



• Preschool and Kindergarten •  
of Sutton

30 Burbank Road  
Sutton, MA 01590

508-865-4223

Mailing Address:  
P.O. Box 547 • Sutton, MA 01590

[www.countrymontessori.com](http://www.countrymontessori.com)



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# **POLICY MANUAL**

## **2017 - 2018**

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*Excellence in Early Learning Education Since 1986*

*We would like to take this opportunity to welcome you to Country Montessori Preschool of Sutton. The Director is a member of the American Montessori Society. We consider it an honor and a privilege to be part of your child's life during these most important, formative years.*

The school is licensed by the State of Massachusetts Early Education and Care. Springfield Office, 95 Liberty Street, Springfield, MA 01103 (413-788-8401 Ext 110). Parents may contact E.E.C. for the school's compliance history.

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## **NON-DISCRIMINATION ADMISSION POLICY**

The School does not discriminate in providing services to children and their families on the basis of race, religion, cultural heritage, political beliefs, marital status, language spoken, disabilities, sexual orientation, national origin, or toilet training status.

## **SCHOOL HOURS**

The morning session begins at 8:55 am and ends at 11:25 am

The afternoon session begins at 12:25 pm and ends at 2:55 pm

5-day program: Monday through Friday

3-day program: Tuesday through Thursday

or Monday/Wednesday/Friday

2-day program: Monday and Friday

or Tuesday and Thursday

Full Day Sessions begin at 9:00 am and end at 3:00 pm

Full Day Extended Sessions begin at 7:15 am and end at 6:00 pm

## **REQUIRED FORMS**

Please complete the enclosed forms and return them to the Director. If your child has had a physical examination within the past year it is not necessary to have another, however, you must submit the medical form found in your packet to your child's Physician to be completed and returned to school. If your child has a physical during the school year, please be sure to pick up a new medical form from school so that your child's record will be current. The Office For Child Care Services also requires that all children be tested for lead poisoning and proof must be documented on his/her medical form. These forms must be on file at the school and available for The Office of Early Education and Care inspection. The enrollment forms include the following:

- Face sheet
- Developmental History (upon enrollment only)
- Authorization to apply nonprescription medication
- Authorization for emergency medical treatment
- Authorization and release
- Physical Exam
- Immunizations
- Lead Test

## **SCHOOL CANCELLATION**

"No School Bulletins" may be heard on the radio station WSRS FM Worcester (96.1) beginning at 6:00 am. In addition, you may watch Channel 5 (WCVB-TV Channel 4 Boston), and Channel 7. Please listen specifically for announcements concerning **Country Montessori**. Do not get confused with announcements concerning Sutton Public School Preschool and Kindergarten.

## **ALERT NOW**

Country Montessori is enrolled in a school wide calling system called Alert Now. This system is used by a vast number of public and private schools. Alert now will enable the Director to make one call or send one email that will instantly go out to you about important information pertaining to the school. This will be an effective tool to alerting you to school closings, etc. It will enable the Director to contact you instantly in the event of an emergency. A sign up sheet was included in your enrollment packet.

## **TRANSPORTATION PLAN**

Country Montessori Preschool does not transport children to and from school. Transportation to and from field trips will be done by the child's parent or guardian.

Country Montessori adheres to the Massachusetts Seat Belt laws. Parents who will not accompany their child on a field trip will be asked to leave the child's booster seat or car seat to be used by the parent transporting the child.

## **COMMUNICATION FROM HOME**

It is helpful to inform the school of any significant change occurring in your home. The following are situations which could cause distress for your child: parents being away for an extended period of time, new persons living in the home, illness of a family member, accident or death in the family, moving, or death of a pet. **Please communicate with us. You are your child's prime teacher. Help us to help your child and do our best to bring to fruition your child's potential.**

## **PARENT STAFF COMMUNICATIONS**

Please share with the Director and teachers things that are important to your family so that they can use this information to help your child grow and learn.

Communication between parents and staff is very important, so feel free to share your questions and concerns. Your child's teacher may be reached by phoning the school between 8:45-9:00 am. If this time is inconvenient, you may call during the morning or afternoon and leave a message for the teacher. They will return the call as soon as possible.

If you need these translated into a language other than English, please contact the Director and she will be happy to make arrangements.

Please do not call the teachers at their homes. We are all available during school hours.

Country Montessori has an open door policy for parents. Parents are welcome to come into the school unannounced at any time while his/her child is in care.

## **PARENT INVOLVEMENT**

We encourage parents to give feedback and ideas about the Program's policies and procedures and to help us plan to meet your child's needs. Please call the school to set up an appointment if you wish to discuss ideas with your child's teacher.

Parents are welcome to work with their child's teacher to decide how to best help their child develop and learn, or to talk about any problems that may arise.

Parents will be informed about the Program and any policy or regulatory changes that affect it through newsletters and our website [www.countrymontessori.com](http://www.countrymontessori.com).

If there is an incident, parents will be given information about what happened to their child during the day, especially information about injuries and any changes in the child's health or eating habits. This information will be provided at pick-up.

Changes that affect children, such as change in room, teacher, or use of special services are discussed with parents before decisions are made. Parents will be asked to come in for a meeting with the Director and classroom teacher.

The teachers at Country Montessori will hold a special conference or meeting with parents to discuss any difficulties or differences that may arise. Parents are welcome to call the school to schedule an appointment.

We realize the drive-thru is a convenient and safe method to transport the children into and out of the building; however, it sometimes leaves parents with a feeling of a lack of communication with the staff. We want to assure our parents that we value their opinion and invite input through one-on-one conversations, planned meetings, telephone calls to the director, or e-mail through our website [www.countrymontessori.com](http://www.countrymontessori.com).

## **PARENT PARTICIPATION**

Parents are welcome to come into the classroom and share their interest, talents or to participate in classroom activities and events. Any parent wishing to come in and work directly with the children will be required to have a C.O.R.I. background check. A C.O.R.I. is required by the State Department of Early Education and Care and is for the

safety of your children. If you are interested in volunteering in any capacity, please contact the Director. C.O.R.I. checks must be completed before volunteering in your child's classroom.

### **MAP**

Montessori Association of Parents would like to extend an invitation to all parents to join MAP. MAP is a group of parents, the Director and teachers dedicated to the enrichment of the educational experience of our children at Country Montessori. Not only are parents advocates for their children, they also support the teachers through volunteering, activities, and events.

MAP gives you the opportunity to meet new friends, share your time, talents, opinions & concerns, but most of all gives you the opportunity to be a part of a team that works to create successful and fun school events for your children and your families.

MAP meetings are held once a month at the school.

Information regarding joining MAP will be passed out at our Parent Orientation meetings at the beginning of the school year.

### **COMMUNITY EVENTS**

Country Montessori will pass out any information we receive about community events and resources as we receive them.

### **PARENT GRIEVANCES**

If a parent has a grievance concerning the program policies or a staff member, please follow the following procedures

- 1) Relay grievance to Director. (If parent relays grievance to staff - staff member tells Director.)
- 2) Individual meeting is held between Director and parent.
- 3) If a staff member is involved, Director will talk to staff member.
- 4) Special conference will be held (if needed) between staff member, Director and parent.

Above meetings will be documented.

## **ATTENDANCE**

Regular attendance is important for proper progress through the curriculum, as well as successful development of your child's social relationships. If your child is unable to come to school, the head teacher should be informed as to the nature of the child's illness and anticipated length of absence. Please call the school as soon as possible.

**Classes at Country Montessori Preschool are generally filled to capacity. Unfortunately, if your child is absent from school due to illness or vacation it is impossible for us to have him/her attend another session as a makeup. Doing this would put our enrollment over the capacity that the law allows.**

## **BIRTHDAYS**

If you would like us to celebrate your child's birthday at school with their classmates, please let us know. Parents are asked to bring in healthy snacks for the occasion. Children with summer birthdays are welcome to celebrate their birthday at school anytime during the school year. Unless you invite the entire class to your child's out of school birthday party, please do not send invitations to be passed out at school. Children's feelings get hurt, and they feel left out if they see other children with invitations and they didn't get one. Thank you for your understanding concerning this matter.

## **SNACK PROGRAM**

Due to dietary restrictions and individual snack preferences, the snack program is as follows:

Parents will send their child to school with his/her own snack. Snack should include a juice box or other type of drink along with the snack. **If you are sending in grapes for your child's snack it is required through ECC that the grapes be cut into ¼.**

We would like to remind you that due to allergies, children cannot bring in snacks containing **nuts, peanuts or peanut butter**. Many of our children could have a reaction from the smell of these items.

## **CLOTHING**

Have your child wear comfortable clothes that promote independence. Your child should be able to use the bathroom facilities independently. Overalls, one piece suits and belts are difficult for a child to manipulate. Clothes should be suitable for both indoor and outdoor play (weather permitting). During the winter when boots are needed, be sure to bring in shoes, sneakers, or slippers for indoor use. Children will go outside if the temperature is over 32°. Please be sure your child's clothing is labeled.

## **PARKING LOT SAFETY & DRIVETHRU**

For the safety of the children, please drive slowly and cautiously in the school parking lot and never leave a running car unattended. Parents are welcome to use our drivethru service, however, please **do not park** your car in the middle of the line to come into the building, or get out of your car to talk with other parents. If you need to come into the building or wish to walk your child into school, you will need to park in the front parking area and walk down. **We need to keep the line moving, per order of the Sutton Fire Chief.**

## **LOST & FOUND**

All items of clothing should be labeled. Stray items will be placed in a lost and found basket in the office. **Please check pockets for beads, cubes, map pieces, etc. and return them to school promptly. What may seem to be an unimportant piece of wood, may in fact, be a vital part of the Montessori equipment.**

## **BRINGING THINGS**

Appropriate books, cultural objects, nature specimens or special items may be shared with the class. Items such as toys, food, and gum, raise a number of difficulties in the classroom. Often the presence of such items brings a conflict related to ownership in an environment where community spirit is emphasized. In addition, such items distract from use of the materials and other activities in the environment. **Parent cooperation in this area makes it easier for all the children as well as the teacher.**



## **PARENT CONFERENCES**

Parent Conferences will be held twice yearly, once in the late Fall and once in the early Spring. These meetings are an opportunity to discuss the progress in growth and development of the children. Dates and times for the conferences will be shown on the school calendar. If you would like to schedule other appointments to discuss your child's progress please call the school or speak with your child's teacher to set up an appointment.

## **CHILD GUIDANCE POLICY**

**The following practices are strictly prohibited:**

- Spanking or other corporal punishment of children;
- Subjecting children to cruel or severe punishment such as humiliation, verbal or physical abuse, neglect, or abusive treatment
- Depriving children of meals or snacks
- Force feeding children
- Disciplining a child for soiling, wetting, or not using the toilet; forcing a child to remain in soiled clothing; forcing a child to remain on the toilet, or using any other unusual or excessive practices for toileting.
- Please also note that ECC does not allow any licensed child care programs to use discipline or child guidance techniques that require the use of any physical restraint
- Excessive Timeout; time out may not exceed one minute for each year of the child's age and must take place within an educator's view.
- Child guidance goals that help children to:
  - Be safe with themselves and with others
  - Feel good about themselves
  - Develop self-control and good coping skills
  - Appropriately express their feelings
  - Become more independent
  - Balance their needs and wants with those of others
  - Learn new problem-solving skills, including non-violent conflict resolution;
  - Learn about conservation - to use equipment, materials, and other resources in caring, appropriate ways

## **CHILDREN'S WORK**

Each day, all your child's completed work is sent home. Please go over your child's work with them. It is very important to them. They are very proud of their good work! Be positive and specific: "I like the way you finish your work!" "I like the way you color in one direction" "I can tell that you did your best!" "I can tell that you tried very hard!" "I can tell you took your time" etc. If it is a writing paper, let the child read it to you. Point out the best letters. (You do not need to mention that some of the other letters may not be so good). Through your interest, you give dignity and importance to your child's work.

Please do not compare your child's work with others. He/she is on his/her own timetable. Also, do not be upset if your child does not bring work home. The children spend most of their time interacting with the Montessori materials, and they do not necessarily have papers to show for their hard work and time well spent!

## **PROCEDURES FOR EMERGENCIES AND ILLNESS**

### **First Aid and Transportation to the Hospital**

- In the case of an emergency or illness (such as a seizure, a serious fall or serious cut), the teacher in charge will begin administration of emergency first aid while the assistant teacher or second teacher takes other children to another area or room.
- Other staff will be alerted to send for assistance, be it the Program Director, social worker, or another person in the Center.
- One of the supervisory staff will contact the parent to come and pick up child or, if response time is a factor, to have the parent meet the child and accompanying staff at the emergency room of the hospital utilized in emergencies.
- In the event a situation arises that is life threatening or the child cannot be comfortably restrained in a car, an ambulance will be called immediately. The parent will be called to meet the child and staff at the hospital. The teacher or other designated staff will go with the child in the ambulance. The child's file will be taken, including permission forms and pertinent insurance information if the center has it.
- When parents cannot be reached, those listed as emergency contacts will be called as a further attempt to reach parents. In the event a parent cannot be reached immediately, a designated staff

person will continue to attempt to reach parents. If necessary, the child will be transported to the hospital by two designated staff members (or by ambulance) and the child's whole file will be taken, including permission forms.

The program will immediately report to the Department of Early Education and Care any injury to, or illness of, any child which occurs during the hours while the child is enrolled in care and which requires hospitalization or emergency medical treatment.

## **MEDICATION**

### **Department of Early Education and Care PLAN FOR ADMINISTRATION OF MEDICATION**

#### **Prescription Medication**

- Prescription medication must be brought to school in its original container and include the child's name, the name of the medication, the dosage, the number of times per and the number of days the medication is to be administered. This prescription label will be accepted as the written authorization of the physician.
- The Center will not administer any medication contrary to the directions on the label unless so authorized by written order of the child's physician.
- The parent must fill out the Authorization For Medication Form before the medication can be administered.

#### **Non-prescription Medication**

- Non-prescription medication will be given only with written consent of the child's physician. The Center will accept a signed statement from the physician listing the medication(s), the dosage and criteria for its administration. This statement will be valid for one year from the date that it was signed.
- Along with the written consent of the physician, the Center will also need written parental authorization. The parent must fill out the Authorization for Medication form, which allows the Center to administer the non-prescription medication in accordance with the written order of the physician. The statement will be valid for one year from the date it was signed.

- The Center will make every attempt to contact the parent prior to the child receiving the non-prescription medication unless the child needs medication urgently or when contacting the parent will delay appropriate care unreasonably.

### **Topical Ointments and Sprays**

- Topical ointments and sprays such as petroleum jelly, sunscreen, and bug spray, etc. will be administered to the child with written parental permission. The signed statement from the parent will be valid for one year and include a list of topical non-prescription medication.

### **Technical Assistance**

- When topical ointments and sprays are applied to wounds, rashes, or broken skin, the Center will follow its written procedure for non-prescription medication which includes the valid written order of the physician, which is valid for a year, and the Authorization for Medication form signed by the parent.

### **All Medications**

- The first dosage must be **administered by the parent at home in case of an allergic reaction.**
- All medications must be given to the teacher directly by the parent.
- All medications will be stored in the kitchen, out of the reach of children (in the right upper cabinet or on the refrigerator door shelf if refrigeration is necessary). All medications that are considered controlled substances must be locked and kept out of reach of children.
- The Lead Teacher will be responsible for the administration of medication. In his/her absence, the Program Director will be responsible.
- The Center will maintain a written record of the administration of any medication (excluding topical ointments and sprays applied to normal skin) which will include the child's name, the time and date of each administration, the dosage, and the name of the staff person administering the medication. This completed record will become part of the child's file.
- All unused medication will be returned to the parent.

## **PLAN FOR MANAGING INFECTIOUS DISEASE**

Staff will take extra precautions when children who are ill are diagnosed at the Center and when children who are mildly ill remain at the Center.

Children who exhibit symptoms of the following types of infectious diseases; gastro-intestinal, respiratory and skin or direct contact infections, may be excluded from the Center if it is determined that any of the following exist:

- the illness prevents the child from participating in the program activities or from resting comfortably;
- the illness results in greater care needed than the child care staff can provide without compromising the health and safety of the other children;
- the child has any of the following conditions: fever, unusual lethargy, irritability, persistent crying, difficulty breathing, or other signs of serious illness;
- diarrhea; **must be symptom free for 24 hours before returning to the Center.**
- vomiting two or more times in the previous 24 hours at home or once at the Center; **must be symptom free for 24 hours before returning to the Center.**
- mouth sores, unless the physician states that the child is non-infectious;
- rash with a fever or behavior change until the physician has determined that the illness is not a communicable disease;
- purulent conjunctivitis (defined as pink or red conductive with white or yellow discharge, often with matted eyelids) until examined by a physician and approved for re-admission, with or without treatment;
- tuberculosis, until the child is non-infectious;
- impetigo, **until 24 hours after treatment has started or all the sores are covered;**
- head lice, free of all nits or scabies and free of all mites.
- strep infection, **until 24 hours after treatment and the child has been without fever for 24 hour.**
- many types of hepatitis are caused by viruses. The symptoms are so alike that blood tests are needed to tell them apart. In the U.S. the most common types of hepatitis are A, B, and C. Types B and C are spread through blood and other body fluids. Type A, is spread through

contaminated food and water or stool (feces). Fact sheets are available from the state Department of Public health. [www.state.ma.us/dph](http://www.state.ma.us/dph)

- chicken pox, until last blister has healed over.

A child who has been excluded from child care may return after being evaluated by a physician, physician's assistant or nurse practitioner, and it has been determined that he/she is considered to pose no serious health risk to him or her or to the other children. Nevertheless, the Center may make the final decision concerning the inclusion or exclusion of the child.

If a child has already been admitted to the Center and shows signs of illness (for example: a fever equal to or greater than 100.5 degrees by the oral or auxiliary route, a rash, reduced activity level, diarrhea etc.), he/she will be offered their mat, cot, or other comfortable spot in which to lie down. If the child manifests any of the symptoms requiring exclusion (as listed above) or it is determined that it is in the best interests of the child that he/she be taken home, his/her parent will be contacted immediately and asked to pick the child up as soon as possible.

When a communicable disease has been introduced into the Center, parents will be notified immediately, and in writing by the Program Director. Whenever possible, information regarding the communicable disease shall be made available to parents. The Program Director shall consult the Child Care Health Manual for such information. DPH must be contacted when there is a reportable communicable disease in the program.

The program requires, on admission, a physician's certificate that each child has been successfully immunized in accordance with the Department of Public Health's recommended schedule. No child shall be required, under 102 CMR 7.00 to have any such immunization if his parent(s) object, in writing, on the grounds that it conflicts with their religious beliefs or if the child's physician submits documentation that such a procedure is contradicted. This must be maintained in the child's file.

No child will be admitted into the program without the required documentation for immunizations. (Childhood Lead Screening must be done on all children; it is not considered an immunization). The program will maintain a list of the children who have documented exemptions from immunizations and these children will be excluded

from attending when a vaccine preventable disease is introduced into the program. The Massachusetts Immunization Program provides free childhood vaccines. The toll free telephone number is 1-888-658-2850.

### **ILLNESS POLICY**

**If your child is ill or shows signs of illness, please keep him/her at home. If a child comes to school when he/she is not feeling well, he/she will be more vulnerable to infection. It is in the best interest of your child and of the other people at school to keep your child home when ill. A child needs to be well to be able to participate actively in the program.**

1. After a fever, a child's temperature must be normal (98.6°F) for a full 24 hours before he/she returns to school.
2. Often, children may ask to come to school even through they are ill. Although your child may be disappointed, please keep him/her home.
3. If your child becomes ill while at school we will notify you to pick your child up. If parents cannot be reached, we will check the authorization forms and contact another person on the list. While waiting, your child will be made as comfortable as possible.
4. Any toys, blankets, or mats used by the ill child will be cleaned and disinfected before being used by other children.

Thank you for your cooperation; together we can keep our school environment a healthy one.

### **PROCEDURE FOR IDENTIFYING AND REPORTING SUSPECTED CHILD ABUSE AND NEGLECT**

All staff members are mandated reporters according to Massachusetts General Law C119, Section 51A. This means that if a staff member has a reasonable suspicion of abuse or neglect of a child he/she must file a report with the Department of Children and Families. See attached information for definitions, reporting procedures, etc.

The following procedure will be followed:

1. A staff member who suspects abuse or neglect must document her observations including the child's name, date, time, child's injuries,

child's behavior, and any other pertinent information. The staff member will discuss this information with the Program Director.

2. The Program Director or the staff member, with the assistance of the Program Director, will make a verbal report to DCF, to be followed by a required written report 51A within 48 hours.  
Department of Children and Families Telephone number is 1-800-792-5200.
3. If a staff member feels that an incident should be reported to DCF, and the Program Director disagrees, the staff member may report to Department of Children and Families directly.
4. All concerns of suspected abuse and neglect that are reported to DCF will be communicated to the parents by the Program Director unless such a report is contra-indicated.

### **Procedure for Identifying and Reporting Child Abuse/Neglect while in the care of the Center**

It is the Center's commitment to protect all children in care from abuse and neglect. The following are procedures for reporting suspected child abuse/neglect while the child is in the Center's care.

- Any report of suspected abuse or neglect of a child will be immediately reported to the Department of Children and Families and the Department of Early Education and Care. A meeting will be held with the staff member in question to inform him/her of the filed report.
- Department of Children and Families Telephone # is 1-800-792-5200
- Department of Early Education and Care 1-413-788-8400 Ext. 110. The staff member in question will be immediately suspended from the program, with pay, pending the outcome of the DCF and EEC investigations.
- If the report is screened out by the Department of Children and Families, the Program Director has the option of having the staff member remain on suspension pending the EEC investigation or allowing the staff member to return to the classroom.

This decision will be made by the Program Director and will be



based on the seriousness of the allegations and the facts available. If the allegations of abuse and neglect are substantiated, the staff member will be terminated from their position.

The Program Director and staff will cooperate fully with all investigations.

## **SOCIAL SERVICE REFERRAL PLAN**

Country Montessori Preschool shall use the following procedures for referring parents to the appropriate social, mental health, educational and medical services for their child, should the Center staff feel that an assessment for such additional services would benefit the child.

### **Referral Process**

Whenever any staff member is concerned about a child's development or behavior and feels that further evaluation is needed, she should discuss the concerns with the child's Lead Teacher. The Lead Teacher will then review the concerns with the Director.

The Center will maintain a list of current referral resources in the community for the children in need of social, mental health, educational or medical services. This list shall include the contact person for Chapter 766 and Early Intervention program referrals.

### **Referral Meeting With Parents**

A meeting with the parents will be scheduled to notify them of our concerns. At the meeting, we will provide the parent a written statement including the reason for recommending a referral for additional services, a brief summary of the schools observations related to the referrals; any efforts the school may have made to accommodate the child's needs.

With written permission, assistance will be offered to the child's parents in making the referral. Parents will be encouraged to callfor, or request in writing, an evaluation. If parents need extra support, the school may, with written parental consent, contact the referral agency for them on their behalf.

### **Follow Up To The Referral**

With parental permission, the Director will contact the agency or service provider who evaluated the child for consultation and assistance

in meeting the child's needs at the Center. If it is determined that the child is not in need of services from the agency, or is ineligible to receive services, the school shall review the child's progress at the school, every three months, to determine if another referral is necessary.

The Center will maintain a written record of any referrals, including the parent conference and results. A referral checklist will be in the child's record. A copy of the written record will be put in the child's file.

## **CHILDREN'S RECORDS**

**Confidentiality and Distribution of Records.** Information contained in a child's record shall be privileged and confidential. Country Montessori shall not distribute or release information in a child's record to anyone not directly related to implementing the program plan for the child, without written consent of the child's parent(s). Country Montessori shall notify the parents if a child's record is subpoenaed.

The child's parents shall, upon request, have access to his/her child's record at reasonable times. In no event shall such access be delayed more than two business days after the initial request, without the consent of the child's parents. Upon such request for access, the child's entire record, regardless of the physical location of its parts, shall be made available.

Country Montessori shall establish procedures governing access to, duplication of, and dissemination of such information; and shall maintain a permanent written log in each child's record indicating any persons to whom information contained in a child's record has been released. Each person disseminating or releasing information contained in a child's record, in whole or in part, shall, upon each instance of dissemination or release, enter into the log the following: name, signature, position, date, portions of the record which were disseminated or released, the purpose of the record which were disseminated or released, the purpose of such dissemination or release, and the signature of the person to whom the information is disseminated or released. Such log shall be available only to the child's parents and Center personnel responsible for record maintenance.

### **Amending the Child's Record.**

- A child's parent shall have the right to add information, comments, data or any other relevant materials to the child's record.

- A child's parent shall have the right to request deletion or amendment of any information contained in the child's record. Such requests shall be made in accordance with the procedures described below.
- A parent is of the opinion that adding information is not sufficient to explain, clarify or correct objectionable material in the child's records he shall have the right to have a conference with the Director to make his objections known.
- Country Montessori shall, within one week after the conference, render to said parents a decision, in writing, stating the reason or reasons for the decision. If the decision is in favor of the parents, the Director shall immediately take steps as may be necessary to put the decision into effect.

### **Transfer of Records.**

- Upon written request of the parents, Country Montessori shall transfer the child's record to the parents, or any other person the parent identifies.

### **Health Care Policy.**

- A copy of our Health Care Policy is available upon request.

## **EVACUATION EMERGENCY**

In the event of an emergency that may require evacuation or shelter of the children, the school would be contacted by the towns reverse 911 call and a personal visit by a Sutton police officer.

In the event of an emergency where we would need to evacuate the building, parents will be notified via our Alert Now System. Detailed instructions will be on the Alert Now message as to where and when parents should pick their child up and the nature of the emergency. If it is safe, we would gather the children in the large field next to the school where they would be dismissed to a parent or other designated guardian.

In the event of an evacuation one teacher will lead the children outside taking the attendance book as well as a cell phone. The second teacher will check the room and bathrooms for children to be sure that no child is left in the building. The Director will go through each classroom for a final check ensuring that all children are out of the building. Upon reaching a safe area outside the Lead Teacher will take attendance.

Emergency responders will be called using the cell phone.

Children will be evacuated by the closest safe exit. First floor classrooms will be evacuated through one of the four exits. The upstairs classroom would evacuate by going down one of the two staircases. The evacuation route would be dependent on the nature of the evacuation and the safest route.

A log will be kept and documented by the Lead Teacher of the date, time the exit route used and the number of children evacuated.

In the event the children need to evacuate the building and be sheltered at another location, the parents will be notified through our Alert Now System. Sutton police will be contacted and transportation of the children will be by the local school bus company. Children will be transported to St. Marks Church Hall on Boston Road in Sutton for parent pick up.

### **PLAN FOR INTERNS**

In conjunction with area schools, we will, on occasion, help train students who are pursuing a career in the field of early childhood education. Prior to accepting students, the Program Administrator will meet with the Program Director from the program in which the interns are coming from. The Program Director will:

- 1 Review the training requirements with the Director of the participating school.
- 2 Orientation of the interns will include: location of the first aid kit; procedures pertaining to the operation of the program such as emergency procedures, first aid procedures, supervision, child guidance, children's individual health plans, confidentiality of children and their families.
- 3 Interns will be required to have a C.O.R.I.
- 4 Interns will be required to show documentation of a recent physical, and show evidence of immunity to rubella.
- 5 Interns will sign in when they arrive and out when they leave the Center.
- 6 Any activities that the intern would like to introduce to the children will be viewed by the supervising teacher before being introduced to the children.
- 7 Parents will be notified in writing of the intern in the classroom and will have the opportunity to meet the intern if they would like.

## **ENROLLMENT PROCEDURES**

Parents interested in enrolling their child in Country Montessori should contact the school by phone or email. Parents will be asked to make an appointment to come and see the school. Children are welcome to accompany parents for the visit. During the visit the parent will have the opportunity to view the school, the playground and they will have the opportunity to ask questions. If interested in enrolling their child they will be given an application. Parents will be advised that if they would like to enroll their child they should complete the application and return it to school with a \$75.00 application fee. At a later date parents will receive a packet with additional information and forms. All forms are required to be completed and returned to the school prior to the child starting in the program.

## **TERMINATION POLICY**

Termination of enrollment at Country Montessori Preschool may be necessary for the following reasons:

- We become aware of the child's disabilities whose needs are better serviced through another program (referral to public or other private program).
- Tuition is not paid for two consecutive months and a payment plan cannot be agreed upon by the director and the parent.
- Child's behavior is a threat or danger to other children enrolled in the program. After efforts to guide behavior positively, behavior modification and parent involvement, it is agreed that perhaps it may be best to wait another year. Recommendations for other evaluations by a pediatrician or psychologist may be an option. Parents are given at least two week notice.

Parents will be notified in writing and at a parent teacher meeting when possible. A copy of the letter will be kept in the child's file.

When a child is terminated from the school whether initiated by the school or the parents, the Director will prepare the child for termination from the school in a manner consistent with the child's ability to understand.

Suspension may be necessary if parents have not turned in required forms after several attempts have been made by the Director to acquire them in accordance with state requirements.

*Please note: The American Academy of Pediatrics has determined that placing a baby on his/her back to sleep reduces the risk of Sudden Infant Death Syndrome (SIDS). SIDS is the sudden and unexplained death of a baby under one year of age. If your child does not usually sleep on his/her back, please contact your pediatrician immediately to discuss the best sleeping position for your baby; please also take the time to discuss your child's sleeping position with your caregiver.*

### **FULL DAY AND EXTENDED DAY POLICIES**

- In addition to the previous policies, the following are additional policies for our full day and extended day programs.

#### **Snacks and Lunches**

- Due to time restrictions, we are unable to heat lunches. If your child will be bringing in a hot lunch, please be sure that it has been prepared at home and that you send it to school in a thermos.
- Children attending school for our full and extended day programs should have ample snacks, lunch and juice.
- Full day (9:00-3:00) will have a snack and juice in the morning, lunch, juice and a snack at lunch time, and a snack and juice in the afternoon.
- Children who attend the extended day program will have the above, as well as one additional snack and juice in the late afternoon.

#### **Rest Period**

- Full day children are required to have a rest period.

You are welcome to bring in a resting mat, providing it fits into our cubbies. If you would like, you can purchase a resting mat from us. These mats fit nicely into the cubbies and have a blanket to lie on, as well as a cover and a pillow. The cost for the rest mat is \$25.00. If you are interested please ask one of our teachers. Please bring in a **king size pillow case**, labeled with your child's name for storage of the resting mats.

## **GENTLE REMINDERS**

- Backpack: Labeled child's name
- Lunch Box: Labeled child's name
- Water bottle: Labeled child's name
- Extra set of clothes: All labeled child's name
- We are a peanut free/nut free Center. Please keep this in mind when packing for your child's lunch and snack. Please read labels carefully, many foods contain traces of peanuts.

*I understand and agree that the school has fixed and continuing costs that require assured income. Written notice of withdrawal from the school must be received three weeks in advance of withdrawal in order to relieve you of a financial obligation beyond the non-refundable deposit.*

*I have read the  
Country Montessori Parent Handbook  
and understand the school policies.*

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PARENT SIGNATURE

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DATE

This form must be returned by  
**August 1, 2017**  
along with enclosed Authorization Form.  
Thank You



