



Westshore Montessori  
S c h o o l

*Parent Handbook*  
2018/2019

*Westshore Montessori Association  
26536 Detroit Rd.  
Westlake, Ohio 44145  
(440) 8997911  
[www.westshoremontessori.org](http://www.westshoremontessori.org)*

# ***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 52 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 of 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 at end 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,
- self-acceptance,
- 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 and physical growth.

***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 very 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.

## **Contact Information**

Any parent with a question, concern, or suggestion should contact either the Head of School 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.....	wstshoremontessori@sbcglobal.net
Website.....	www.westshoreMontessori.org
Head of School.....	dbettswestshore@gmail.com
American Montessori Society.....	<a href="http://www.AmsHQ.org">www.AmsHQ.org</a>
Ohio Dept. of Job and Family Services (OJDFS).....	<a href="http://www.jfs.ohio.gov/cdc">www.jfs.ohio.gov/cdc</a>

## **Faculty and Staff**

Diana Betts.....	Head of School
Denise Pawlukiewicz / Shun Shun Cui.....	Toddler Program - Directress / Assistant
Monica Dieter / Show-won Dang.....	Preprimary Program – Directress / Assistant
Nancy Wu / Susan Swenfurth.....	Preprimary Program – Directress / Assistant
Stephanie Haller / Ethna Carroll.....	Preprimary Program – Directress / Assistant
Cindy Genin / Jessica Hrytzik.....	Preprimary Program – Directress / Assistant
Sharon Blotzer / Jules Fugett.....	Extended Care Program Teachers
Sarah Riggle .....	Administrative Assistant

## **Board of Trustees**

Brendan Kelly, President  
Christian Giardini, Vice President  
Matthew Tuskan, Treasurer  
Mike Farley, Secretary  
Jeannie Busser  
Vijay Kakumanu  
Jennifer Wilson  
Craig Shultz  
Diana Betts, Head of School Trustee

## ***Hours of Operation***

Office Hours	8:30 am – 3:00 pm, school days
Parent/Toddler Program	As scheduled
Toddler Program	9:15 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
Extended Care Program - Afternoon	12:00 pm – 6:00 pm

### ***It is extremely important that your child arrives to school on time.***

Arriving to school within the appropriate times not only ensures safety on behalf of students and staff, but also helps us maintain our carefully-crafted classroom atmosphere and schedule. A late arrival disrupts that student's day of learning, and can also disturb other students who are already working. Often, students have already chosen partners and work by the time a tardy student enters the room, which can lead to that child repeatedly feeling left out.

## ***Unplanned School Closings***

Unplanned school closings may occur for any of a number of reasons – bad weather, staff illness, facility problems, or epidemic. The Head of School 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](http://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.

<b>Program</b>	<b>Ages Served</b>	<b>Adult :Child Ratio</b>	<b>Class Size (Max)</b>
		(State maximum)	
Parent-Toddler	18 – 24 months	1 to 7	5
Toddler	24 – 35 months	1 to 8	10
Primary	3 – 6 years	1 to 12	24
Kindergarten	5 – 6 years	1 to 18	12
Extended Day	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 WMS specifically.

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

### ***Toddler Program***

Two sessions of the Toddler program are available.

MWF morning	9:15 am – 11:30 am
T/Th morning	9:15 am – 11:30 am

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

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

### ***Primary Program***

Each of the four 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 insure 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 Head of School 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. They must bring a packed lunch to school each day.

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. Observation of at least one classroom is strongly recommended.

### **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 1<sup>st</sup>, applications and classroom requests will be given preference in the following order.

1. Currently enrolled Toddler students
2. Siblings of current WMS students
2. Past WMS Parent/Toddler students
3. Students transferring from other Montessori institutions
4. 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. Be advised that the Child Medical Statement form includes the requirement of a medical examination each year. 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 Extended Care Program Admissions**

All primary and kindergarten students are eligible for participation in the Extended Care program, offered before and after regular hours.

### **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 1 of the current school year. Deposits submitted after the February 1<sup>st</sup> 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***

### **2018-2019 Tuition Schedule:**

Application Fee	\$50
Non-refundable Tuition Deposit	\$300
Snack Fee	\$55 per school year – Primary \$55 per semester– Full-Day students \$35 per school year – 2 Day Toddler \$35 per school year– 3 Day Toddler
Kindergarten supplies/art fee	\$50 per school year
Late Pick Up Charge	\$1 per minute

Primary school year, full day (7am-6pm) \$9,920 per school year

First year primary \$6365 per school year  
 Second year primary \$6365 per school year  
 Third year primary with Kindergarten \$7745 per school year

Toddler – Three-Day (M-W-F) Program \$3906 per school year  
 Toddler – Two-Day (T-Th) Program \$2620 per school year  
 Parent/Toddler Program \$130 per eight-week session

Extended Care Program Monthly billing per usage, \$8 per hour

Toddler and primary program tuitions are annual fees and are not adjusted because of individual student absences. The Head of School 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 1 of the current year. In other words, tuition for the school year beginning August 2018 is due in full by July 1, 2018.

### **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 Head of School 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 1<sup>st</sup> through December 20th ) 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 which is available in the school office. To ensure that aid is truly 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 currently enrolled 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
- ☐ The orientation schedule
- ☐ School calendar
- ☐

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](http://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
- Tennis shoes
- No footwear with lights or glitter.
- No sandals, flip-flops, Crocs, platforms, dress shoes, loafers, etc.
- Dresses or skirts are permitted as long as 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.
- Jewelry, umbrellas, or party dresses are inappropriate for the school environment.

We feel confident that this dress code will be beneficial in avoiding unnecessary distractions from lessons, avoid 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. 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**

Assistants are on hand to escort children from their cars to 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	9:15 am

In order to start the morning work cycle smoothly and quickly for the children, we ask that you follow our well-established procedures for arrival and have your child enter independently to his/her classroom. Parents will not be permitted to walk their child to the classroom. This ensures a peaceful transition from home to school for all of 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 a designated parking space, ring the doorbell to be admitted to the school, A staff member will greet you and escort your child to his/her classroom. This policy is in place to insure your child's safety at all times.

## **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 a designated parking space and walk to the lobby, a staff member will greet you and 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 papers 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.

The student directory is an excellent resource for forming car pools. It is provided to each family in October.

## **Supervision Policy**

At no time will a toddler or primary student be left unattended. Staff will supervise children at all times 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. There is always immediate access to a classroom telephone.

## ***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**

Each classroom contains a chart identifying the common symptoms of communicable diseases. The chart is located near the classroom phone.

- 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 (accept 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 WMA cannot administer or supervise the self-administration of any non-prescription medication, special diet, or food supplements.

Please speak directly to the Head of School about ODJFS regulations if your child requires prescription medication during the school day.

## **Safety Procedures**

This section outlines the various safety procedures and precautions instituted at WMS. All children at WMS are supervised at all times.

### ***Suspected Child Abuse***

All staff members are mandated reporters of child abuse. If a staff member should suspect that a child is being abused or neglected, they **MUST** make a report to the local children's services agency.

### ***Fire***

To ensure your child's safety in the unlikely event of a fire, the following precautionary procedures are in place.

- A well-defined evacuation procedure is posted at all exits to the building. The evacuation procedure notes alternate escape routes as well as a primary route.
- All staff members are responsible for complete knowledge of the fire evacuation procedure and its safe execution.
- Exits are kept clear at all times, and exit doors are never chained or locked from the inside.
- Fire drills are held monthly, and a record of these drills is posted in each classroom.

### ***Severe Weather***

To ensure your child's safety in the event of severe weather, the following precautionary procedures are in place.

- A defined weather alert policy is posted on the interior exit of each classroom and by all classroom phones.
- All staff members are responsible for complete knowledge of the weather alert procedure and its safe execution.
- Weather alert drills are held monthly during inclement months, and a record of these drills is posted in each classroom.

### ***General Emergency Evacuation Plan***

Should the staff need to evacuate the building due to fire, loss of heat or power, or other emergency event, the evacuation plan outlined below is followed.

- The children are escorted to the S, S, and E building, 26600 Detroit Rd.
- A sign is posted on the front door indicating that the building has been evacuated, the location to which the children have been evacuated, and an emergency contact phone number.
- After safely escorting the children from the building to the emergency evacuation location, parents or their designated emergency contacts are notified.

### ***Threats of Violence***

In the unlikely event of a threat of violence or environmental threat, the following procedure is followed.

- The children are secured in the safest place possible.
- The proper authorities are contacted, and the staff carries out the directions given.

- The parents are contacted as soon as the situation allows.
- An Incident Report is filed.

### ***Classroom***

To insure your child's safety in the classroom, the following precautionary procedures are in place.

- At no time is any child left unsupervised.
- As a child moves throughout the building, a supervising adult maintains visual contact at all times.
- The directress and her assistant continually monitor the classroom to eliminate hazards. If a hazard is detected, it is immediately reported to the Administrator.
- Use of spray aerosols is prohibited when children are present.
- Cleaning supplies and other dangerous substances are kept in a supply area that is off limits to children.

### ***Playground***

To ensure your child's safety on the playground, the following precautionary procedures are in place.

- At no time is any child left unsupervised.
- As a child moves throughout the building, a supervising adult maintains visual contact at all times.
- The directress and her assistant continually monitor the playground to eliminate hazards. If a hazard is detected, it is immediately reported to the Administrator.
- Where natural boundaries do not exist, orange safety cones and ropes are used to delineate playground boundaries.
- Children learn about playground safety and must act accordingly.

### ***Outdoor Play***

Research has shown that children stay healthier when they have daily outdoor play. Based on this information and state requirements, outdoor play will be included in our program on a daily basis. We will limit the amount of time outside when the temperatures are very warm or very cold. Children will not be taken outside

- when the temperature, including wind chill factor, drops below 20° F,
- when the temperature, including heat index factor, rises above 90° F,
- when it is raining or snowing heavily,
- in threatening weather, or
- during an ozone alert.

On days when scheduled outdoor play is not provided due to inclement weather, indoor gross motor activities are substituted. Parents are responsible for providing proper clothing so that their children may be comfortable and safe whenever we are outside. This includes snow pants, hats, mittens, and boots.

***Field Trips:*** WMS does not take students on field trips.

## **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 of 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 Head of School 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 Head of School may request temporary or permanent withdrawal of the student from WMA.

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 Head of School reserves the right to dismiss a child after all reasonable efforts have been to accommodate the family.

# Classroom Procedures

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

## ***Orientation Period***

New students are introduced to the classroom procedures during a special orientation period. This orientation period, which is characterized by small group sizes and shortened days, allows the new student to become comfortable with a new situation gradually. Regular attendance during the orientation period is essential to proper adjustment.

An individualized orientation schedule is prepared for students that enter a new program after the initial orientation period.

## ***Daily Schedule***

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

<b>Toddler Students</b>	
9:15 am	Arrival
9:30 – 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
<b>Primary Students</b>	
8:45 – 9:00 am	Arrival
9:15 am	Line time: Group discussion 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 cheese, fruit, vegetables, or crackers. The drink is water. Each directress collects a small fee at the beginning of the school year to purchase appropriate snack foods for her classroom. Children are not permitted to bring other foods into the classroom. 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 Extended Care program. This meal must 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)

***No Nuts or Peanut Butter Are 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.

If a lunch does not meet the nutritional requirements, WMS is mandated to provide additional nutritional items. An additional fee will be charged if we have to supplement your child's lunch.

### **Outdoor Play**

Outdoor play is provided for all students based on classroom needs.

### **Clothing**

Each student must provide a complete change of clothes (pants, shirt, socks, 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.

### **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 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

- School/Directress Newsletter (online)
- School Website ([www.westshoremontessori.org](http://www.westshoremontessori.org))
- Friday folder
- Parent/Directress conference, and
- Student Progress Reports.

## **Friday Folders**

On the last day of the week, each student brings home a folder containing completed work and announcements from both the classroom and the office.

It is very important that you take the time to empty your child's folder and review the contents at the end of each week. The empty folder should be returned to school with your child on the first day of the week.

## **School Newsletter**

An email newsletter is sent to parents' email 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 written progress report is sent home to each student's parents at the end of the school year.

Please keep in mind that this report is merely a subjective comment on the part of the Directress, and is simply a way to communicate her perceptions on the progress of the student during the school year. It should always be viewed in a positive manner.

## ***Scheduling an Observation***

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 unlimited 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***

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 **nut-free, pre-packaged item** as a birthday treat to share with the class. Whenever possible, send in treats that are all the same size, shape, or flavor.

## **Extended Care**

### ***Daily Schedule***

7:00 – 9:00 am	Open drop off
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

You can provide breakfast for your child to eat in Before Care if you would like, and must provide a lunch if your child attends into the afternoon.

### ***Sign-up Procedures***

Sign-up is done at the time of billing for those enrolled in the Before and After Care Tuition program. For parents wishing to use the program on a per diem basis, please email Diana Betts ([dbettswestshore@gmail.com](mailto:dbettswestshore@gmail.com)) with specific dates and times, giving at least 24 hours notice if possible. If you have an unexpected or urgent need, call the school office at (440) 899-7911.

### ***Lunch***

Parents must provide a lunch with a cold pack for their child attending Extended Care in the afternoon. This meal must 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)
- No Nuts or Peanut Butter are 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 two foods from the four basic food groups. Examples of a typical snack are cheese, fruit, vegetables, or crackers. The drink is milk, water, or fruit juice.

### ***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.*