hot/cold weather, students are allowed outside on an optional basis for very short periods of time, not exceeding 10min. If you do not want your child outside on certain days, please advise a staff member.

Movies and Television

Watching movies and television is limited to special days, during inclement weather, and just before rest time. All movies the children watch at the school are G-rated. All television programming is appropriate to the students' age level.

Snacks

The school provides both a morning and an afternoon snack. Snacks are nutritious and exciting, as we will be preparing and trying many new foods. Parents are encouraged to send special treats for holiday occasions and for your child's birthday. Party invitations can be distributed at school only if the entire class is invited. Otherwise, distribution will need to occur outside of school for the sensitivity of individuals. Parents are encouraged to send snacks at any time during the year.

Clothes

All students need a small marked bag with a complete change of clothing. When working with water activities, accidents can occur and your child will feel more secure if he/she knows that a change of clothes is on hand. Please do

not allow your child to bring toys, jewelry, or money to school.

Field Trips

Field trips are planned on a regular basis. You will be notified in advance of the trip by the monthly newsletter.

All students must wear seatbelts. The school's 16-passenger bus is used for transporting students. Parent carpools are also arranged for transporting the children. Each driver must have a valid driver's license and proper insurance on their vehicles to participate. Per CO State Law, all students under 4 or under 40lbs. will need a car seat (provided by the parent on field trip days). A small fee may be required for admission for some field trips.

Students arriving late on field trip days have the option of meeting the class at the field trip destination or joining one of the other classrooms until their class returns from the trip.

We request that parents do not purchase items or food for students on field trips, unless you are willing to purchase some for everyone attending the field trip.

Discipline

We use as much positive reinforcement as possible to redirect the child to focus on acceptable behavior. Time-out is only used occasionally, when redirection is not effective. The child is seated on a chair in full view of the classroom so that the child can observe other, more favorable behavior by their peers. At times, a parent-teacher conference may be appropriate if the behavior problem is recurring and we need parental support from home.

Physical punishment, discipline related to eating or sleeping, or any kind of abuse is NEVER used.

Response to Emergencies

We practice regular fire and tornado drills. This prepares us in the event of an emergency situation at our school. Parents will be notified by phone should the children need to be relocated to another location due to an emergency.

Should a child become lost on a field trip or on school grounds, 911 will be called and the parents will be contacted immediately. An organized search for the child will begin immediately. On field trips students will wear a school t-shirt with the school's name and phone number on the front for identification purposes.

Child Release Policy

Your child will only be released to those persons listed on your child's application form. Written parental consent must be submitted if someone other than those listed will be picking up your child. Students will be signed in/out daily by those persons authorized to do so.

Parent-Teacher Conferences

Parent-teacher conferences are scheduled twice a year. A sign-up sheet will be posted so you can choose a convenient time to attend. Your child's development, both socially and

academically, will be discussed. If at any time during the school year you may have a concern or question, a conference may be scheduled to discuss these matters.

Late Fee Policy

Daycare students must be picked up no later than 6PM. If you can't pick up your child on time because of an emergency, please contact the school as soon as possible.

If children are not picked up by 6PM, we'll attempt to contact the parents and emergency contacts listed. If contact can't be made, the child will be taken home by the Director. If the Director isn't available, the child will go home with the teacher that closes that particular night. A note and map will be left on the door of the school as to the child's whereabouts. Parents will be charged \$1/min. for each minute after 6PM until 6:15. At 6:16PM, the late fee is \$5/minute in addition to the original \$15 late fee, until the child is picked up.

Lunch

All full-day children help in the preparation of lunch activities. The school provides a side dish and milk each day. A lunch box that completes the nutritional content of your child's lunch is supplied by the parent (a sandwich and fruit). Your child brings "a piece of home" each day.

After lunch, all children take a nap per state regulations. All full-day children must bring a small, washable pillow and a small, foldable blanket. We'll supply cots and sheets. All sleeping gear must be marked with permanent ink and taken home at the end of each week for cleaning. A tote bag should be provided for this purpose.

Diapering & Toileting

We encourage children to be potty-trained before starting school. On occasion, students may have an accident and need to change. Each child has a bag of spare clothing in storage. This clothing is provided by the parent. The child is given their bag of spare clothes and instructed to change into dry clothes in a bathroom. Assistance is available. All wet clothing is put in a plastic bag for the child to take home. It is the parent's responsibility to replenish their child's spare clothing bag. We do not provide a diaper changing table. Children in pull-ups are instructed to change themselves in a bathroom. Assistance is available.

Visitor Policy

All visitors to the school must sign in our "Visitors' Book," or be signed in by school personnel. Provide name, address, reason for visit, and the date. A photo ID must be presented and checked for the safety of the children.

Filing a Complaint

Should your family have a concern about your child's care that you feel hasn't been addressed sufficiently by the Director, you may file a complaint with the Dept. of Human Services at 1-800-799-5876.