

Montessori Academy of Cincinnati



2017/2018 Handbook Toddler and Transitional Preschool

Montessori Academy of Cincinnati
8293 Duke Boulevard
Mason, OH 45040-3107

School Office: (513) 398-7773
Absence Line: (513) 398-7721
School Fax: (513) 398-1031

School e-mail: macoffice@montacademy.org
School website: www.montacademy.org

Montessori Academy of Cincinnati recruits and admits students of any race, color, gender, national origin, religion or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender, national origin, religion or ethnic origin in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to court or administrative agency ordered, or public school district initiated desegregation.

Montessori Academy of Cincinnati



More events will be added throughout the school year. Please regularly check the website for the most up-to-date calendar.

2017/2018 School Calendar

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Aug TBD	PALs Before School Welcome Party Toddlers/Transitional Preschool/Preprimary/Kindergarten students and parents
Aug 14	Optional Extended Care and Todd/TPS, RSVP required Orientation: Lower and Upper Elementary First and fourth year students and parents, newly enrolled elementary students and parents Popsicle Party Elementary students and parents Orientation: New Preprimary Parents Newly enrolled preprimary parents
Aug 15	Optional Extended Care and Todd/TPS, RSVP required Orientation and Curriculum Meeting: Middle School All Middle School students and parents Middle School Chill Out Middle School students and parents Orientation: New TPS/Toddler Parents Newly enrolled Transitional Preschool/Toddler parents
Aug 16	First Day of School: Kindergarten, Lower Elementary, Upper Elementary, Middle School Parent Welcome Tea: All Levels
Aug 18	Lunch with the Teachers: Kindergarten parents
Aug 23	First Day of School: Preprimary Middle Group Lunch with the Teachers: UE/MS parents Lunch with the Teachers: LE parents
Aug 24	Curriculum Meeting: Upper Elementary
Aug 25	Lunch with the Teachers: Middle Group parents
Aug 28	First Day of School: Toddlers and Transitional Preschool
Aug 30	First Day of School: Preprimary Youngest Group
Aug 31	Curriculum Meeting: Lower Elementary
Sep 1	Lunch with the Teachers: Youngest Group parents
Sep 4	School Closed - Labor Day (Extended Care closed)
Sep 6	School Picnic: All Levels
Sep 7	Kindergarten Reading Volunteers workshop
Sep 12	Upper Elementary/Lower Elementary Field Trip - Camp Kern
Sep 13-15	Middle School Camping - Morgan's Outdoor Adventures
Sep 14	Kindergarten Reading Volunteers workshop
Sep 15	Kindergarten Field Trip - Behringer-Crawford Museum
Sep 19	Parent Education Meeting: Preprimary, Part I (Philosophy, EDL, Language)
Sep 20	MAC Parent Advisory Council - all parents welcome
Sep 25 wk	CogAT Testing: Elementary and Middle School (no testing on Friday)
Sep 26	Parent Education Meeting: Toddler/Transitional Preschool
Sep 27	Parent Education Meeting: Preprimary, Part II (Child Development, Sensorial, Math)
Sep 29	School Picture Day: All Levels
Oct 2 wk	Parent-Teacher Conference Sign-ups - via MAC's website
Oct 6	Kindergarten, Middle and Youngest Groups Field Trip - Irons Fruit Farm Lower Elementary Field Trip - Great American Ball Park and Cincinnati Reds Hall of Fame
Oct TBD	MAC Gives Back: Matthew 25 / Hands Against Hunger
Oct TBD	Speech/Hearing Screenings (probably Oct 23 wk)
Oct 9	Mother's Nature: Apples (Preprimary)
Oct 13	No Classes - Teacher Professional Development Optional Extended Care and Todd/TPS, RSVP Required
Oct 20	Lower Elementary Field Trip - Horsefeathers Farm
Oct 27	Pastries with Pop: Elementary and Middle School Fall Celebration: Preprimary Scholastic Book Fair Open Halloween Party and Dance: Grades K-MS After School Parent-Teacher Conferences: Preprimary/Elementary/Middle School
Oct 30wk	After School Parent/Teacher Conferences (all levels)
Nov 1 wk	No Classes - Parent-Teacher Conferences (Preprimary/Kindergarten/Elementary/Middle School) Todd/TPS Classrooms operate as regular school day Optional Extended Care, RSVP Required
Nov 3	Scholastic Book Fair Open
Nov 6 wk	After School Parent-Teacher Conferences: (all levels)
Nov 10	Kindergarten Field Trip - Museum Center
Nov 12	Open House
Nov 13	Mother's Nature: Native Americans (Preprimary)
Nov 17	Picture Re-Take Day: All Levels
Nov 22	No Classes - beginning of Thanksgiving Break No School Bus Service, No Ordered lunches Optional Extended Care and Todd/TPS, RSVP Required
Nov 23-24	School Closed - Thanksgiving Break (Extended Care closed)
Dec 4	School House Symphony: Preprimary and Elementary
Dec 5	Broadway Kids performance
Dec 7	Broadway Kids performance
Dec 15	Winter Feast: Elementary and Middle School
Dec 19	Salute to Winter: Preprimary
Dec 20-22	No Classes - beginning of Winter Break No School Bus Service, No Ordered lunches Optional Extended Care and Todd/TPS, RSVP required
Dec 25-Jan 1	School Closed - Winter Break (Extended Care closed)
Jan 2	No Classes - Winter Break (All Levels) No School Bus Service, No Ordered lunches Optional Extended Care and Todd/TPS, RSVP required
Jan 3	Teacher work day
Jan 8	Classes Resume School House Symphony: Preprimary and Elementary
Jan 15	School Closed - Martin Luther King, Jr. Day (Extended Care closed)
Jan 18	Parent Visiting Day: Preprimary (no visiting for Toddler or Transitional Preschool)
Jan 19	Parent Visiting Day: Preprimary Parent Visiting Day: Elementary and Middle School (PM) (no visiting for Toddler or Transitional Preschool)
Jan 23	Parent Visiting Day: Elementary and Middle School (no visiting for Toddler or Transitional Preschool)
Jan 28	Open House
Jan 29	Mother's Nature: Body Mechanics

Jan 31	Parent Meeting: Kindergarten Readiness
Feb 1	Prospective Parent Information Meeting: LE
Feb 2	Cultural Fair
Feb 7	Prospective Parent Information Meeting: UE
Feb 8	Prospective Parent Information Meeting: MS
Feb 9	Re-enrollment due: All Levels
Feb 14	Valentine Get-Together: Preprimary
Feb 19	School Closed - Presidents' Day (Extended Care closed)
Feb 23	End of second trimester Spring Photos: All Levels
Feb 26	Mother's Nature: Under the Sea
Mar 2	Roller Skating Party: Grades 3 through 8
Mar 5 wk	After School Parent-Teacher Conferences for 7th and 8th grades
Mar 9	Pastries with Pop: Elem/MS
Mar 19 wk	Parent-Teacher Conference Sign-ups for grades Todd-6th - via MAC's website
Mar 19	School House Symphony: Preprimary and Elem
Mar 20	Science and History Fair: UE/MS
Mar 26-30	No Classes - Spring Break No School Bus Service, No Ordered lunches Optional Extended Care and Todd/TPS with minimum, RSVP required
Apr 5	Grandparents' Visiting Day: Preprimary students (no visiting for Toddler or Transitional Preschool) "Specials" Sampler: Elementary and Middle School
Apr 6	Grandparents' Visiting Day: Elem/MS (no visiting for Toddler or TPS)
Apr 9	Mother's Nature: Spiders (Preprimary)
Apr 11-13	Middle School Field Trip - Pigeon Key, Florida
Apr 16 wk	After School Parent-Teacher Conferences: Preprimary/Elem/6th Grade
Apr 17	Spring Broadway Kids Afternoon Performance
Apr 19	Spring Broadway Kids Evening Performance
Apr 20	No Classes - Parent-Teacher Conferences (Preprimary/Elem/6th Grade) No School Bus Service, No Ordered lunches Todd/TPS Classrooms operate as regular school day Optional Extended Care, RSVP required
Apr 23	School House Symphony: Elementary only
Apr 23 wk	IOWA Testing: Elem/MS After School Parent-Teacher Conferences: Todd/TPS/Preprimary/Elem/6th Grade
Apr 23 wk	Kindergarten, Middle and Youngest Groups Field Trip - Sunrock Farm AM classes have an all-day trip one day; PM classes have an all-day trip on another day. Preprimary Montessori classes are not in session on either of the Sunrock days because the teachers will be traveling with the field trippers. Date of the trips will be available in Aug.
May 1	MS Performing Arts presentation MS Performing Arts presentation
May 3	MS Performing Arts presentation
May 11	Mother's Day Tea: Elem/MS
May 17-18	UE field trip - Camp Campbell Gard
May 22	Student Recognition Assembly: Elem/MS Field Day: Elem/MS
May 23	Kindergarten Graduation and PP Musical Presentation End of Year Picnic: Toddlers through Kindergarten During the day 8th Grade Graduation Practice 8th Grade Graduation Elem/MS Celebration and Potluck Dinner
May 24	Field Day Rain Date: Elem/MS LE/MS Field Trip: Walk to Schappacher Park Last Day of School: Toddlers through MS

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Overview

PHILOSOPHY

Dr. Maria Montessori, the Italian pediatrician who founded the Montessori philosophy, believed self-motivation to be the key to learning. Therefore, the Montessori Teacher acts as a facilitator whose role is to stimulate interest in all facets of a child-centered learning environment. Montessori education recognizes the importance of all developmental areas including social, emotional, physical and intellectual.

Characteristics of our Montessori Program include: an individualized approach to education that recognizes individual learning ability, interest, style and pace; self-esteem is promoted by encouraging independence and self-sufficiency; respect for one another and for the environment is encouraged; A structured environment is provided within which there is freedom of choice in learning; A positive, gentle and consistent approach is used; An environment that is rich in learning opportunities for each child's absorbent mind is fostered.

MISSION

Our purpose is to promote the growth and development of children from early childhood through middle teenage years by instilling a love of learning and assuring a solid grounding in the basics of education that will help them achieve their potential and prepare them for secondary and higher education. As educators, we provide students with the opportunity to learn, grow, develop, assimilate values, and relate peacefully and respectfully to other people and to the natural world. We are dedicated to high standards of excellence, achieved through a challenging curriculum in a superior facility using current technologies, while being respectful of each child's level of physical, social, emotional and academic abilities. Students are provided with a nurturing and secure environment that fosters self-discipline, respect and a true love of learning. Our curriculum follows the Montessori curriculum, utilizing the Montessori philosophy and teaching methods and incorporating other teaching methods that complement the Montessori Philosophy. This philosophy maximizes the manipulative approach to learning. We will help students learn universal principles of human existence and interaction such as:

- Respect for one another and our environment
- Responsibility for one's actions
- Honesty
- Fairness
- Trustworthiness

We strive for continuous improvement in our operations, which are conducted in a financially sound manner that executes the above principles in dealing with staff, customers and suppliers.

PURPOSE AND GOALS

Montessori Academy of Cincinnati is dedicated to the implementation of the Montessori philosophy in the education of children between eighteen months and eighth grade.

In the Toddler and Transitional Preschool programs, a balanced program is offered with daily opportunities to become involved in activities in the following areas: Sensorial, Everyday Living, Art, Geography, Science, Language, Math and Music. In addition, weather permitting, there will be daily indoor or outdoor activities on the 7.5 acre site offering many opportunities for the children to develop their large muscle skills.

Montessori Academy of Cincinnati is independently owned and operated. It is open to any child regardless of race, color, gender, national origin, religion or ethnic origin.

OUR PROGRAMS

Montessori Academy of Cincinnati offers the following programs:

- Montessori Toddler and Transitional Preschool
- Montessori Pre-school and Kindergarten (morning or afternoon)
- All Day Kindergarten
- Montessori Elementary (levels 1 through 5)
- Montessori Middle School (levels 6 through 8)
- Extended Care Programs available for all levels
- Summer Camps:
 - Toddler and Transitional Preschool
 - Preprimary and Kindergarten
 - Elementary
 - Extended Care

OHIO DEPARTMENT OF EDUCATION

Montessori Academy of Cincinnati has Charter status with the Ohio Department of Education for our Kindergarten through Eighth Grade programs.

Montessori Academy of Cincinnati is licensed to operate its toddler, transitional preschool, preschool and before- and after-school school-age program through the Ohio Department of Education, Office of Early Childhood Education.

We must comply with all the rules set forth in the Ohio Revised Code as they apply to chartered, non-public schools.

A copy of our state charter, license, and most recent Compliance Report are located on the wall in the school office, next to the Conference Room.

TEACHER/STUDENT RATIOS FOR TODDLER AND TRANSITIONAL PRESCHOOL

Toddlers, 18-30 months: 1:6
Transitional Preschool, 30+ months: 1:7

ADMISSIONS AND PLACEMENT

Montessori Academy of Cincinnati recruits and admits students of any race, color, gender, national origin, religion or ethnic origin to all its rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of race, color, gender, national origin, religion or ethnic origin in the administration of its educational programs and athletic/extracurricular activities.

thereafter from the date of examination.

Procedures for new families requesting admission:

- Parents take a scheduled tour of the School.
- Parents submit a completed Application together with a \$50.00 non-refundable Application Fee (new families only).
- All Applications are reviewed by the Head of School and the Early Childhood Director to determine an appropriate fit between the prospective family, applicant and the School.
- Acceptance letters, together with an Enrollment Contract, are sent out to parents when a space is available for their child. Acceptance is conditional based upon an in-person meeting with the applicant.
- Applicant has a scheduled visit of the School.

Priority of acceptance:

1. Returning students
2. Age-eligible siblings of currently enrolled students
3. Younger siblings of children graduated from MAC
4. Staff children
5. New applicants
 - ◆ Any previous Montessori experience
 - ◆ Applicant's intended usage (time schedule)
 - ◆ Age and gender of each applicant are considered in an effort to create balance within each classroom.

SELECTING A TIME SEGMENT

You will note on our Enrollment Contract, we offer eight different time segments for enrollment. Each segment is priced differently to reflect the time you are using our facility. It is important to find the segment that best meets your needs. Please note, if you drop-off earlier or pick-up later than your designated time segment, you will be charged an additional fee (see **Page 4** for further details regarding this).

WAITING LIST PROCEDURE

In order to be placed on a waiting list for any class at Montessori Academy of Cincinnati, it will be necessary to complete an application and pay the \$50.00 non-refundable application fee. Upon accepting the application, the Head of School or Early Childhood Director will give you an estimated date, if possible, regarding when a space will be available. Within one week of notification of space availability, your Enrollment Contract and non-refundable first Tuition payment will be required in order to maintain the space for your child.

REQUIRED FORMS

- ✓ An **Emergency Transportation Authorization Form** including Health Record Information and Approval for Directory listing. ***It is imperative that this form be completed in its entirety. No child will be admitted until this completed form is on file at school.***
- ✓ Your child's **Birth Certificate**. We require an original birth certificate for each child enrolled in school. We will copy this certificate for your child's file and will return the original to you.
- ✓ **Medical Statement***. The State of Ohio requires that each toddler and preschool child attending a school be examined by a licensed physician within twelve months prior to admission and every thirteen months

* With respect to the **Medical Statement**, during the summer, parents will receive notification of the expiration date of the Medical Statement on file at MAC. Following that, we will send reminders via e-mail four months before the expiration of the form, two months before the expiration of the form and one month before the expiration of the form.

- We will stop sending reminders when we receive either
- notification from you of the date you've scheduled for your student's examination
- or**
- an updated form.

As of the day after the form expires, your child will not be permitted in school until we receive an updated form.

Additional papers due at the beginning of the school year are:

- Photo Consent Form
- Ethnicity/School District Form
- Bank Transfer Form
- Allergy Action Plan and Administration of Medication Form (if applicable)
- Asthma Action Plan and Administration of Medication Form (if applicable)

Daily Life

SCHOOL TELEPHONES

School Office: 398-7773

By Law, you are required to call the School to report:

A child's absence: 398-7721

A child who will be Tardy: 398-7721

To leave a voice message for someone: 398-7721

LEAVING A MESSAGE FOR A CLASSROOM TEACHER

The Teachers typically access their messages at the end of the day. **Please do not leave time-sensitive** messages on their voicemail or via e-mail. In such instances, please call the office, and we will contact the teacher.

SECURITY CODE

In an effort to ensure school safety, the doors to the school remain locked. Every parent receives a security code that allows access to the building during the daily hours your student is enrolled. Upon entering the building, please sign in at the office.

Do not share your code with anyone else and do not allow people to "piggy back" into the building. The "security" part of this system hinges upon everyone using

the system properly.

ABSENCES

Please call the school office within an hour of your child's class start time to notify us of your child's absence. Not only is this required by law, it is also a safety measure.

DRIVEWAY ETIQUETTE

The purpose in establishing "rules" for the driveway is to ensure safety – for the children, the Teachers and all of the drivers as well. Always drive slowly through the driveway. Abrupt acceleration to leave the driveway – or changing lanes to pass another car – is neither appropriate nor safe. As careful as parents and we are with the children in the driveway area, children are unpredictable. Anything could happen. The nanosecond you save by hastily driving through the school lot is not worth the safety of a child or others.

When you are in your car waiting for your child to be greeted (or brought to you), please put your gearshift in PARK position. If you ever have to get out of your car, please turn OFF your ignition.

NO PARKING IN THE DRIVEWAY during the car line / bus times:

- 8:00 am – 8:15 am Elementary/MS Car Line
- 8:15 am – 8:35 am Preprimary Car Line
- 11:20 am – 12:35 pm Preprimary Car Line
- 2:50 pm – 3:45 pm Dismissal of ALL levels (including bus and car riders)

ARRIVAL PROCEDURES

Toddler and Transitional Preschool classes begin at 8:30 am. We all appreciate it when the children arrive in a timely manner.

Toddler parents need to walk their children to their classrooms. You will need to park in the parking lot and walk your child into the building.

Transitional Preschool parents may participate in the preprimary carline (described below). However, you are always welcome to walk your child to his or her classroom.

If you arrive outside the time frame for carline, please park in the lot and walk your child to the classroom.

MORNING CARLINE (8:15-8:35)

Transitional Preschool students may participate in carline. The morning time frame for this is 8:15-8:35.

A Teacher will greet your child at the car and will walk him/her into the building. Please enter the driveway to the right side of the school in order for your child to exit your car on the passenger side. If you want to walk your child in, please park in the parking lot and walk in with your child.

If cars are backed up, waiting for the Teachers to get children out of their cars, please form a left lane. The Teachers will walk over to that left lane to greet the

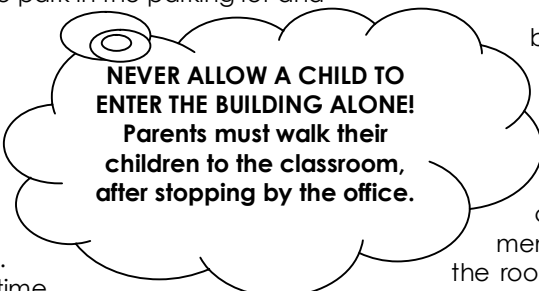
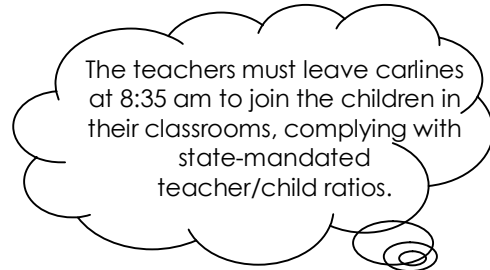
children and bring them into the building. Please have your child ready (shoes and coat on, backpack zipped and in the child's grasp) for the teachers.

If your child is not ready to exit your car, please pull around and park.



Transitional Preschool students:
On Monday, parents must walk their children into the classroom, bringing in all the bedding, etc., that is needed for the week. The teachers at carline are there for the safe transport of children only. If you arrive outside the of the carline times, you must park in the lot and walk your child into the classroom. You will need to assist her/him, as needed, with his or her belongings (lunch, coat, backpack, etc.). When you are in your car waiting for your child, please put your gearshift in PARK position. If you need to get out of your car for any reason, please turn OFF your ignition.

Please be prepared to leave when it is your turn. If you need to come into the building to talk with a staff member, please park in the parking lot and come in to talk.



LATE ARRIVAL / TARDY

To be sure we are aware of everyone in the building, we ask that if you are TARDY, you stop by the office to get an Admission Slip. That ensures the classroom Teachers know the Office is aware the student has arrived.

The Toddler and Transitional Preschool class times "officially" begin at 8:30. By 9:00 am the classroom doors will be locked; an office staff member will be happy to walk you and your child to the room to unlock the classroom door. When children arrive late for class, it typically creates a disruption, particularly when the Teachers are giving presentations to their groups. Please enter the room quietly and make eye contact with one of the classroom Teachers to be sure she is aware of your child's arrival. Please assist your child, as necessary, to get their coat and backpack on the appropriate hook; then please encourage your child to join his/her group. If you do need to give a brief message to your child's Teacher, please wait until the Teacher has completed his/her presentation and is not working directly with children. **Please do not interrupt the teacher when she is engaged with the children.**

DISMISSAL / PICK-UP PROCEDURES

Early Pick Up

If you need to pick up your child early (before normal dismissal time), you will need to park in the parking lot and come into the building to sign out your child at the front desk. A staff member will walk you to the classroom to pick up your child.

If you plan to pick up in the afternoon, but are not using 3:30 carline, please park in the parking lot and be aware of the other daily activities happening in the driveway and parking lot, which include:

- **2:50 – 3:15 Elementary Carline Dismissal**
- **3:00 - 3:20 Dismissal of our public school bus riders.**

These students exit the building at the Pre-primary entrance. **IT IS IMPERATIVE THAT NO ONE BLOCKS THE BUSES!**

- **3:20 Afternoon Preprimary Dismissal** (with a grace period through 3:45 pm) is certainly our most complicated. School buses and a huge number of cars come to pick up children at the end of the day. Out of necessity, this dismissal time requires more structure:

We insist that no one on the preprimary side come to the driveway before 3:20 pm. With the Elementary dismissal that begins at 3:00 pm and the students getting on the buses near 3:15, we need to keep the driveway open for the flow of traffic.

During both of our pick-up car line time frames for the Preprimary side of the building (11:20-11:40 and 3:20-3:45), Teachers will walk the children to the car. According to Ohio state law, children who are less than four years old or who weigh less than 40 pounds must be secured in a federally approved child restraint system when being transported in a motor vehicle. A child who is less than eight years old and less than 4'9" tall must be secured in a booster seat. Children ages 8-15 must use a child safety seat or safety belt.

It is the parent's responsibility to safely secure the child in his/her car seat or booster seat.

NEVER ALLOW A CHILD TO EXIT THE BUILDING ALONE!

Once a teacher has turned your child over to you, you are responsible for your child's safety

It is against the law for a child to not be properly secured in the correct seat for his/her size, but more importantly it is not safe. If we note you do not use the proper safety restraints, authorities will be notified to help assure your child's safety.

DISMISSAL / PICK-UP CHANGES

If you are calling the school with pick-up changes (regarding who will be picking up that day), **please call an hour prior to your scheduled pick up time.** Things get very busy here near dismissal times; we cannot always be sure your message will get to the proper person if calls come in too close to the actual departure times of the students. Please help us out by calling early enough! Do not assume a voice message will get to us in time. Keep calling back until you speak with a "real" person.

CAR POOLS OR OTHER DRIVERS

Our firm policy is not to allow your child to leave with anyone but his/her parents unless we have your permission. Please notify us *in writing* regarding any arrangements you make for someone else to pick up your child. We need to know – each day – specifically who, other than the parents, will be picking up your child. Therefore, when you give us car pool information, please don't give us a "blanket" permission for several people to pick up your child "whenever." We need to know that "Mary Jones" will pick up on (the specific day she will pick up); "Sue Smith" will pick up on (the specific day she will pick up), and so forth.

In addition, if someone other than the parent is given permission to pick up, we require the person picking up to present his/her original driver's license, which we will copy for our records. Driver's licenses must be newly copied each school year.

POLICY REGARDING LATE PICK-UP / EARLY DROP OFF

If you have a situation that causes you to be late, please let us know as soon as possible so we can work out the details of ratio.

If you would like to add on extra hours on a particular day, please call the office. We will confirm availability.

If any additional hours are not pre-arranged, you will be billed for them by the minute.

When parents are late, that is, after the time frame for which you enrolled, late fees will be charged.

If you give us advance notice of the late pick-up and there is space available for your child to stay late, you will be charged at the rate of \$8.00 per hour or any part thereof. But it will not count as a "late" pick-up.

Late Fees: If you pick up after 6:30 pm or if you do not give advanced notice for picking up after your regularly contracted time, you will be charged as follows:

For the first occasion, \$1.00 per minute that you arrive after your contracted time (per child).

The second late pick-up will result in a \$2.00 charge per minute, per child, that you are late.

The third time will be \$3.00 per minute, per child, that you are late and so forth

Our purpose is to deter – not to punish. We have Teacher-child ratios that we must maintain. Sometimes that late-to-be-picked-up student puts us out of ratio or puts a teacher into overtime, and we are left scrambling to provide the proper coverage

Thank you for your cooperation.

DAILY SCHEDULE

The daily schedules for the Toddler and Transitional Preschool are posted in the classroom.

ATTIRE

MAC is a fun learning environment for children, and they need to feel free to be involved in activities without worry about getting their clothes dirty. When inside, your child will be *working*...at tables, on floors, using water, paint, glue, and clay. When outside the building, your child will be *working*...in the sandbox, on mulched areas. The children also keep busy with running, climbing, hiking and investigating. **Your child's clothing will get dirty here!**



In addition, clothing worn by toddlers and young preschool children should be manageable by the child. We

begin very early to encourage independence and self-help, which is important to the promotion of self-esteem.

Please send in two complete changes of clothes for your child (underwear, shirt, pants, socks and one pair of shoes) that will be kept at school for your child when there is a water spill or other accident. Please send these items in a zip-lock plastic bag labeled (in permanent ink) with your child's first and last name. As the seasons change and your child grows, please replace these items as needed.

Shoes: For your child's safety, gym shoes or rubber-soled shoes that cover the foot (such as "Mary Janes") are required footwear. Sandals and other "open" shoes are problematic with respect to bees, mulch and all outdoor climbing and riding. Crocs, backless shoes, flip flops and/or platform shoes are unsafe on the playground and, therefore, are not allowed in school.

Outdoor Winter Attire: To be in the snow, children must wear a winter coat, snow pants, boots, hat/hood and gloves or mittens. (See **Outdoor Policy, Page 5.**) Please send this gear in a separate tote bag that is large enough to accommodate all of these items.

DRESS CODE

We have observed over the years that the clothing children wear can strongly impact their behavior. As a result, we have established a Dress Code. With respect to the children's clothing, shoes, coats/jackets, as well as backpacks and lunch boxes, the following are **not permitted**:

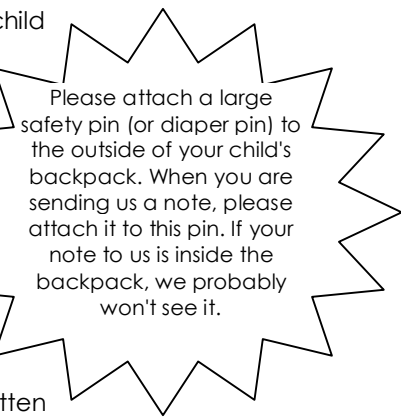
- Items that reference or portray violent or aggressive behavior or that use violent or vulgar slogans
- "Negative attitude" slogans
- Items that reference or depict drugs, alcohol, tobacco, weapons or skull/crossbones
- Shirts that are see-through, low cut, crop top (belly button shirts), halter-tops, or muscle shirts (loose fitting sleeveless shirts similar to basketball jerseys, with oversized arm holes).
- "Too-short" shorts, dresses or skirts are not appropriate, nor is clothing that is too large or too small.
 - ✓ Please keep in mind the children sit on the floor with their legs crossed.
- Ripped or torn clothing
- "Heelys" shoes (shoes with wheels in them), Crocs, backless shoes, flip flops and/or platform shoes

Other guidelines (in place with our older students in mind):

- **Chewing Gum.** Students may not chew gum in the building or on school property
- **Electronic devices*** (including—but not limited to—radios, video games, CD players, iPods, tablet computers). Items of this type that are brought into school must be turned to the "off" position and must be kept in backpacks.
- **Cell phones*.** Mobile phones are allowed but must stay in the child's backpack throughout the school day.

BACKPACKS

We ask that each child carry a backpack to school every day. This is a convenient way for the children to carry home work they complete during the day, and it helps assure that our written messages get home to you, too. **Please check inside your child's backpack every day** (even though you probably won't find work or written messages every day).



In keeping with our Dress Code, we ask that you purchase a backpack for your child that does not feature violence-oriented graphics or phrases, nor reference violence-oriented characters.

Space for storing the children's backpacks becomes an issue. We ask that you stay within the referenced sizes when you purchase your child's backpack (measure the back of the backpack to determine its size):

Preferred size: 10" w x 13" h; Maximum size: 12" w x 14" h.

Please: no backpacks with wheels!

Food and drinks are not allowed in backpacks.

OUTDOOR POLICY

Winter: We take the students outside every day except when it is raining or icy or when the temperature is below 25° Fahrenheit (20° for the older children).

Spring/Summer: We will take the children outside unless the temperature exceeds 90° or unless a smog alert or heat emergency is declared. A hat and sunscreen along with a completed Request for Administration of Medication form for the sunscreen should be sent to school for your child.

We expect that all children who are at school will participate in our outdoor time. Our staffing does not allow us to properly supervise a student who must stay inside. Therefore, our policy is: *if a child is too ill to be outside, the child is too ill to be at school - unless we have a written note from the child's physician pertaining to a specific medical situation.* However, if for any reason you do not want your child to be outside, please feel free to come prior to recess time and pick up your child and take her/him home.

Please see the sections titled **Ill Children and Injured Children (Pages 7-8)** regarding injured students' participation in activities.

PERSONAL ITEMS AND TOYS

Personal items, which make your child feel secure when arriving or at naptime, e.g. blankets, teddy bears, etc. may be brought to school. They will be kept in your child's backpack during class time.

(We ask that no toys be brought to school by your child. The school cannot accept responsibility for these items.)

BREAKFAST POLICY

If you have signed up for your student to be here from 7 to 8 am, you may send in a light breakfast for your child. S/he must be finished eating this meal by 8 am.

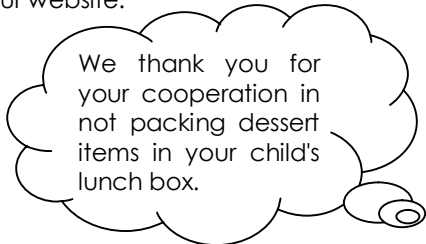
LUNCH POLICY

Students have the option of purchasing lunch (provided by a contracted food service) or bringing their own lunch from home. We promote independence with children's eating by having them feed themselves. Thank you for supporting this.

Ordering Lunch: You can view the menu of lunches for the upcoming month on our website.

There is a deadline for placing orders for lunches each month. Starting in August, we'll send you an e-mail with an ordering reminder that specifies the deadline. You can complete the

ordering process online and print the screen for a copy to keep at home. You will be billed once a month for ordered lunches. If you have ordered a lunch and your child is absent because of illness or other personal reasons, the cost of the lunch will not be refunded.



We thank you for your cooperation in not packing dessert items in your child's lunch box.

Sending Lunch from Home: We hope you will provide your child with foods that s/he will enjoy eating and that—at the same time—will meet the daily nutritional needs. We will provide Toddler and Transitional Preschool children with milk at lunch each day. Please advise us if your child should not drink this milk.

If your child brings lunch, we request that it be in a lunch box (of normal size - so we will be able to fit them into our refrigerator). We do not heat up foods for students in our microwaves. The microwave system creates "hot spots" in food that can cause mouth burns, making that process unsafe. We find, too, there is not enough time to heat everyone's lunch. If you send in hot foods, we suggest you put them into a small Thermos with a wide mouth and mark it with a note indicating it should not be refrigerated. We will store the Thermos in a separate space and will refrigerate the lunch box. Please be sure to put your child's name on both the lunch box and Thermos, as well as on any individual food containers that come and go between home and school each day.

We also ask that the fruit you send with your child's lunch actually be a fruit. Fruit roll ups are not fruits. Please note that we consider pudding or anything containing chocolate or carob to be a dessert. Chocolate or strawberry flavored milk is not acceptable.

Food Requirements: In keeping with the requirements of the State of Ohio, we inform you, the parents, of the nutritional requirements of the law governing schools. We are required by licensing rules to check lunches and to supplement them if the requirements outlined herein are not met. If this occurs, we are required to advise you of the missing nutritional requirements and the item(s) we added to your child's lunch. If we must add food items on a frequent basis, you will be billed for the food.

The State of Ohio Licensing Law requires that a student's lunch serving constitute at least one-third of the pre-school or school-age child's recommended daily dietary allowance. To meet nutritional requirements for the lunch meal, the meal shall include, at a minimum, food from each of the four food groups as follows:

- ◆ 1 food from meat/meat equivalent group
- ◆ 1 food from milk group
- ◆ 1 food from bread/bread-alternative group
- ◆ 2 foods from fruit/vegetable group

A chart with suggested quantities for each food group is attached (see **Page 22**).

Please note:

- Utensils for packed lunches are to be provided from home.
- No sharp knives are permitted.
- Carbonated soda pops such as Coke, Sprite, root beer, etc., are not acceptable with the children's lunches. "Soda alternatives" that contain carbonation but do not have added sugar, corn syrup, high fructose corn syrup or artificial sweeteners are acceptable but are not as preferred as milk, water, or 100% juice beverages.
- We maintain a *no dessert* policy with respect to the children's lunches. This includes chocolate, carob, chocolate- and strawberry-flavored milk.
- Please, no glass containers.

Please consider *carefully* every item you pack in your child's lunch. We will not negotiate with your child about what he or she is electing to eat from what you provide. We will view each item as being of equal value. We cannot force a child to eat particular foods.

If your child comes without a lunch, we will make a lunch as best we can from foods on hand. The charge for this will be put on your bill.

BIRTHDAYS

A birthday is a very special day! During morning meeting on the anniversary of birth, each student will be honored in the classroom with a celebration of her/his life. Before the big day, we will send home a form on which you can list some of her/his accomplishments. The child's story will be read (by you or the teacher), and the class will sing to your child. This form of celebration replaces the sharing of a treat or non-food item with the rest of the class.

Birthday Parties: If your child is having a birthday party, please use the U.S. Mail to deliver the invitations, unless you are inviting all the children in the class. *If you were in the class to see the faces of the children not being invited, you would understand why we make this request.*

FOOD ALLERGIES / INTOLERANCES / RESTRICTIONS

Parents are required to indicate any food allergies or special precautions on the Emergency Transportation and Medical Authorization Form. This form must be completed annually. If there are any changes during the school year, parents must update these changes on the form.

*If your child has a diagnosed food allergy or intolerance, we require you to complete a **Food Allergy Action Plan** and to attach a photo of your child. A sample form is provided with this Handbook (see **Page 19**).*

We provide a small snack for the children daily. We have established a set schedule of the food that is provided for the children. If your child has a food allergy, intolerance, or restriction we ask that you look at the ingredients for each snack that we offer to make sure that it will be safe for your child to eat. If there is snack that your child is unable to eat, we require that you send in an alternative snack that will be kept in their classroom. Please make sure that each box and/or bag is clearly labeled with your child's name. The safety of the children is our top priority. We thank you for your cooperation.

REST TIME POLICY

Included in the Full-Day Program at MAC is a period called "Rest Time." This period of time is generally 2 ½ hours for the Toddler and Transitional Preschool children and will be flexible to meet individual needs with provisions for early or late risers. The rest period is typically between 12:30 and 3:00 p.m. each day.

Please bring any items your child will need for his/her rest time. This may include a fitted crib sheet, light blanket, and one security item. These items should be brought in a separate tote bag on Mondays and will be sent home on Fridays to be laundered.

The children are all required to lie on their own individual cots and rest. Some will sleep, while others lie quietly and rest. After a reasonable time, if a child has not fallen asleep, we will allow her/him to have something on the cot for self-entertainment. We do expect any non-sleeping child to be quiet and not disturb others around him/her. They are allowed to get up from their cots and go to the bathroom, get a drink or a tissue – with the teacher's permission.

Our feeling is that all children need a "quiet time" for resting and regrouping each day – time for themselves away from activity with their peers and the staff. When children are in a stimulating environment for a long period each day they need this "rest time."

General Information

PHOTOGRAPH/VIDEO POLICY

From time to time, MAC may take or have taken photographs, video, movies, digital images, audio recordings, etc. of students, parents and visitors to our facility or of those attending MAC events (the "Images"). These images may be used in print, electronic, internet, audio, and other media by MAC and in newsletters, posters, training programs, marketing and promotional materials. In addition, MAC may make such materials available to local newspapers or other media for news articles, recognition, publicity and/or promotional purposes.

If you have any objection to the use of your or your child's image for any purpose other than by MAC for identification, you must specify that thought on the Photo/Video Permission Form distributed to all enrolled families. A new form will need to be filled out each year.

Families are welcome to take photos of their children in the classroom or at any school event. However, if you share photographs or videos that include children other than your own, you may not include their names. To do otherwise would be a violation of other parents' privacy.

ILL CHILDREN

When your child is ill or unable to attend school, you need to notify the school within an hour of your child's start time to let us know that your child will be absent. Please call (513) 398-7721 to leave a message on our voice mail attendance line. Tell us your child's name, why s/he will be absent, any symptoms your child is exhibiting or diagnosis, if your physician has already seen your child.

Children who are ill should be kept at home. Please consult our **Policy for the Management of Communicable Disease** for a list of symptoms that require children to be sent home from school. If any of these symptoms are present, the child should not be brought to school. If your child becomes ill at school, we will call you to pick up your child. If we are unable to reach you or you are unable to pick up your child within a reasonable amount of time (less than one hour) we will call your Emergency Contacts listed on your paperwork to come and pick up your child.

If your child is sent home from school with a fever, s/he may not return to school until s/he has been fever free, without the aid of medication, for 24 hours. Exception: Your child may return sooner **with a note** from your child's pediatrician indicating that your child is not contagious. However, please understand that we must comply with the guidelines of the Ohio Department of Health. Certain illnesses, e.g. conjunctivitis, are not considered a problem to some pediatricians who will send in a note saying the child is not contagious, but our guidelines preclude us from allowing children with these symptoms to be present at school. The ODH guidelines will prevail. With respect to lice, we maintain a "no nit" policy.

TRANSPORTATION OF ILL CHILDREN

As outlined in the Medical Emergency Plan, which is posted in the classrooms and in the school office, in the event of a medical or dental emergency, children will be transported by the life squad.

INJURED CHILDREN

Students with an injury or physical restriction that prohibits them from participating in recess must provide a physician's note (a) providing specifics of any restriction and (b) upon recovery, releasing them from any restriction when they are able to resume normal activities.

LOST AND FOUND

Please label your child's clothing. When clothing is left at the school unclaimed, we make every effort to return it to the owner. If there is no identification on the item, it becomes very challenging to find the owner. We have a box for the lost items. We encourage you to come in promptly when you discover an item is missing. All unclaimed items will be donated to charity twice per year.

SNOW / CALAMITY DAYS

With respect to closings and delays, you will receive an automated "Community Safe" call which will provide specifics of our plan for the day. Our goal is to make that call prior to 6:30 am. Information also will be posted on our website.

We have a number of calamity days/hours built into our school calendar over and above the minimum number of hours required by the State of Ohio. If it should happen that the number of calamity days/hours used during the school year exceeds that which is built into the school calendar, then we will add these days/hours onto the end of the school calendar.

For students enrolled in our Toddler and Transitional Preschool Programs, we will remain open during snow days. However, the hours may vary because of road conditions. If opening hours are adjusted, you will be informed in the morning Community Safe call. If adjustments are made for pick-up time, you will receive an afternoon call alerting you of this.

Extended Care and the Toddlers and Transitional Preschool programs will be closed if Warren, Butler or Hamilton County issues a Level 3 Snow Emergency.

BABYSITTING

Staff members are not allowed to baby-sit for families enrolled at the school.

SUMMER PROGRAMS

During the summer we offer Summer Camps on a week-to-week basis. The camps are run in a different format than the students experience during the school year. The focus in the Toddler and Transitional Preschool levels is on play – both inside and outside. We offer lots of water activities outside. The hours of the Camp are 8:30-11:30, with Extended Care available before and after Camp hours. The children bring their own lunches.

Enrollment information is available in the spring. Please check our website for more information.

Summer Camp and Extended Care are closed for a week in August for building maintenance and teacher in-service.

WITHDRAWAL POLICY

Should you need to withdraw your student from MAC, you must provide the school with written notice, including your child's last day of school. We will make every effort to replace your student.

It is important that you understand that enrollment at Montessori Academy of Cincinnati is based on a nine-month commitment. When your child was accepted, we reserved a space for your child for the entire nine-month school year, and you became obligated for the full year's tuition. Withdrawal of your child from the program does not relieve you of this financial obligation unless and until a student is enrolled who takes your child's vacated space. Your signed contract reflects this agreement.

In the event your child's space needs to be filled, it is understood that the child replacing your child must utilize the program at the same level. For example, if your child were an all-day child we would need an all-day child, using the same hours, to replace your child.

The School will use its best efforts to mitigate your obligation for tuition by enrolling a new student to fill the vacancy created by the withdrawal, only after the start of the school year or enrollment capacity is reached in the programs your child uses, whichever occurs first. After the start of the school year, replacements will be made regardless of total classroom enrollment. A child will be replaced in the order of parents' notification to the School and will be predicated upon availability of space, based on age of child and program availability.

TUITION PAYMENTS

You will receive tuition invoices via email from Kangarootime. Your tuition is due by the first calendar day of the month.

We appreciate your tuition payment through your Kangarootime account- note that you may authorize Mac to process your payments. Please call the office for details.

All accounts are expected to be current. If an account is in arrears beyond thirty (30) days, the School reserves the right to exclude the student from the School until the account is made current.

All accounts are expected to be current. If an account is in arrears beyond thirty (30) days, the School reserves the right to exclude the student from the School until the account is made current.

Please note: This will not relieve you of your contractual obligation with the school.

LATE FEES

Tuition is due by the first calendar day of the month, which may not be the first school day of the month. Any payment received after the fourth of the month will be subject to a \$30 late fee for every week it is late.

OTHER FEES

Monthly statements are posted through KT for those children who purchase lunches. Everyone else receives a statement periodically to reflect any fees posted to the account. When you receive a statement, please pay the amount marked as "Balance Due."

For those who pay by bank transfer, these fees will be deducted automatically from your account.

RETURNED PAYMENTS

In the unlikely event that a payment is returned for any reason, Montessori Academy of Cincinnati will charge a fee of \$30 in addition to handling charges and fees assessed by the bank. Please note there is the possibility of a Late Fee also being incurred. We reserve the right to require payment in cash or money order if you have had two returned payments.

Family Partnership

OBSERVATION AND PARTICIPATION POLICY

All visitors are asked to sign in at either the Preprimary or Elementary Reception area when they come into the building and to notify us of their presence.

For security purposes, the Observation Rooms are kept locked. However, we are delighted to open the rooms for you. Parents are always welcome visitors at the observation windows or in the classrooms. Please do not bring food into the observation rooms or classrooms, and please refrain from cell phone use while there.

We encourage parents to take the time to observe their child from the classroom observation window. It is especially valuable if you are able to visit prior to Parent-Teacher conferences in order to maximize the value of our conference.

Out of respect for all, please put your cell phone on "vibrate" upon entering the building. If you must respond to a call, please do so in a hallway, not in an area occupied by children.



We have seen a direct correlation between the number of parent meetings attended and the parents' satisfaction with the program and with their children's progress.

ACCESS TO MAC

Any custodial parent, custodian or guardian of an enrolled child shall be permitted unlimited access to MAC during its normal hours of operation for the purpose of contacting their children, or evaluating the care provided. Upon entering the premises it is necessary to notify the Administrator or her designee.

For the purpose of such access, as well as authority to pick up a child, it is MAC's policy that the parents or legal guardians will be designated on the Admission Application and both shall have the right of access. Pick up authority will be denied to a parent or guardian only if MAC is presented with a court document so limiting a parent's/guardian's right to custody of the child.

PARENT MEETINGS

New Parent Orientation Meeting is held prior to the start of our school year. The purpose of this meeting is to acquaint you with our procedures and policies and to provide you with a better understanding of some of our programs. We strongly encourage all parents to attend this meeting.

Parent Education Meetings will occur in October. We offer Parent Education at the Toddler and Transitional Preschool levels for parents who want to learn more about Montessori Education. This is a wonderful opportunity to learn more details of the curriculum and the specific materials your child will be using while enrolled here.

MAC Parent Advisory Committee (MAC PAC) meetings are held twice per year (once in the fall and once in the spring). All MAC parents are invited to attend. Parent feedback during the MAC PAC meetings helps to inform us about how the school operates from a parent perspective. We always welcome your input - through e-mail, on the phone, or in person - at any time of the year. The objective of MAC PAC is to provide a more formal avenue for parents to come together to share their thoughts and suggestions with us.

Please consult your school calendar for the dates of these meetings. Other meetings for which you will receive ample notice may be scheduled during the year. We hope you will take advantage of our meetings, which will help you become a knowledgeable, involved participant in your child's Montessori education.

COMMUNICATIONS

Keeping open communications between our students, their parents and the school is a primary goal for us.

It is vitally important for each family in our community to be aware of *important* events or situations that occur within the school. We pride ourselves on keeping you current about what is happening at MAC. The primary vehicles we use to pass along this information are NEWSLETTERS, E-MAIL, TELEPHONE, COMMUNITY SAFE CALLS, IN-PERSON CONVERSATIONS/MEETINGS and PARENT-TEACHER CONFERENCES.

Newsletters: If you don't read the monthly Newsletter, you won't know what's going on. We know you are invested in your child's education; therefore, knowing what is happening within the school you have chosen for your child's education must be important to you as well. Please read the monthly Newsletter. When the new issue of the Newsletter has been posted on our website, we send you an e-mail alerting you that it is available on-line. You can access the Newsletter through the drop down menu on the "Current Families" tab on our website, www.montacademy.org. Please contact the office for login and password information.

E-mail: We make every effort to e-mail with discretion. We use e-mail to send out time-sensitive messages deemed by us to be important. Sometimes we send out group e-mails; sometimes we send out individual e-mails (just for you). Please check your e-mail at least once a day, and keep us up-to-date with any changes to your e-mail address.

Telephone: When we have a very important, time-sensitive communication, we will use the telephone. Sometimes these calls are merely an individual message or to have a necessary conversation with you; sometimes it could be an emergency regarding your child. Please answer our calls. Please keep us informed of your current telephone numbers so we are able to be in touch with you.

Community Safe Calls: These automated messages typically arrive at inconvenient times of the day or night. Usually they are about weather-related school closings or delays. They could also be about other time-sensitive, "critical" situations. They are important. In the fall you will receive the specific information on how this system works. Please read this and call us with any questions about the system.

In-Person Conversations/Meetings – initiated by you: Casual conversations can occur in a variety of circumstances: during carline, in the school hallways, running into each other at the grocery store. We maintain a very strict rule: we do not talk about your child in front of your child, or where others may inadvertently overhear the conversation. When you stop a teacher in the hallway or at your car to inquire how your child is doing, please anticipate a very generic response: "S/he is doing well" - even if that is not true. If you have any questions or concerns, please leave a message on the teacher's school voicemail or e-mail her/him and ask for a meeting – either on the telephone or in person after class hours. The teachers are very open and receptive to having conversations with you about your child – as long as no children or other adults are nearby. During the school day, the teachers have many responsibilities and aren't available for that type of individual conversation. Please remember: if you are taking your child to the classroom, it is definitely not the time for a mini-conference with the teacher. Other students may easily overhear the conversation, and the teacher's responsibilities are to all the students – not for an individual parent-teacher conference at that time.

If there is an urgent situation, please go to the office to speak with the Head of School or Early Childhood Director. They are normally available during the regular school day and, barring a previously scheduled meeting, could be available to talk with you privately almost immediately.

In-Person Conversations/Meetings – initiated by the School: There may be times when we initiate a request to have a meeting with you at school. We trust you will make yourself available to talk with us. Parents are a wonderful resource for us when we are getting to know your child!

At the beginning of the school year, it is not uncommon for parents of students new to our school to receive a call from the teacher. Don't be alarmed – it doesn't mean bad news! We just want to touch base and hear how you and your child are adjusting.

Parent-Teacher Conferences: Twice each year we schedule Parent-Teacher Conferences between the parents and the teachers. These are events for which the teachers do a lot of preparation and provide you with written information to accompany the in-person conversation with the parents. The teachers learn more about the student from the parents and vice versa. Our preference is that both parents attend; we know that is not always possible. We consider these conferences to be very important, and we anticipate that at least one parent will attend. Please note the conference dates on the school calendar and mark your personal calendar accordingly. As the dates approach, there will be more specific information sent home and e-mailed regarding conference times. If the conference sign-up information is confusing to you, please call the office right away for clarification. Once the sign-up dates have passed, it is almost impossible to make separate accommodations. It is imperative that you follow the directions in order to get your conference scheduled at a time that can work for at least one parent. Unfortunately, not everyone will get an ideal time – so we thank you in advance for your cooperation and flexibility. If you have absolutely no flexibility, it is your responsibility to let us know well in advance of the published deadline.

Divorced Parents: We only offer one conference per child. If both parents are living in the area, we require that both attend the conference during the same time. Please communicate with the Office if there are unique circumstances.

CONCERNS / QUESTIONS

If there is ever anything you want to discuss, we want to hear from you! Please keep in mind our preferences regarding in-person conversations noted above.

The Teachers can be reached after school hours or at home; the Head of School and Early Childhood Director are available throughout the day as well as at home. Teacher and staff e-mail addresses, school phone extension numbers (for voicemail), and home phone numbers are listed in the annual school directory.

If we are unaware of a problem, we are not in a position to help.

DIRECTORY

A directory of names, addresses, telephone numbers and e-mail addresses of the children enrolled at Montessori Academy of Cincinnati and their parents will be available as soon as possible. The first copy is complimentary; there will be a charge for additional copies. Parents have the right to request that their name, address, telephone number and e-mail be omitted from the directory. However, all students must be listed.

If you do not want your e-mail address published, please let us know. However, we do need to have the e-mail address for school use only, so we can send you communication from the school.

To prevent conflicts of interest and maintain the educational focus of our community, it is our policy that we do not permit solicitation of our staff, parents, and families. The directory is **solely** intended for the use of parents for the purpose of organizing carpools, play dates, child care, birthday parties, etc. Misuse of this information for any other purposes (solicitation for any entity or organization - nonprofit/for profit, etc) is prohibited. Should you receive such solicitation, please notify the school.

Extended Care Overview

We consider Extended Care to be the time frames that precede and follow the Montessori class time (8:30-11:30).

The Philosophy in this Program is an extension of the Montessori Philosophy implemented within the classrooms which is child-centered and includes respect for each individual, as well as for the environment. Meeting the needs of the individual student is a high priority.

The goal of this Extended Care Program is to provide a pleasant, stimulating environment appropriately designed to meet the needs of children who already have spent part of their day in a structured Montessori program.

The objectives include providing the children with opportunities for quiet/rest time as well as facilitating group activities; providing indoor activities that are "hands on" and developmentally appropriate which can be enjoyed individually or with friends. Gross motor opportunities will be available on a daily basis, either in the Activities Room or on the playground.

EXTENDED CARE CURRICULUM OVERVIEW

The curriculum will include attention to personal discipline (e.g. assisting the students' development of self-control and ability to share); social development and emotional well being (e.g. encouraging polite social exchanges, good manners, respect for one another, promoting self-esteem); language development, recreational skills, use of the climbing equipment to further develop upper body strength and coordination; health awareness (e.g. learning the importance of personal hygiene with respect to hand washing requirements, appropriate handling of food, etc.) and safety issues (helping the students understand that rules are in place for safety purposes and assisting them to understand the need to follow the rules).

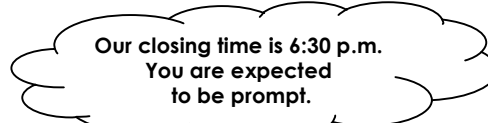
The types of activities that are available for the students when they are inside will include such things as music (both singing and listening), blocks, creative construction, imaginative play, art activities, puzzles, games, science, math and exploration, dramatic play and early literacy activities, as well as reading books from the classroom library.

AFTERNOON SNACK AND FRUIT SHARE PROGRAM

Each day the children will have a snack consisting of a fruit or vegetable ("Fruit and Veggie Share" provided by parents), together with either cheese or peanut butter spread on bread or a tortilla rollup, or another product from the Bread food category.

You will receive a "Fruit and Veggie Share Reminder" a few days before it is your turn in the rotation. We thank you in advance for your participation.

If your child has any food allergies, please talk with your child's Teacher to make sure that the food that is being served to the children is safe for your child to eat. If there is something that your child is unable to eat, we require that you bring in an alternative snack that will be kept in the room. Please make sure that the snack is clearly labeled



with your child's name. Thank you for your assistance.

HOURS OF OPERATION

This program is open from 7:00 am until 6:30 pm. It is available to children enrolled in our Montessori program. The Teacher/child ratios are as follows:

Toddlers (18-30 mos):	1:6
Transitional Preschool (30-42 mos.):	1:7

ENROLLMENT INFORMATION

Full-time and Regular participants are given priority enrollment. Per Diem use is offered on a space available basis only.

The Extended Care Program requires a full school-year Contract to be signed.

DROP OFF/PICK UP

On Tuesdays through Fridays, Transitional Preschool students may participate in the morning preprimary carline, which runs from 8:15 to 8:35.

Monday routine: On Monday (when you bring in the bedding, etc., for the student's nap time), please park your car and walk your child(ren) to his/her classroom, where you can deposit all those nap items. The Teachers who are greeting at car line are unable to carry all these items, as well as safely assist the children exiting their cars. Thank you for your help with this.

If you drop off or pick up your child at times other than our car line times (see **Page 3**), please park your car in the parking lot and walk your child inside.

PARKING PROCEDURES

When dropping off your child in the Extended Care Program, please park your car in a parking space. During bus or car line times (noted below), no vehicle should be parked along the driveway at the front of the building - or in front of the sidewalks entering the building.

8:00 am – 8:35 am
11:15 am – 12:35 pm
2:50 pm – 3:45 pm

ABSENCES

Absences from the Extended Care Program because of illness or other personal reasons will not be pro-rated.

USE OF EXTENDED CARE ON NON-SCHOOL DAYS

We have calculated the annual amount you will be paying this year (based on the number of school days and the hours you have contracted to use) and divided it into ten equal payments.

The only days that were not calculated into this are the "Optional Use / RSVP Days" (i.e., Teacher Work or In-Service days, any days your student uses prior to his/her official school start date, and scheduled school breaks). Your use of Extended Care on these days is optional and will incur an extra charge.

Optional Use / RSVP Days: When the school closes for teacher in-service or various breaks, we offer optional Extended Care. This means we will offer childcare for regular users of our Extended Care program on most of these non-school days. Your regular tuition payments are based upon the school calendar. These optional Extended Care days will be billed separately if you sign up for them. If you do not sign up, you will not incur an expense for these days. On these dates, we require a minimum of five (5) Transitional Preschool students and five (5) Toddlers to be signed up in order to offer Extended Care in the respective rooms. RSVPs will be e-mailed one month prior to each of the dates. **If you intend to use an Optional Extended Care day, please respond to the RSVP form as soon as you receive it.** If the minimum number of students is not reached by two weeks prior to the Optional Extended Care day, users will be informed that they will need to make other plans for those school closures.

Toddler and Transitional Preschool

Optional Use / RSVP Days for 2017-2018 include:

- August 14-18, August 21-25
- Wednesday before Thanksgiving
- Part of Winter Break, covering December 20, 21, 22
- Teacher In-Service day, January 2
- Spring Break, which includes March 26-30

The per diem billing rates for these non-school days are:

	Toddlers	Transitional Preschool
7-6:30	\$70.00	\$66.50
7-5:30/8-6:30	\$65.25	\$62.00
7-4:30/8-5:30	\$59.50	\$56.75
7-3:30/8-4:30	\$53.75	\$51.00
8-3:30	\$47.80	\$45.75

Calamity Days are days Montessori classes are called off for inclement weather or for other in-house difficulties that occur at the last minute, and we cannot plan for them. Both our Toddler and Transitional Preschool programs will remain open on these days for families who are enrolled in these programs, assuming no Level 3 Snow Emergency has been called. It is possible that we may deem it necessary to delay the opening of our Toddler and Transitional Preschool programs to allow our staff to safely travel to MAC. Should the road conditions be so hazardous that Warren, Butler or Hamilton County authorities issue a Level 3 Snow Emergency, Montessori Academy of Cincinnati will be CLOSED.

In the event we have a delayed opening or early closing because of hazardous road conditions, you will receive an automated "Community Safe" call which will provide specifics of our plan for the day. Our goal is to make this call prior to 6:30 am. Information also will be on our website.

HOLIDAY CLOSINGS

School and Extended Care are closed for the following dates:

Labor Day	September 4*
Thanksgiving Day and day after	November 23* November 24*
Winter Break	December 25*, 26, 27, 28, 29, January 1*
Martin Luther King, Jr., Day	January 15
Presidents' Day	February 19

Summer Camp and Extended Care are closed for a week in August for building maintenance and teacher in-service.

*These holidays have been included in your annual Extended Care costs because they are paid holidays for the staff. There is no tuition credit for these holidays.

Ohio State Regulations

BEHAVIOR MANAGEMENT/DISCIPLINE PROCEDURES

For your information, and in compliance with State regulations, the following is our procedure regarding Behavior Management/Discipline.

The objective of our approach to child guidance is to assist children in the very early stages of their lives to begin growing into independent people who are self-motivated and self-disciplined. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

We believe that consistent communication and enforcement of clear, fair ground rules are essential for the children's protection and well-being. This will assure their safety while maximizing their opportunities for learning to resolve their own problems and conflicts.

We employ positive discipline, which involves helping

the child see the possible consequences of his/her actions and proposing alternative behaviors.

Teacher planning and preparation of the environment and schedule are critical to effective behavior guidance. Sensitivity to the developmental stages of the children is important in such planning and preparation.

We focus on encouragement of the children, which means positive acknowledgement of the children's efforts and/or specific attributes of their work. We avoid comparison, competition and evaluation and, instead, help the children develop an appreciation for and pride in their own behaviors and achievements.

We seek to create an environment of mutual respect in which children will feel safe, secure and loved. If behavior becomes a problem for a student (meaning that typical Teacher intervention strategies are not successful in helping the student adjust his/her behavior), the following process will be used, involving these steps:

- Early Childhood Director will be notified about the concern
- Identification of the specific problem behavior (typically noted after observing the behavior over a period of time and the Teacher addressing it with the student)
 - Documentation of the behavior and Teacher intervention strategies that have been used
- At pick-up time, the Teacher will explain to the parent the nature of the behavioral concern.
- If the behavior should persist, the child's parents are called to more formally discuss this situation.
 - Intervention strategies will be discussed.
 - Should the problem persist, a referral to outside community resources may be made.

The "Stop Rule" is a simple statement a young child can use as a deterrent for offensive behavior. The teachers also give the words "walk away" to help these young children communicate their need to be left alone. The Teachers are sensitive to the children's needs and are very supportive to ensure appropriate responses.

As the children mature, we begin to more formally use the "Stop Rule," which is incorporated throughout all our grade levels.

- When a child's boundaries have been crossed, it is up to that child to let the other child know that the behavior is unacceptable by saying, "Stop!" to the other person.
- Once someone has been asked to stop, he/she must stop. If he/she does not, then the child who asked the other to stop should go and get the help of an adult.
- The adult gathers the children who are involved and provides support while the first child states his or her desire for the behavior to stop. It is up to the other child to listen. This will be supported and monitored by the teachers.

If your child tells you about a situation that has happened to him/her – and a teacher was not aware or involved in a resolution of the problem – please talk your child through this process to remind her/him of what should happen. We welcome and encourage your bringing the situation to our attention. It is very challenging to see every situation, especially when we are outside at recess.

Other examples of forms of discipline we use

When children have been hurt or offended, we will ask the "offending" child what s/he could do to make things better. We subscribe to "logical" consequences – when circumstances indicate a consequence is necessary. Sometimes administrators are involved. The goal is to determine a resolution that is in the best interests of all involved.

The Ohio Department of Education requires that we publish the following Behavior Management/Discipline Restrictions:

1. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
2. No discipline shall be delegated to any other child.
3. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
4. No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
5. No child shall be subjected to profane language, threats, derogatory remarks about himself/herself or his/her family or other verbal abuse.
6. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
7. Techniques of discipline shall not humiliate shame or frighten a child.
8. Discipline shall not include withholding food, rest or toilet use.
9. Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability; and the child shall be within sight and hearing of a preschool staff member in a safe, lighted and well-ventilated space.
10. MAC shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.

FOOD SERVICE

A. Montessori Academy of Cincinnati provides meals and snacks in accordance with all of the following:

1. Meals and snacks shall be of quantity and quality to supplement food served at home so that the daily nutritional needs of the child are met in accordance with required daily allowance as prescribed by the U.S.

Department of Agriculture meal patterns.

2. A food source of vitamin C shall be served daily, and a food source of vitamin A shall be served three times per week, either with the meal or snack required by this rule.

3. Fluid milk shall be vitamin D fortified. Low-fat, skim or dry powdered skim milk shall be vitamin A and vitamin D fortified. Reconstituted dry powdered milk shall be used

only for cooking and shall not be used as a beverage.

4. Lunch shall be served to a preschool child who is in attendance entirely through the hours of eleven a.m. and one-thirty p.m., inclusively.

5. The snack shall be served during the longest period between meals for children attending four hours or longer.

6. A choice from two of the groups listed below must be offered for snack:

- a. Meat/meat-equivalent group;
- b. Bread/bread alternatives group;
- c. Milk group; or
- d. Fruit/vegetable group.

7. Parents providing snacks shall be provided information on nutritious snack choices.

B. Current menus for the entire week are posted on the doors in the kitchen, lunch room, and toddler and transitional preschool classroom and reflect all meals served by MAC. Snack schedules are posted in the toddler and transitional preschool room and in the kitchen pantry. Any substitute foods served are from the same basic food group and are recorded on the posted menu on the day the substitute is served.

SAFETY POLICIES

Your child's safety is of the highest priority with our Staff. We comply with the regulations set forth in the Ohio Administrative Code, as they apply to chartered, non-public schools. Some of our Safety Policies are listed below so you will know what we do to protect your child while in our care.

1. A staff member in charge of a child or group of children shall be responsible for their safety.
2. No child shall ever be left alone or unsupervised.
3. Any item of equipment found to be hazardous will be removed and the Early Childhood Director informed.
4. All electrical outlets are to be covered when not in use, unless it is a child-safety outlet.
5. A telephone is available at all times in cases of emergency.
6. No child shall ever enter or leave the building unaccompanied.
7. A monthly drill (fire, safety or tornado), at varying times each month, will be held and recorded.
8. A plan is posted in each classroom explaining action to be taken and staff responsibilities in case of fire, safety or weather hazard.
9. Field Trips (for preprimary and older):
 - A first aid box will be taken which meets the Administrative Code
 - A person trained in first aid always is present
 - Each child will have an identification label giving name and details of school
 - Each child's emergency form will be taken on trip
10. Use of aerosols is prohibited when students are present.
11. A staff member shall immediately notify the local public children's service agency when the staff member suspects that a child has been abused or neglected.

POLICY FOR THE MANAGEMENT OF COMMUNICABLE DISEASE

All staff members are required to take an approved Communicable Disease course, which includes training in the prevention, recognition and management of communicable diseases, as well as proper hand washing and disinfecting procedures.

A trained staff member observes each child daily as s/he enters the classroom. The following precautions shall be taken for children suspected of having a communicable disease:

1. The child's parent or guardian shall be notified immediately when signs or symptoms of illness have been observed.
2. A child with the following symptoms of illness shall be immediately isolated* and discharged to the parent:
 - Diarrhea
 - Severe coughing, causing the child to be red or blue in the face or to make a whooping sound
 - Difficult or rapid breathing
 - Yellowish skin or eyes
 - Conjunctivitis
 - Temperature of 100° F. taken by the axillary method when combined with other sign of illness
 - Untreated, infected skin patches
 - Unusually dark urine and/or gray or white stool
 - Stiff neck
 - Unusual spots or rashes
 - Sore throat or difficulty in swallowing
 - Vomiting
 - Evidence of lice, scabies or other parasitic infestation

*Isolation procedures include being cared for in a room not being used for other types of childcare within sight and hearing of an adult at all times. No child shall ever be left alone or unsupervised; s/he will be made comfortable and provided with a cot and observed carefully for worsening condition. After use, the cots shall be disinfected with an appropriate germicidal agent and—if soiled—cleaned with soap and water before disinfection. The child shall be discharged to parent, guardian or person designated by the parent or guardian as soon as practical.

3. A child with the following symptoms of illness shall be immediately isolated. Individual cases will be evaluated to determine whether the student will be discharged to the parent:
 - Unusual spots or rashes
 - Sore throat or difficulty in swallowing
 - Vomiting
 - Elevated temperature
4. Montessori Academy of Cincinnati shall follow the "Ohio Department of Health Child Communicable Disease Chart" for appropriate management of suspected illness. This chart is posted in the office. Recommendations listed on this chart shall be followed for re-admittance to school.
5. Montessori Academy of Cincinnati shall administer medication only to children enrolled in our Elementary, Middle School, full day Kindergarten program or in our Extended Care Program. Specific policy regarding the administration of medications is outlined in a separate section entitled: "Policy for Administration of Any Types of Medications" included in this Handbook.
6. A child who is not well enough to take part in all activities is considered not well enough to be in school. It is our policy not to care for mildly ill children.
7. Staff members displaying any of the above-mentioned symptoms of illness shall not report to school or shall leave the premises at the onset of such symptoms.
8. Parents will be notified of a child's exposure to a communicable disease via e-mail message and/or by a notice posted on our website.
9. *When a child has been sent home with a fever, the child may not return to school until s/he has been fever free - without the aid of medication - for 24 hours. Exception: The child may return sooner with a note from his/her pediatrician indicating that the child is not contagious. However, please understand that we must comply with the guidelines of the Ohio Department of Health. Certain illnesses, e.g. conjunctivitis, are not considered a problem to some pediatricians who will send in a note saying the child is not contagious, but our guidelines preclude us from allowing children with these symptoms to be present at school. The ODH guidelines will prevail.*

ADMINISTRATION OF ANY TYPES OF MEDICATIONS

No student may keep in his/her possession any medications (over-the-counter, prescribed, or food supplements). Any medications must be turned over to the classroom teacher for administration, together with the properly completed required paperwork.

IGNORING THIS RULE IS A VIOLATION OF STATE LAWS.

It is our policy to administer medicines only to children who are enrolled in the school on a full-time basis. Children who are here for only a three-hour program should be able to coordinate the timing of their medicines around the school times. There are special procedures that must be followed, as established by State Law. Please read the following:

A. Montessori Academy of Cincinnati will administer medications, food supplements or modified diets in accordance with Rule 5101:2-12-31 of the Ohio Administrative Code.

B. When a medication, food supplement, or modified diet is administered in Montessori Academy of Cincinnati, it shall be administered in accordance with the requirements of paragraph (C) of this rule.

C. Except as prescribed in paragraphs (E) to (F) of this rule, prior to the administration of a medication, food supplement, or modified diet, Montessori Academy of Cincinnati shall:

1. Secure the written instructions of a licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist for the administration of the medication, modified diet, or food supplement and

2. Secure the written, signed and dated instructions of the parent or guardian on the form provided by the School for the administration of the medication, food supplement, or modified diet.

D. Montessori Academy of Cincinnati shall secure written instructions signed by the licensed physician, advanced practice nurse certified to prescribe medication, or a licensed dentist in one of these ways:

1. Written instructions signed by the licensed physician, an advanced practice nurse certified to prescribe medication, or a licensed dentist on the form provided by the School for each medication, food supplement, or modified diet to be administered.

- ✦ A medication, food supplement or modified diet shall not be administered for any period of time beyond date indicated by the physician, advanced practice nurse certified to prescribe medication, or dentist, or twelve months, whichever comes first.

2. A prescription label which contains for each medication or food supplement, at a minimum, the child's name, a current date (within the last twelve months), an exact dosage to be given [the specific number of dosages to be given daily] and the means of administration.

- ✦ The prescription label shall be attached to the original container for each medication or food supplement.

E. **Non-prescription fever-reducing medications** that do not contain aspirin, or non-prescription cough or cold medications that do not contain codeine, may be administered by Montessori Academy of Cincinnati without written instructions from a licensed physician if administered in accordance with the following:

1. There shall be written instructions from the parent or guardian on the form provided by the School. The form shall include the name of the medication, name of the child, birth date of the child, date and the parent's or guardian's instructions and signature;

2. The medication shall be in its original container with its original label attached;

3. The full name of the child who is to receive the medication is printed on the container;

4. The label shall specify appropriate dosages based on the child's age or weight;

5. The written instructions of the parent or guardian notwithstanding, dosages administered by Montessori Academy of Cincinnati shall not exceed the manufacturer's recommended dosages.

6. The medication is to be administered by Montessori Academy of Cincinnati for no longer than three consecutive days within a fourteen day period, unless under written instructions from a physician.

F. Non-prescription topical ointments, creams or lotions may be administered by Montessori Academy of Cincinnati without written instructions from a licensed physician if administered in accordance with the following:

1. There shall be written instructions from the parent or guardian on the form provided by the School. The form shall include the name of the ointment, cream or lotion, name of the child, birth date of the child, date and the parent's or guardian's instructions and signature;

2. Written instructions shall be valid for no longer than twelve months;

3. Montessori Academy of Cincinnati shall follow manufacturers' guidelines regarding application;

4. Authorization for administration of the ointment, cream or lotion may be canceled by written request of the parent at any time.

5. When used for skin irritations or manifestations of skin irritations, the ointment, cream or lotion shall be administered by Montessori Academy of Cincinnati for no longer than fourteen (14) consecutive days at any one time.

6. Application of non-prescription topical products and lotions used only as a preventive measure will not be documented.

G. Medications and food supplements shall be given directly to Montessori Academy of Cincinnati personnel and shall be kept in a safe location where children cannot reach them. A medication requiring refrigeration shall be refrigerated immediately upon arrival at Montessori Academy of Cincinnati and shall be stored so as not to contaminate foods.

H. The Montessori Academy of Cincinnati staff member responsible for administering medication or food supplement shall verify administering the medication or food supplement by completing the form provided by the School each time a medication or food supplement is administered.

I. Written instructions of the physician, advanced practice nurse certified to prescribe medication, or dentist, written instructions of the parent or guardian, and the form completed by the School's staff member shall be kept on file at Montessori Academy of Cincinnati for a period of one year following administration of a medication, food supplement or modified diet and shall be available for review by the Early Childhood Director, upon request.

J. Montessori Academy of Cincinnati shall designate individuals who will administer prescription and nonprescription medication. Any staff member may apply nonprescription topical products or lotions used as a preventive measure.

K. Montessori Academy of Cincinnati shall assure that dosages administered by MAC do not exceed prescribed dosages or manufacturers' recommended dosages.

L. Montessori Academy of Cincinnati shall remove all medications from MAC when no longer needed or if the label indicates that the medication has expired.

Note: A sample of the Request for the Administration of Medication is attached, as is the sample form of Food Allergy Action Plan.

REQUEST FOR ADMINISTRATION OF MEDICATION

(Please print)

This form is valid for twelve months, One form must be used for each medication.

This section must always be completed by the parent/guardian.

Check all that apply:

- Prescription medication, Topical product or lotion, Nonprescription medication, Food supplement, Refrigeration required, Modified diet

Student's Name: Date of Birth: Weight:

Name of medication: Exact dosage:

To be administered at the following times:

For the following period of time:

Parent/Guardian signature: Date

The following section must be completed by a licensed physician, a licensed dentist or an advance practice nurse when:

- 1. A physician's instruction is needed for a nonprescription medication... 2. It is a sample medication without a prescription label... 3. The nonprescription medication is to be given longer than three consecutive days... 4. The child is on a modified diet... 5. The medication contains codeine or aspirin.

is under my care and should receive (name of student) (name of medication, vitamin, diet)

as follows: (include dosage and instructions)

Possible side effects to watch for are:

Expiration date: (May not exceed 12 months from the date of this request for medications or food supplements)

Signature of physician, dentist or advance practice nurse Date Phone Number

A record of administered doses is on the back of this form.

Office use: Teacher's Name Classroom

This form is required under Rule 5101:2-12-521 of the Ohio Administrative Code



Student's Name _____ Date of Birth: _____

ALLERGY TO: _____

Asthmatic Yes* No *Higher risk for severe reaction

STEP 1: TREATMENT

Symptoms:

** (To be determined by physician authorizing treatment)

If a food allergen has been ingested, but no symptoms
 Mouth Itching, tingling, or swelling of lips, tongue, mouth
 Skin Hives, itchy rash, swelling of the face or extremities
 Gut Nausea, abdominal cramps, vomiting, diarrhea
 Throat‡ Tightening of throat, hoarseness, hacking cough
 Lung‡ Shortness of breath, repetitive coughing, wheezing
 Heart‡ Thready pulse, low blood pressure, fainting, pale, blueness
 Other‡ _____

Give Checked Medication:**

<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine
<input type="checkbox"/> Epinephrine	<input type="checkbox"/> Antihistamine

If reaction is progressing (several of the above areas affected), give

The severity of symptoms can change quickly. ‡ Potentially life-threatening.

DOSAGE

Epinephrine: inject intramuscularly (circle one) EpiPen® EpiPen® Jr. Twinject™ 0.3 mg Twinject™ 0.15 mg
(see reverse side for instructions)

Antihistamine: give _____
Medication/dose/route

Other: give _____
Medication/dose/route

IMPORTANT: Asthma inhalers and/or antihistamines cannot be depended on to replace epinephrine in anaphylaxis.

STEP 2: EMERGENCY CALLS

1. Call 911. State that an allergic reaction has been treated and additional epinephrine may be needed.
2. Dr. _____ Phone Number: _____ at _____
3. Parents _____ Phone Number(s): _____
4. Emergency contacts:
 Name/Relationship Phone Number(s)
 a. _____ 1.) _____ 2.) _____
 b. _____ 1.) _____ 2.) _____

IF PARENT/GUARDIAN CANNOT BE REACHED, DO NOT HESITATE TO MEDICATE OR TO TAKE CHILD TO MEDICAL FACILITY!





Parent/Guardian Signature _____ Date _____

Doctor's Signature _____ Date _____
(Required)

Printed name of person completing form _____

Signature of person completing form _____ Date _____

Office use: Teacher's Name _____ Classroom _____

<p>EpiPen® and EpiPen® Jr. Directions</p> <ul style="list-style-type: none"> ▪ Pull off gray activation cap.  <ul style="list-style-type: none"> ▪ Hold black tip near outer thigh (always apply to thigh).  <ul style="list-style-type: none"> ▪ Swing and jab firmly into outer thigh until Auto-Injector mechanism functions. Hold in place and count to 10. Remove the EpiPen® unit and massage the injection area for 10 seconds. 	<p>Twinject™ 0.3 mg and Twinject™ 0.15 mg Directions</p>  <ul style="list-style-type: none"> ▪ Pull off green end cap, then red end cap. ▪ Put gray cap against outer thigh, press down firmly until needle penetrates. Hold for 10 seconds, then remove. <p>SECOND DOSE ADMINISTRATION: If symptoms don't improve after 10 minutes, administer second dose:</p> <ul style="list-style-type: none"> ▪ Unscrew gray cap and pull syringe from barrel by holding blue collar at needle base. ▪ Slide yellow or orange collar off plunger. ▪ Put needle into thigh through skin, push plunger down all the way, and remove. 
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After EpiPen® or Twinject™ is used, call the Rescue Squad. Take the used unit with you to the Emergency Room. Plan to stay for observation at the Emergency Room for at least four hours.

Signature of trained staff members and staff who have been made aware of the condition. (There must always be a trained staff member present when the child is present).

- Signature: _____ Date: _____ Staff Informed Staff Trained
- Signature: _____ Date: _____ Staff Informed Staff Trained
- Signature: _____ Date: _____ Staff Informed Staff Trained
- Signature: _____ Date: _____ Staff Informed Staff Trained
- Signature: _____ Date: _____ Staff Informed Staff Trained
- Signature: _____ Date: _____ Staff Informed Staff Trained
- Signature: _____ Date: _____ Staff Informed Staff Trained

Only trained staff members shall be permitted to perform medical procedures listed. Additional staff may sign a separate sheet but must indicate "trained" and/or "informed."

**Medication checklist adapted from the Authorization of Emergency Treatment form developed by the Mount Sinai School of Medicine.

Student's Name _____ **Date of Birth:** _____

Does your child have asthma that has been diagnosed by a doctor? Yes No

If your child has any known asthma "trigger factors," please list them: _____

Medications to be given at school (if any) (complete a Request for Administration of Medication form)

Steps for an acute asthma episode

1. _____
2. _____
3. _____
4. _____

Symptoms of a possible asthma emergency:

- Difficulty breathing, walking or talking.
- Blue or gray discoloration of the lips or nail beds.
- Failure of medication to reduce worsening symptoms.

These signs indicate the need for emergency medical care. The steps to take are:

5. Call 911.

6. Call Dr. _____ Phone Number: _____

7. Call Parents _____ Phone Number(s): _____

Call Parents _____ Phone Number(s): _____

8. Emergency contacts:

Name/Relationship _____ Phone Number(s) _____

a. _____ 1.) _____ 2.) _____

b. _____ 1.) _____ 2.) _____

Parent/Guardian Signature _____ Date _____

Doctor's Signature _____ Date _____

(Required)

Printed name of person completing form _____

Signature of person completing form _____ Date _____

Office use: **Teacher's Name** _____ **Classroom** _____

NUTRITIONAL REQUIREMENTS FOR LUNCHES

Suggested foods to meet one-third of the preschool child's recommended daily dietary allowance

1 SERVING:

MEAT/MEAT EQUIVALENT

Meat, poultry, fish	1.5 oz
---------------------	--------

Substitutes

Cheese	1.5 oz
Egg 1.5 medium or large	
Peanut Butter	3 Tbl
Cooked dried beans, peas	3/4 c
Cottage Cheese	6 Tbl

Note: Total portion size for the meat/meat equivalent group can be met by one of the above in amounts stated or in a combination of any of the above in amounts equivalent to total meat portions.

Sources: Meat (beef, veal, pork, lamb), eggs, nuts, peanut butter, dried beans and peas. Cheeses and cottage cheese can be used as substitutes occasionally.

2 SERVINGS:

FRUIT AND VEGETABLE DAILY (VITAMIN C)

FRUITS:

Cantaloupe	
Grapefruit or juice	
Guava	
Honeydew melon	
Mango	
Orange or juice	
Papaya	
Raspberries, red	
Strawberries	
Tangerines	

VEGETABLES:

Asparagus	
Broccoli	
Brussels Sprouts	
Cabbage	
Cauliflower	
Okra	
Peppers (red/green)	
Potatoes, white	
Tomatoes or juice	
Turnips	

Green Leafy Vegetables:

Collards	
Dandelion greens	
Kale	
Mustard greens	
Spinach	
Turnip greens	
Garden cress	

3 TIMES A WEEK (VITAMIN A)

FRUITS:

Apricots	
Cantaloupe	
Cherries, red sour	
Mango	
Nectarine	
Persimmon	
Peaches (fresh)	
Plums, purple (canned)	
Prunes	

VEGETABLES:

Asparagus	
Broccoli	
Carrots	
Mixed Vegetables	
Pumpkin	
Squash, Winter	
Sweet Potatoes	
Tomatoes (juice, puree, paste, or soup)	

Green Leafy Vegetables:

Beet greens	
Chicory	
Collards	
Cress	
Kale	
Dandelion greens	
Mustard greens	
Chard	

1 SERVING:

BREAD/BREAD ALTERNATIVE

1/2 slice bread or equivalents

Substitutes:

Cooked cereal, pastas, rice, grits	1/4 cup
Ready-to-eat cereal	1/2 cup
Crackers	2-3 small
Biscuit, roll, muffin	1/2 reg
Pancake, waffle	1/2 small
Bun, bagel, English muffin	1/4 reg

1 SERVING:

MILK GROUP

Milk* 6 oz.

Calcium Equivalents:

Yogurt	3/4 cup
Cheese	3/4 cup
Ice Cream	1.5 cup
Cottage cheese	1.5 cup

*Sources: whole, 2%, skim, evaporated, powdered, dry

