

Alfred Montessori School



Alfred Montessori School

8 ½ Main Street, Alfred, N.Y. 14802

www.alfredmontessori.com

amsdirector@yahoo.com

Phone: 607-587-9334

Fax: 607-587-8889

Parent Handbook

&

Policy Manual

2018/2019

Mission Statement

The mission of the Alfred Montessori School is to create a loving and nurturing environment where the children "learn, grow and become" their own productive beings. The School also strives to be flexible regarding our families' needs while having a positive impact on our community.

This handbook contains important information that we hope will answer all the questions you may have about the Montessori philosophy, goals, and policies.



The parent handbook is issued prior to the beginning of the academic year.

The parent(s) or guardian(s) must sign the form on the last page to indicate they have received the handbook, and understand and agree to abide by the contents. A copy of the signed form is kept with the student's file. Please save this handbook for reference as needed throughout the year.

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A Message from the Board

Dear Parents,

We welcome you and your family to the Alfred Montessori School! We look forward to sharing our programs and, most importantly, our teaching talent with you.

AMS was founded in 1983 by two Alfred University professors who wanted to create a rich educational pre-school program for their own young children. Since its inception, the school has provided a strong foundation of learning and care for our community's children. We are more than a daycare. When you chose us, you chose to invest in your child's education and development.

The success of any Montessori School, but especially AMS, is very dependent on parents' involvement. We are a non-profit organization, and the school's operation relies on family and community support. We encourage you to become involved with your child's program, supporting the educational and social experiences, and sharing in the joys and satisfactions the child experiences in his or her own learning. Plan to attend parent-teacher conferences, fund-raising activities, and other School events. We have always maintained an open door policy and invite you to come to observe your child often. You will discover much more about what your child is learning by observing.

The Board of Directors is always available to discuss your involvement in the School. Our names and phone numbers are posted in the foyer. You are also encouraged to attend monthly board meetings. Please contact the Director or a Board member with any questions or suggestions you may have. We are glad you have chosen to be a part of the Alfred Montessori School. We will all work together to ensure your child's success.

Sincerely,

The AMS Board of Directors

Mission Statement

The mission of the Alfred Montessori School is to create a loving and nurturing environment where the children "learn, grow and become" their own productive beings. AMS also strives to be flexible regarding our families' needs while having a positive impact on our community.

Program Description

The Alfred Montessori School seeks to meet the needs of children and parents who live and work in Alfred and the surrounding areas by providing excellent Infant, Waddler, Toddler, Pre-School, and School Age programs that can also serve as a day care facility. Centrally located near both Alfred University and Alfred State College, the Alfred Montessori School is an independently operated, non-profit organization. An active Board of Directors composed of parents, professionals and community members provide support and supervision to the School. All parents are welcome and encouraged to participate in all aspects of AMS life. The Alfred Montessori School has an absolute charter from the NYS Department of Education and is a licensed daycare facility by the NYS Office of Children and Family Services (OCFS).

Licensing Agency:

Office of Children & Family Services
Division of Child Care Services
Buffalo Regional Office
295 Main Street, Room 545
Buffalo, NY 14203
Tel: (716)847.3828
Licensor: Dennis Huff: (716)847.3146

To access NYS Day Care regulations, go to: http://ocfs.ny.gov/main/childcare/daycare_regulations.asp
These regulations are also available in the school foyer.

Child Care Complaint Line: Toll free at 1-800-732-5207

History of the Montessori Approach

The Montessori approach to education takes its name from Dr. Maria Montessori, an Italian physician and educator (1870-1952). Dr. Maria Montessori developed her educational philosophy as a result of her observations of the way children naturally learn. Dr. Maria Montessori's first class consisted of 50-60 children, ages 3-6, most of whom suffered from malnutrition and were shy and fearful since they lived in the slums of Florence, Italy. Montessori found that the children needed very little persuading to do everyday tasks, puzzles or other interesting activities which directed their energy away from destructive behaviors. She described the ages from three to six as a particularly sensitive time during which young children are especially attuned to acquiring knowledge from and about their environment. To enrich their experience, Dr. Maria Montessori developed a "prepared environment" of child sized furniture and materials in order to adapt the surroundings to the child's natural size and behavior. This helped the children to feel relaxed and comfortable which created a will to learn. Through this interaction and experience, the children developed an extraordinarily high level of intellectual and social ability at young ages.

Maria Montessori expanded her study of the young child, and gradually refined her approach to all child development areas through her experience and research in countries as diverse as Spain and India until the time of her death in 1952. The Montessori Method is now being successfully implemented with children in nearly every country of the world. There was a significant influence in the United States in the early 1960's and today there are more than 3,000 Montessori programs in this country. The Montessori Method is applied most frequently in

pre-school and elementary education grade levels but is very effective in the high school setting as well. Montessori education has no religious affiliation, is not a therapy, nor is it an approach useful only with certain categories of children. In addition, Montessori techniques can be used successfully with all children regardless of whether they are gifted, have learning disabilities, or other special needs.

The Montessori Philosophy

Dr. Montessori developed her educational philosophy as a result of observations and discoveries she made of the ways in which children learn. She found that they learn in distinctly different ways at different stages of development. She formulated an educational program to meet the particular needs of the child at whatever stage of development, to help them reach their fullest potential.

Dr. Montessori preferred not to call this a "method," but an "approach" to life. She said, "What I have done is merely to study the child, to take and express what he has given me." She believed that no one is educated by another—they must do it themselves, and thus, the goal of early childhood education should be to cultivate the child's own natural desire and ability to learn and to protect the essential nature of the child.

Young children, she discovered, have a unique aptitude for learning not found again at any other period of life. Montessori identified this quality as the "absorbent mind." The young child literally absorbs information from his or her surroundings. During certain periods in this phase of development children are more easily able to absorb specific types of learning. Dr. Montessori referred to these as the "sensitive periods." Acquiring information in this way is a natural and delightful activity for the young child who employs all their senses to investigate his or her interesting surroundings.

Since the child retains the ability to learn by absorbing until they are almost seven years old, Dr. Montessori reasoned that a classroom where the children could handle the materials that would demonstrate basic educational information could enrich his or her experience. Montessori designed just this kind of classroom, and she called it the "prepared environment." In this environment everything is scaled to the child's size; the material is attractive, didactic, and presented in an orderly manner. The materials cover the areas of practical life (care of the person and the environment); sensory awareness; language; mathematics, and cultural subjects (art, music, geography, history and science). In the classroom the environment is the real teacher; the child, the central focus.

The task of the Montessori Teaching Staff is:

- ❖ To awaken children's spirit and imagination.
- ❖ To encourage their normal desire for independence and high sense of self esteem.
- ❖ To help them develop kindness, courtesy and self discipline that will allow them to become full members of society.
- ❖ To help children learn how to observe, question, and explore ideas independently.
- ❖ Having created a spirit of joyful learning, to help children master the skills and knowledge of their society.

Within the prepared environment children of different ages and abilities work at their own rate, never under pressure to compete with other classmates. Children refer to their activities as "work." They speak of their "work" with pride, equating it to their parents' work.

The program is designed to help the child to develop concentration, coordination, inner discipline, and good working habits. As the child grows to self-discipline, they are allowed greater and greater freedom to move about the environment and work with whatever materials they chooses, provided they are appropriate to the child's

developmental level and that they are used in a constructive way.

The children in a Montessori classroom learn by doing; they pursue their tasks independently either in a group or alone. The Montessori Teaching Staff acts as a guide and a stimulus to their never-ending curiosity. Montessori materials are designed to be self-correcting, which encourages independent problem solving and eliminates the correctional, disciplinary role of the traditional teacher. Montessori Teaching Staff and students are fast friends with a healthy respect for one another.

Dr. Montessori believed that a child who is allowed to develop his or her personality freely and independently, who is encouraged to investigate and try new things, would grow to be a far more responsible and creative adult than one who is heavily suppressed and disciplined. Her philosophy is not to be confused with over-permissiveness. There is an order in a Montessori classroom that works to the advantage of everyone. Children quickly learn that if they care for their environment and their fellow human beings, they themselves will have a richer variety of experiences. They learn that freedom is precious, but to retain it we must assume certain responsibilities.

The Montessori environment is a highly social one in which the children are continually interacting with and caring for each other. They are proud of their environment because they are directly involved with caring for it and contributing to it. There is a great deal of material available to them concerning plants and animals throughout the world. Artists and musicians are represented through reproductions and recordings of their works, and children enter the world of the arts through participation in arts and crafts and musical activities.

The Montessori environment is designed to be a total environment, representing the child's world. It is hoped that each child will achieve a feeling of self-confidence, enthusiasm and responsibility about their world, and a sense of satisfaction about themselves.

Montessori Goals Summarized

The primary goals of the Montessori Method are:

1. To promote the growth of a positive self-image in each child and satisfaction about his/herself, which is the key to the development of a person's full potential.
2. To promote feelings of enthusiasm and responsibility about one's world.
3. To create an awareness of one's own feelings and sensitivity to the feelings of others.
4. To encourage the natural desire, ability, self-discipline, and independence inherent in learning.
5. To ensure mastery of the basic skills required to pursue knowledge.
6. To teach physical coordination and control.
7. To develop the ability to concentrate and to attend to details.
8. To develop a sense of order.

The Alfred Montessori School offers the following programs:

The Infant Program

Our infant program is designed for children 6 weeks to 12 months old. This program is designed to provide the loving care and gentle stimulation that an infant needs to grow and develop their potential. Flexible scheduling allows each child to eat, sleep, or play according to their own natural timetable. Around the child's 1st birthday the child will begin to prepare for the transition to the waddler program at 12 months. At their own pace they will begin to have meals in a group at the table and take a group nap after lunch.

The Waddler Program

After their first birthday, children will transition to the "waddler" room. The waddler room is designed for active babies ages 12 - 24 months. At their own pace they will begin to have meals in a group at the table and take a group nap after lunch.

The Toddler Program

In the Toddler Program, children use hands-on materials. They are given opportunities to begin building the foundations of social skills, including manners, self-care, and social cooperation, while building independence and self-confidence. Group circle incorporates stories, songs, and sharing, while also helping children learn core concepts like letters, numbers, shapes, and colors.

The Preschool Program

Our Preschool program, for children aged 3-6, has been the Alfred Montessori's flagship program since 1983. Teachers act as facilitators, stimulating interest in the child-centered learning environment. An emphasis on order and completion balances their freedom of choice, resulting in a calm, yet active atmosphere. Children continue to develop their independence and become academically and socially prepared for full-time kindergarten.

The School Age Program

We provide quality after school care to children between the ages of 4 and 12 years. Children are given a warm and caring atmosphere where they are allowed freedom within reasonable limits. Daily activities include homework assistance, crafts, reading time at the Box of Books Library, and outdoor play on the playground.

Montessori Materials & Activities

The materials in the classroom can be divided into five main areas. Activity with these materials involves physical and mental action, linking body and mind.

1. Practical Life Exercises such as pouring, grating, polishing, sorting, washing, buttoning, etc. help the child learn to function in their own environment, and are preliminary to more advanced learning. The child develops an attention to details, a lengthened span of concentration and muscular control, and coordination through the successful completion of these basic exercises.
2. Sensorial Activities are designed to isolate and sharpen each of the five senses. Grading and comparing sounds, sizes, colors, textures and shapes help organize the impressions a child receives. The materials have a built-in control of error so the child can correct his own mistakes. Sensorial materials are sequential and provide a foundation for mathematics and language.
3. Language Materials are presented individually to take advantage of the greatest interest on the part of the child. Children are taught the sound and formation of the letters kinesthetically through the use of sandpaper letters and similar materials. Word building activities of increasing difficulty are done over a long period of time. Reading follows naturally.

4. Mathematical Concepts are presented through extensive use of concrete materials. The child's sensorial training enables them to identify and differentiate the idea of quantity that is built into the Montessori materials. The child gains the conception of numbers and their application on arithmetical operations.
5. Geography, history, botany, biology, music and grammar are introduced through the use of concrete materials.
6. Enrichment activities are offered when available. Volunteers among parents and community members may provide special interest units.

In addition to activities involving the materials described above, the full Montessori day includes a lunch period, a listening period, rest period, and individual and group activity periods. These include art and craft projects, special interest units, cooking, music, games, and outdoor activities. The children also enjoy field trips throughout the school year. Parents must sign a permission slip before any child is allowed to participate in a field trip.

Montessori Classroom Guidelines

The word "rules" often seems negative because it usually includes a lot of "don'ts" and connotes authority. However, within the Montessori framework, ground rules have evolved from a much more positive base. Dr. Maria Montessori believed that "education centers upon the care of the living being...the total person including the biological and social." Education is a natural process which develops spontaneously. It is acquired by experiences in which the child acts on his/her environment. The guidelines or "ground rules" have evolved to provide a balance of rights and responsibilities. Without them, there would be confusion and disorder. They are ways of saying to the child, "I know you can and expect you will." The adult is there only to see that the limits are respected; the limits themselves are not within the adult, but within the situation.

1. Rights of the Child

- a. To program their own day (during the work period) and choose their own friends with whom to work.
- b. To work alone if desired.
- c. To repeat an activity as many times as needed or desired.
- d. To observe others in an activity (with their permission) without participating.
- e. To ask for and receive help from an adult.
- f. Not to join a group activity if they prefer.

2. Responsibilities of the Child

- a. To respect the rights of others.
- b. To respect the environment.
- c. To complete the work cycle of the activities they have chosen (including project storage for completion at a later date).

3. Role of the Adult

- a. To respect the child.
- b. To prepare the environment.
- c. To act as an appropriate model.
- d. To observe the child at work.
- e. To reinforce the guidelines.
- f. To intervene if the child is disturbing, dangerous or destructive to themselves or others.

Children move their bodies slowly and quietly, using "quiet voices". Children walk around someone's work (denoted by a mat or rug) and walk when moving anywhere through the building. Children ask to join someone's work and move away when another child prefers to work alone. Children return the materials to the shelf from which the

work has been taken before choosing another activity.

We view the roles of the teacher and the parent as complementary, and may consult with you to determine optimal approaches for working with your child. Our goal is to communicate with you in an open and honest way.

Staff

The full-time staff consists of OCFS (Office of Children and Family Services)-approved, qualified teachers and classroom assistants. Interns and work-study students participate through Alfred University and Alfred State College and are screened and supervised.

PROGRAM GUIDELINES

Admission Criteria

- Our School admits children of any race, creed, national or ethnic origin.
- Children aged three through six years are eligible for acceptance into the Preschool program. Children aged 24 months through 36 months are eligible to attend the Toddler program. Children aged 12 months through 24 months are eligible for acceptance into the Waddler Room. Children aged 6 weeks to 12 months are eligible to attend our infant program.
- All parents are required to fill out and sign a Payment Agreement, Student Registration card, a Photo Release form, an Emergency Medical Permission Form, and an Authorization to Remove Child Form.
- Each infant, toddler and preschool parent must furnish the school with a written statement signed by a health care provider stating that the child is able to participate in child day care and currently appears to be free from contagious or communicable diseases. Such documentation must also state that the child has received age-appropriate immunizations in accordance with New York State Public Health Law.
- Each parent must sign the Handbook receipt.

Trial Period for Acceptance into Infant/Waddler, Toddler and Preschool Programs

All students new to the program are accepted on a 30 day trial basis. The purpose of the 30 day trial period is to ensure that this is an appropriate program for your child. For instance, many Montessori materials contain small parts and a child who is not developmentally ready may put these objects in their mouth. After alerting the parents of this problem and if no progress is made with the child's actions, it is at the Director's discretion to withdraw the child from the program. Other instances of developmental readiness may pose a problem for the child's safety and will be dealt with on an individual basis with the Montessori Teaching Staff.

Arrival and Departure Procedures

Morning Arrival: The Montessori day begins at 9 a.m. Supplemental care is available between the hours of 7:30-9:00 a.m. (see Program Hours, Tuition & Fees page for appropriate charges) prior to the start of the school day.

Pick-up Time: Morning sessions end at 12 noon and all day sessions at 3:00 p.m. Supplemental childcare is available between the hours of 3:00 and 5:30 p.m. (see Program Hours, Tuition & Fees page for appropriate charges). It is very important that you sign your child out with a teacher when you are leaving so we can account for the children. State law requires that we maintain a list of names of persons to whom your child may be released. Please list their names and addresses on the Authorization to Remove Child form, which will be kept on file. Failure to pick up your child by 12 noon for half day sessions and 5:30 pm for full day sessions (or other designated closing time) will result in an additional late fee of \$10.00 per quarter hour being assessed to your monthly tuition bill.

Sign-In/Out: Children must be signed in upon arrival and out each time they leave the classroom with someone other than the teacher(s). A sign-in sheet is located in each classroom near the door. Classroom teachers will have the sign-in/out sheet with them if they are anywhere other than the classroom (e.g., playground or on a walk). Failure to sign your child in or out for the day will result in a charge of the maximum daycare time (7:30 am – 9:00 am or 3:00 pm – 5:30 pm). If you anticipate the inability to pick up your child by 5:30 p.m. (e.g.: snowstorm or other emergency), please call the School. In the event that the School is not notified, a staff member will wait with your child at the School for 30 minutes. In addition, the staff member will try to telephone both parents and the emergency contact person. If neither can be reached by telephone, the staff member will notify the police and Child Protective Services. The Staff member will then call the Director to inform them of the situation. The staff member or Director will stay with the child at the school until the child is picked up.

Schedule Changes: Upon enrollment, parents will denote expected pick up and drop off times. Staffing and coverage are based on those commitments. If a schedule needs to change, please notify the Director as soon as possible. **Even changes as small as a drop-off fifteen minutes early or a pick-up half-hour late can affect staffing schedules and classroom ratios.**

Home-School Communication

We want every AMS child and family to have a positive learning experience. It is extremely important that we create open lines of communication between home and school.

Communication between AMS and home is essential to both parents and teachers for greater understanding of the child and his/her development in the Montessori environment. We welcome your involvement, your questions, comments, suggestions, and we want you to join us as full partners in your child's educational experience. Our guidelines for home-school communication include the following:

Observations

Parents are encouraged to make classroom observations, especially before participation in Parent/Teacher Conferences so that there is a basis for discussion with the teacher. It is through direct observation of your child that you gain an understanding of the Montessori approach to education. We sincerely hope that if you have any questions about the program, you will take time to observe a full cycle or work activity and then discuss any concern with us. Both scheduled and drop-in observations are encouraged.

Parents and other observers are requested to comply with the following procedures:

- a. Guests are asked to observe the class routine quietly. Comments and questions are encouraged and will be discussed following the observation period.
- b. A meeting between the parent and Director or Lead Teacher can follow the observation, when convenient, to discuss any questions or comments and their child's progress.

One of the basic values at the Alfred Montessori School is to emphasize cooperative, rather than competitive, behavior. We try to encourage the children's academic and social growth in noncompetitive ways as well. Rather than expect the children to measure up to some artificial grade level, we hope to help them develop their skills and abilities on a continuum, a steady pattern of growth. We do not want to compare them to what others in their grade or age group "should" be doing. We do want them to achieve at their own best level.

Parents are concerned, of course, about their child's progress and want to know how their child is "doing". The very best way to answer that is to come and visit the School and watch your child at work and play. We suggest that you do this at least once each semester. The observation then forms the basis for the conference with your child's teacher.

Protocol for Classroom Concerns

If you have a question or concern about your child's experience at AMS, please immediately contact that classroom's Lead Teacher to schedule a conference. The Lead Teacher has the most current knowledge of all aspects of the classroom and its procedures, and he or she will be best equipped to fully address any parent question. If the concern involves another staff member, the Lead Teacher will schedule a meeting with the parent and the other staff.

If the issue remains unresolved after the meeting(s) with the Lead Teacher, the parent can contact the Director. The Director will forward the matter to the Board of Directors, if necessary.

If the issue is urgent, and the Lead Teacher is unavailable, contact the Director. If both the Lead Teacher and Director are unavailable, ask a staff member to phone the Director.

Parent-Teacher Conferences

A formal parent-teacher conference is set twice each semester. Additional conferences may be set up at the request

of the teacher or parents.

To supplement parent-teacher conferences, the Director will have regular office hours, which will be posted by the front office window each semester. You may phone or visit during this time.

Newsletter

Parents will receive a bi-monthly newsletter and calendar listing important dates, school functions, classroom activities and other important items of interest to you and your child. The newsletters will be sent to all families via email. The newsletters are also posted on our website for your convenience.

Notices and Bulletins

Please remember to check frequently for parental activities sign-up sheets when picking up or dropping off your child. Important reminders and sign-up sheets are posted on or near each entrance.

Items from Home for School

Food:

Toddlers and preschoolers should bring a nutritious lunch, including beverage, from home in a lunch box or bag labeled with the child's name. **Please include an ice pack, as refrigeration of the lunches is not possible.**

Lunches should include your version of: meat or meat alternative, vegetable and/or fruit (2), enriched bread and, a simple dessert, and a drink. Please do not pack candy. Children have morning and afternoon snacks supplied by the school. The four week rotating snack menu is attached. Please also see the attached brochure containing information on healthy food and beverage choices and the prevention of childhood obesity.

Your child's lunch will obviously reflect their individual tastes, allergies and dietary needs. If any questions about nutrition arise, please contact the Montessori Teaching Staff. If your child does have any allergies (food or other), please be sure to note it on the Blue Registration Card.

The children enjoy celebrating their birthdays by sharing treats brought from home. You may ask the teacher what treats are appropriate to bring. Please be sensitive to other children's possible allergies when you bring a sharing treat to the classroom. Several holidays are celebrated with items provided by parents. Sign-up sheets will be provided for these occasions.

For children in the **infant** room, parents should pre-make and label bottles and/or solids with the child's first and last name. Bottles will be refrigerated for storage and heated upon serving. Children will be provided morning and afternoon snacks (depending on their age, diet and eating schedule), but parents should provide their child's lunch.

Room-based peanut policy

The Infant room is peanut-free. If a child in a classroom has a peanut allergy, said classroom will be closed to peanuts. Families will be notified of changes.

Clothing: Because many activities are done on the floor, play clothes are appropriate. We suggest slacks for both genders, and sneakers or oxfords. We try to go outside every day, so please send outdoor clothing for whatever the daily weather conditions. Clothing that the children can put on and fasten by themselves should be selected as much as possible to foster independence.

Each child should have a minimum of one complete outfit (shirt, slacks, underwear and socks) all labeled with the child's name to prevent possible loss to be kept at school. A drawstring bag or knapsack should be provided to hold your child's change of clothing. This change of clothing is to be used in case of an accident and should be

replaced seasonally as well as on an as-needed basis.

In warm weather, please do not send your child to AMS wearing clogs or flip-flops, as these are hazardous for outdoor activities. Sunscreen, hats or sunglasses are suggested during warmer weather.

In winter, children will need both shoes and warm boots, and outside clothes, including heavy jackets, hats or hoods, mittens, scarves and snow pants.

For those enrolled in the Toddler, Waddler, or Infant Programs, the following supplies should also be provided to the School from home: diapers or pull-ups, wet wipes, diaper rash ointment, and 3 changes of clothes.

Blanket: All-day children can bring a **small** blanket (labeled) for the rest period. You are responsible for laundering the blanket weekly. In the infant room, parents will need to provide blankets and sheets for their child's crib.

Program Hours, Tuition, & Fees

An annual non-refundable registration fee is charged for each child. The registration fees are as follows:

Infant, Toddler and Preschool Registration

Full year Single child: \$75
 Full year Family: (2 or more children): \$100
 One Semester Single child: \$40 per semester
 One Semester Family: \$55 per semester

School Age Registration

Full year Single child: \$40
 Full year Family: \$50

Our tuition rates have not increased for (2) consecutive years. The rates below reflect a 6% increase over prior year. Tuition Charges are based on the School's yearly expenses; therefore we cannot refund any portion of the tuition.

	Semester Tuition	Yearly Tuition	Monthly Tuition	Daily Tuition
Full Time Infant/Waddler 7:30 AM – 5:30 PM	5 days: \$4,625.00 2.5 % Discount: \$4,510.00	5 days: \$9,250.00 5 % Discount: \$8,787.50	2 days: \$440.00 3 days: \$650.00 4 days: \$810.00 5 days: \$925.00	2 days: \$55.00 3 days: \$54.00 4 days: \$50.50 <u>5 days: \$46.25</u> Best value!!
Full Time Toddler 9:00 AM – 3:00 PM	2 days: \$1,786.00 3 days: \$2,640.00 4 days: \$3,230.00 5 days: \$3,743.00 2.5% discount on 5 day tuition: \$3,649.50	2 days: \$3,572.00 3 days: \$5,280.00 4 days: \$6,460.00 5 days: \$7,486.00 5% discount on 5 day tuition: \$7,111.00	2 days: \$357.00 3 days: \$528.00 4 days: \$646.00 5 days: \$748.00	2 days: \$44.50 3 days: \$44.00 4 days: \$40.50 <u>5 days: \$37.50</u> Best value!!
Part time Toddler 9:00 AM – 12:00 PM	3 days: \$1,688.50 5 days: \$2,258.00 2.5% discount on 5 day tuition: \$2,201.50	3 days: \$3,370.00 5 days: \$4,516.00 5% discount on 5 day tuition: \$4,291.00	3 days: \$337.00 5 days: \$451.00	3 days: \$56.00 5 days: \$45.00
Full Time Preschool 9:00 AM – 3:00 PM	2 days: \$1,659.00 3 days: \$2,422.00 4 days: \$3,037.00 5 days: \$3,408.00 2.5% discount on 5 day tuition: \$3,323.00	2 days: \$3,318.00 3 days: \$4,844.00 4 days: \$6,074.00 5 days: \$6,816.00 5% discount on 5 day tuition: \$6,475.00	2 days: \$332.00 3 days: \$485.00 4 days: \$607.00 5 days: \$682.00	2 days: \$41.50 3 days: \$40.50 4 days: \$38.00 <u>5 days: \$34.00</u> Best value!!

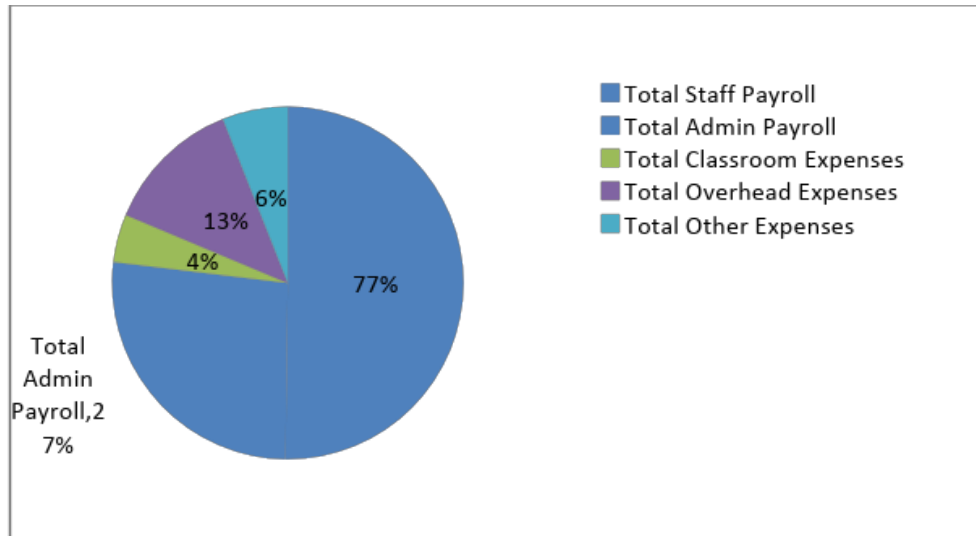
Part time Preschool 9:00 AM – 12:00 PM	3 days: \$1,616.50	3 days: \$3,233.00	3 days: \$323.00	3 days: \$54.00
	5 days: \$2,141.00	5 days: \$4,282.00	5 days: \$428.00	5 days: \$43.00
	2.5% discount on 5 day tuition: \$2,087.50	5% discount on 5 day tuition: \$4,068.00		

Adjustments can only be made in case of disability, a move beyond 75 miles from Alfred, or the Director’s determination of an unsatisfactory adjustment of a child to the school.

School Age Program Rates: \$4.75/hr (3:30-5:30) & \$40 Full Day Program, \$25 Half Day Program

* School Age After School children will be charged a minimum of 1 hour per day, or a \$65 monthly minimum.*

Returning this year: If you have multiple children coming 4 or 5 days per week full time you will be given a 10% discount on the oldest child’s tuition fee each month.



Policy on Attendance/Rescheduling:

Due to the school’s fixed cost structure, missed days due to reasons such as student illness, school closings, inclement weather cancellations, or family vacations cannot be credited, reimbursed, or rescheduled. Please inform the Director or the Lead Teacher if your child will miss class for a scheduled reason.

Billing

The due date for the monthly tuition payment plan is the 10th of the month, for current month’s attendance. For example: September first, billing is sent out and payment is due by September 10th for September tuition. The payment due date for Before and After School Program charges is also the 10th of each month for services previously used. These charges are reflected on your monthly statement and must be paid with your tuition payment.

- Payment is due by 5:30 p.m. to the locked payment box at the School or as directed on your invoice.
- Late accounts (i.e.: those not paid in full by the 10th of the month) will be assessed a fee of \$25.00 for each month the charges remain unpaid. Partial payments received against late accounts will not defray assessment of the \$25.00 fee for each month that a balance is overdue.
- **The returned check charge is \$25.00 per return.**

Refunds of prepaid tuition will only be granted under the following circumstances:

- ❖ If, after the one-month trial period, the child is not accepted into the program. This is a decision made by the Director of the School (see page 9 of Handbook).
- ❖ If, according to the written opinion of a qualified physician, a child is unable to attend school for the remainder of the semester due to an extended illness.
- ❖ Due to a move beyond 75 miles from Alfred.

Children will be allowed to re-enroll for consecutive sessions only if accounts are paid in full.

Eligibility for School Age After-School Program

Children eligible for the After-School program are ages 4 through age 12. Enrollment is subject to the approval of the Director, teaching staff and the availability of space.

School-aged children in the After-School program may attend all day when their school is not in session (including half day AACCS parent-teacher conference days), if space is available. Spaces are reserved on a first come, first served basis. The fee will be \$40 for a full day (8 hour minimum) and \$25 for half day (4 hours). If you sign your child up and fail to notify the school that s/he will not be attending, you will be charged \$40 for the day or \$25 for half.

Past due accounts

All past due accounts will receive a written courtesy reminder in the child's mailbox on the 26th of each month. If your account is 30 days past due then:

1. You will receive a phone call from the Director to discuss your outstanding balance and plans for payment;
2. If no payment or written/signed payment plan within 1 week of the phone call, you will receive a written letter from the Director and the Board will be notified;
3. If no payment plan or written/signed payment plan within 1 week of the letter, you will receive a certified written letter about your account going to collections and child(ren), if still attending, will be withdrawn.

POLICIES

Transportation Policy

Transportation to and from program is the responsibility of the parent.

Disruptive Behavior Policy

To “discipline” literally means to educate or train. Alfred Montessori School encourages the growth of self discipline within the child. Maria Montessori believed that the only true discipline is “active” or “inner” discipline, developed by the child him/herself as he/she works at interesting tasks at home and/or school. The “joy of obedience” is developed. First, basic classroom policies, school policies and etiquette are explained to the children.

Children learn best by example. The one simple rule in all Alfred Montessori School classrooms is that ONE MAY NOT DISTURB.

When disruptive behavior occurs at Alfred Montessori School, the following procedures are enforced:

- 1. Verbal redirection.** When a child first violates the behavior policy, it is assumed that s/he did not know or remember the proper way to behave. The teacher will demonstrate to the child how to behave and what to say in a particular situation.
- 2. Warning & Incident report.** The second incident will result in a conversation with the child to discuss expected behavior. In addition, an incident report will be sent home to a parent/guardian.
- 3. Phone call & conference.** The third incident will result in a phone call to a parent/guardian and the scheduling of a conference between the student, parent/guardian, and Director. The parent will receive a Classroom Behavior Checklist completed by Lead Teacher and Director.
- 4. Dismissal from Program.** When all efforts made have failed to help the child change his/her behavior, and the integrity or safety of the Alfred Montessori School is compromised by such behaviors, parents will be asked to find an alternative learning/child care environment for their child.

The Director may temporarily or permanently remove a child from a program if the behaviors of that child place other children, the staff, or the school in immediate danger.

The Disruptive Behavior Policy is progressively severe and not all of these options need to be exhausted prior to dismissal from the program. The steps in a progressive discipline policy serve as general guidelines and are not mandatory.

Disruptive behaviors are evaluated according to age and include, but are not limited to:

Minor

- Teasing
- Biting
- Pushing/Shoving
- Improper manners
- Not following directions
- Disrespect

Moderate

- Teasing/Taunting
- Fighting
- Misuse of playground
- Misuse of materials
- Insubordination
- Inappropriate language

Severe

- Inappropriate contact
- Hitting, kicking, biting
- Verbal abuse, bullying
- Harassment
- Threats
- Stealing
- Defiance
- Throwing objects
- Possession of any and all dangerous objects/weapons

Biting Policy

The safety of all the children is our primary concern. Biting is a natural developmental stage that many children go through and is most common between thirteen and twenty-four months of age.

In the event that biting occurs, a staff person will immediately attend to the bitten child and remove the biting child to a time-out area. Staff will wash the bite area with soap and water, and apply ice if necessary. If the bite breaks through the skin, the child's parents will be notified and asked to take their child to a health care provider. An incident report will be completed and given to all parents involved.

AMS staff will work closely with the parents to manage & stop the biting behaviors. Following a biting incident, the biter will be closely monitored to prevent further incidents. The staff will work to determine the cause of the biting. Staff will remind the child that biting is not acceptable and give praise for appropriate behaviors.

If the biting is not resolved within 2 weeks from the first incident, a conference will be requested with the child's parents. If the biting cannot be resolved within 4 to 6 weeks, (depending on age and maturity of child) the child may be dismissed from Alfred Montessori School. The child may be re-enrolled at the start of the next semester, or after 3 months have passed, whichever is longer.

Child Abuse Policy

All staff are required to take a course in recognition of signs of child abuse with periodic retraining as required by the Board of Directors and OCFS.

Employees of Alfred Montessori School must report any suspected incidents of child abuse or maltreatment of enrolled students to the Statewide Central Register of Child Abuse and Maltreatment in the following manner:

1. School staff must report such information to the Director of the program or their designee.
2. When a report of alleged abuse or maltreatment of a child or children in a day care center is being made by a mandated reporter who is a staff member of the day care center, the report must be made by a staff member who has direct knowledge of the allegation(s) of suspected abuse or maltreatment.
3. If the Director of the child day care center is the person allegedly responsible for the alleged abuse or maltreatment, staff must report the alleged abuse or maltreatment directly to the Statewide Central Register of Child Abuse and Maltreatment.
4. The Director or operator of the child day care center is responsible for implementing procedures which ensure the safety and protection of any child named in a report of child abuse or maltreatment involving a situation which occurs while the child is in attendance at the center. Immediately after making a report, the Director or operator of the center must take such appropriate action as is necessary to ensure the health and safety of the children involved in a report and as necessary, of any other children in the center. The Director or operator must also take all reasonable steps to preserve any potential evidence of abuse or maltreatment. Insofar as possible, any action taken under this subdivision must cause as little disruption as possible to the daily routine of the children in the center.

Corporal Punishment Statement

Children's Bill of Rights of the American Montessori Society defines the Montessori Mission as protecting "the right of each child to have the freedom and opportunity to develop to his or her full potential". The Montessori approach cultivates a classroom order and the child's responsibility within that order as opposed to overly restrictive or suppressive forms of discipline. As such, there is no place for corporal punishment, nor is it permitted anywhere in

the Montessori environment.

Policy On External Advertising within AMS

Applicable events, offerings, and promotional materials may be approved by the director for posting on a community bulletin board in the lobby. This bulletin board will be the primary means of external advertisement within the school, and will serve as an unobtrusive method for communication of outside materials. The Director will use discretion in the handling of external promotional materials to be sent home via folders, based on appropriateness and frequency.

Health & Safety Guidelines

During the hours when your child is in School, every precaution is taken to protect each child and ensure good health. We are not allowed to administer medication, but we invite you to come to the School to give medications that your child must have during school hours. When medication is given at the School, the name of the medicine, dose, and the parent giving the dose will be logged for the School records.

A list of emergency numbers is filed in the School, which contains parents' home phone numbers, business numbers, and addresses. Should a parent be unavailable, however, it is necessary for the School to have authorization to receive medical treatment for the child. Teachers MAY NOT administer any medication to a child.

Contagious Disease

Whenever a contagious disease or illness has been reported to the School, the School will notify all parents. **If a doctor has diagnosed your child as having any contagious disease or illness, you are required to call the School and inform the Director of the diagnosis.**

Injuries

If your child sustains an injury during the School day, an injury report is filled out describing the situation that resulted in the injury, the injury itself, first aid procedures taken and the name of the adult supervisor who handled the situation. Both School personnel and parent sign this report when the child is picked up. Parents may request a copy of this report.

School Insurance

The Alfred Montessori School does not provide medical insurance for the students enrolled in the program. If your child is injured during the school day and requires medical attention, the parents are responsible for payment.

Emergency Drills

Because it is necessary for all children and teachers to clear the building immediately in any fire, disaster, or emergency, the School will practice at least one fire drill per month. We will also be conducting two shelter-in-place drills per calendar year. Families will be informed prior to the shelter-in-place drills.

Outdoor Activities

Throughout the day, students may leave the School to take walks, visit the library, or play at the playground. A sign will be left on the door stating where the children have gone and the answering machine will be on if there is no one in the School.

Illness Policy

To protect children and staff from exposure to infections and contagious disease, the Montessori Teaching Staff or Director will contact you to come and take your child home if your child exhibits any of these conditions during the school day:

Key criteria for exclusion of children who are ill:

- The child is too ill to participate in program activities.
- The illness results in a need for care that is greater than the staff can provide without compromising the health and safety of other children;
- An acute change in behavior – this could include lethargy/lack of responsiveness, irritability, persistent crying, difficult breathing, or having a quickly spreading rash;
- Fever:
 - Temperature above 101°F orally, or 100°F or higher taken axillary (armpit) or measured by an equivalent method, **AND** accompanied by behavior change or other signs and symptoms (*eg., sore throat, rash, vomiting, diarrhea, breathing difficulty or cough*).
 - Under 6 months of age: Unexplained temperature above 100°F axillary (armpit) or 101°F rectally (*staff are prohibited from taking a child's temperature rectally*) should be medically evaluated.
 - Under 2 months of age: Any fever should get urgent medical attention.
- Diarrhea:
 - Diapered children whose stool is not contained in the diaper or if the stool frequency exceeds two or more stools above normal for the child.
 - Toilet-trained children if the diarrhea is causing soiled pants or clothing.
 - Blood or mucous in the stools not explained by dietary change, medication, or hard stools.
 - Confirmed medical diagnosis of salmonella, E.coli, or Shigella infection, until cleared by the child's health care provider to return to the program.
- Vomiting more than two times in the previous 24 hours, unless the vomiting is determined to be caused by a non-infectious conditions and the child remains adequately hydrated.
- Abdominal pain that continues for more than two hours or intermittent pain associated with fever or other signs or symptoms of illness.
- Mouth sores with drooling unless the child's health care provider states that the child is not infectious.
- Active tuberculosis until the child's primary care provider or local health department states child is on appropriate treatment and can return.
- Streptococcal pharyngitis (*strep throat or other streptococcal infection*) until 24 hours after treatment has started.
- Head lice until after the first treatment (*note: exclusion is not necessary before the end of the program day*).
- Scabies until treatment has been given.
- Chickenpox (varicella) until all lesions have dried or crusted (*usually six days after onset of rash*).
- Rubella until six days after rash appears.
- Pertussis until five days of appropriate antibiotic treatment.
- Mumps until five days after onset of parotid gland swelling.
- Measles until four days after onset of rash.
- Hepatitis A virus infection until the child is approved by the health care provider to return to the program.
- Any child determined by local health department to be contributing to the transmission of illness during an outbreak.
- Impetigo until treatment has been started.
- Conjunctivitis (pink-eye) until after treatment has been started.

Please keep your child home if she/he exhibits any of the above symptoms. Contagious diseases often begin with symptoms of a common cold. Your child may be refused admission to the classroom or sent home during the day if the staff detects an illness. The AMS teaching staff also may request that the child stay home the entire

following day, and/or request from the parent a written opinion from an appropriate health professional when the health of a child is in question. If a child is well enough to attend school, the child will be expected to participate in both indoor and outdoor activities.

If three or more children have been absent due to a diagnosed contagious illness, you will be notified by a note in your child's mailbox.

If a parent fails to pick up a sick child within one hour from the time they are notified that the child needs to be taken home, a \$10 an hour fee will be levied. The Director and Board reserve the right to request withdrawal of a child whose parents fail to abide by the prompt pick-up policy.

When a Sick Child Can Return to School Guide:

- * Cold/flu: Your child should be **fever free without fever reducers for 24 hours** and symptoms quieted to a few sniffles or coughs.
- * Strep Throat: On antibiotics and fever free for at least **24 hours**. She/he should not have a sore throat.
- * Conjunctivitis: On antibiotics for at least **24 hours** and eye redness has lightened and there's **no** discharge.
- * Chicken Pox: All lesions should be crusted over (generally 6 days after the rash breaks out).
- * Ear infection: As long as the child is not in pain and is without fever.
- * Parasitic infections: As directed by the child's physician.
- * Vomiting/ Diarrhea: A minimum of 24 hours after last vomiting episode, and stools should have returned to normal.

Please speak with the Director regarding any illnesses not listed.

School Age Program - Attendance Confirmation Procedure

1. All parents of school-aged children will provide AMS with a written schedule noting days their child will be taking the bus from Alfred-Almond Central School to AMS.
2. If a child will not be attending AMS on a scheduled day, it is the responsibility of the parent to call AMS to notify of their child's expected absence.
3. In the event a parent neglects to notify AMS that their child will not be expected to arrive on the AACCS bus, AMS staff will first contact the parents at the numbers provided and record on attendance sheet that the parents have been called. If the parents cannot be reached, the AMS Director will contact the AACCS Bus Garage to verify whether the child attended school and which bus they departed on and record contact with bus garage on attendance sheet.

Snow Day Policy

The decision to close or delay opening of the Alfred Montessori School will be made by the Director in consultation with the Board President. When Alfred-Almond Central School is delayed, there will be no before school child care, and AMS will open at 9:00 AM. When AACCS closes for inclement weather that affects driving conditions, the Montessori School will also close. Once a decision is made, the Director will notify the following TV stations: WIVB Channel 4 WGRZ Channel 2 WKBW Channel 7

In the event of an early dismissal, parents will be notified via phone at the number(s) they have listed on their child's emergency blue card.

Credit will not be given or days rescheduled due to School closing for inclement weather unless there are extenuating circumstances.

Electric Outage Policy

When an electric outage occurs at the School, the Director and Board president will be in contact to determine if the school will remain open. If the decision is made to close the school, the parent and/or contact on the student's blue card will be contacted by a phone call. Upon notification the parents and/or contacts will be expected to pick up their child within 2 hours. When the school is closed due to an electric outage, it will not re-open until the next school day.

Emergency Relocation Sites

If there is ever an emergency which makes our School unsafe, there are cleared relocation sites for staff and children. Our primary relocation site is the Terra Cotta Coffee House, located at 34 N. Main Street in Alfred: phone number, 607-587-8800. Our secondary relocation site is Alfred University's Powell Campus Center: phone number, 607-871-2175. Our staff's primary concern is to get the children safely to the relocation site, and then a parent or an emergency contact on the child's blue card will be contacted.

Parent Activity Requirement/Fundraising Policy

Maria Montessori believed that a child's education is enriched by parental involvement in the fabric of the school, and she saw parental involvement as an essential component of her philosophy. Parent involvement is the backbone of our school community, and there are a wide variety of volunteer opportunities with differing time commitments to encourage all parents to contribute their energy and skills. Some activities may include event planning, fundraising, attending school outings, joining the Board of Directors, or volunteering at the school. Being involved at AMS is a great way to get to know each other better, and to learn more about the school. Don't hesitate to ask how your talents could be used within our school!

Fundraising is essential to the success and permanence of our school. In order to foster a relationship between AMS and the community while raising money to support our school's operating budget, the School organizes 2 or 3 major fundraising events per academic year (e.g., Fall Bazaar, Spring Carnival, Art Auction, Lunar New Year).

For each of these events, each family will be given a set of five tickets (for event admission or food) generally ranging in price from five to ten dollars each, and **each family must commit to selling these five tickets**. In addition, for each event, each family will be asked to donate food or other items (depending on the event) AND/OR volunteer to help organize, staff, set up, and/or break down each event. There will be sign-up sheets and informational flyers posted well in advance of each event. **If a family cannot donate an item or volunteer for the event, the family account will be billed \$25 per event. If a family cannot attend an event, the family is still responsible for selling the assigned tickets.**

Board of Directors

We are a non-profit School and have a Board of Directors. Members of the Board are parents or grandparents of children or community members. The members direct our operations, goals and finances. Meetings are held at the school on the **third Monday of each month at 4 pm**. If you would like to learn more about serving on the Board, please contact any Board member or the Director.

PARENT HANDBOOK RECEIPT

I, _____, acknowledge receipt of the Alfred Montessori School’s 2018-2019 Parent’s Handbook. I understand that it contains information pertaining to the AMS policies and procedures. I agree that it is my responsibility to thoroughly read, to become familiar with, and abide by the contents.

Please read and initial each of the following policies:

- _____ p. 10 Arrival and Departure Procedures
- _____ p. 11 Home-School Communication
- _____ p. 18 Health & Safety Guidelines
- _____ p. 19 Illness Policy
- _____ p. 21 Fundraising Policy

Parents can decide to opt out of fundraising. If you select this option you agree to have \$20 each month added to your invoice for a total cost of \$100 per semester. For those of you who would like to participate in fundraising events, there will be a poster in the front foyer listing the events for the Fall & Spring Semesters. Parents will sign up for the event of their choice on a first come/first serve basis. Parents will be expected to participate in **one** fundraiser each semester.

I WOULD LIKE TO OPT OUT OF FUNDRAISING EVENTS AND UNDERSTAND THAT THERE WILL BE \$20 PER MONTH ADDED TO MY CHILD’S INVOICE

Parent or Guardian Signature

Date

I HAVE READ THE PARENT HANDBOOK:

Parent or Guardian Name (Please print)

Date

Parent or Guardian Signature

Please return this signed Parent Handbook Receipt to the school. Thank you!