



# The Montessori School of Bowling Green, LLC

## Parent Handbook 2022-2023

This handbook is subject to change at any time in an effort to meet changing policies and protocol mandated by both the Barren River District Health Department and the Division of Regulated Childcare. The Montessori School of Bowling Green, LLC is dedicated to providing the very best care possible under the guidance of the Barren River District Health Department and the Division of Regulated Childcare.

## Table of Contents

Page 3	Welcome Letter
Page 4	Staff Directory
Page 5	Mission Statement & Philosophy
Page 6	MSBG School Calendar
Page 7	School Overview
Page 8	Admissions
Page 9	Financial Information
Page 10	School Policies Attendance Arrival/Dismissal/Traffic
Page 11	Health Policy Illness and State Mandated One Hour Illness Pick Up Window Sunscreen Lice Policy
Page 13	Communication Email/Voicemail Concerns Parent/Assistant Communication After Hours Communication Babysitting
Page 15	Nutrition
Page 17	Daily Schedules and Dress Codes
Page 25	School Home Partnership; Special Events & Programs
Page 28	Discipline and Behaviors
Page 29	General Guidelines for Teachers/Parents
Page 29	Behavior
Page 29	Child Abuse
Page 29	Transitions
Page 30	Separation Anxiety
Page 31	New Program Transition Letter
Page 32	Safety & Fire Drills
Page 34	Tornado & Earthquake
Page 34	Snow and Ice
Page 35	Emergency/Disaster Preparedness
Page 36	Parent Signature Page ( <i>please read, sign and return for your child's file</i> )

Dear Parents,

On behalf of our entire school, we would like to welcome you!

We are pleased and honored that you have chosen our school for your child and family. It is our promise that your child will always come first. Over the course of this year our children will grow in a Montessori environment to become self-assured, vibrant students who love to learn. Parents are the most important teachers in the lives of their children and are a very important part of what makes our school community so special. We are honored to be partners with you in the development of your child. We rely on your communication, energy, support, and involvement to ensure a successful experience for your child. The Montessori School of Bowling Green can benefit your child best when you understand the roles played by parents, teachers, and children. As we begin our 15th year, we are delighted to share many wonderful things about The Montessori School and to orient you to our policies, procedures, resources, and events.

We realize that the parent is the first child's teacher and we feel that it is a privilege to be able to share in your child's life and learning experiences.

To maintain ongoing communication throughout the year:

- We use email to send our biweekly checkpoints and to communicate important information. Please make sure that we have your most updated contact information.
- If you have suggestions, ideas or concerns, please contact our Head of School, Emily Togstad at [administrator@montessoribg.com](mailto:administrator@montessoribg.com) and make arrangements to meet. She is your first line of communication and will facilitate a meeting with your child's Lead Guide when requested.
- Our goal is to offer opportunities through parent information evenings to support your child's experience.
- Our goal is to host several functions and we invite you to join us for as many as possible.

We look forward to another wonderful and productive year!

Sincerely,

Jenn Hewett

**Montessori School of Bowling  
2022-2023 Staff**

Emily Togstad                      Head of School, AMI Certified Guide

Infant Program

Kelsey Nix                              Infant Guide  
Ryelee Robinson                      Infant Assistant

Young Child's Community

Rosie O'Connor                      AMI Certified Guide  
Jenny Garcia                            Classroom Assistant  
TBD    Classroom Assistant

Primary Program (upstairs)

Jenn Hewett                            Director/AMI Certified Guide  
Michelle Brown                        Classroom Assistant  
Lana Priest                                Classroom Assistant  
Mary Claire Humphrey                Classroom Assistant

Primary Program (downstairs)

Emily Kistler                            AMI Certified Guide  
Jenniffer O'Connor                    Classroom Assistant  
Jill Matthews                            Classroom Assistant

Extended Day Program

Jenny Garcia  
Mary Claire Humphrey  
Valery Garcia

### ***Mission Statement***

The Montessori School of Bowling Green mirrors the mission and philosophy of the Association Montessori Internationale:

AMI's mission is to support the natural development of the human being from birth to maturity, enabling children to become the transforming elements of society, leading to a harmonious and peaceful world.

### ***Philosophy***

The Montessori Schools of Bowling Green uses the philosophy and teaching materials of the Montessori Method developed by Dr. Maria Montessori (1870-1952). Montessori education emphasizes learning through all five senses, not just through listening, watching, or reading. Children in Montessori classes learn at their own pace and according to their own choice of activities from hundreds of possibilities. A student's work at The Montessori School of Bowling Green is an exciting process of discovery, leading to concentration, motivation, self-discipline, and a love of learning.

Montessori education places children into three-year age groups (3-6, 6-9, 9-12, and 12-14), forming communities in which the older children spontaneously share their knowledge with the younger children. This represents an entirely different approach to education. Montessori's educational philosophy is multi-sensory, multi-aged, and child centered.

Parents should understand that a Montessori school is neither a babysitting service nor a play school. Rather, it is a unique approach designed to take advantage of the child's sensitive years beginning at birth-6 years when he can absorb information from an enriched environment.

### **INDEPENDENCE**

From the moment of birth onwards, humans strive towards independence. Children feel this need very strongly; they want to do things for themselves, and to participate in the world around them. In Montessori classrooms, this natural drive towards independence is fostered through practical, social and intellectual experiences. The child becomes an active agent in her own education, saying, "Help me to do it myself". We honor this by helping children move to increasingly higher levels of independence and self-reliance.

**Montessori School of Bowling Green  
2022-2023 School Calendar**

**August 2022**

14	Sunday	Back to School Meet and Greet @ Lost River Cave (10-11 am)
16	Tuesday	Welcome back all returning students – *Transitioning and new students will be sent individual start dates
26	Friday	Coffee Hour @ MSBG - 8:30-9:30 am

**September 2022**

5	Monday	Labor Day – NO SCHOOL
22	Thursday	Parent Evening/Wine & Cheese Night @ MSBG - 5:30-6:30 pm
22	Thursday	Afterschool canceled - Staff meeting
30	Friday	Grandparents Day Picnic -12:00 pm (early dismissal)

**October 2022**

3-7	Mon-Fri	Fall Break - NO SCHOOL
14	Friday	Coffee Hour @ MSBG – 8:30-9:30 am (Fall Festival focus)
20	Thursday	Afterschool Canceled - Staff Meeting
28	Friday	Afterschool Canceled – Fall Festival set-up
28	Friday	Fall Festival 5:30-7:00 pm

**November 2022**

7-11		Kindergarten Parent Conferences
1-22		Can and Coat Collection for “Cram the Cruiser” & local food bank
8	Tuesday	Professional Development Day – NO SCHOOL
10	Thursday	Parent Evening/Wine & Cheese Night @ MSBG - 5:30-6:30 pm
23-25	Wed-Fri	Thanksgiving Break – NO SCHOOL

**December 2022**

19-30		Winter Break – NO SCHOOL
-------	--	--------------------------

**January 2023**

2	Monday	Students return from Winter Break
12	Thursday	No Afterschool – Staff meeting
12	Thursday	Parent Wine and Cheese Night @ MSBG - 5:30-6:30 pm
16	Monday	Martin Luther King Day – NO SCHOOL
27	Friday	Coffee Hour @ MSBG - 8:30-9:30 am

### **February 2023**

14	Tuesday	Valentine Exchange (during school event, children only)
17	Friday	Professional Development Day (Montessori Conference)- NO SCHOOL
20	Monday	President's Day (Montessori Conference) – NO SCHOOL
21	Tuesday	Professional Development Day (Montessori Conference) – NO SCHOOL

### **March 2023**

1-31		End of Year Conferences (All Programs)
10	Friday	Professional Development – NO SCHOOL
17	Friday	Renewal Registration Forms and Fees Due
24	Friday	Coffee Hour @ MSBG - 8:30-9:30 am

### **April 2023**

3-7	Mon-Fri	Spring Break – NO SCHOOL
20	Thursday	Parent Wine and Cheese Night @ MSBG - 5:30-6:30 pm
28	Friday	Derby Races/Parent Picnic - Races begin at 12:00 am (early dismissal)

### **May 2023**

16	Tuesday	Election Day – NO SCHOOL
26	Friday	Last Day of School – No Afterschool

❖ Events are subject to change

## School Overview

### ***History***

The school was founded by Jenn Hewett, Lara Park and Benedicte Bossut. Jenn is an AMI certified Montessori Directress and is originally from Canada. Jenn decided to pursue a career in Montessori after working as an assistant at the K-W Montessori School in Waterloo, Ontario. She continued to work in Canada as a teacher and school supervisor for seven years before moving to Bowling Green where she and business partner Lara Park decided to open The Montessori School of Bowling Green in 2008. Jenn purchased the school in 2012, and is the current owner/Director. In 2012, Benedicte, also A.M.I. certified, opened the Elementary program, serving children through 6th grade.

### ***Classroom***

At the Montessori School of Bowling Green, located at 506 State Street, we have a Nido Community guiding children 6 weeks-15 months, a Young Child's Community guiding children 15 months-approx. 36 months, and two Primary Communities guiding children 30 months-6 years.

### ***Teacher Qualifications***

Head of School and Lead Guides in the Young Child's Community and Primary programs have been trained at an Association Montessori Internationale (AMI) training center. In order to earn the AMI Assistant to Infancy (toddler) or Primary Diploma (ages 2 1/2 - 6), a teacher must hold a bachelor's degree and undergo a year of extensive training. To earn an AMI Advanced Diploma (ages 6 - 12) a teacher must hold a bachelor's degree and undergo a year of additional study at an AMI center. Most of our assistants also hold a bachelor's degree. We offer professional development for all staff throughout the year, and staff is required to hold CPR/First Aid training.

### ***Curriculum***

We adhere to the AMI Montessori curriculum in all respects in all classrooms. The term "Montessori" implies both philosophy and a method of education philosophy based on the research of Dr. Maria Montessori – an Italian physician and educator. At its heart, the Montessori method emphasizes independence, freedom within limits, and respect for the child. Classroom spaces are purposefully designed with age-appropriate child development in mind. Multi-aged classrooms provide benefits that are readily apparent when visiting the classroom. Younger children in the classroom have an opportunity to observe and imitate the older students as they work. Older students have an opportunity to reinforce their own knowledge by explaining what they are doing and assisting and mentoring younger children. Each child can learn and develop at his own pace within a classroom that accommodates many levels of ability and complexity.

### ***Placement of Students***

When current students are transitioning to a new level, your child's current and future guides along with the Director and Head of School undertake a thoughtful process for determining your child's transition times. A transition letter will be sent home detailing the schedule of your child's transition into his/her new environment.

### ***Admissions Policy***

**THE MONTESSORI SCHOOL OF BOWLING GREEN WELCOMES CHILDREN OF ALL RACES, RELIGIONS, SOCIOECONOMIC STATUS, ABILITIES, AND BACKGROUNDS.**

Prior to eligibility for enrollment in the school or waitlist status, a tour of the Montessori School of Bowling Green must be scheduled with the Head of School. The initial tour does not include your child. During this tour, parents have the opportunity to visit the classroom, observe the children interacting with each other and their teachers, and ask questions. At the same time, this allows the school to learn more about the expectations of prospective parents.

Children are eligible to begin in our Nido or infant program at 6 weeks.

Children are eligible to begin in our Young Child's Community at 12 months or when our Montessori-trained staff recognize signs of readiness. Please note that all children and parents must be actively involved and participate in toilet learning (children must be wearing underpants at all times).

Children are eligible to begin in our Primary program at 2 ½ and/or when our Montessori-trained staff recognize signs of readiness. Please note that all children and parents must be actively involved and participate in toilet learning (children must be wearing underpants at all times with minimal accidents). Pull-ups and diapers are not permitted.

The Montessori School of Bowling Green offers a full three-year Primary program. After the 3<sup>rd</sup> year, the child is welcome to stay for the Kindergarten year. Children older than 4 ½ who do not have prior Montessori experience are considered for admission on a space-available basis for their age group.

We strive to admit children in a timely and fair manner. If space is unavailable at the time of application, waiting list applications are accepted. Placement on the waitlist occurs once parents have toured the school and have submitted:

- The completed enrollment application
- The application fee

Upon confirmation of admission, to hold a spot in our program the following fees are due:

- One-time \$200 enrollment fee
- Annual \$300 supply fee (pro-rated mid-year)

When space is available in a classroom, eligibility is determined by overall diversity in the classroom. When two or more children are on the waiting list for an open position, admission is based on date of application and with the following priorities:

- Siblings of current MSBG students
- Siblings of MSBG alumni
- Students transitioning from other Montessori programs

The Montessori School of Bowling Green makes every effort to admit each child on the waiting list. However, the school cannot guarantee any position or a timeframe by which a child will be admitted.

***Tuition Schedule***

Infant Program (starting at 6 wks)	7:30-3:00	\$825/month
Young Child's Community (starting at 12 months)	7:30-3:00:	\$800/month
Primary Program (3-6 years)	7:30-3:00:	\$750/month
After School/Extended Day (Primary Only)	3:00-4:30	\$300/month
Late Fee pick up after 3:00	\$15/child	
Late Fee pick up after 5:00	\$15/child	

The school relies upon its enrollment commitments when planning for the year. Tuition is an annual fee divided into ten payments. Upon enrollment, parents assume the responsibility of this annual fee. Tuition payment is facilitated via an automatic, monthly bank withdrawal.

***Late Pick-up Policy/Fees after School Dismissal Time***

School is dismissed and pickup begins at 2:30pm for all programs. All students must be picked up by 3:00 pm in order to avoid late pick up fees. All late pickups after 3:00 pm incur a late fee of \$15.00/child.

***Late Pick-up Policy/Fees after 4:30 pm***

Extended Day Program hours are from 3:00-4:30 pm. Please pick up your child within this time. Parents will be billed a \$ 15.00 late fee per child for pickups after 4:30pm

***Insufficient Funds***

An insufficient funds charge of \$10 per transaction will be administered.

***Withdrawal***

In the case of a student being withdrawn mid-year, thirty-days, written notice is required. Tuition will not be refunded.

The Montessori School of Bowling Green, LLC reserves the right to terminate an enrollment contract: (1) if a student endangers him/herself or other students repeatedly, (2) if there is any breach of the enrollment contract, or (3) if any information contained in the enrollment contract is incorrect or untrue. If the school exercises its right to terminate a contract, appropriate tuition rebates will be determined on a case by case basis.

***Attendance***

Regular attendance is vital. The events that take place in a Montessori classroom cannot be duplicated or given as make-up work. When possible, please limit family trips to periods when school is not in session. Please carefully refer to the KY attendance laws on page 42 if your child is enrolled in our Kindergarten program. Kentucky law mandates absences and limitations regarding early pickup times for children enrolled in Kindergarten through twelfth grades. For our students, that are joining us for Kindergarten, we will follow the Bowling Independent School System for absences/late arrivals.

Please e-mail the school if your child will be absent, has appointments, will be arriving late or will be leaving early.

***Arrival for Primary and YCC Programs***

Arrival time for all programs is between 7:30-8:00 am. We firmly and respectfully ask that all children s be in the cubby room no later than 8:00 am.

It is important that children arrive on time, as the beginning of the school day sets a tone for the classroom. Children who are rushed and arrive late may not be in the right frame of mind to begin their activities. We ask for your cooperation in ensuring that your child has the opportunity to begin his/her work at the start of class.

In an effort to support best security practices, our doors and gates are locked promptly at 8:00. Your help with maintaining best safety procedures is imperative.

Our staff will enter the school promptly at 8:00 am when car rider line has officially ended in order to support children and staff inside the classroom(s). If you arrive after that time, it will be necessary for you to park your car and escort your child to the black gate at 8:30 am when our Head of School will unlock the gate in our parking lot. You

will be met at the gate where we will personally escort your child to his/her classroom. Your patience in waiting until 8:30 to be admitted is both appreciated and necessary as our Head of School fulfills all morning duties and prepares for school tours.

\*Please note that any child arriving late more than 10 times per calendar year may be asked to make other school arrangements.

### ***Arrival for Nido Program***

Arrival time for our Nido program is between 7:30-8:00 am. Please park in the adjacent curbside drop-off lanes or parking lot adjacent to the school and bring your baby to the front gate where our Nido staff will greet you in the morning. In the afternoon, we will meet you in the same location with your baby and all of his/her belongings. In an effort to best secure our property, the gate will be locked at 8:00 am daily.

### ***Traffic***

To minimize traffic congestion in our parking lot, please enter our parking lot on 5th St. via State Street and exit via the alley. There will be someone waiting to help your child enter/exit the vehicle during pick-up and drop-off times. The first car in line must pull completely forward, all the way up to the exit of our parking lot. **Please do not drive around vehicles that are being loaded or unloaded during car rider time.** We have found this to be very unsafe.

### ***Dismissal Procedure for all Programs***

Our car rider line will dismiss from our State Street parking lot with staff escorting children to appropriate cars. Thank you for greeting your child and for safely buckling them into their car seats.

### ***Departure Schedule***

Full Day	2:30-3:00 pm
Extended Day	3:00 -4:30 pm (Primary Students Only)

If you need to pick up your child early, please email our administrator so that we can ensure that your child is ready upon your arrival. An official email sent to the administrator prior to 2pm works perfectly.

### ***Afterschool Program Dismissal (3:00-4:30 pm)***

When the weather allows, we will dismiss after school from the playground. Upon your arrival, we will ask your child to get their belongings ready immediately and a staff member will bring them to the black gate in the parking lot. When the weather does not allow, we will dismiss from the afterschool room. Please use the doorbell attached to the black gate to let us know that you have arrived and we will bring your child to you!

## Health Policy

### ***Immunizations***

Your child must have a certificate of immunization on file prior to the first day of class. Any child without an updated immunization certificate will not be allowed to attend school.

### ***Illness***

As in previous years, our illness policy remains clearly stated below. Due to the COVID-19 pandemic, our illness policy will be even more strictly enforced and we ask for your full cooperation in terms of ensuring that you keep your child at home in the event that they appear even slightly under the weather.

Children are not permitted with any of the following:

- **Fever: 100.4 or higher orally** (child **must** be fever free for 24 hours before returning to school). A child's temperature is lowest in the morning and may not be a true indication if fever reducing medicine was given the night before.
- Vomiting/Diarrhea- Children must wait 24 hours before returning to school after incidences of vomiting or diarrhea. A child who has been ill during the night may feel better in the morning. However, the child will likely experience illness later in the day, will be tired from lack of sleep and may still be contagious. A child must be free from both for 24 hours before returning to school.
- Draining rash requires absence from school until resolved.
- Eye discharge or pink eye- Children must remain at home for 24 hours after medication/eye drops have been administered before returning to school.
- **Fatigue or irritability that prevents participation in regular activities requires a child to remain at home until resolved. We especially note these symptoms after vaccinations have been administered.**
- Strep Throat/Scarlet Fever-A child must remain home for the first 24 hours of antibiotic treatment.
- Thick or constant nasal discharge requires a child to remain at home until resolved.
- Communicable disease such as head lice, scabies, etc. which may require treatment (our employees will check at least twice yearly for head lice at random)
- Infectious diseases such as measles, mumps, chicken pox require home care.
- The symptoms of COVID-19 are: Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea.

**Children must be picked up within 60 minutes of presenting symptoms of any of the above-mentioned illnesses/conditions to contain the spread of illness for their safety and the safety of our students and staff.**

**We reserve the right to request that your child be picked up at any time if they are exhibiting signs of illness without a fever present.**

***Emergency Contact***

All enrolled children must have up-to-date and local emergency contacts listed on their enrollment applications. Please make sure that your emergency contacts are accurate and up to date. Ill children will be taken to the office and given a mat and book while waiting for a parent/guardian to arrive. Ill children must be picked up **within the hour** that a parent/emergency contact has been notified.

We need to be informed immediately if there are changes to the health and emergency information contained in your child's Enrollment Application so that our records are up current.

Each child is observed upon arrival for signs of communicable diseases or other illnesses. Ill children cannot be accepted according to KY state law. If your child is not well, please report any known illness to the school as we are obligated to inform parents of active illnesses (pink eye, COVID-19, strep, flu, chickenpox, etc.) in an effort to assist them with properly identifying similar illness in their children.

If your child is on antibiotics he/she must take them 24 hours before returning to school and have been fever-free for 24 hours without fever-reducing medication. This may mean that your child must miss an entire day if they are unable to arrive prior to morning recess. Our employees are not licensed to administer medication of any kind to children while they are on school premises. Please administer all medications prior to arrival and/or after pick-up. If your child suffers from a chronic illness, such as asthma, diabetes, epilepsy, etc. and must receive medication on a regular basis then this can be discussed prior to the first day of class so that accommodations can be made confidentially.

***Sunscreen/Bug Spray***

Please apply sunscreen & bug spray prior to your child's arrival each morning. For our children that are enrolled in after school, please provide clearly labeled sunscreens and bug sprays to be applied each day at 3:00 or as needed.

***Head Lice Policy***

We will do routine lice checks. Please know that dealing with lice and nits is VERY common among young children, and there is no reason to be ashamed. There are

many misconceptions regarding lice and one of them is that the child is "dirty". The opposite, in fact, is true. Lice LOVE clean hair! Just like the flu, lice can spread if proper measures are not taken.

PLEASE NOTE: Our policy at MSBG is a "no nit" policy. **If any nits or lice are found on your child we will notify you to pick up your child immediately and give you information about how to treat for head lice.**

### ***Accidents on School Premises***

In case of a Minor Accident:

- An employee will tend to the child. Appropriate first aid will be administered when needed (soap and water and/or ice pack, State Law prohibits the application of any ointments.). If the injury needs additional attention, a parent will be notified and the employee will fill out an incident/accident report for school records.

In case of a Serious Accident:

- Notification to the parent or person responsible for the child.
- Notification to the physician listed on the Enrollment Form.
- For serious injuries the Director or Administrator will contact 911. (Parents will be expected to assume financial responsibility for expenses incurred)
- If the child needs to go to the hospital and the parent cannot be reached, he/she will be transported to the Medical Center of Bowling Green.
- An employee will accompany the child to the hospital and take his/her file folder with them in case emergency care is needed.

### ***Communication Overview***

Nearly all communication coming from the school will be disseminated electronically. It is essential that we have your email address and that you keep us current if that address changes. Please make certain to read the weekly electronic newsletter as it contains important information about your child's classroom as well as school-wide information.

### ***Email***

In our ongoing efforts to be more conscientious in the use of resources, nearly all communication between the school and home will be made electronically. All regular correspondence from the school will be sent via e-mail. If you are not weekly newsletter or other email communication from us please inform the office or email your correct email address to [administrator@montessoribg.com](mailto:administrator@montessoribg.com).

When possible, we ask all school correspondence regarding absences, doctors' appointments, early pick-ups, and so on, to be communicated via e-mail.

### ***Voicemail***

The main telephone number (270) 846-1122 has voicemail capabilities. Voicemail can be convenient for leaving us after-hours messages. We check voice mail regularly throughout the day. E-mail is the quickest form of communication.

### ***School/Classroom Inquiries***

Miss Jenn, Miss Emily, Miss Rosie, and Miss Kelsey welcome any and all questions and inquiries about your child's day. The quickest and easiest way for them to send communication is via e-mail most of the time. Please always e-mail the school at [administrator@montessoribg.com](mailto:administrator@montessoribg.com) and Miss Emily will arrange a phone call, e-mail, or meeting with your teacher.

### ***Concerns***

If you are experiencing concerns, we truly appreciate your consideration in contacting the school before discussing concerns on social media, with other parents, or with assistant guides. It is always our goal to maintain positive, open communication and partner with our parents to answer any questions.

Please refer to these guidelines if you encounter a problem:

- Please address all questions or concerns about your child and/or the classroom to the administrator as he/she will be able to gather the most complete and insightful information.
- Discuss the problem with the administrator if it is a matter of school policy and administration.
- Set up a conference time if you would like to discuss the matter with the lead teacher(s).
- Please communicate with us as soon as a problem or inquiry arises.

We ask that you understand that the teachers' responsibilities during school hours is to the students. Morning arrival is a very sensitive period when teachers are greeting each student and setting a calm, pleasant tone for the day. Morning and afternoon car-rider line are solely dedicated to the loading and unloading from vehicles as well as playground supervision. Please make arrangements outside of those times to discuss all questions and concerns. As always, you may send an e-mail to [administrator@montessoribg.com](mailto:administrator@montessoribg.com) or call (270) 846-1122 and our administrator will pass along any information or assist with making an appointment to meet with your child's teacher.

### ***Parent/Assistant Communication***

To protect the confidentiality of all students attending MSBG, and to keep an active record of parent/school communication, our employee policy stipulates that all staff are to always refrain from replying to parent texts, e-mails, or phone calls with regard to anything school-related (progress, absences, early pickup, etc.) and to instead always direct parents to speak with our Administrator or their child's lead teacher. It has been our experience that this practice maintains professionalism and prevents miscommunication.

### ***After Hours Communication***

We have asked all staff and parents to please address any questions during school hours. Please help us to protect our staff and families' time together by refraining from emailing, texting, or calling any staff members' personal email/phone about school-related matters. Please instead e-mail the school and Miss Emily will reply during school hours.

### ***Babysitting***

We are pleased that parents recognize the nurturing quality of our staff members and naturally wish to invite them to babysit. However, we require that our staff members never share any details regarding a child's school day with anyone other than the administration. Please do not call, text, or ask questions of our assistants regarding your child's school day as it is a violation of our Confidentiality Policy and will result in the termination of that staff member. Our lead guides are always happy to answer any questions that you may have in reference to time spent at school.

### **Nutrition Policy**

#### ***Breakfast (all programs)***

The children's work at school is directly affected by the nutritional quality of their meals. Please provide your child with a nutritious breakfast each morning. A nutrient-rich breakfast is essential to a child's development, learning, and enjoyment at school. This is both the universal experience of our guides as well as the finding of well-respected public health research studies. If possible, please avoid sugar, corn syrup, artificial sweeteners or coloring, artificial flavoring, and other additives. Most nutritionists believe that these substances interfere with the child's ability to learn and ability to have acceptable behavior. Good nutrition directly affects a child's health, concentration, and behavior.

#### ***Snack***

In our Primary program, the children serve themselves snack when they are hungry during our morning work period. In our YCC, the children eat snack together around

9:30 am. A typical snack includes whole grains, fruits, veggies, or cheese. We serve only water.

### ***Water Bottles***

Please provide your child with a labeled water bottle every day. Please only put water in the bottle as it will remain outside for most of the day. (See page 30)

### ***Lunch (all programs)***

The lunch program provides a special time for educating the children in manners, etiquette, nutrition, and community togetherness. We place great emphasis on the importance of wellness education, and good nutrition. **MSBG is currently a nut free school.**

Daily Lunch Bags for YCC and Primary Programs Must Include:

- clearly labeled (on the outside) lunch box containing an ice pack
- a cloth napkin
- utensils
- individual glass containers or BPA-free, microwaveable containers that can learn to open independently (see page 31); please do not send multi-section containers
- refer to state regulations regarding food below

\*We model our lunch policy according to the KY childcare health and safety standards.

Lunch guidelines are as follows:

- Drink: water
- Protein Item: meat, eggs, tofu, fish, yogurt, cottage cheese, lentils, leftover dinner items
- Bread/Grain: sliced bread, bagels, pasta, leftover dinner items
- 2 Vegetables or 1 Fruit and 1 Vegetable: any non-processed vegetable or fruit: sliced, steamed or cooked fruits and vegetables are welcome
- See below for items not allowed

Please note that the following items must not be packed:

- Chips of any kind
- Gatorade, other sugary drinks
- Candy or chocolate (including items containing candy or chocolate)
- Lunchables, processed, microwavable lunches or dinners
- Tubed yogurt- please send nutritious yogurt to be eaten with a spoon
- Snack foods (popcorn, marshmallows, Teddy Grahams, etc.)
- Cheese-its, Teddy Grahams, etc.
- Jello/pudding

- Cake
- Squeezy pouches; food is transferred to a plate to practice eating with utensils
- Nuts of any kind (whole or contained within products)
- Bottles /Sippy Cups (YCC and Primary)

*In general, if an item would not be served on a plate at mealtime during dinner, please keep it for your child's enjoyment at home.*

Regarding our lunch policy, please keep in mind:

- Refrigeration is not available for keeping food cold. We are more than happy to heat up soups, sandwiches, or leftovers if sent in BPA-free, microwaveable, individual containers.
- Children are not made to eat all of their food. We encourage children to take home uneaten foods.
- Lunches will be eaten in classrooms. Children set out their own lunch daily. Please send containers that your child can eventually open and close independently.
- Please save items containing chocolate and candy for enjoyment at home. This includes: chocolate milk, granola bars/cookies with chocolate chips or any other form of chocolate product or candy.

### ***Waste Free Lunches***

Because Bowling Green no longer has a recycling program, we have decided to go waste free! This means that all lunch items must be in reusable containers rather than baggies or disposable containers. Thank you so much for your help with this. Reducing, reusing and recycling play a big part in Montessori education so we are thrilled to support wasteless lunches this year in an effort to reduce landfill trash!

### ***Dietary Restrictions/Allergies***

We strive to provide a safe environment for all children. For students with dietary preferences, restrictions or food allergies, please communicate these items to our Head of School so that we can properly accommodate all children.

### **Program Specific Information**

#### Infant Community (6 weeks-15 months)

#### ***Infant Community Schedule***

With infants the schedule of the day is dependent on their needs. Each baby has a different schedule for feeding and sleeping. There should be a general routine of stability and consistency so that each baby feels a sense of peace and comfort when

they arrive each day. The materials found in our infant environment are designed to follow and allow for the child's individualized development to progress naturally.

**Items needed for Infant Program** (please send these items with your child on the first day at school to be kept at school):

- Diapers
- Training Underwear and Plastic covers \*(10-12 months)
- Wipes
- 3 sets of extra clothing
- Pre-mixed, labeled bottles and bottle caps
- Diaper cream if necessary
- Immunization form
- Lunch/ food for the day

\*Please label all items (clothing, bottles, lunch box, containers)

We will provide a basket to hold your child's belongings, and nap mats and sheets to be laundered weekly or more often as needed.

### **Infant Community Dress Code**

- Elastic-waist short pants (newly crawling babies need to get traction in order to push themselves across the floor)
- Long pants when weather no longer permits shorter styles (big enough so that we can roll them up while your child is practicing movement)
- One-piece outfits that allow for leg movement
- Please no dresses that may impede the ability to crawl
- Shirts that are breathable and easy to take on & off with neck holes that are big enough to slip over the head
- Please save all clothing with television logos/characters/ruffles/sequins for home enjoyment
- Infants will be barefoot as often as possible while indoors

### **Pacifiers**

In keeping in accordance with Montessori philosophy, pacifiers will not be used during the school day. Please keep these items in your vehicle to create a smooth morning transition.

### **Bottles**

In keeping in accordance with Montessori philosophy, we will begin transitioning children from bottles to small drinking glasses around 10-12 months of age.

## **Communication**

You will receive a daily communication sheet letting you know about your child's day and any items that may be needed for the following day.

### Young Child's Community (12/15 months to 3 years)

#### **Young Child's Community Schedule**

- 7:30-8:00 am – Children arrive and are greeted at door. The children prepare for the day by putting away their belongings, changing into indoor shoes, and going to the bathroom.
- 8:00-10:00 am – Morning work period – Children engage in Montessori activities in the classroom. A group snack is offered during this time.
- 10:00-10:15 am – Children transition from work to prepare to go outside.
- 10:15-11:20 am – Outside time on the toddler playground.
- 11:20-11:50 pm – Children return to the classroom to eat lunch as a community.
- 11:20 am-12:00 pm – Lunch clean-up and transition to naptime.
- 12:00-2:00 pm – Children nap on cots in the classroom.
- 2:30-3:00 pm – Dismissal

**Items needed for the Young Child's Community** (please send these items with your child on the first day at school to be kept at school):

- Nap blankets and sheets will be provided; please leave pillows and transitional items at home
- 5 sets of extra clothing (shirts, elastic waist shorts/pants, and \*socks\*)
- 7-10 pairs of underwear (If your child was in underwear prior to summer break)
- Diapers (if your child is not yet toileting)
- 2 packages of wipes (for community use)
- Rainboots  
\*\*\*we have rainsuits to be worn during outside time\*\*\*
- Inside shoes
  - Preferably with a non-slip sole (our classroom floor is often wet) and a strap or upper sole that holds their foot in place and prevents the shoe from falling off.
- A reusable wet/dry bag to carry wet clothes home.
- A water bottle that your child can use independently (please have your child try/practice accessing the straw or mouthpiece)
- A bag or backpack your child can carry (or eventually carry) independently to transport things to and from school.

- A Lunch bag containing:
- clearly labeled (on the outside) lunch box containing an ice pack
- individual glass containers or BPA -ree containers (microwaveable-please no multi-section containers)

\*Please label your child's clothing. This is essential for clothing that stays in the cubby, and clothing that gets taken off during the day, such as hats, sweaters, coats, and boots. Please note that the school cannot assume responsibility for lost clothing or personal articles.

### ***Young Child's Community Dress Code***

**Tops:** Classic golf-style sleeveless, short-sleeved, and/or long-sleeved, or any t-shirt that is loose and easy for your child to remove and replace. **No onesies due to toileting. Please no commercial, television-related characters of any kind, no sequins or sparkles.**

**Dresses:** Please keep dress/skirts at a length that you feel is safe for climbing and playing on our playground and can easily removed by your child.

**Bottoms:** Elastic waist shorts, pants, leggings, or skirts (any color; no snaps, buttons, or zippers please).

**Shoes:** Shoes that can be put on & taken off independently by the child; velcro or slip-on are a great option. Please consider shoes based on safety and ensure fit securely. We have found that it is difficult for our children to safely run and climb when wearing inappropriate footwear (for example, cowboy boots, flip-flops, and slippery-soled shoes). (See page 30)

When the weather gets cold, all children are required to have:

- Mittens/gloves
- A warm hat
- Snow boots or warm shoes
- Warm clothes or a snowsuit

Please select warm coats, jackets, sweaters, and other outdoor wear with the child's abilities in mind. We DO go outside as much as possible. We will try to go outside every day for 1 entire hour even if the weather is cold, damp, or lightly raining, and we ask that you provide these items so that your child can participate in outdoor activities and play.

### ***Bottles and Pacifiers (YCC)***

In keeping in accordance with Montessori philosophy, bottles, pacifiers, and sippy cups will not be used during school hours. Please keep these items at home to create a smooth morning transition.

### ***Napping (YCC)***

Young Child's Community children will nap at the same time each day, and we will provide a waterproof, vinyl nap mat, sheet, and blanket for them. Naptime will occur just after lunch, and bedding will be laundered weekly.

### ***Toileting (YCC)***

#### Bathroom Routine

Toilet learning is a natural process and is treated as such in all programs. For our YCC program, built into their daily routine are times allotted specifically to assist children with using the toilet. All pressure and stress are removed from the toileting routine and it is treated as a typical and standard part of our day. The children are neither rewarded nor criticized during this time so as not to confuse the child into thinking that toileting is a choice. Instead, we may say "it is time for the toilet, would you like to use the little toilet or the big toilet?" While we know there is a period of inconvenience during the initial process, your child will master the independence of toilet learning if it is possible to also wear underwear at home. There are plastic underpants available to go over cloth underwear to minimize cleanup while still allowing your child to feel the wetness or soiled underpants.

As much as possible, the children are changed standing up and are very involved in this process. For instance, they assist with removing their wet clothing, place their wet clothing in the soiled clothing container, get fresh clothes from their cubby and assist with changing into these clothes. This is a vital part of the toilet learning process. We have found that if the child plays no part in the process (ie. does not have to help remove clothing, put the soiled clothing in a basket, assist with putting on fresh clothing) then the convenience of using a potty/toilet during bathroom time is lost on them. If it is more convenient for them to have you quickly clean them up after an accident than it is to sit on the toilet/potty, then a large part of the incentive to use a toilet is lost.

## Primary Program (3-6 years)

### **Primary Schedule**

- 7:30-8:00 am - Children arrive via car rider line and wash their hands upon entering the building
- 7:30-11:00 am - Children practice Montessori lessons that they have been shown. During this time, they may also be shown a new lesson or observe others doing a lesson. They may also take time to look at a book in the library.
- 11:00 am - The children begin putting their lessons away (or placing their name tag on their lesson so they can return to it in the afternoon). They may then choose to attend group, set up nap mats, and set up lunch tables. Group time is primarily a child-led time. One or two children sing songs and others participate. Sometimes, a story is read, a game is played or an open discussion/demonstration about peaceful conflict resolution/everyday grace and courtesies etc. is had.
- 11:00 am-12:00 pm - The children are dismissed to the cubby room where they independently remove their slippers and put on outdoor shoes and coats. They then go outside to play.
- 12:00-1:00 pm - The children come back inside to hang their coats and put on their slippers. They wash their hands, get seated and unpack lunch bags and begin eating. When the children are finished with their lunch, they recycle/compost/ what they can then pack everything else back into their lunch bags. They sweep their tables and the floor under their table/chair, and then take their lunch bags to the cubby room. Napping children use the restroom and then go for their nap.
- 1:00 pm - Lunchtime is over and all children start cleaning up their lunch following the above procedure. All napping children are in the nap room.
- 1:00-1:20 pm - The children who do not nap, do their chores (put up chairs for sweepers, sweep, dust, mop, change trash bags, sharpen pencils, take laundry to the laundry room, take out recycling/compost, clean tables, put chairs back down, clean chalkboards, tidy shelves).
- 1:20-2:15 pm - The children choose Montessori lessons.
- 2:15-2:30 pm -The napping children are awakened and go downstairs. They use the restroom and then either go to the cubby room to put on outside shoes and coats or join the other children in the classroom.
- 2:30-3:00 pm - The children play outside and are dismissed via car rider line unless the weather is uncooperative, in which case the children are dismissed from the classroom to the car rider line.

**Items Need for the Primary Program** (please send these items with your child on the first day at school to be kept at school):

- An 11" canvas bins fit perfectly in our Primary Program cubbies and hold your child's spare clothing. (See page 30)
- Non-slip, preferably waterproof shoes/slippers (comfortable cloth slippers are also fine). (See page 30)
- 3 pairs of elastic waist pants, that are easy for your child to put on and take off
- 3 loose-fitting shirts that may get stained from food, paint, etc.
- 3 to 4 pairs of socks
- 2-3 three pairs of extra underwear if your child is newly toilet trained (1 pair if not)
- 2 pairs of very warm mittens, a warm hat, and a very warm winter coat for the cold months
- rainboots
- Labeled sunscreen and bug spray (we're happy to use our generic products if you prefer)
- We will send home all dirty clothes or notes in a bag with a note listing items that need to be returned.
- Nap blankets and sheets will be provided; Please leave pillows and transitional items at home

Please label your child's clothing. This is essential for clothing that stays in the cubby, and clothing that gets taken off during the day, such as hats, sweaters, coats and boots. Please note that the school cannot assume responsibility for lost clothing or personal articles.

### ***Primary Dress Code***

Please save these items for outside of school:

- Hair bows
- Jewelry that is removed often
- Clothing that might be a distraction
- Stickers
- Clothing that is difficult for your child to remove or put on independently
- Earrings that dangle (small studs only)
- (The school is not liable for the loss of personal property including jewelry and/or hair accessories.)

- Tops:** Classic golf-style sleeveless, short-sleeved, and/or long-sleeved, or any T-shirt that is loose and easy for your child to remove and replace. **Please no commercial, television-related characters of any kind, no sequins or sparkles.**
- Dresses:** Please keep dress/skirts at a length that you feel is safe for climbing stairs and playing on our playground, easily removed by your child.
- Bottoms:** Elastic waist shorts, pants, leggings, or skirts (any color; no snaps, buttons, or zippers please) If your child is newly toilet trained, please send bottoms that are large enough for your child to pull down without assistance.
- Shoes:** Shoes that can be put on & taken off independently by the child; Velcro or slip-on are a great option. Please consider shoes based on safety (climbing stairs, outdoor bike riding/outdoor climbing dome/running). We have found that it is difficult for our children to safely run and climb when wearing inappropriate footwear (for example, cowboy boots, flip-flops, and slippery-soled shoes)
- Slippers:** Slippers must fit well for safety reasons. On a daily basis, our children climb indoor stairs so oversized or slippery-soled slippers are a hazard. (See page 30)

**When the weather gets cold, all children are required to have:**

- Mittens/gloves
- A warm hat
- Snow boots or warm shoes
- Warm pants (please avoid thin leggings)

Please select warm coats, jackets, sweaters, and other outdoor wear with the child's abilities in mind. We DO go outside as much as possible. We will try to go outside every day for 1 entire hour even if the weather is cold, damp, or lightly raining, and we ask that you provide these items so that your child can participate in outdoor activities and play.

***Bathroom Procedures (Primary)***

It is a state requirement that all children attending our primary program be reliably toilet trained, as this program is not set up to accommodate diaper changing. This means the ability to recognize and go to the bathroom with few adult reminders or supervision. Children are expected to go to the bathroom unassisted. Children in the

primary program must be wearing cotton underwear exclusively both while at home and during school hours to prevent any confusion for the child and assist in making their transition consistent and successful.

In the event of an occasional accident, a staff member will accompany your child to the bathroom with an extra set of clothing and a plastic bag for their soiled clothing. The child will then be responsible for undressing and dressing. This means independently removing their wet clothing, placing their wet clothing in a bag, getting fresh clothes from their cubby, and getting redressed.

This is a process that we will calmly, respectfully, and compassionately guide your child through with their participation. We find that our children feel greater success when independently changing if their clothing is loose and easy for them to put on and take off without assistance (loose cotton pants/shorts with elastic waistbands)

### ***Napping (Primary)***

All students are offered the opportunity to nap after lunch clean-up is complete. However, some children do not wish to nap or do not need a nap. Please sign the Nap Preference permission slip after discussing your child's preference with a teacher. Children who are involved in rest time are provided with a mat, crib size sheet, and small blanket in a labeled bag, which will be laundered by the school each week. Naptime occurs just after lunch from 12:15/12:30-2:00 pm. Children are not required to stay in the nap area once they are awake. Children choosing not to rest will continue their afternoons with chores and lessons.

### **Examples of simple items that we have found to work well with young children:**

#1. These clips typically work great for attaching water bottles to lunch bags:



#2. Labeled slippers, safe for climbing stairs.



**YES, PLEASE:**

**NO, THANK YOU:**



#3. These 11" canvas bins fit perfectly in our Primary Program cubbies and hold your child's spare clothing:

<https://www.target.com/p/fabric-cube-storage-bin-11-room-essentials-153/-/A-50344470?preselect=17086516#lnk=sametab>



#4. Thank you for packing lunch items in waste-free containers!

**YES, PLEASE:**



### ***Lost and Found***

Misplaced clothing and other items not clearly labeled with a child's name will be placed in a lost and found basket. All lost and found items will be removed and donated to charity twice a year. Due to the current pandemic, Lost and Found baskets will be removed to adhere to new state-mandated regulations.

### ***School Home Partnership - Special Events & Programs***

We strive to create a strong community between students, employees, and parents. To accomplish this, we ask that parents stay active in the school and their child's education by making a commitment to participate in school functions and activities.

### ***Shutterfly Photo Sharing Website***

We have a protected Shutterfly photo-sharing website. In an effort to help you connect to your child's day with us, we try to take photos of the children in our care and upload them to this site. We find that the children love browsing these photos at home. This site also serves as an open communication forum for our enrolled families and is a place for parents to communicate with each other.

### ***Coffee Hour***

We welcome you to join us for our morning coffee hours; the meetings are from 8:30-9:30 am. This is a great time to connect with other parents. We will discuss school-related events and topics and spend time connecting with other parents in our Montessori community

### ***New/Returning Parent Orientation***

Orientation is a crucial component in your child's successful introduction to the class. Please plan vacations, appointments, etc., around these important days. We always schedule orientation in May prior to school end but this year. Please take time to thoroughly read through the details of this handbook and contact us with any questions that you might have. The first days of the new school year are devoted to returning MSBG students. For new Primary students, we do a staggered schedule inviting 3-4 new students per day with all students being transitioned throughout the following week(s).

### ***Getting Your Child Ready for Montessori***

Transitions are important. We want to help you and your child make a seamless transition to the Montessori classroom. This is a special session before school starts that gives you helpful tips for the start of this new learning adventure. Working with teachers and other parents you will gain insight on Montessori philosophy and learn practical techniques to prepare for the first days of school.

### ***Parent Observation***

All parents are welcome and encouraged to observe our classrooms and we look forward to welcoming you into our rooms as soon as regulations allow. Seeing the children at work is the best way to experience the Montessori philosophy in action. To make your observation more meaningful: take a look around the room and notice the amount and diversity of activity; the range of ages; the types of materials; the individual and group activity; and the interaction of the children. Focus your attention on the Lead Guide and notice the composure and respect the Lead Guide shows each child. Focus

your attention on your child and notice the succession of activities; the concentration on work; enthusiasm and self-satisfaction in each activity; and the child's respect for other children, the materials, and the adults.

When you arrive for your observation, please sign in at the office. During a formal in-class observation, we request that you adhere to the following guidelines: sit quietly in the observation chairs indicated; try not to make your presence felt; do not initiate conversation; and do not handle the materials. We recommend these guidelines to minimize interference in the children's peaceful environment. Feel free to make notes of items you would like to discuss during your conference with the classroom teacher.

We recognize the first 6-8 weeks of school as a transition period for the students.

### ***Parent/Teacher Conferences***

Parent-teacher conferences offer an opportunity to have an uninterrupted discussion about the progress and development of your child. Childcare arrangements must be made during your conference time. We schedule Kindergarten conferences in November and welcome other conferences at your request.

### ***Parent Information Sessions***

Throughout the year, each classroom holds informational meetings for all parents. These parent-only evenings are an opportunity to explain Montessori-related topics pertaining to your child's environment. Parents have an opportunity to get acquainted, meet all classroom staff, and learn about the specifics of their child's classroom. The Lead Guide and teaching assistants will answer any questions about the time your child spends during his/her school day. Attendance to these meetings is required for future enrollment opportunities.

### ***Back to School Meet & Greet: August***

Our annual back-to-school function is typically held at a park the Sunday before school begins from 10:30-11:30 am. Please look forward to receiving details about this event in July!

### ***Family Picnic: September***

Students of our YCC and Primary programs are invited to join us for a picnic lunch, and then accompany children into classrooms to a couple of favorite lessons. School ends early on this day.

### ***Fall Festival: October***

At MSBG, we host an annual Fall Festival in conjunction with Halloween which serves as our 1 fundraiser per year. All students and families are encouraged to dress up and attend.

We have a variety of silent auction baskets, and a variety of game stations for the students to play.

***Festive Feast: November***

We celebrate Thanksgiving with an annual Festive Feast for our YCC and Primary students. This is a student-only event due to our limited space capacity. We will send out a sign-up sheet a week prior asking for parent volunteers to bring in a side dish for our celebration.

***Primary Derby Day Races/Picnic: Late April***

**(No Afterschool Program on this day, all programs dismiss early)**

Our playground is transformed into a racetrack for the afternoon to host our annual derby day races. Students create festive derby day hats at school the week of the races, and we honor your presence by singing My Old Kentucky Home before the races begin to celebrate this Kentucky tradition. Family picnic on the playground and classroom visits follow this event.

***End of Year Celebration: May***

**(No Afterschool Program on this day)**

It's a crazy fun water day!

***Birthdays***

In the Primary Program, we like to take time to recognize your child's birthday in the context of the calendar and the movement of the planets. We also take time during our lunch hour to sing "Happy Birthday" on your child's special day. It has been our policy that birthday invitations and presents may not be sent to school, and to remain in compliance with state regulations, please save all treats for enjoyment at home. Please take advantage of the parent directory in an effort to send along invitations, etc. Our parent directory is located on our Shutterfly page where you will find the addresses, telephone numbers, and email addresses of most families.

***Holidays***

Major religious holidays will be observed, such as Christmas, Hanukkah, Easter, etc. We would be delighted to know of any holiday or celebration which is particular to your faith or culture and will try to incorporate it into our curriculum. There will be no formal religious education taught at MSBG but we welcome every opportunity to give our children an insight into the diverse religions, customs, and celebrations of our world.

***Discipline and Behavior***

Discipline in the Montessori classroom is based on:

1. Respect for the child

2. Knowledge and understanding of the developmental stage of the child
3. The understanding that appropriate behavior must always be modeled and taught

Adults in the classroom model a positive, caring attitude at all times. When problems arise with one or more children, the adult will encourage the child or children to talk about it and find peaceful solutions. The philosophy at our school is based on love and respect. We believe that adults must be models of the behavior they wish to elicit from the children and others and must show respect for the child and others at all times. Any abuse of the child, and/or others, verbal, psychological, or physical is prohibited. It is the policy of our employees to never use or threaten to use any physical punishment. Verbal abuse is never allowed and will not be tolerated. Our approach is to lead the child toward total self-discipline.

We try to avoid spending unnecessary time responding and reacting to behavior problems and instead treat these behaviors as learning experiences. The adults in the classroom environment set limits for behavior that are clearly defined. Respect for oneself, respect for others, and respect for the environment are the basis for classroom behavior.

Redirection and refocusing will be used to help young children learn acceptable behavior in school. If a child becomes a disruption in the classroom, the child may be requested to sit apart or be removed from the rest of the children. Physical aggression on the part of the child will be reported to the parents on the day that such aggression occurs. Parents and teachers will confer with each other to help the child learn appropriate and acceptable behavior in school. If a child persists in unacceptable behavior to the detriment of the class, or if the child commits deliberate physical aggression towards other children or an adult in the class, the child may be dismissed from school permanently.

### ***General Guideline for Teachers and Parents***

- 1. Hold the students to age-appropriate standards**
- 2. Make reward internal and not external**
- 3. Maintain effective discipline with consistency and clarity**
- 4. Engage and interest the child**
- 5. Involve and stimulate the child**
- 6. Redirect from destructive or negative behavior**
- 7. Be respectful and maintain unconditional love**

### ***Behavior on School Property***

Often we see a difference in children's behavior when a parent is present. We ask that you help us enforce our classroom and playground rules at all times. If you are present

and your child is not following the school rules, the teacher or the assistant will intervene. It is always our intent to keep your child's expectations while at school as consistent as possible.

### ***Child Abuse and Neglect***

Kentucky state law requires that any person who knows or has reasonable cause to believe that a child is dependent, neglected, or abused shall immediately contact a local law enforcement agency, Kentucky State Police, the cabinet or cabinet rep., Commonwealth Attorney or County attorney by phone or otherwise.

### ***Transitions***

Routine and consistency are very important to young children. We encourage you to read the suggestions below in an effort to provide your child with a supportive and smooth transition.

1. Arrive on time. This allows your child the opportunity to observe their friends saying their goodbyes with confidence. Upon arrival, the children are so busy sharing stories from the night before, deciding which lessons they will start with and whom they will work with. Often times, when children arrive late, their friends have started lessons, which are difficult for others to join easily.
2. Discuss with your child that when you arrive in the car rider line (between 7:30-8:00 a.m.), that you will say a quick goodbye and will pick them up in the afternoon. Be clear, optimistic, and confident with your words, conveying conviction that they will be safe and fine.  
▶ Also, please tell your child who will be picking him up at the end of the day. Even our youngest children are often affected by this and can become quite upset if surprised by someone unexpected at pickup time. ◀
3. Be consistent with your child's routine. As much as possible, awaken him/her at the same time each morning and stay true to his regular morning routine. Children are very sensitive to even the smallest changes in routine. Sometimes their reactions to small routine changes seem "silly" to us as adults, as we are much more able to accept these changes in our adult routines. These changes are not "silly" and can even make a child not want to move forward with his day and perhaps say: "I don't want to go to school". This kind of response can, for good reason, make a parent feel very concerned and ask many questions. It is wise to question your child, but we encourage you to call the school if you are concerned. Keeping your child at home with you will most likely further complicate his feelings about school or worse, confirm to him that he does not have to go to school.

4. Stay in your vehicle and allow our employees assess your child's health/take temperature, then we will unbuckle and help your child out. If your child is upset, we find that parking and walking them in often gives them the impression that you will stay and, in the end, makes your child's final separation even more difficult.

An important aspect of Montessori is independence. We allow the children the opportunity to remove their own coats, shoes, etc. each morning. When they are able, we allow them to independently hang their coats on hangers, put their little mittens and hats into their baskets and put on their slippers. When adults enter the cubby room, our children naturally seek them out and ask them for assistance. We always insist that you say good bye at the gate so that we can allow Montessori to begin the moment the children enter the school.

6. Please know that if your child is sad and unhappy for a prolonged or abnormal amount of time, we will call you.

### ***Separation Anxiety***

Some children may experience separation anxiety upon arriving at school. This is age-appropriate and it should subside in time after the child enrolls, although it can recur occasionally due to tiredness, illness, insecurities, etc. If your child is having problems separating from you, our employees will assist by gently holding the child and soothing them when you leave. Although the child may protest loudly, it is important to remember that in 99.9% of cases, within minutes (often seconds) of the adult leaving, the child will join in the regular program and completely recover from their anxiety. If the child protests prior to entering the school, reassure them that you will be back in a few hours and that although you love them more than anything, now is the time for them to have fun at school while you must attend to your own activities. Part of the young child's job at this stage of development is to experiment with how/if they can control what happens to them. Their tears and/or explosive behavior are designed to elicit your immediate action to do what they want. As infants, this was a necessary means of communication, but by the YCC & Primary program ages, it is developmentally appropriate for children to gain autonomous confidence and the ability to understand and abide by boundaries and limits, as well as to use words, rather than crying. Do not over-dramatize or draw out the process of separation no matter how upset your child is. Prolonged goodbyes only make the separation more difficult. Be loving and firm and your confidence will aid your child in more readily accepting your departure.

If at any time your child begins to experience separation anxiety, we have found that is important to review the following:

- Are you arriving during drop off time? (Staying in your vehicle vs. walking them to the door)

- Do you prolong your goodbyes once you have arrived at school?
- If you are arriving late, are you confidently saying goodbye once at the door and then leaving?
- Are you confidently reassuring your child that they will be fine at school?
- Has your home routine changed in any way including work schedule, etc.?
- If your child is hesitant to come to school, how are you approaching the subject?

**Transitioning to a New Program**

Below is our school's transition letter, which will be used when it is time for your child to move into the next appropriate program. Please take a moment to review this letter.

**NEW PROGRAM TRANSITION LETTER**

Dear \_\_\_\_\_,

We are very pleased to share with you that it is time for \_\_\_\_\_ to transition into the \_\_\_\_\_ program. The rate of tuition in this program is \_\_\_\_\_/month. \_\_\_\_\_ will begin visiting on \_\_\_\_\_, and fully transition on \_\_\_\_\_.

We would like to extend an invitation to come and observe in your child's new classroom prior to your child's transition if your schedule allows. Please call or e-mail Emily, [administrator@montessoribg.com](mailto:administrator@montessoribg.com) or 270-846-1122 to schedule a visit.

We look forward to keeping you informed throughout the transition process and encourage any questions that you may have.

We appreciate your support and look forward to your child's new beginning.

Sincerely,

\_\_\_\_\_  
Montessori Lead Teacher Signature (current classroom) \_\_\_\_\_ Date

\_\_\_\_\_  
Montessori Lead Teacher Signature (new classroom) \_\_\_\_\_ Date

\_\_\_\_\_  
Parent Signature \_\_\_\_\_ Date

### ***CPR and First Aid***

All employees are trained in First Aid and CPR.

### ***In the event of fire for Primary, YCC & Nido Programs***

At the sound of the alarm:

1. Administrator will call 911.
2. Administrator will get emergency bag and assist where necessary while lead guides get attendance.
3. Lead guides will per classroom check all rooms, bathrooms, and close all doors, and remain at the end of the line.
4. All assistants will lead (and carry, if necessary) the children in a calm, orderly manner outside via the nearest accessible exit, out the parking lot and against the fence on 5th Street.
5. Lead guides will be at end of lines with attendance.
6. Attendance will be taken immediately by lead guides.
7. Employees and children will remain there until the all-clear signal has been given.
8. Parents will be notified.
9. The State of Kentucky will be notified within 24 hours of a fire. 270-889-6052
10. After all appropriate action has been taken, Administrator will write a report and copies will be forwarded the State of Kentucky as well as the fire department.

The State of Kentucky will be notified within 24 hours of a fire. 270-889-6052

After all appropriate action has been taken, a report will be completed by Administrator and copies forwarded the State of Kentucky as well as the fire department.

### ***Fire Drills (Fire Drills will be conducted monthly)***

The program will maintain a binder containing the following:

- A current school enrollment list.
- Procedure in case of a fire.
- Procedure for recording fire drills.
- Fire drill record forms- to be completed after every drill.

#### Preparation

Before an actual fire drill is conducted, children should be told about the procedure and what is expected of them during a fire drill.

- Tell the children that the fire alarm will be loud.
- Show them the fire routes.
- Discuss and practice the steps under Execution.

#### Execution

- The Administrator will collect the emergency bag and lead guides will get attendance.

- Miss Lana, Miss Rosie, Miss Kelsey will ring the fire alarm at pre-determined times to indicate that a fire drill is to be conducted.
- Rosie (YCC) Jenn/Emily (Primary), Kelsey (Nido) will check all rooms, bathrooms, and close all doors.
- Children must drop everything immediately and line up immediately.
- Primary line up: at the 1st exit door facing 5th street.
- Children must walk (not run) quickly from the building in a tight line and:
- YCC & primary: line up against the fence at the back of the parking lot.
- Rosie (YCC), Jenn/Emily (Primary) will call each child's name from the attendance record.
- When they hear their names, each child must shout "here" and raise their hand.
- After attendance is taken and the "all-clear" has been given, children are led back into the school in a tight line.

#### Review

- Once inside, gather the children and discuss the fire drill: how quickly it was completed, how well they responded, what it would be like during a real fire, etc.
- Emphasize the gravity of the situation and how important it is that they complete fire drills in a quick and serious manner.

#### Record

- The Administrator will complete a, state required, fire drill report immediately upon returning to the school.
- The Administrator will sign and file the fire drill report in the "Fire Drill Binder".
- The assistant will record fire drills in the Daily Journal.

#### ***In Case of Tornado***

We have a weather-alert system located in the office. Should tornado warnings occur, we will move all children to a designated "safe space" located in the basement (as per signed permission slips from parents).

#### ***In Case of an Earthquake***

In the event of an earthquake, phone contact with the school may be unavailable. If indoors we will:

- All adults will help children stand or crouch, with face and head covered by arms, under the closest doorframes.
- Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
- Stay inside until shaking stops and it is safe to go outside. Research has shown that most injuries occur when people inside buildings attempt to move to a different location inside the building or try to leave.
- Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.

If outdoors we will:

- Stay there.
- Move away from buildings, streetlights, and utility wires.
- Once in the open, stay there until the shaking stops. We will move to the center of the parking lot.

### ***Ice and Snow***

**Our school will follow the Bowling Green City closing schedule at all times due to inclement weather conditions.** Please refer to our local radio (SAM 100.7) and/or TV (WBKO & WNKY) stations for notification of city school closings or delays. Montessori School of Bowling Green will appear in the school listing. However, it is important to note that during inclement weather, we have found that at times, it is difficult to connect with WBKO, therefore if you do not see/hear our school's name, always refer to Bowling Green City.

### ***In Case of Major Disaster***

In the event of a major disaster in which the building needs to be evacuated, we will follow the steps and procedures of our **"Emergency Preparedness/Disaster Plan"**. **Plan #1 details moving the children, on foot, to Booth Fire and Safety (located across the vacant parking lot to 538 State Street. Plan #2 details moving the children, via employees' vehicles, Back Down South (433 Park Row, downtown Bowling Green).**

Below, is the school's "Emergency/Disaster Preparedness Parent Information Form for Reunification" information. This form is posted on each program's bulletin board and a copy is also in the school's emergency backpack. Please take a moment to review this important information on the next page.

**Montessori School of Bowling Green, LLC. Emergency/Disaster Preparedness  
Parent Information Form for Reunification**

Name of provider/program	Montessori School of Bowling Green, LLC.
Program address	<b>506 State Street, Bowling Green, KY 42101</b>
Emergency/Disaster coordinator contacts at the program location	Jenn Hewett or Emily Togstad
Cell Phone number of emergency/disaster contact(s)	Jenn Hewett (270)779-0582 Emily Togstad (608)358-3952 Kelsey Nix (615)596-4179
In the event the facility/program must be evacuated as a result of an emergency/disaster, the staff and the children will leave the building and relocate in the immediate area listed as emergency site # 1.	Along outside fence on 5 <sup>th</sup> Street or Pye-Barker Fire and Safety <b>Relocation site #1</b> 538 State Street, 42101 270-781-3330
In the event the facility/program must be evacuated as a result of an emergency/disaster in the immediate area, the staff and children be transported to emergency site # 1: By foot and By staff vehicles to: Site #2	<b>Emergency Site # 2</b> Back Down South 433 Park Row Bowling Green, KY 42101 270-904-5779
Address, phone number, and name of the contact at the relocation site # 1:	<b>Contact: Shawn Peay</b> 538 State Street Bowling Green, KY 42101 (270) 781-3330
Address, phone number, and name of the contact at the relocation site # 2:	<b>Contact: Kristen Robinette</b> 433 Park Row Bowling Green, KY 42101 270-904-5779
If necessary, the children will be transported to these health care facilities:	The Medical Center (#1) or Greenview Hospital (#2)
Address, phone number of health care facility # 1:	Medical Center of BG: 250 Park St, Bowling Green, KY 42101 (270) 745-1100
Address, phone number of health care facility # 2:	Greenview Hospital : 1801 Ashley Cir, Bowling Green, KY 42104 (270) 793-1000

**Parent Signature Page**

I/We as parents/authorized guardians of \_\_\_\_\_ have:

#1) reviewed the Parent Handbook and understand the policies and procedures documented within.

#2) been made aware that the KY State Regulations are available for review at any time.

#3) As well, I have reviewed the school’s Emergency/Disaster Preparedness Plan, located in my Parent Handbook, and have received a copy of the Emergency/Disaster Preparedness Parent Information Form for Reunification.

#4) I understand that the contents of this handbook may be edited or altered at any time to properly reflect the current state of the pandemic as set forth by the state of Kentucky’s regulations and guidelines directed by the Barren River District Health Department.

#5) I am aware of the revised Arrival/Dismissal Policy. I understand if I arrive after 8:00 am, the next available arrival time will be 8:30 am. I understand the Late Dismissal fee is \$15 per occurrence, per child.

Parent Name(s): \_\_\_\_\_

Parent Signature:\_\_\_\_\_ Date\_\_\_\_\_

Parent Signature:\_\_\_\_\_ Date\_\_\_\_\_

PLEASE SIGN THIS FORM AND LEAVE IT WITH OUR ADMINISTRATOR AS IT MUST REMAIN IN YOUR CHILD'S FILE. THANK YOU.

TORNADO DRILL AND TORNADO WARNING SHELTER PERMISSION SLIP:

I \_\_\_\_\_

give my permission for my child

\_\_\_\_\_

to seek shelter in the basement of the Montessori School of Bowling Green in the event of inclement severe weather in the Bowling Green area (ie, tornado warning) and monthly tornado drills to prepare for this event. during the school year 2021-2022.

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

IF YOUR CHILD IS IN THE INFANT PROGRAM, YOU ARE REQUIRED TO SIGN THE FOLLOWING FLOOR BED PERMISSION FORM:

Montessori Floor Bed Permission Form 2022-2023

In a Montessori Nido environment, floor beds are recommended for rest, and have been in standard use since 1947 around the world. At Montessori School of Bowling Green, the infant classroom is outfitted with a firm, crib-sized, waterproof mattress and cotton fitted sheet for each child. Bedding is washed weekly or more frequently, if needed.

Following the body's natural rhythms, children will be offered an opportunity to nap throughout their school day. The Montessori guide is present to aid each child as s/he gets settled to rest and peacefully drifts off to sleep. Trained caregivers are available to children throughout the nap period and children are visible at all times.

It is the practice of the Montessori School of Bowling Green for children to rest in clean, peaceful spaces that minimize distractions or disturbances. Following their own sleep cycle, when children awake, they are invited to leave the nap room and return to classroom activity.

My child, \_\_\_\_\_, has my permission to take naps on an AMI approved floor bed while in the Nido Community at Montessori School of Bowling Green.

Parent/Guardian Information

Parent Name: \_\_\_\_\_

Parent Signature: \_\_\_\_\_ Date: \_\_\_\_\_