

**Child Kingdom
Montessori
- Parent Handbook -**

**2013– 2014
School Year**

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AGES AND HOURS:

Child Kingdom Montessori is an early learning center that serves infants through children aged six years. The hours of operation are Monday through Friday, 7:15 AM to 6:00 PM, with an open door policy for drop off and pick up - parents may bring their child to school and pick them up at any point within those hours. A detailed description of financial policies and parent fees is included in the enrollment packet.

ENROLLMENT PROCEDURE:

To pursue enrollment at Child Kingdom Montessori, you should first schedule an appointment to visit the school, where you may pick up an enrollment packet. The director or an administrator will assist you with your visit and the enrollment process.

In order to enroll your child, a parent or legal guardian must fill out an application and return it to the administrator or director along with a non-refundable deposit, registration fee, and material fee. All fees and tuition schedules are included in our enrollment packet.

STAFF:

All volunteers and staff are finger-printed and have a current (within a three years period) North Carolina Criminal Background Check on file. Staff is encouraged to enroll in college courses to further their Early Childhood certifications and regularly attend training seminars through Smart Start of Buncombe County. During our hours of operation, there is always a minimum of one staff member certified in CPR/First Aid. We are monitored by the North Carolina Division of Child Development and Early Education and adhere to their Voluntary Enhanced Requirements of staff to child ratio, as well as the Department of Health and Human Services, Division of Environmental Health and Safety guidelines for childcare facilities.

SMOKE-FREE ENVIRONMENT:

Child Kingdom Montessori is a 100% smoke-free environment. All parents, staff, and visitors are asked to not use tobacco products anywhere on our campus or in vehicles. Families are discouraged from using tobacco products in the home, as even third-hand smoke is highly dangerous for young children.

CHILD ABUSE AND NEGLECT:

By law, Child Kingdom Montessori is obligated to report any suspected abuse and/or neglect to the appropriate agencies.

SAFE ARRIVAL AND DEPARTURE:

Children are to arrive clean and fed, unless arriving just before a meal time. We will always strive to send your child home with a clean diaper, and would appreciate the same consideration when you drop him/ her off.

It is normal for some children to have difficulty separating from parents, or to cry when dropping off. Please notify the teacher in-charge that your child is present, make sure they are properly signed-in, reflecting the accurate date and time, and make your drop off brief; the longer you prolong the departure, the more difficult separation becomes. A smile, cheerful goodbye kiss, and a reassuring word that you will be back are needed. Children are nearly always quick to get involved in play or activities as soon as parents are gone.

When picking your child up, please communicate with the teacher in-charge and make sure your child is properly signed out. Please be brief at pick up times as well. This is a time of testing, when two different authority figures are present (the parent and the provider). All children will test to see if the rules still apply. During arrival and departure, we expect parents to support Child Kingdom's rules. Please be in control of your child during pick up times.

Our normal procedure is to release the child only to his or her parents/legal guardians, or someone who is specifically designated on the Authorized Pick Up and/or Emergency Contact forms. If someone other than the parent is to pick up the child, please notify us ahead of time; verbal notice given the same day will suffice, given that the person is already authorized to pick up the child. If the person is NOT on that list, we **MUST** have written permission to release your child. Please inform emergency contacts and others authorized to pick up your child that if we do not know them, we must ask for photo identification; this is not meant to offend them, but for the child's protection.

Please note that drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. The director or administrator will be happy to set up a time where issues and concerns may be discussed in private.

CAR SEATS:

Due to liability issues and licensing requirements, our staff members may not place children in car seats or escort them to your car.

If a car seat must be sent home with your child, please make sure it is labeled with the child's name and kept neatly and out of the way in the office, and that the person responsible for pick up is aware of its location. Our staff may not assist with obtaining or positioning car seats in the vehicle.

MEALS AND SNACKS:

A nutritious and balanced morning meal encompassing two to three food groups will be provided. Families are invited - in order by enrollment date - to share in meal choices by taking home the breakfast

basket, which includes a list of shopping list suggestions you may choose to follow or use as guidance. Please note that the USDA has specific requirements for health and nutrition that we are obligated to follow, and includes meals brought from home.

All children staying through the lunch hour will bring a packed lunch from home, which will follow the USDA guidelines outlined in the enrollment packet. Juice and milk are welcomed at lunch time - please refrain from sodas and make sure any other beverages are 100% juice. Children are encouraged to bring a water bottle to use throughout the day. Please make sure it is labeled with your child's name and that it is clean and filled with fresh water each day. **We do have a microwave for reheating leftovers,** provided they are sent in microwave-safe containers. Please make sure all lunch components are labeled with your child's name.

CUBBIES:

Your child will be provided with a cubby that will contain a full change of clothes that you are to hand in - including underwear, socks, and shoes - sent in a **gallon zip-loc bag** and labeled with his or her name. **In addition, your child will be provided with a folder in the classroom that will contain work that should be taken home. Each child should also bring a moderately-sized bag to hang in the classroom for outerwear and/or extra clothing storage; this bag may be kept at school.**

CLOTHING & TOYS:

Please help your child dress in comfortable, washable, and weather-appropriate play clothes before coming to school each day. We strongly encourage the use of Velcro shoes - they assist children with maintaining independence as they put on and take off their own shoes for outdoor play or rest time.

Children may bring a small, soft toy for rest time, but please help your child store it in their cubby or bag upon arrival to avoid conflict with other children.

REST TIME:

Each Monday, full-day children are provided with a clean cot sheet. Your child is welcome to bring a small toy or blanket for rest time, but please make sure it is labeled and stored in your child's cubby or bag and taken home and washed each Friday.

VOLUNTEER:

Volunteers are welcomed and encouraged in each classroom; please arrange a convenient time with your child's teacher and fill out the Child Kingdom Volunteer Form. Please note that it is beneficial for new children to have a one month adjustment period prior to having a parent or guardian in the classroom with them.

DISCIPLINE POLICY:

A detailed description of our discipline policy is included in the enrollment packet. Please feel free to ask any questions you may have concerning discipline, and return the policy with your signature prior to your child's first day of school.

WEEKLY FOLDERS:

Each Friday, you will receive a letter along with your child's work in their folder. It will contain pertinent information, such as policy changes, the letter of the following week, upcoming events, or units we are studying. Weeks one and three will be a letter from your child's teacher, and the second and fourth weeks will be from the Director. Please return the folder each week.

LETTER OF THE WEEK:

Each week, we will learn about a new letter and things that begin with that sound. The Letter of the Week will be announced in the newsletter and on the board in each classroom. Your child will do activities and art projects related to that letter. Each Friday, we will have Show and Tell; please help your child choose something to bring from home that begins with that letter. We encourage things from nature, photographs, and tangible objects - be creative!

PLAYGROUND:

We provide our children with a minimum of **one hour** outdoor play time each day (weather permitting). A philosophy of peace is encouraged in our classrooms at all times and extends to our outdoor play area. We encourage imaginative play within a peaceful philosophy - weapons and aggressive play are not permitted. We strive for the safety and security of all of our children and thank you for your cooperation, support, and understanding of this philosophy.

FIELD TRIPS:

Children over the age of three will occasionally have the opportunity to take a field trip. Each child **MUST** have written permission from their parent or guardian in order to participate (a permission slip will be sent home for return one week prior to the field trip). We rely on parent volunteers for transportation. If you volunteer to drive, you must provide Child Kingdom Montessori with your current car insurance and drivers' license information. If a parent has received a DUI in the past three years, they will **NOT** be able to drive children other than their own. We strongly encourage each family to participate in both in-house and off-campus field trips!

MEDICATION:

If your child must receive a medication within the school day, we **MUST** have a completed topical or internal medication form (whichever applies) on file in order to both administer the medication **OR** to have it on premises! There are no exceptions to this rule; if an undocumented medication (including lip balm, sunscreen, bug spray, etc.) is discovered in a child's belongings, a parent or guardian must come and pick it up or fill out the appropriate form. Please note that sunscreen **MUST** be provided by families during the summer months; neither sunscreen nor bug spray may be provided by Child Kingdom Montessori, per North Carolina Department of Health and Human Services requirements.

In the event of a wound occurring at school, we are only permitted to wash the wound, administer ice, and/or bandage it - no antibiotic ointment may be applied. We may not remove splinters. If a child is exhibiting symptoms of illness (vomiting/diarrhea, fever, severe cough or nasal discharge), a parent will be notified and may be required to pick up the child from school. In the event of a true emergency requiring medical attention, a staff member trained in CPR/First Aid will follow protocol and best judgment for treatment and may transport the child to an emergency room.

BROKEN MATERIALS:

A very expensive and important part of a Montessori classroom is the materials. If your child breaks a material, we will ask your family to be responsible for replacing it in a timely manner. This teaches your child both respect and responsibility. We will provide you with a Broken Materials Form upon incident. Thank you for your cooperation!

CLEANLINESS:

We strive to provide a tidy and sanitary environment for your child. Each day, toys are dusted, spot cleaned, or laundered, each classroom vacuumed and mopped, tables and chairs sanitized and thoroughly wiped before and after each meal, and bathrooms and diaper tables are disinfected after each use.

Hand-washing is an important way to prevent the spread of illness. Please wash your child's hands and your own upon drop off, and wash your hands when entering the classroom for pick up. Students and staff wash their hands frequently throughout the day - before and after meals and messy play, after outdoor play, after sneezing or coughing, and after diaper changes or bathroom use. Staff must wash hands before food preparation and must wear non-latex disposable gloves for food service.

BIRTHDAYS:

We ask that each family send in several pictures of the child - at least one from each year of your

child's life. They may be fashioned into a poster or collage to be shared at school for several days.

On the child's birthday (or the day arranged by the family and teacher), the teacher lights a candle and explains to the class that the candle represents the sun. The child holds a small globe, and the teacher explains the passage of a year; the child makes one circle around the "sun" and the teacher explains that now, the child is one year old, asking parents and the class what the child was like at one. Each pass around the candle brings the sharing of more photos and reminiscing about the child's growth and changes. The birthday celebration ends with a healthy snack provided by the child's family. Please communicate with your child's teacher the best time for your child's birthday celebration.

SCHOOL CLOSURE POLICY:

In the event of inclement weather that necessitates the closure of Child Kingdom Montessori, you will be notified by telephone and/or text message.

FINANCIAL POLICY:

1. New families must provide the **\$100** registration fee and **\$250** deposit with each application to be considered for admission. ***Please note that these fees are non-refundable.**
2. Enrollment is not effective until a completed application, questionnaire, **\$50** quarterly materials fee and **\$** monthly tuition, and the following signed forms are submitted: Tuition Agreement, Authorized Release Form, Discipline Policy, Emergency Medical Information and Authorization, Transportation Form, and documentation of Receipt of Center Operational Policies and Summary of North Carolina Child Care Law forms.
3. A year's tuition and materials fee may be paid in full with the appropriate **discount** as outlined in the Tuition Schedule, or they may be paid on the first of each month. Tuition and materials fees will be considered late and assessed a fee of \$10/day after the **5th** of the month.
4. Any family whose account is 30 days in default will not be permitted to attend until a parent/guardian has met with the Director or an administrator and completed and signed a payment plan.
5. A minimum of 30 days notice must be given **in writing** for a family to unenroll from Child Kingdom Montessori. Please note that the parent/guardian is responsible for the 30 days tuition from the time notice is received, and that all prepaid fees are non-refundable.
6. A returned check fee of \$20 will be assessed.
7. Families who pick up **after the arranged time (part-time) or after 6:00 PM** will be assessed a **\$1 per minute late**. This fee is not prorated.
8. Invoices, statements, and other financial information will only be shared with the parent/guardian whose signature appears on the application and Tuition Agreement.
9. Families who wish to reserve a place for their child in the future will be held responsible for tuition (prorated) until their child is able to attend Child Kingdom Montessori. Late payments may result

in the forfeit of child's enrollment.

CONTACT INFORMATION:

Child Kingdom Montessori

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