



Westshore Montessori
School

Parent Handbook

2020/2021

Westshore Montessori Association
26536 Detroit Rd.
Westlake, Ohio 44145
440-899-7911
www.westshoremontessori.org

Revised: August 2020

WELCOME

“The most important period of life is not the age of university studies, but the first one – the period from birth to the age of 6.”

Maria Montessori

With that thought in mind, two extraordinary women – Ro Eugene and Ellen Daiber, founded Westshore Montessori School (WMS) in 1966. For 54 years the school has consistently provided a high-quality early childhood education for children ranging in age from 18 months to kindergarten. The teaching philosophy and methods of Dr. Maria Montessori and the American Montessori Society are at the heart of all the school's programs.

The hallmark of the school is undoubtedly the dedication, experience, and compassion of the staff. Many of our directresses have taught here for over 20 years. Over the years, twenty-one of the staff's own children have been educated at WMS.

In 1994, the school moved to its current location in Westlake. With the move to the new facility, Before & After Care was added to the curriculum to provide quality child-care for WMS students both before and after school. As expected, the Montessori Method is at the heart of these programs.

WMS is a not-for-profit educational organization governed by an elected Board of Trustees. More information on the makeup of the Board and the Association is given in the next section of this document.

Philosophy and Goals

The primary goal of WMS is to provide learning and life experiences that will foster

- independence,
- self-direction,
- self-discipline,
- problem solving skills,
- a sense of responsibility, and
- a love of learning.

The learning and life experiences gained at WMS are not intended to prepare the student for a specific future educational experience, but rather to prepare him or her for all future life experiences. By providing a fundamental core of training based on the principles of Dr. Maria Montessori, WMS strives to transform each student into a life-long learner.

The Montessori certified Directresses at WMS nurture the whole child in order to instill a joy of learning as the child's education progresses at his or her individual natural development.

Through observation and personal attention, the Directress follows the development of each child to provide appropriate stimulation for mental, physical, and academic growth.

Contact Information

Any parent with a question, concern, or suggestion should contact either the Executive Director or their representative on the Board of Trustees.

Location.....	26536 Detroit Rd. Westlake, OH 44145
Main Phone/Attendance Line.....	440-899-7911
Fax.....	440-899-8176
E-mail.....	info@westshoremontessori.org
Web.....	www.westshoreMontessori.org
Executive Director.....	dianabetts@westshoremontessori.org
American Montessori Society.....	www.AmsHQ.org
Ohio Dept. of Job and Family Services (OJDFS)....	www.jfs.ohio.gov/cdc

Faculty and Staff

Diana Betts.....	Executive Director
Shun Shun Cui/Megan Perry.....	Toddler Program - Directress / Assistant
Jessica Hrytzik/Susan Swenfurth.....	Preprimary Program – Directress / Assistant
Nancy Wu/Ethna Carroll.....	Preprimary Program – Directress / Assistant
Cindy Genin/Melissa Carroll.....	Preprimary Program – Directress / Assistant
Melissa Lazuka/Melissa Carroll.....	After Care Program Teachers

Board of Trustees

Christian Giardini, President
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Diana Betts, Executive Director Trustee

About this Handbook

This handbook contains important information regarding the educational programs offered at Westshore Montessori. It also describes the various procedures in place to ensure the health, comfort, and safety of each child.

It is especially important that you read this handbook thoroughly before the school year begins and keep it at hand throughout your child's enrollment in the school. It is an invaluable resource.

Hours of Operation

Office Hours	8:30 am – 3:00 pm, school days
Parent/Toddler Program	As scheduled
Toddler Program	9:00 am – 11:30 am
Primary Program	9:00 am – 12:00 pm
Kindergarten Program	9:00 am – 2:30 pm
Extended Care Program - Morning	7:00 am – 9:00 am 8:00 am – 9:00 am
Extended Care Program - Afternoon	12:00 pm – 2:30 pm, or 12:00 pm – 3:30 pm, or 12:00 pm – 6:00 pm 2:30 pm – 3:30 pm, or 2:30 pm – 6:00 pm

Unplanned School Closings

Unplanned school closings may occur for any of a number of reasons – bad weather, staff illness, facility problems, or epidemic. The Executive Director will notify parents through text message and *iAlert* about school closings as soon as possible. There is a link on the school website (www.westshoremontessori.org) to media websites with school closings.

As a general rule, if Westlake City Schools are closed due to bad weather, WMS is also closed.

Programs

WMS offers several programs to meet the needs of children from 18 months to 6 years of age. Each program meets Montessori guidelines as outlined by the American Montessori Society and Ohio Department of Education.

Each program will not exceed the following state mandated adult-to-child ratios.

Program	Ages Served	Adult :Child Ratio (State maximum)	Class Size (Max)
Parent-Toddler	16 – 24 months	1 to 7	5
Toddler	18 – 35 months	1 to 7	14
Primary	3 – 6 years	1 to 12	24
Kindergarten	5 – 6 years	1 to 18	12
Before Care and AfterCare	3 – 6 years	1 to 12	24

Parent-Toddler Program

This program serves as a child's and parents' first group experience in a Montessori classroom. It is recommended for all parents and their toddlers as an introduction and orientation to the Montessori method in general and at WMS specifically.

A parent or adult caregiver must always remain in the classroom. Parents are to observe or passively participate if necessary.

Toddler Program

Three sessions of the Toddler program are available.

MWF morning	9:00 am – 11:30 am
T/Th morning	9:00 am – 11:30 am
M-F	9:00 am – 11:30 am

The child need not be toilet trained to enter the toddler program.

A ratio of one adult per seven toddler students is maintained at all times.

Primary Program

Each of the three Primary classrooms at WMS operates under the direction of a Directress and her Assistant with a maximum of 24 students per class. The ratio of one adult per twelve (12) primary students is maintained at all times. Primary classes meet M – F from 9:00 am to 12:00 noon from the end of August to the end of May.

To ensure the integrity of the Montessori classroom model, every attempt is made to ensure that each class is composed of a balanced number of students from each developmental stage (first, second, third year) and gender. In addition, a child enters a

specific primary classroom as a first or second year student (ages 3, 4 or 5) and is expected to remain in that specific classroom until completion of the third primary year.

Entering a classroom as a third-year student at age 5 or 6 is at the discretion of the Executive Director and the individual Directress.

Children must be toilet trained to enter the Primary program.

Kindergarten Students

Kindergarten students attend Monday through Friday 9:00 am to 2:30 pm. This program requires fees beyond the standard primary tuition. Please refer to the tuition schedule.

Licensing

WMS is licensed to operate legally by the state of Ohio Department of Job and Family Services. At the end of this handbook you will find an attachment about licensing and other valuable information. Please take the time to read this information.

Kindergarten Certification

WMS is also in compliance with the Mandatory Kindergarten Law, Amended Substitute House Bill 738. This bill states “that all children successfully complete Kindergarten before being admitted to the first grade.”

Admissions

This section outlines the policies and procedures for enrollment in WMS.

Non-Discrimination Statement

WMS is committed to respecting all individuals. A strong school community formed by families with a diverse cultural heritage benefits us all. WMS admits students of any race, color, sex, national or ethnic origin to all privileges, programs, and activities generally accorded or made available to students at the school. WMS does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, admissions policies, scholarship or loan program, or other school-administered programs.

Toddler & Primary Program Admissions

This section outlines the policies and procedures used to apply for enrollment in the Toddler or Primary programs. The first step is to take a tour of our facility.

Submit application

The prospective student should submit an application and the associated application fee.

Interview

After the application and fee have been received, an interview with one or more faculty members is scheduled. The purpose of the interview is to assess the readiness of the child to enter the selected WMS program.

During the fall semester, interviews are only scheduled as openings occur. During the spring semester, interviews are scheduled for all applicants in anticipation of fall semester openings.

An interview does not guarantee admission to the program.

Notification of Enrollment Status

Notification of the student's enrollment status is made within two weeks of completing the interview. This letter is the only official means of notification.

Before February 1st, applications and classroom requests for the upcoming year will be given preference in the following order:

1. Currently enrolled Toddler students
2. Siblings of current WMS students
3. Past WMS Parent/Toddler students
4. Students transferring from other Montessori institutions
5. Students completely new to WMS

Within each category, preference is given based on the date which the application and application fee were received.

Acceptance Letter

Upon acceptance to WMS, a letter is sent including a request for a non-refundable tuition deposit. The deposit is due within one week of receiving an acceptance letter. The deposit secures a spot for the child in the classroom.

Failure to meet the deposit deadline may result in the forfeiture of the student's roster spot.

Mandatory Enrollment Forms

Mandatory enrollment, authorization to release, and medical forms are provided upon receipt of the non-refundable tuition deposit. These forms must be completed and filed with the office by the scheduled due date. As these forms are required by ODJFS, failure to complete them is grounds for temporary dismissal.

Parent/Toddler Program Admissions

Any family wishing to participate in the parent/toddler program should call the WMS office and request a schedule and application. Because sessions are filled on a first come, first served basis, the completed application along with the program fee should be returned as soon as possible.

Childcare arrangements should be made for siblings.

Montessori Before & AfterCare Program Admissions

All currently-enrolled Primary and Kindergarten students are eligible for participation in the Before & AfterCare program.

Toddler and Primary Student Reenrollment

In order to reserve a roster spot for the following school year, current Toddler and Primary students must submit a non-refundable tuition deposit of \$300 by February 1st of the current school year. Deposits submitted after the February 1st due date run the risk of losing their child's spot in his/her classroom.

Students are expected to remain with the same Directress for the duration of the three-year Primary program.

Fee Schedule and Deadlines

2020-2021 Tuition Schedule:

Application Fee	\$50
Non-refundable Tuition Deposit	\$300
Snack Fee	\$60 per school year – Primary \$120 per school year– Full-Day students \$40 per school year – 2 Day Toddler \$40 per school year– 3 Day Toddler
Kindergarten supplies fee	\$60 per school year
Late Pick Up Charge	\$1 per minute
Primary school year, full day (7am-6pm)	\$10,831 per school year
First year Primary	\$6948 per school year
Second year Primary	\$6948 per school year
Third year Primary with Kindergarten	\$8456 per school year
Toddler – Three-Day (M-W-F) Program	\$4264 per school year
Toddler – Two-Day (T-Th) Program	\$2860 per school year
Toddler Five Day	\$6397 per school year
Toddler Full Day	\$10,381 per school year
Parent/Toddler Program	\$180 per six-week session
Before & After Care Program	Monthly billing per usage, \$9.50/hr

Toddler, Primary, and full-day day program tuitions are annual fees and are not adjusted due to individual student absences. The Executive Director should be notified if a long-term absence due to illness or other family emergency is expected.

Methods of Payment

Option 1: Payment in Full

Toddler, Primary, and extended day program tuitions for the coming year are due in full by July 1st of the current year. In other words, tuition for the school year beginning August 2020 is due in full by July 1st, 2020.

Option 2: Monthly Installment Payment Plan

For those families not wishing to make a lump sum payment, a monthly payment plan administered by FACTS is available. Details on the timing of payments and additional fees involved will be provided upon receipt of the tuition deposit.

Late Payments

Any family has the potential of being faced with an unplanned financial difficulty. If you anticipate a problem meeting your monthly tuition obligation, the Executive Director

must be notified in writing and an alternative payment must be agreed upon. If an alternative payment plan has not been discussed, the late fees and collection procedures described below take effect.

A monthly finance charge of 1.5% may be charged for an overdue account.

Tuition Refund Policy

A **non-refundable** tuition deposit of \$300 is required in order to reserve a place for your child. Our expectation is that your child will remain enrolled for the entire school year.

If you choose to withdraw your child from school at any time during the first semester, (first semester is defined as July 1st through December 20th, 2020) you are responsible for paying the full first semester's tuition, plus 50% of the second semester's tuition (the annual tuition will be prorated on a weekly basis).

If a child is withdrawn from school at any time during the second semester, you are responsible for the full amount of the annual tuition and no tuition will be refunded.

Re-location Exception

If withdrawal during the first semester is necessary due to relocation from the Cleveland area, you are responsible for paying the full first semester's tuition, plus 25% of the second semester's tuition (the annual tuition will be prorated on a weekly basis).

If a child is withdrawn from school at any time during the second semester, you are responsible for the full amount of the annual tuition and no tuition will be refunded.

Withdrawal at Schools Request

If a child is withdrawn from the school at the school's request, you are responsible only for the amount of tuition (prorated on a weekly basis) for the time the child was enrolled.

Financial Aid

A limited amount of financial aid is available. Families apply for aid by completing a form available on the FACTS website. To ensure that aid is need based, a copy of the most recent IRS Form 1040 must also accompany the application. Applications must be received by FACTS by April 30th for current students and May 31st for new students.

Back to School Packet

A packet is provided to each new student containing important information regarding the upcoming school year. The packet contains

- Enrollment and medical forms, as required by ODJFS
- Authorization to Release form
- School calendar
- Parent Handbook

Failure to complete and return the enrollment and medical forms by the due date will result in temporary dismissal. These required forms are also available on our website www.westshoremontessori.org.

Student Dress Code

The Montessori environment is a world of self-discovery. Our classrooms are peaceful, beautiful, and filled with learning materials that help children develop their academic, social, motor, and concentration skills. Children explore and manipulate these materials and, in the process, develop a deeply rooted joy of learning.

Students attending Westshore Montessori School will dress as follows:

- Plain or simple print shirts (long or short sleeves)
- Child-manageable pants or shorts - elastic waist - no belts
- Every child will need a spare pair of closed-toe shoes to keep at school in their cubby, along with a full change of clothes, all items clearly labeled with their name. They will change shoes in the hallway before they enter the classroom each day.
- **No sandals, flip-flops, Crocs, platforms, dress shoes, loafers, etc. – they must be able to go on the playground in the shoes they have on.**
- Dresses or skirts are permitted if shorts or leggings are worn underneath. They should be at or above the knee in length. They are not to restrict active work and play. Party dresses are inappropriate for the school environment
- Jewelry, bulky accessories, or umbrellas are inappropriate for the school environment.

We feel confident that this dress code will be beneficial in avoiding unnecessary distractions from lessons, in avoiding unnecessary accidents resulting from inappropriate dress, and ultimately make things easier for the parent readying the child for school.

As always, if you have any questions, please feel free to give us a call or email. We appreciate your cooperation and your continued support.

ALL CLOTHING, BOOTS, HATS, GLOVES, AND MITTENS SHOULD BE LABELED WITH CHILD'S NAME

Transportation

Parents are responsible for transporting their children to and from school each day.

Arrival

The child's temperature will be taken while they are still in the car. Health questions will be asked at that time. The Executive Director will then get the child out of the car and an assistant will escort the child into the building during the times designated below. A staff member is stationed in the hallway to make sure each child arrives in their classroom, where the teacher meets them at the door.

Primary Students	8:45 to 9:00 am
Toddler Students	8:45 to 9:00 am

You will not need to get out of the car. This ensures the safety of all involved at arrival, and a peaceful transition from home to school for all our students. Please feel free to send a note with your child, leave a note in the office, or call the school (440-899-7911) with any urgent communications.

Late Arrival

In the interest of safety, if you should arrive after the specified arrival time for your student, you must park your car in front of the east facing door, call the office and A staff member will greet you and escort your child to his/her classroom. This policy is always in place to insure your child's safety.

Dismissal

At the end of each instructional day, a Directress escorts each student to his/her car and assists in making certain that the student is properly secured in a car seat or seat belt. The ultimate responsibility for fastening a child's seat belt is held by the driver of the vehicle, as outlined by Ohio's mandatory seat belt law.

Dismissal times for each program are given below.

Toddler Students	11:30 am
Primary Students	12:00 pm
Kindergarten Students	2:30 pm

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. If you arrive after the specified dismissal time for your student, you must park your car in front of the east doors and call the office when you arrive. A staff member will get your child from their classroom. Please remember that tardiness at dismissal time is an imposition to the staff, as well as frightening to your child.

During times of severe weather, please try to arrive ten to fifteen minutes early to help alleviate traffic problems.

Authorization to Release

WMS staff will only release a student to persons listed on the Authorization to Release form. This form is provided in the Back to School packet. If the student is to be released only to his/her parents, the form should reflect this.

New forms are available from the office should changes be necessary throughout the year.

Custody Agreements

If there are custody issues involved with your child, you must provide WMS with court documents indicating who has permission to pick up the child. WMS may not deny a parent access to their child without proper documentation.

Emergency Release Procedure

If an emergency should arise, the parent or guardian must provide a written, signed note giving WMS permission to release their child to a designated person. If the staff is not familiar with the designated person, they will verify their identity by checking their photo ID before releasing the child to them.

Car Pooling

Should you and your child join a car pool, it is imperative that the Authorization to Release form reflect the permission to release your student to all members of the car pool.

If the composition of a car-pool changes, new forms must be submitted to reflect that fact.

Supervision Policy

At no time will a Toddler or Primary student be left unattended. Staff will always supervise children, including quiet/nap time. If a child becomes ill, they may be isolated in a section of the room not in use, but within the sight and hearing of a staff member.

Medical Policy

Parents are responsible for keeping the Emergency Medical Form up to date at all times. The medical form, signed by a physician or certified nurse practitioner, must be updated every 13 months.

Minor Injuries

Most staff members are trained to administer first aid and CPR. Generally, for minor injuries, the staff member will treat the student, and then complete an Incident/Injury report as described below.

Medical and Dental Emergencies

In the case of a more serious injury or dental emergency the Directress:

- administers first aid,
- summons emergency transportation by dialing 911,
- notifies the parent, and then
- accompanies the child to the hospital with all available medical forms.

In the event that the student requires emergency transportation, arrangements have been made with the Westlake Rescue Teams. This service is provided through the 911 network.

Incident/Injury Reports

An incident/injury report is completed under the following situations

- the child has a minor illness or injury which requires first aid,
- the child receives a bump or blow to the head,
- EMS is summoned to transport the child to the hospital, or
- an unusual or unexpected event has occurred which jeopardizes the safety of the child.

The report is filled out by the Directress and then signed by the parent. A copy of the report is given to the parent and a copy is filed in the office.

Communicable Diseases

It is important for the health and safety of our students and staff to restrict access to the school to those students who exhibit signs of a communicable disease. The procedures used to manage the impact of exposure to a communicable disease are given below.

Identification

Most staff members are trained to recognize the common signs of communicable diseases. The Assistant who receives the student from the car upon arrival observes each child for signs of illness.

Symptoms

The chart is located near the washer and dryer for staff reference.

- Temperature of 100 F – in combination with any other signs of illness
- Diarrhea - more than three abnormally loose stools within a 24-hour period
- Persistent or severe cough - causing the child to become red in the face or to make a whooping sound

- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye , obvious eye discharge, matted eyelashes, burning or itching
- Untreated skin patches, unusual spots or rashes (except localized diaper rash)
- Unusually dark urine, gray or white stools
- Stiff neck accompanied by an elevated temperature
- Evidence of lice, scabies, or other parasitic infestation
- Vomiting – more than once or when accompanied by any other sign of illness
- Sore throat or difficulty swallowing
- Excessive runny nose

Isolation of Student

If the staff should observe a symptom of a communicable disease, the following takes place.

- The student is immediately isolated from other children. During isolation, the child is always within sight and hearing distance of a staff member.
- The parent is notified using the information from the Emergency Medical Form.
- The child is discharged to the parent or emergency contact.
- The parent is directed to seek medical attention.
- All parents of the children who were in the classroom where the communicable disease was observed are notified in writing and/or via email about possible exposure
- The cot and linens used by an isolated student are washed and disinfected after each use.

Returning to School

Any student who has been sent home for exhibiting signs of a communicable disease must be symptom free before returning to school.

All students must be free of diarrhea for 24 hours before returning to school.

In the case of lice, the student may not return until he/she is free from nits, in accordance with the Westlake City Schools policy.

Isolation of Staff

No staff member who exhibits a sign of a communicable disease is permitted to work in the building until they are free from disease.

Minor Illnesses

Any child demonstrating signs of an illness that is not considered a communicable disease as outlined above is also isolated and carefully observed for symptoms. If the

child does not feel well enough to participate in school activities, the parent is contacted so that they may take the child home.

Administering Medications

The staff of WMS cannot administer or supervise the self-administration of any non-prescription medication, special diet, or food supplements.

Please speak directly to the Executive Director about ODJFS regulations if your child requires prescription medication during the school day.

Pandemic Policy:

A pandemic is a global disease outbreak. A pandemic occurs when a new influenza virus emerges to which the collective population has little or no immunity and for which there may be no vaccine. New viruses often spread quickly and easily from person to person and may cause serious illness. Studies have demonstrated that school-aged children are susceptible to disease transmission. They have a high attack rate of influenza infection because they have limited pre-existing immunity and once infected, transmit influenza viruses to others even before they themselves have recognizable symptoms.

In the event that the Center for Disease Control (CDC) or World Health Organization (WHO) identifies the presence of a potential pandemic virus (including but not limited to: Human Avian influenza A, SARS, H1N1 Swine Flu, Ebola, Zika, COVID-19), Westshore Montessori School will monitor federal, state and local government recommendations as well as guidance from the medical community in order to ensure the health and safe wellbeing of our school community, and adhere to any and all mandates including school closure and safe operating practices. Such closures may be deemed appropriate even in the event that there are no confirmed cases of the disease in the school or in our local community.

In addition, Westshore Montessori School will undertake the following practices:

- Any child/ staff who has returned, or whose immediate family member has returned, from an area for which the CDC has issued travel advisories due to a pandemic situation, or any child/staff who has an immediate family member who has been infected, will not be allowed to attend school for a minimum of 72 hours (or the incubation period for the virus as defined by the CDC).
- Any child/staff with a suspected or confirmed case of the disease will be required to stay home from school until they have been asymptomatic for a minimum of 72 hours (or as long as is deemed appropriate by the state and local health department) without the aid of medication. The case will be reported to local authorities who will oversee the child's/staff's re-entry.
- Westshore Montessori School will notify parents and staff of any confirmed or suspected cases.

- Westshore Montessori will comply with any and all state or local health department guidelines regarding cleaning and sanitization practices, recommended safe practices (including but not limited to wearing masks, requiring frequent hand washing, physical distancing, student rotation of attendance, and/or temperature checks). School staff will develop exact requirements for attendance once recommendations and/or requirements are outlined by state and medical officials.
- Westshore Montessori School will comply with any and all state or local health department guidelines regarding school closures, reopening, and re-entry of students after infection with the disease.
- Westshore Montessori School will utilize email as the primary method of communicating school closures and other pertinent information related to operational changes.
- During school closures Westshore will do its utmost to remain connected to students and families. When reasonably practical, and within a reasonable amount of time to plan and configure, Westshore staff will present virtual learning opportunities via Zoom, a free app used for video conferencing, or similar platform.
- Westshore Montessori School will not refund, discount or pro-rate tuition for mandated closures related to a pandemic in an effort to preserve the integrity of school programs and retain essential staff.
- Westshore Montessori School reserves the right, at the sole discretion of the Executive Director, to close the school for in-person-instruction at any time that such action is deemed appropriate in order to minimize the transmission of disease. The Westshore Pandemic Plan will be followed if and when there is an occurrence of COVID-19 at school.

Guidance and Management Policy

In the classroom, children are respected as individuals. The student is generally free

- to move about the room and interact with fellow students
- to work on appropriate materials, and
- to ask for help from the classroom staff.

The student may not

- disturb other students,
- abuse the materials, or
- disrupt the operation of the classroom.

If necessary, the classroom staff provides corrective guidance. However, the goal is to direct the students to become self-disciplined, self-directed, and self-motivated.

The following steps are taken when guidance from the staff becomes necessary.

- Objectively evaluate the situation.
- Redirect the student's activity.
- Provide a quiet time up to five minutes (1 minute per year of age) for the child.
- Talk to the student about the problem.
- Re-introduce the student to the activity.
- Repeat the above steps if the problem continues.
- The student may be removed from the classroom, under the supervision of the Executive Director or other available staff person, and then reintroduced to the classroom.

If the problem should escalate, the following corrective procedures are taken.

- Hold a conference with the parents to develop a behavior management plan. This plan would be consistent with the requirements of Rule 5101:2-12-22 OAC.
- Suggest that outside specialists be consulted if the problem outgrows the classroom.

As a last resort, the Executive Director may request temporary or permanent withdrawal of the student from WMS.

All specifications of Rule 5101:2-12-22 OAC apply to all persons at the school.

Permanent Dismissal Policy

We make every effort to work with your child and family regarding issues that may arise during your child's enrollment at Westshore Montessori. However, the Executive Director reserves the right to dismiss a child after all reasonable efforts have been made to accommodate the family.

Classroom Procedures

In this section the procedures and policies in place to manage the classroom schedule throughout the school year are outlined.

Daily Schedule

The daily program schedule for each of the different programs is given below.

Toddler Students

9:00 am	Arrival
9:15 – 10:30 am	Singing and discussion Individual learning activities Story time and Gross Motor activities
10:30 – 11:25 am	Snack Individual or Group activities Songs, poetry, Gross Motor activities
11:30 am	Dismissal

Primary Students

8:45 – 9:00 am	Arrival
9:15 am	Individual Learning Activities
11:15 am	Group Activity: Gross motor, outdoor play, music, holiday or birthday celebrations
12:00 pm	Dismissal

Outdoor play is included in the Primary schedule when time allows and weather permits. Please refer to the Outdoor Play section for more information.

Kindergarten Students

12:00 pm	Lunch and outdoor activity
1:00 pm	Individual and small group work
2:30 pm	Dismissal

Outdoor play is included in the Kindergarten schedule. Please refer to the Outdoor Play section for more information.

Snacks

Students are served a snack and a drink each day. This snack is planned by the Directress and Assistant. Examples of a typical snack are fruits and vegetables. The drink is water. The annual snack fee is used to purchase appropriate snack foods for the classroom. Children are not permitted to bring other foods into the classroom (unless they have dietary restrictions). Chewing gum is also prohibited.

Please discuss any of your child's dietary restrictions with his/her Directress.

Lunch

Parents must provide a lunch with a cold pack for their child on days when they attend Kindergarten or the After-Care program. It is recommended that the meal consist of nutritional food from the food groups listed below:

Protein(Meat/Poultry/Fish/Eggs/Cheese)

Fruits/Vegetables (2 servings)

Bread (preferably whole wheat)

Drink (not pop)

Nut/Peanut Butter.....

NONE PERMITTED

Peanuts, all other nuts and food containing nuts or nut byproducts are not permitted on or to be consumed on school grounds. We are not permitted to warm your child's food.

All food items must be stored in a clearly labeled lunch box and must include a cold pack.

Outdoor Play

Supervised outdoor play on the playground and school garden is provided for all students based on classroom needs.

Clothing

Each student must provide a complete change of clothes (pants, shirt, socks, shoes and underwear) on or before the first day of school. This outfit will be kept in the classroom for the full year to be used in case of emergency, and soiled items will be sent home to be cleaned and replaced.

Diapers for Toddlers

Disposable diapers are provided for Toddler students.

Communications

Keeping the lines of communications open between WMS staff and WMS families is very important. It helps all parties involved to better understand each child's needs. Information from parents about happenings at home (problems, celebrations, or other

changes) often offer insight into new or changed behavior at school. Send a note or email to your child's Directress to keep her informed about your child.

If parents have any questions or concerns at any time, it is recommended that the parent first speak with their child's Directress. If necessary, you may then follow up with the Administrator or a member of the WMS Board of Trustees until the issue is resolved.

WMS also has several ways of communicating with parents. They are

- Montessori Compass (www.montessoricompass.com)
- School/Directress Newsletter (email)
- School Website (www.westshoremontessori.org)
- Parent/Directress conference, and
- Student Progress Reports.

School Newsletter

An email newsletter is sent to parents' email bi-weekly. The purpose of the newsletter is to communicate significant school and classroom events.

Parent/Directress Conference

Conferences are scheduled twice during the school year. During the conference the Directress discusses each student's progress with one or both parents. All families should make attending the conferences a priority.

If you feel the need to discuss your child's progress at other times throughout the year, simply contact your child's Directress to schedule an additional conference.

Progress Reports

A copy of the progress report is given to the parents at each conference.

Scheduling an Observation (not permitted during pandemic)

- Parents may observe in their child's classroom at any time if proper prior notification has been given. Observations typically last between 20 and 45 minutes.
- All parents or guardians have access to the school during hours of operation. Upon entering the building, parents must notify the office of the intention of the visit. The office will provide guidelines for the classroom observation.
- Toddler parents may wish to schedule an observation of a Primary classroom. This may be done at any time during the school year, although the staff discourages observations during the orientation period.

Birthday Celebrations (parents may not attend classroom celebration during pandemic)

Your child's birthday will be celebrated at school on their birthday or as close to it as possible. We celebrate summer birthdays as close to the ½ birthday as possible. *Parents are welcome to attend birthdays.* Please notify us if you are coming, so we can give you the specific time for that day. Prepare a brief photo history of your child's life. This can be as simple as one photo per year. Included with the photos, we ask for a brief description of what the child was like for each year, for example, "when he was one he learned to walk, when he was two he learned to talk, when he was three he became a big brother..." They will be invited to walk around our "sun" while holding the globe. This represents for the children the notion that it takes the earth one year to travel around the sun. After the child goes around the sun the right number of times for their age we sing "Happy Birthday." Your child may bring in a birthday treat to share with the class; it must be a **nut-free prepackaged item**. Whenever possible send in treats that are all the same flavor or shape.

Before & After Care

Daily Schedule

7:00 – 9:00 am	Open drop off, breakfast
12:00 pm	Lunch, outdoor play
1:00 – 2:30 pm	Lessons
2:30 pm	Dismissal
2:30 – 3:30 pm	Individual and small group work cycle
3:00 pm	Snack
3:30 – 6:00 pm	Lessons, outdoor play, open dismissal

Outdoor play is included in the Before & After Care schedule.

Sign-up Procedures

Please email the Executive Director if you require childcare for your son or daughter. If your child is not full-day, per diem AfterCare is offered on a first-come, first-serve basis.

Lunch

Parents must provide a lunch with a cold pack for their child. It is recommended the meal consist of nutritional food from the food groups listed below:

- Protein(Meat/Poultry/Fish/Eggs/Cheese)
- Fruits/Vegetables (2 servings)
- Bread (preferably whole wheat)
- Drink (not pop)

Nuts/Peanut Butter NONE PERMITTED

Peanuts, all other nuts, and food containing nuts or nut byproducts are not permitted on or to be consumed on school grounds.

All food items must be stored in a clearly labeled lunch box and must include a cold pack. If a lunch does not meet the nutritional requirements, WMS is mandated to provide additional nutritional items.

Snack

Students are served an afternoon snack and a drink each day. Snack is planned by the Directress. Snack contains fruit, vegetables, and or crackers. The drink is water.

Outdoor Play

Outdoor play is included in the curriculum.

Late Pick Up

If a parent realizes that circumstances beyond their control are going to delay pick-up, a phone call is requested. This is important as many children fear they have been forgotten when parents do not arrive at their usual time. A late fee of \$1.00 per minute per child will be charged.

Information Required by Ohio Administrative Code

The facility is licensed to operate legally by the Ohio Department of Job and Family Services. This license is posted in a conspicuous place for review.

A toll-free telephone number is listed on the facility's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review at the facility upon request.

The administrator and each employee of the facility is required, under Section 2151.421 of the Ohio Revised Code, ORC, to report their suspicions of child abuse or child neglect to the local public children's services agency.

Any parent, custodian, or guardian of a child enrolled in the facility shall be permitted unlimited access to the facility during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility, or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the administrator of his or her presence.

Rosters of the names and telephone numbers of the parents or guardians of the children attending the facility are available upon request. The parent roster will not include the name or telephone number of any parent who requests that his or her name or telephone number not be included.

The licensing inspection reports and compliant investigation reports for the current licensing period are posted in a conspicuous place in the facility for review.

The licensing record, including compliance report forms, compliant investigation reports, and evaluation forms from the building and fire departments are available for review upon request from the Ohio Department of Job and Family Services. The department's website is: <http://jfs.ohio.gov/cdc/childcare.stm>.

It is unlawful for the facility to discriminate in the enrollment of children upon the basis of race, color, religion, sex, national origin, or disability in violation of the Americans with Disabilities Act of 1990, 104 Stat. 32, 42 U.S.C 12101 et seq.

***This information must be given in writing to all parents, guardians, and employees as required in 5101:2-12-30 of the Ohio Administrative Code.**