

Generations Montessori School

Parent Handbook

2017 - 2018 School Year

Welcome to the 2017-2018 Generations Montessori School Parent Handbook. After a successful first year infant class, we are pleased to offer 2 classes for upcoming school year: an infant class for children ages 2 – 20 months old and a toddler class for children 21 months – 3 years of age. We plan to begin our 3 – 6 year old class at the start of the 2018 – 2019 school year. Our goal is to provide an environment that children can join as early as 2 months old and stay through their kindergarten year. We are so excited to be able to offer this wonderful opportunity to families in Charlottesville.

We are looking forward to working with you and your children throughout the years. Please familiarize yourself with the information in this handbook. It is important, as it outlines our operating procedures, philosophy of teaching, and key school policies. We will use this a guide throughout the year. We believe that communication between caregivers and the school is highly important. Throughout the year we will be in contact through regular email correspondence, community events, and updates to the school website. We are passionate about this project and would love to talk to you anytime. Please do not hesitate to contact us if you have any questions or concerns.

Thank you so much for putting your trust in us and providing us the opportunity to work with your wonderful children. We are looking forward to an exciting and energetic year!

Sincerely,

Rita and Christina Pace

Mission Statement & Center Philosophy

Mission Statement

Based on the teachings of Maria Montessori, Generations Montessori School aims to provide a quality education for children to help them grow into confident, curious, motivated, and creative lifelong learners.

Center Philosophy

Maria Montessori observed that a child's learning begins at birth. At Generations Montessori School, we believe this to be true. The infant environment is designed to help children 2-20 months old begin to define their own strengths and personalities. The toddler classroom is set up to assist children as they continue to grow, learn, and develop their confidence and independence. In each classroom, children will have access to a variety of age appropriate materials centered on movement and coordination, language development, and cognitive growth. Materials are specifically chosen to help students advance

socially while developing fine and gross motor skills. Teachers at Generations Montessori School strive to lead with compassion, love, and respect. Students are encouraged to gain independence through trust, positive social interactions, and intellectual growth. At Generations Montessori School, we believe that children are independent thinkers, capable of making choices and worthy of respect.

Educational Goals

While the specific educational goals will vary based on the age and development of the child, in general we aim to...

- Help students master basic life skills
- Create a positive working relationship between teachers, caregivers, and children
- Foster a sense of curiosity in young learners
- Provide constructive feedback to help build confidence
- Encourage students to dedicate themselves to a task and seek out creative solutions

Admissions

In order to be considered for enrollment in the **Infant Class**, students must be between the ages of 2 and 20 months old by September 1, 2017. This includes students born between January 1, 2016 and July 1, 2017. The **Toddler Class** is open to students 21 months – 3 years old. Students born between September 1, 2014 and December 31, 2015 are eligible for enrollment in the 2017-2018 Toddler Class.

Generations Montessori School does not discriminate based on the race, sex, ethnicity, religion, sexual orientation, national origin, or ancestry of children or their families.

Admissions Process

Application

Prospective families should complete and submit an application form. There is a \$50 non-refundable application fee that must accompany the application form. Upon receiving the application, families will be contacted within 2 weeks to set up an interview.

Parent and Student Interview

Once the application has been received, the school will contact the family within two weeks to set up an informal interview. The purpose of this interview is to acquaint families with the program and allow them to observe the environment in which their children would be learning.

Enrollment

Admissions decisions will be made within two weeks of the parent interview. If accepted, and there is space available, an enrollment contract will be issued. The signed contract must be returned within 2 weeks with a \$500 non-refundable deposit to hold the space for the upcoming school year. If there is no

space available, families can choose to be put on a wait list. All enrollment forms and records must be returned and complete before the child's first day of attendance.

Tuition and Fees

Application Fee:	\$50	Due with application
Supply Fee:		
Half-Day	\$250	Due at time of enrollment
Full-Day	\$325	Due at time of enrollment
Non-refundable deposit:	\$500	Due at time of enrollment

Tuition Schedule (after deposit):

INFANT CLASS				
Half-Day Tuition Schedule				
One Payment	August 15, 2017			
	\$7,300			
Two Payments	August 15, 2017		January 15, 2018	
	\$3,830		\$3,830	
Four Payments	August 15, 2017	October 31, 2017	January 15, 2018	April 1, 2018
	\$2,000	\$2,000	\$2,000	\$2,000
Full-Day Tuition Schedule				
One Payment	August 15, 2017			
	\$12,100			
Two Payments	August 15, 2017		January 15, 2018	
	\$6,350		\$6,350	
Four Payments	August 15, 2017	October 31, 2017	January 15, 2018	April 1, 2018
	\$3,325	\$3,325	\$3,325	\$3,325

TODDLER CLASS				
Half-Day Tuition Schedule				
One Payment	August 15, 2017			
	\$6,000			
Two Payments	August 15, 2017		January 15, 2018	
	\$3,150		\$3,150	
Four Payments	August 15, 2017	October 31, 2017	January 15, 2018	April 1, 2018
	\$1,650	\$1,650	\$1,650	\$1,650
Full-Day Tuition Schedule				
One Payment	August 15, 2017			
	\$10,800			
Two Payments	August 15, 2017		January 15, 2018	
	\$5,670		\$5,670	
Four Payments	August 15, 2017	October 31, 2017	January 15, 2018	April 1, 2018
	\$2,970	\$2,970	\$2,970	\$2,970

Operating Information

Hours of Operations

Students will arrive daily, Monday-Friday, between 8:45 and 9:00AM. Half-day students will be dismissed at 12:00PM; full-day students will be dismissed at 4:00PM.

Separation Environment (August 30, 2017 – September 1, 2017)

During the first three days of school, new students and parents will participate in the “Separation Environment.” Students will come in with their parents each day for a designated hour. Returning students will come in for a one-hour phase-in. Families will receive the necessary details prior to the start of school and teachers will lead parents/guardians through this important transitional step. NOTE: there is no afternoon care during Separation Environment.

Days of Operation

Generations Montessori School will open on August 30, 2017 and follow the school calendar through June 1, 2018.

Holidays

Generations Montessori School will be closed in observance of the following holidays:

Labor Day, Columbus Day, Thanksgiving Day, Christmas Day, President's Day, Memorial Day

For the complete list of school days and closing, please see the Generations Montessori School Calendar or Major Dates Calendar.

At Generations Montessori School, we celebrate diversity and appreciate that families celebrate a variety of different holidays. If your child will miss school to observe a given holiday, please let us know.

School Closures

In the event of inclement weather, Generations Montessori School will follow the City of Charlottesville's school delay and closure system. Parents will also be notified via email if the school is operating under a delay or closure. We understand that families are travelling from around the area. Please use your best judgment when it comes to weather conditions and the safety of you and your family.

Important Telephone Numbers & Contact Information

Generations Montessori School	(434) 422 – 8161
Rita Pace	(434) 962 – 3814
Christina Pace	(434) 962 – 0859

Transportation Policy

Under normal circumstances, Generations Montessori School will not provide any transportation for the enrolled children. In the event of an emergency that would require children to be taken off-site, they will be transported by GMS staff to 1975 Franklin Drive, Charlottesville, VA 22911 until it is safe for their families to pick them up.

Attendance and Arrival/Departure Policies

Absences

In order to maintain consistency and maximize the educational experience for all children, regular attendance is best. If you know in advance that your child will miss a day of school for a holiday, family function, vacation, etc. please inform the school no later than 24 hours before the planned absence. If your child will need to miss school for an unanticipated reason such as illness or family emergency, please call the school by 8:30AM.

In order to prevent the spread of disease, children who have a temperature above 100°F, are vomiting, have diarrhea or a communicable disease are not allowed to attend school until all symptoms have been gone for at least 24 hours. If your child is experiencing any of these symptoms at school, parents will be notified and the child will be sent home.

Arrival Policy

Arrival begins at 8:45AM. Students under 12 months should be escorted to the main lobby. Parents and caregivers of walking children 12 months and older are asked to form a car line. A lead teacher will come to your vehicle, greet your child, hold his/her hand, and walk him/her inside where he/she will wait with other students until the remaining children arrive. Arrival formally ends at 9:00AM. Any students arriving after 9:00AM are considered late and must follow the policy for late arrival.

Late Arrival Policy

If you know your child is going to be late, please call to notify the school by 8:30AM. Students arriving late are asked to be walked in by their parent or caregiver. A lead teacher will greet the child and welcome him/her to the classroom.

Departure Policy

Half-day students will be dismissed at 12:00PM. Students under 12 months should be picked up in the lobby. Parents and caregivers of walking children 12 months and older are asked to form a car line. Students will be walked to their car by a lead teacher. Students not picked up 12:15PM will be brought back into the classroom to join the full-day students.

Full-day students will be dismissed at 4:00PM. Students under 12 months should be picked up in the lobby. Parents and caregivers of walking children 12 months and older are asked to form a car line. Students will be walked to their car by a lead teacher. Students not picked up 4:15PM will be brought back into the classroom until they are picked up.

Late Pick Up

If a late pick up is anticipated, please call the school by 11:45PM (half-day) or 3:45 (full-day). Students not picked up by the end of their dismissal time will remain supervised by teachers until their parent or caregiver arrives. Families who are late on more than one occasion will be charged a fee of \$10 per fifteen minutes late, per occurrence.

No Pick Up

In the event that a parent does not call or pick up his/her child, the school will call the parents and any other emergency contacts listed. Teachers will remain with the children until they are picked up. Families who fail to pick up their children will be charged a fee of \$10 per fifteen minutes late, per occurrence.

Medication Policy

There will be at least one person with Medical Administration Training (MAT) on site at all times. Individuals that are MAT certified are trained to administer prescription medications, over the counter medications, and medications required in emergency situations, according to the recommended frequencies and dosages. Medications will be administered by teachers with MAT certification with written authorization from the parent. Medications may be kept on site and must be brought in the original container and labelled with the child's

name, the name of the medication, the dosage amount, and the time(s) to be given. Medication will be kept locked up and refrigerated when applicable. Generations Montessori School will keep a running record of any medications given to children. Parents will be notified immediately if there are any adverse reactions to the medication or when the medication is expired.

Application of Sunscreen & Insect Repellant

Sunscreen

Hypoallergenic sunscreen, SPF 15 or greater, will be kept on site at all times. Weather permitting, students will spend time outside each day. With written parental permission, teachers will apply sunscreen to children on sunny days. If there is a particular sunscreen that parents would like the teacher to use, they may send in an unopened bottle with the child's name clearly printed on it. All sunscreen will be kept out of reach from the children.

Insect Repellant

Natural Insect Repellant will be kept on site at all times. Weather permitting, students will spend time outside each day. With written parental permission, teachers will apply insect repellant to children on buggy days. If there is a particular insect repellant that parents would like the teacher to use, they may send in an unopened bottle with the child's name clearly printed on it. All insect repellant will be kept out of reach from the children.

Diapering

Diaper Ointment/Cream

Organic Coconut Oil will be kept on site at all times to be used as diaper ointment. Each child will have a jar designated to be used only on them. Bottles will be labeled with the individual child's name and kept in his/her diaper cubby. With written parental permission, diaper cream will be applied to the child after each diaper change. If there is a particular diaper ointment/cream that parents would like the teacher to use, they may send in an unopened, sealed container with the child's name clearly printed on it.

Wipes

Fragrance free baby wipes will be kept on site at all times to be used at diaper changes. If there is a particular wipe that parents would like the teacher to use, they may send them in an unopened, sealed container with the child's name clearly printed on it.

Diapers

With baby's ever changing bodies and the variety of diaper options available on the market, parents are responsible for sending in diapers for their children regularly. The school will inform the family when the diaper supply is getting low and when a different size is needed. The school will keep a small supply of organic diapers on hand in case of emergencies.

NOTE: If parents choose to use cloth diapers, soiled diapers will need to be picked up each day.

Extra Clothing

Each family is asked to bring in two seasonal, appropriately sized outfits for their child in case his/her clothing needs to be changed throughout the day. Generations Montessori School will have a variety of sizes of back up clothing available on site if needed. If your child goes home in one of the school's outfits, we ask that you return it the following day.

Established Lines of Authority

Generations Montessori School is run by two working co-directors, who actively participate in the classroom as lead teachers. Each lead teacher can have as many as two aides. Teachers and aides will work together to ensure student teacher ratios are adhered to at all times. All decisions regarding policy making, operations, and management will be discussed and agreed upon by co-directors, Christina and Rita Pace.

Policy for Reporting Suspected Child Abuse

Virginia law requires any cases of suspected child abuse or neglect to be reported to the Child Protective Services Hotline. Reporters will be directed to the appropriate branch of Social Services. All employees of Generations Montessori School are required to complete the Child Abuse Recognition and Intervention Training offered through the Virginia Department of Education and follow state laws regarding reporting.

Custodial Parents Rights to Be Admitted to the Center

Custodial Parents may be admitted to the school at any time while the child is in the program. Children can be released into their custody at any point. Children will only be released to non-custodial parents on their court appointed custody days.

Unless the court orders otherwise, children may be released to:

- A parent or legal guardian
- Any person who has written authority from the parent with physical custody
- Police and child welfare workers with proper authorization

Generations Montessori School will keep a list of who is authorized to pick up each child. It is the responsibility of the parent to keep this list accurate and up to date.

Policy for Communicating with Parents in an Emergency

In the event of an emergency, parents will be notified via email and phone. To ensure that parents receive accurate and timely information in emergency situations, it is imperative that parents keep their contact information up to date. Please notify the school if your contact information changes at any point during your child's enrollment.

General Daily Schedule

Throughout the day, students will have a variety of age appropriate activities to choose from including teacher directed, self-directed, and self-chosen tasks. Children will have access to a variety of play areas to encourage movement, different sensory experiences, and fine and gross motor development. There will be offerings each day to encourage language development, including reading, singing, non-verbal communications, and naming objects. Weather permitting, outdoor time will be offered each day. As their needs are ever changing, infant schedules will be kept flexible throughout the day.

In general, the school schedule will be as follows:

8:45 – 9:00AM	Arrival
10:30AM	Morning Snack
11:45AM – 12:15PM	Half-Day Dismissal
12:15PM	Lunch for Full-Day Students
1:00-2:00PM	Nap/Rest Time for Full-Day Students
2:30PM	Afternoon Snack
3:45 – 4:00 PM	Full-Day Dismissal

Children will be allowed to sleep or rest as needed. If a child misses a snack, snack will be offered to him/her when he/she wakes up.

Food Policies

Breast Milk

Generations Montessori School believes in a woman's right to breast feed. If nursing mothers would like to come in and nurse their babies, there is an area of the school designated for this. Parents may also choose to send in stored breast milk for their child. If you wish to do this, please send your milk in a sealed container clearly labelled with the date and your child's name. Feeding times and amounts consumed must be documented in writing. Once it has been warmed, any unused milk will be disposed of. The school will also discard any thawed milk that is more than 3 days old.

Formula

Parents are responsible for sending in iron fortified infant formula for their formula fed babies. Please send in your formula in an unopened, sealed container clearly labelled with the date and your child's name. Feeding times and amounts consumed must be documented in writing. Once it has been warmed, any unused formula will be disposed of.

Generations Montessori School will keep an emergency supply of disposable bottles, nipples, and formula in stock at all times.

Solids

Generations Montessori School is a nut-free school. Nutritious morning and afternoon snacks will be provided by the school. All children will be offered a morning snack consisting of a protein, carbohydrate, and fruit or vegetable. Water will be available to students throughout the day. Menus will be kept up to date in the classroom. Students participating in the full-day program are asked to bring a healthy nut-free lunch clearly labelled with their name and date. Any unopened, uneaten food will be returned home in the child's lunch box. Options will be available daily for students without a lunch. The school will offer water and milk with lunch each day. Students in the full-day program will be offered a healthy afternoon snack. Parents of children not yet consuming table food are required to send in appropriate food for their children. Students are asked not to bring candy to school.

Discipline Policy

In order to help develop healthy physical, social, and emotional growth, discipline policies at Generations Montessori School are designed to respect personal privacy and differences between students. Staff are encouraged to promote decision making, self-direction, and model appropriate interactions between the children.

Acceptable Policies Include:

- Constructive, age appropriate feedback on behavior
- Redirecting children to appropriate behavior
- Assisting children in the resolution of conflicts
- Providing consistent consequences for repeated actions

Unacceptable Policies Include:

- Physical punishment of any kind
- Enclosing the child in a small space
- Punishment by another child
- Separating the child from sight and hearing distance of the group
- Withholding food
- Withholding rest
- Negative or demeaning remarks
- Punishment for toileting accidents
- Applying harmful or unpleasant substances to the child's skin or body

Termination Policy

While we hope that Generations Montessori School is the right fit for you and your child, we reserve the right to terminate a child's enrollment for any of the following reasons, including but not limited to:

- Failure to pay
- Failure to complete required forms
- Physical or verbal abuse of people or property
- An inability to meet the child's needs
- Repeated lack of compliance with the school's written policies
- Behavior that puts other children at risk

Generations Montessori School will provide families with written notice of termination two weeks before they are required to find alternative arrangements. If you plan to terminate your child's enrollment, please provide at least two weeks' written notice. Families who choose to terminate their enrollment or have their enrollment terminated will forfeit the remainder of the year's tuition.

Notification of Emergency Preparedness Plan

Generations Montessori School upholds the following plan:

- Evacuation Assembly area within walking distance:
 - Students, staff and visitors will gather at the right-side, near-end of the school field.
- Evacuation away from the center:
 - Students, staff and visitors will be evacuated to:
 - 1975 Franklin Drive, Charlottesville, VA 22911
 - Transportation arrangements will be made by Rita Pace, Christina Pace, and/or a member of GMS staff
- Shelter (in-place):
 - Students, staff, and visitors will gather in the Center's restroom facilities and lock the door.

Thank you!