

Dayton Montessori Society School

PARENT HANDBOOK

2023-2024
School Year

5515 Brandt Pike
Huber Heights, Ohio 45424

(937) 435-4572
www.DaytonMontessori.org

A copy of this handbook is provided to each family at the beginning of the school year or upon enrollment. A copy is also maintained on file in the office for reference purposes and is available on the DMS website.

Parents and guardians are expected to read and be familiar with this handbook. The Ohio Department of Education requires evidence that each parent or guardian of an enrolled student has been provided a copy of this handbook, so you will be asked to sign an acceptance form as proof of receipt.

(Revised September 2023)

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Introduction

Organization & Administration

Dayton Montessori Society is a non-profit 501(c)3 organization incorporated with the State of Ohio and chartered with the Ohio Department of Education. For tax purposes, our EIN is: 31-0892100. Our program runs in accordance with the rules and regulations of the Ohio Department of Education and all other regulations required by the State of Ohio, Montgomery County, and City of Huber Heights. The ODE has chartered our program for kindergarten through sixth grade and we maintain licensure through ODE for preschool and school-age child care. Supporting documentation is posted in the office.

The Board of Trustees consists of three board members. The articles of incorporation and resumes of the trustees are on file in the office for review upon request. We are staffed by an administrator/head of school, teachers, teaching assistants, daycare staff, substitute teachers, and volunteers.

The board members, administrators, and staff are recruited, employed, assigned, evaluated, and provided in-service education in accordance with the articles of incorporation for Dayton Montessori Society, Inc. and adopted board policies and without discrimination on the basis of age, color, national origin, race, gender, sexual orientation, or disability.

The Head of School, or Administrator, is on-site during the regular school hours of operation, Monday through Friday 8:30-3:30. When the Administrator is not on-site, the Assistant Administrator functions as acting Administrator.

Dayton Montessori Society, Inc. has been in operation since 1977 as *Montessori Primary School*, and *Montessori School of Centerville*. The goals of the non-profit organization have always been to provide quality Montessori education to the students of Centerville and the surrounding area. In the spring of 2012, the founding board members retired and appointed three experienced Montessorians to continue the work of the non-profit organization. The summer of 2012 brought a name change, and a broader mission, to include educating the parents and community in addition to students in the effort to provide the best environment and “whole child” education possible. In spring 2013 the School Charter was expanded to include grades two through six. In June 2013, DMS acquired the property in Huber Heights to provide room for the elementary students to attend on the same campus as the preschool students. In the fall of 2013 DMS partnered with Montessori Property Management, Inc. to complete renovations to the property. Classes began in the Huber Heights property in January 2014.

The board members work on a volunteer basis and are appointed by the board. The parents of current students are non-voting members of the Dayton Montessori Society and are invited annually to a meeting of the members. Volunteer work and fund raising are a necessary part of our growth and mission.

Mission Statement

Our mission is to provide students with authentic Montessori educational experiences, to educate the students’ families, teachers, and community, and to promote peace and peace education in our community.

Curriculum and Philosophy

Montessori Philosophy

Montessori is a child-centered approach to education developed in the early twentieth century by an Italian educator and trained physician, Dr. Maria Montessori. It seeks to develop the natural interests and activities of a child by emphasizing training and use of all the senses. The goal is self-education for the child through a process of guiding, rather than controlling activities.

Dayton Montessori Society’s classrooms operate on the theory that children learn through their whole being and will absorb what they are exposed to and ready for, so materials which stimulate all of the senses are used. Classrooms are structured so that purposefully selected materials are available for the child to choose from and they are presented in a way that allows the child to build on previously acquired skills.

We see children as individuals, each with his or her own timetable for growth, whether it be physical, intellectual, social or emotional. The teacher is the role model for appropriate behavior and guides the children through their learning experience with respect, care, and deliberation.

Curriculum

Dayton Montessori Society teachers hold certifications from accredited Montessori training programs. Every lead teacher is trained in the accepted Montessori curriculum for her three-year age group, as well as the years before and after, to offer a truly

individualized and developmentally appropriate educational plan for each child. Each teacher's training and lessons include complete curricula in the following areas: Math, Language, Culture (Social Studies and Science), Arts (visual and performing), Practical Life, Peace, and Physical Education. Our teachers also include the Common Core and Early Learning Content Standards adopted by the ODE in their lesson plans and our preschool curriculum is currently being aligned to the Standards, which can be found at education.ohio.gov.

Our Community's Offerings and Expectations

Our Goals for the Child

- Independence and self-direction
- Responsible group membership
- Mature sense of justice and fairness
- Self-discipline
- Respect for self, others, and nature
- Enjoyment of high self-esteem
- Enjoyment of learning

Our Program Offers

- Professionally trained and certified Montessori teachers
- Ungraded three-year age span (ages 3-6, 6-9, 9-12)
- American Montessori Society approved curriculum
- Curriculum correlated to Common Core and state standards
- Individual and group instruction
- Full range of sequentially structured learning materials
- Space for individual, small group & whole class activities
- Sufficient outdoor space for physical activities
- Progress reports and regular parent conferences
- Public observation policy

Our Program is Characterized by

- Movement from sensorial, concrete learning to abstract concepts
- Intrinsic motivation/self-education
- Respectful relationships with our community and environment
- Encouragement of cooperation
- Social awareness on local and global levels
- Growth in cultural experience and knowledge
- Competencies fostered through repetitive successes
- Spontaneous activity encouraged by peer help and collaboration
- Development of imagination
- Responsible freedom

Our School Administration Provides

- A non-profit business model focused on growing Montessori education in our organization and community
- A legal and fiscally responsible business structure
- Nondiscriminatory admissions and hiring policies
- Written educational policies and procedures
- Frequent and open communication through various methods
- Adherence to state laws and health requirements

From the Parents, We Ask

- Commitment to a three-year cycle of enrollment
- Support of the school/teacher's goals for student development
- Support of the Montessori philosophy and DMS goals
- Open and appropriate communication that follows the chain of communication
- Assistance and direction for take-home assignments
- Getting the child to school, on time, for a full day of learning
- Participation in events at school and on field trips
- Adherence to school and ODE policies and procedures
- Submitting all required paperwork and fees before deadlines

Programs and Schedule

Hours of Operation

Class Times:

Mornings	8:30 - 11:30
Afternoons	12:30 - 3:30
Full Days	8:30 - 3:30

Day Care Hours:

Mornings	7:30 - 8:30
Afternoons	3:30 - 5:00

Age Groups and Staff: Student Ratio

Early Childhood/Preschool classes and daycare are staffed with a teacher and an assistant and have a staff: student ratio no higher than 1:10. At least two responsible adults, including one preschool teacher, are on-site at all times when seven or more students are in attendance.

Elementary classrooms are staffed at a ratio of no higher than 1:12.

As a Montessori school, our classes are organized in three-year age groups or cycles. Preschool students (ages 3 and 4) are grouped with kindergarten students in our Early Childhood class. The chart below shows the age groups and traditional grade levels equivalent to each class.

Class	Ages Enrolled	Grade Equivalency
Early Childhood	3-6	Preschool -- Kindergarten
Lower Elementary	6-9	Grades 1-3
Upper Elementary	9-12	Grades 4-6

Daily Schedule

<u>Times</u>	<u>Activity</u>
7:30-8:30	Morning Day Care Fine Motor Activities
8:00-8:30	Teacher Prep
8:30-8:45	Arrival
8:40	Class Begins Brief Large Group Activities Small Group or One on One Activities Individual Work Time (Optional Preschool nap/rest time) Outside Play
11:30-11:45	Morning Preschool Class Departure
11:30-12:30	Lunch and Recess
12:15-12:30	Afternoon Preschool Arrival/Class Resumes
12:45	Brief Large Group Activities Small Group or One to One Activities Individual Work Time (Optional Preschool nap/rest time) Outside Play
3:15-3:30	Dismissal
3:30-5:00	Afternoon Day Care Fine and Gross Motor Activities

Cots and laundered bedding are provided for students in need of a nap. Naps are not required or scheduled.

Before and After School Daycare

Before and after school daycare (Extended Child Care) is available for enrolled students only. Students who attend only morning classes may not attend afternoon daycare, and students who attend afternoon only classes may not attend morning daycare. Students who are absent may not return for daycare on the same day after illness or an unexcused absence.

Students will only be released to parents, legal guardians, and those listed on the Release Authorization Form during daycare hours. Students must be signed in and out of daycare, noting the time of arrival or departure. Parents wishing to sign up for daycare must pay regular or drop-in fees. Regular fees must be arranged at the time of enrollment and are not prorated. Fees are listed on the Fee Schedule for the current school year.

Children who are dropped off before 8:30 or are not picked up by 3:30 are automatically in attendance in daycare. Drop-in fees are listed on the fee schedule for the current year and are charged monthly.

Daycare ends at precisely 5:00. Any family picking up after 5:00 will be charged a late pick up fee. Please refer to the Late Pick-up section for more information about late pick-ups.

Daycare staff access the same files and contact information as is provided for school files. If your contact information is different during daycare hours, please alert staff to the changes.

Behavior expectations and management, emergency plans, and other policies as expressed in the Parent Handbook and DMS policies are the same during the daycare program as during the school day. Daycare staff communicate any incidents occurring during daycare hours to the Head of School and/or the child's teacher in order to provide the most consistent experience possible. Incident reports are provided to parents in the event of an injury, just as during school hours. Please speak to the daycare coordinator or the Head of School if you have questions or concerns about the daycare program.

Daycare activities are play, not school work. Students are not allowed to do work from the classroom shelves during daycare hours, unless they are elementary students choosing to do homework prearranged with their classroom teacher. Students are encouraged to make their own choices. Individual and group activities are offered, both indoor and outdoor. Daycare staff supervise and provide for experiences that build on classroom curriculum and especially encourage physical activity, social interaction, and creativity.

Students should finish their breakfasts before coming to school. During afternoon daycare, snack is offered to all students during the 3:30-4:00 time period. We do not permit "extra snacks" beyond the scheduled snacks unless medically necessary as directed by a physician. Drinks and rest areas are always available.

Enrollment

Admissions

Acceptance to our preschool program is limited to children who are at least three years old by October 1 and who are completely independent in bathroom needs. We also may accept one child per year who will be 2.5 by October 1 and is completely independent in bathroom needs. Our kindergarten program is limited to children who are at least 5 years old by October 1 and who are socially, physically, and mentally ready for kindergarten work. To be accepted into the kindergarten program, parents may be asked to schedule a parent classroom observation and tour, a child interview and child classroom visit.

Students entering grades above kindergarten will be asked to provide progress reports from previous school experiences and may be interviewed or observed during a class visit as part of the admissions process. Elementary students must have successfully completed a year of kindergarten.

All students admitted to DMS must be up-to-date on all APA recommended vaccinations unless they have a specific medical exemption from a pediatrician.

The Dayton Montessori Society School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, sexual orientation, national and ethnic origin, in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

Student Records

Parents are required to submit the following required paperwork for students before the first day of attendance:

- Child's Medical Statement, including a physician's signature reporting the child has been examined within 12 months of admission and including an up-to-date immunization record
- Child's Enrollment Information form and all required information listed therein
- Names, addresses, and phone numbers of at least 2 emergency contacts
- Emergency Medical Authorization form
- Release Authorization form
- Tuition Contract
- Parent Handbook Acknowledgement
- Cumulative records and Release Authorization from previous schools attended
- a copy of the child's birth certificate
- a copy of any/all custody/guardianship documents

The DMS School maintains records for each student throughout the period of enrollment. Records are retained on the premises for at least one year after the student leaves the school. Access is limited to the staff and to the parent or guardian of the child.

Copies are released to other schools, upon signed request from the parent or guardian. This request must be received directly from the requesting school and copies of the student's records are sent directly to the requesting school. Any accounts outstanding at the end of the year must be fully paid before the school will release any requested student records.

A roster of family information is compiled each year and distributed each fall and upon request. The roster includes only the information approved by parents on the Child Enrollment form and is distributed only to currently enrolled families and staff.

Re-Enrollment for Continuing Students

Each year families are asked to complete a re-enrollment form indicating whether they would like to continue their child's enrollment for the next school year. Re-enrollment is offered to families in good financial standing by July 1st and who have complied with school rules and procedures on a regular basis in the previous year of enrollment. Forms and deposits must be received by the designated due date in order to be considered for continued enrollment before families enrolling new students or on the waiting list. If a family is behind on tuition payments when deposits for the following year are due, any payments received will be posted to tuition first and deposits second.

Families are strongly encouraged to consider the three-year cycle rather than their plans for just one school year when enrolling in order for students to benefit most from the Montessori educational experience.

Fees

Tuition rates are set prior to the beginning of each new school year and will not change during that school year for enrolled students. New students enrolling during the school year will be subject to any tuition rates planned for the following school year. If a student has been offered a placement in a class but delays attendance for any reason while there is a waiting list, full tuition will be assessed to hold the student's spot.

Tuition payment options are outlined on the Fee Schedule and include annual or 10-month installment. Single payments in full may be made to the school by check or money order. The pre-payment option is non-refundable if the student withdraws before or during the school year. Families must register for a Blackbaud Smart Tuition account and pay the Blackbaud Smart Tuition account fee to make monthly payments on tuition or daycare fees. If a family enrolls part way through a month, the first month's payment may need to be by cash or check directly to the school, with the balance being paid through the Smart Tuition. Parents will be responsible for associated fees, such as registration, late fees or returned checks fees.

Aside from tuition, we also collect a registration fee, a deposit, and an annual materials fee (submitted fees are non-refundable). The deposit is required to hold a position in class for the new or returning student. It will be applied to the materials fee if the student enrolls, or it is forfeited, if the student does not. The annual materials fee covers school supplies for the year. Other fees may be collected for drop-in daycare, late payments, late pick-up, physical education, field trips, or special projects throughout the year.

Withdrawal Procedures

If families wish to withdraw a student from the school mid-year, parents/guardians must submit a letter to the Head of School stating the date of anticipated withdrawal, the reasons for withdrawal, and requesting to be released from the remainder of the tuition agreement for the school year. The school does not prorate tuition per week, only per month based on the reasons for and acceptance of withdrawal. Pre-payment of any portion of tuition is non-refundable.

Medical Records

All students are required to submit certain forms yearly according to the state of Ohio's laws and the school's procedures and policies. Parents must submit separate copies for each child before the deadline each year for enrollment. All children are required to have the Child Medical form and a record of vaccinations on file. 3-6 year old students must have the form signed by a doctor showing the date of the child's last physical within the last 12 months.

Immunization Policy

Students enrolling in Dayton Montessori Society must be compliant with all age appropriate immunizations (including chicken pox, poliomyelitis, diphtheria, tetanus, pertussis, measles (rubeola), mumps, rubella, and hepatitis B) prior to beginning classes. Should a child be non-compliant or fall behind the CDC established vaccination schedule, he or she will be suspended from school until his or her vaccination records can be brought up to date. Any child with a medical condition that prevents compliance with the established vaccination schedule must have written documentation of the condition signed by a licensed medical doctor, and dated within 30 days of the start of the current school year. In the event of a local outbreak of any virus or bacteria normally vaccinated against, any child who is not current on the vaccinations concerned shall not be permitted to attend school for the duration of the outbreak.

Financial Policy

All custodial parents and/or legal guardians of enrolled students must sign the Tuition Contract each year. The contract states that the tuition is annual and that all legal guardians are financially responsible for the full tuition regardless of attendance. If a custody agreement exists that modifies this responsibility, parents must submit a copy of the relevant documents to the school.

In the event that tuition/ regular daycare payments are not timely paid, it is the parents' responsibility to communicate with the administration to ensure a payment plan is established to recoup the nonpayment. Should a family fall two tuition/ regular daycare payments behind, an in-person meeting between the parents and the administration is required. If a family falls three tuition/ regular daycare payments behind without meeting in person with the administration, the student will be suspended, and the debt will be sent to collection. Additionally the student's place in the class may be filled by a student on the waitlist. If a family fails to pay drop-in daycare fees two months in a row, the student will be suspended from daycare attendance until the payments are brought current. If a family fails to pay drop-in daycare payments two months in a row twice in one year, the family will be suspended from daycare use for the remainder of the year. Late pick-up fees will be assessed for students suspended from daycare who are not picked up by 3:30pm. Please see the Late Pick-ups section for more information. Dayton Montessori Society reserves the right to take any steps to collect past-due payments, up to and including a judgment for non-payment. It is the policy of Dayton Montessori Society to refuse registration to any family not current on tuition payments, and final progress reports will not be released until all accounts are brought current.

If a family had fallen behind by two payments during the previous school year, the following year the family will be placed on financial probation. The above policies remain in effect with a different timeline. Should a family fall one payment behind, an in person meeting between the parents and the administration is required. If a family falls two payments behind the student will be suspended, the student's place in the class may be filled by a student on the waitlist, and the debt will be sent to collection.

If a check issued to DMS is returned from the bank for any reason more than once, future payments must be made by either cash or money order. All fees associated with returned checks by banks or Smart Tuition are the family's responsibility to pay.

Getting To and From School

Attendance

Students are expected to attend every scheduled school day that they are healthy enough to do so. Parents must call the office before 8:45 if students will be tardy or absent. If the student is ill, please leave a message including symptoms. Parents may send a note (from parent or doctor) explaining any absences for your child's file. We ask that you make every effort to schedule non-emergency appointments outside of school hours. If your child displays symptoms of illness and/or cannot participate fully in school activities, they should be kept at home. Please see the section on illness for a list of symptoms to consider.

Students who receive the EdChoice voucher may have no more than 20 unexcused absences during a school year. For absences to be excused, parents must submit documentation listed on the Excused Absence Policy available on the ODE website or in the DMS office. All students must attend school every day unless there is a reasonable excuse. If a student's absence begins to affect his/her academic or social progress, a conference will be requested to remedy the situation. Students who miss a portion of the school year significant enough to impede progress may need to add a year to the cycle before moving on to the next level.

Arrival and Dismissal

Students may be dropped off for regular school hours between 8:30 and 8:45. Traffic flows in a counter-clockwise direction on the loop portion of the driveway. A staff member will be in front of the building to receive students safely. Children must stay buckled and in their seats until the car has stopped. Caregivers must help children out of car seats or seat belts if help is needed. Students arriving before 8:30 are automatically in attendance in daycare. Please refer to the Daycare section for more information about daycare.

If you arrive later than 8:45, you must ring the doorbell and wait for a staff member to permit entry. Please be patient as we have already begun our morning routines with students and cannot immediately disengage to answer the door.

Morning half-day dismissal is at 11:30. Please park, wait in or near your car, and walk to the door to receive your child when you see him/her come out with a staff member. Morning-only students who are not picked up by 11:40 will be charged a late pick-up fee and must park and ring the doorbell to receive their child. Please refer to the Late Pick-up section for information about late pick-ups.

Student dismissal for regular school hours is from 3:15 to 3:30. Please pull forward in the circle, wait in or near your car, a staff member will walk your child to your car. Teachers may open the car doors for the child, but parents must help with seat belts or car seats if children need help. Children must be properly and legally seated and restrained in any moving vehicle on school property. Children who are not picked up by 3:30 are automatically in attendance in daycare. Please refer to the Daycare section for more information about daycare.

During arrival and dismissal, our staff members are focused on providing a safe and peaceful beginning and ending to your child's school day. Staff members who are engaged in supervision of children may not have conversations with adults, nor do we allow conference-type conversations within the hearing of children unless the child's participation in the conversation is required. If you have a question or information for your child's teacher or an administrator, please feel free to pass a note to a staff member or call and request a phone call or meeting time with the appropriate person.

Following the Montessori philosophy we encourage children to learn to be independent with their self-care. Especially with our younger students, that means being patient as they learn to care for themselves. At times this may mean that a child or a class may dismiss a bit late. We ask that you please wait patiently in these circumstances, but you are always welcome to park and ring the doorbell to pick up your child. If your child requires extra time to get ready for dismissal a staff member may ask you to park and wait so that we may dismiss other children while your child finishes getting ready.

****Please wait patiently if a car in front of you is loading or unloading children and do not drive around them. Note that right turns only may be made from our driveway onto Brandt Pike. Our portion of the road is a school zone during the periods of 8:00-9:00 AM and 3:00-4:00 PM.**

Parking

You may park in the spaces to the south of the driveway or in the grass south of the driveway during non-arrival/dismissal times so as not to block the driveway for other parents or emergency vehicles to have sufficient room to move. Please refrain from parking in the middle of the driveway loop or anywhere on the driveway besides designated parking spaces.

Please do not ever leave your car running, leave your keys in the ignition, or leave small children in the car alone, in the driveway or parking areas. Please supervise your child when leaving the building and hold hands until safely to the car.

Transporting Children and Car Safety Regulations

The Ohio Child Passenger Safety Law as defined in Ohio Revised Code 4511.81 requires that children under 4 years of age and less than 40 pounds use an appropriate child car seat, children under 8 years of age and less than 4'10" in height must use an appropriate booster seat, and that all children 8 to 15 years of age must use a seat belt. The American Academy of Pediatrics recommends that children travel in front seats only after 13 years of age. Dayton Montessori Society staff cannot participate in the transportation of a child in a car where these laws are being broken. Staff will only place a child in a vehicle that has all children secured appropriately and legally and riding in any available back seats. Teachers and staff members are legally mandated to report any abuse of these or any other laws.

Due to the mixed age groups and frequent field trips of our elementary class, during which children are often transported by chaperons other than their own parents, parents are asked to maintain the use of the booster seat while children are in transition through the markers of height (4'10") or age (8 years old) to be as safe as possible in cars of varying seat belt height. If parents determine that their child is at the height, weight, and age that legally allow riding in a car without a booster, please

send a signed note stating your child's qualifications for riding without a booster and your permission for such transport to occur to be kept in your child's file.

Students of DMS school are always transported in the back seats of cars by chaperones. Students may not be transported in the car of any staff members of Dayton Montessori Society for liability reasons. Preschool/kindergarten students do not attend field trips off-campus that require car transportation.

Parent chaperones must be present and supervising the students in their charge for the entirety of the field trip for which they have volunteered. Please stay with the group and refrain from cell phone usage while transporting or supervising children. Chaperones must drive directly to and from field trips. Please make sure you have sufficient fuel before you arrive at school for the field trip and refrain from making any stops along the route. Children 3 years and older but not enrolled in Dayton Montessori Society may not attend field trips.

Parents who enroll their children at Dayton Montessori Society schools do so with the knowledge that it is the parent/guardian's responsibility to arrange for safe and timely drop-off and pick-up of the child for school hours. Our facility does not accept delivery of children by school bus or other mode of public transportation. Check with your local school district to see if your family is eligible for Payment in Lieu of Transportation reimbursement for students kindergarten and older.

Late Pick-ups

If you are going to be late picking up your child, please call the school and leave a message so we can tell your child you are on the way.

Full day or afternoon students who are picked up after 3:30 will be automatically in attendance at daycare and will be billed drop-in daycare fees. Please see the current year's fee schedule for drop in daycare rates. Morning students picked up after 11:40, afternoon daycare students picked up after 5:00, students suspended from daycare picked up after 3:30, or any student picked up after an early release time will pay a late pick-up fee of \$10.00 for each 10 minutes late, per child, in addition to the normal daycare fees. After three (3) late pick-ups in a school year, the amount is increased to \$20.00 for each 10 minutes late per child. Late fees may be paid the next business day, in cash, or will be added to your monthly daycare bill. After five (5) late pick-ups, your family must set up a meeting with the Head of School to discuss the resolution of the scheduling issue before your child is eligible for continued daycare use.

School Life

Weather Preparedness and Clothing

All students go outside for recess and lessons on a daily basis. We will go outside unless the temperature is below 25 degrees (taking wind chill into account), there is a tornado warning, there is lightning, or it is raining heavily. (*At temperatures 20-25 degrees, older students may go outside for limited times if properly dressed.) Students must wear appropriate clothing to be prepared for the weather each day, including raincoats with hoods, layers, proper footwear, etc. We do still go outside in light rain, snow, and cold. We check the National Weather Service website (forecast.weather.gov) to determine the conditions.

All students are required to leave a pair of well-fitted, water-resistant snow pants and boots, as well as gloves and a hat, **at school** throughout the school year. Winter clothing should always include a hat, water-resistant mittens or gloves, appropriate snow pants, and appropriate snow boots so that students may participate in outside activities when weather permits. Raincoats and other weather appropriate clothing, as well as layers for temperature variations, should be worn according to each day's weather predictions. Students may go out early in the day, so please send in an outer layer that is appropriate for the coldest/worst weather expected during the day. Please practice putting on and taking off any new clothes with your child before sending them to school. Your child's teacher will suggest a different style of hat, coat, etc. if your child is having difficulty with a particular item due to the item's design or condition. Students may not bring umbrellas to school (except during elementary walking field trips) or leave multiple coats at school as we do not have the room to accommodate these items.

We encourage allowing students to make their own decisions about the aesthetics of their clothing and receive parental guidance about weather appropriate dressing. Students should wear comfortable, well-fitting clothing appropriate for each day's activities. Clothing should be:

- Comfortable for sitting on the floor and climbing on the playground
- Appropriate for the weather, layered
- Okay to get dirty

- Easy to run and jump in (shoes securely attached to feet with flexible, rubber-type soles)

- Easy and safe to wear in the classroom (no large boots or hard-soled shoes such as boots, formal shoes, or with any metal toes or parts such as cowboy boots)
- Only positive messages or images
- Not distracting (especially jewelry, hair accessories, or clothes that are like toys)

3-6 year-old students are expected to keep two complete changes of season-appropriate clothing at school to accommodate any spills or restroom problems. Please change out these clothes with season changes and student's growth. Elementary students may also choose to bring a change of clothes to school in a zippered bag labeled with their name for such emergencies. All clothing, outerwear, boots, lunch boxes, etc., must be labeled with the child's name. If it comes to school unlabeled, we may use a permanent marker to put your child's name on each clothing item. We are not responsible for unlabeled or lost items. We do not have a "lost and found" at the school.

Lunches and Snacks

Lunch is a very important part of the curriculum as it provides us with a time to practice many practical life skills, grace and courtesy, and discuss and practice nutritious eating habits. We highly encourage healthy-eating habits and making good choices, as well as children learning independence by being involved in their lunch choices. We appreciate parents taking the extra time it requires to include their children in shopping and lunch preparation. We do not possess a Food Service License (we hold a food service exemption), and therefore cannot prepare or serve foods that require preparation. We can not, by law, refrigerate, heat, or otherwise participate in the preparation of student lunches. Full-day students must bring their own lunches to school each day.

Students' meals must be provided by the parents of each child. Each meal must consist of food from the following food groups (minimums listed are for 3-4 year olds): protein (at least 1 ½ oz), grain (at least ½ slice of bread, ¼ c pasta, etc.), and 2 foods from the fruit/vegetable groups (½c. each). If parent provided lunches do not contain the required food groups or servings, the student will be provided with a pre-packaged supplement from the school pantry and a note and shopping list will be sent home and filed informing the parent of the missing food group and to replenish the school's pantry. Repeated missing food groups will require a meeting with the Head of School to formulate a plan of action.

Students may not bring desserts or sugary treats or drinks. Water or Vitamin D fortified non-flavored milk or a non-dairy milk substitute are the only drinks allowed with student lunches. If your child brings items that are not permitted in their lunch box, they will be instructed to save them for after school and provided with an appropriate supplement to ensure a complete, healthy lunch. Foods that are 50% or more "sweets" or have a sweetener as the first ingredient will be considered a dessert (i.e. items covered with chocolate or other frostings, Nutella, jello cups with fruit in them, trail mixes with candies and marshmallows). If children have extra foods in their lunches such as chips, we will often suggest they save those until after they have eaten their more nutritious foods.

Please avoid items that are difficult to open or highly processed foods, such as tube yogurts, canned foods, or pre-packaged lunches sealed in hard-to-open plastics. You can help prepare your child for school by practicing opening of containers and lunch boxes at home and purchasing reusable containers that are child-friendly. Please ask your child's teacher for suggestions of the most successful products.

We encourage proper hydration and water consumption throughout the day. All students may bring a reusable water bottle to school daily and must take it home daily for cleaning. The school will provide water for children to drink throughout the day as well as during snacks and lunch if they do not have a water bottle. If students forget their lunch and alert staff before 11:00, we will call the first contact number listed on your forms. If a lunch is not provided by lunchtime, the school will provide a balanced meal of foods that are on-hand, and send home an additional shopping list to restock the school's pantry for each such meal provided. We do not allow restaurant-delivered lunches for students. Fast-food lunches do not provide the required food groups.

For the current school year, we will be eating out of lunch containers rather than on plates.

- Parents should pack all utensils, napkins, etc. needed. School utensils will be available upon request.
- Foods should be packed in as many reusable containers as possible. Students should be able to independently open all containers. You can test and practice this during the summer by packing picnic lunches in the same containers and types of foods your child will use. We hope not to have to help with opening, cutting, or touching student food if at all possible.

We serve a morning snack in all classrooms from foods provided by the classroom families (this is a state requirement since we have a food service exemption and may not "prepare" student foods). Each family will be asked to send in snack items on a rotating schedule which we will have prepared at the Parent Meeting. When it is your family's turn, a note will be sent home with a list of what is needed and a due date.

Special dietary requirements for students are the responsibility of parents. If your child has special dietary requirements, please note this on the medical forms provided at the beginning of each school year, provide a doctor's or other appropriate documentation, and speak to your child's teacher about how these will be provided. If your child's dietary restrictions change during the school year, please keep both the office and your child's teacher aware of current needs.

The school does not provide breakfast or a space for breakfast brought from home. Children should eat a nutritious breakfast before coming to school or morning daycare. No snacks beyond the scheduled snack prepared by the school should be sent in.

Items to be left at Home

Students are not permitted to bring any items from the following list to school. If a child brings one of these objects to school, it will be given to a teacher and returned by the teacher to the child's parent at the end of the day.

- "Show-and-tell" items too large to fit in the child's cubby/locker
- cell phones, video games, music players, computers, other electronics
- unapproved videos and/or music
- their own medications (see Head of School about inhalers and Epi-pens)
- medicated lip balm, insect repellent, sunblock (see staff about these items if needed)
- back-packs unless instructed to do so
- make-up or jewelry that distracts or might catch and be a hazard
- clothing displaying non-positive or otherwise inappropriate messages or images
- unsafe clothing or shoes such as hard-soled shoes (i.e. formal shoes or shoes with metal parts such as cowboy boots)
- toys, stuffed animals, blankets
- animals

Field Trips and Special Programs

The Elementary class takes regular field trips and depends on parent involvement to make these activities a success. Field trips include artistic events such as the symphony and art museums, or any other event that contributes to our understanding or application of one or more curriculum areas.

The Elementary class physical education curriculum includes off-campus lessons in sports activities such as tennis, martial arts, and gymnastics. Parents enrolling their children in the elementary program must provide a chaperone for their child's class at least twice per season per child (fall, winter, spring) when drivers are required. More information about these programs is provided at the parent meeting at the beginning of each school year.

The Early Childhood class does not engage in off-campus field trips that require car transportation, but does engage in outdoor exploration on our large campus for learning outside of the classroom. The DMS school also takes advantage of the many in-house field trip opportunities in the Dayton area in cultural and other subject areas.

Students who are absent from class for the day may not attend a field trip/PE trip on that same day. Students will not be dismissed from field trips without a written note from a parent or guardian.

Birthday Celebrations

Parents will be invited to participate in birthday celebrations.. Treats are not a usual part of our birthday celebrations. Check with your child's teacher for her celebration protocol.

Invitations and other items from home may only be passed out at school if there is one for every member of your child's class. Otherwise, please use the school roster which is distributed at the beginning of the school year and includes most of your child's classmates' addresses to distribute items. Gifts must be exchanged off of school property as well. We encourage children not to discuss such parties/celebrations while they are at school to show politeness and sensitivity to those not in attendance at the function.

Religious and Cultural Celebrations

Our school is non-sectarian, but we recognize that religion is an important part of people's lives and cultures. We believe, therefore, that learning about different religions and cultures is a valid subject for discussion, especially during those times of the year that hold some special significance to people of a particular faith or cultural group.

We encourage parents to share their traditions, religious or cultural, with their children's classes. Our teachers can help you in planning how best to present information regarding your heritage so that it best fits in with what is being studied at the time, while always respecting the beliefs of others by not promoting one over another, or by asking students to participate in any religious practices.

Please speak to the Head of School upon enrollment if your child must participate or not participate in certain activities regarding your religion. It is important to us that we respect and understand the faith and practices of our students and families.

Behavior Policy

Students are expected to come to school ready to work and to learn. They are expected to respect the rights of other children, and to learn and enjoy themselves while in school. It is also expected that students will resolve problems without getting hurt or hurting others.

Adults entering our school environment are expected to respect the rights of the students and environment of the school by maintaining calm, quiet, peaceful, and safe behavior at all times. Your child's school experience starts as soon as they are on the school grounds, and we request that you participate in this experience as fully as possible. At this time, no adults should enter the building unless there is a specific reason to do so. If you have a situation that requires visiting the school during school hours, please be as quiet and non-disruptive as possible. Do not engage with others' children. All visitors must comply with current masking requirements at the time while inside the building.

Dayton Montessori Society's Behavior Policy is designed to ensure the safety, physical and emotional well-being of all individuals on the school property and therefore applies to all persons on the premises. While on the property, all students and adults must maintain the following behavioral standards:

- Respect all people, life forms, and property.
- Use positive, respectful, appropriate language, verbal and body language.
- Consider the safety of those around you and yourself at all times.
- Make safe, healthy choices.
- Follow the rules as stated in the Parent Handbook.
- Do not bring firearms, illegal drugs, or other harmful materials onto the premises.
- No use of any tobacco products (conventional or electronic), alcohol or other harmful substances is allowed on the premises.

Adults who do not follow our community's behavior expectations, will be asked to leave the school property, and may be disallowed from the property in the future. Make sure any adults dropping off or picking up your children or attending school events are aware of our school's behavior policies.

Positive Discipline

We approach discipline in a positive manner, stressing what can be done, rather than what cannot be done. Our goal is the development of self-discipline. Rules are stated positively at the beginning of each school year. The older children and the staff serve as behavior models for the new or younger children. Appropriate behavior is noted frequently by staff members to indicate for students what the expectations are.

When a child has difficulty with self-discipline, and it adversely impacts the concentration or the safety of other children in the class, the first response is to redirect the student's interest and, when necessary, help the student to learn cooperation skills through discussions and making agreements.

Should a student continue to ignore the staff's expectations, the student will be removed from the situation, whether it be a work group, independent work or outside play, until he or she is ready to meet safe and peaceful behavior expectations. When self-control has been regained and the matter has been discussed with a teacher at a level appropriate for the child's age/development, the child is allowed to return to the class activities. If a child cannot regain self-control, the parents may be called to remove the child from the class for the remainder of the day. Parents whose child has been repeatedly removed from class due to behavioral problems will be asked to conference with the teacher and/or administrator to discuss the problem and make a plan of action.

We also support and comply with the following ODE-directed restrictions on discipline policy:

- There will be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.
- No discipline will be delegated to any other child.
- No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
- No child will be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.
- No child shall be subjected to profane language, threats, and derogatory remarks about himself or his family or other verbal abuse.
- Discipline will not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.

- Techniques of discipline will not humiliate, shame, or frighten.
- Discipline will not include withholding food, rest, or toilet use.
- Separation, when used as discipline, shall be brief in duration and appropriate to the child's age and developmental ability and the child shall be within sight and hearing of a staff member in a safe, lighted and well-ventilated space.
- The school will not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the program.

Communication and Parent Involvement

Parent Participation

The school maintains an Open Door Policy. You may observe or access your child at any time while they are in attendance at the DMS school, though we will arrange a separate room if you need to visit with your child in the building. If you are visiting at an unscheduled time, please ring the doorbell and wait to be admitted by the teaching assistant. We ask for your patience while waiting for a teacher to be available to answer the door.

Parent volunteers are an essential part of our community. Elementary parents are required to participate yearly in chaperoning to field trips. A parent survey is sent out at the beginning of the year to assess your interest in other volunteer opportunities.

Progress Reports and Conferences

Written progress reports are provided to parents twice per year (mid-year and in June). We also hold parent/teacher conferences in the fall and in the spring to discuss student progress. However, you may call and request an additional conference with your child's teacher or the Head of School at any time during the school year. Conferences may be held via Zoom or in-person, at the teacher's discretion.

Like most Montessori schools, Dayton Montessori Society does not assign grades or percentages to student work or accomplishments. Instead, students work toward Mastery on every skill, continuing the learning process until they have succeeded. Student work and progress reports, therefore, do not include grades such as A or 100%. Progress reports communicate the level at which your child is currently working on each skill and often include narrative accounts of his/her progress, challenges, and accomplishments.

Any accounts outstanding at the end of the year must be fully paid **before** the school will release final progress reports.

Communication Policy: Teacher to Parent

When student issues arise either in class or on the playground, the teacher will first discuss them with the student. If the teacher feels it necessary for the parent to have specific information regarding the issues, she will either call the parent at the end of the school day, email the parent, or send a note home with the child. Teacher communications about any other school-related items will be accomplished via a note sent home with the child or email. Please check with caregivers who may pick up your child for any notes sent home. Communications from the Head of School and administrators will generally be through email. Please make sure the school has your proper email address.

Communication Policy: Parent to School

The lead teacher is solely responsible for everything happening in the classroom, so in matters relating to the class or to a student's activities either in or out of that class, all communications must be addressed to the teacher. Teaching assistants and daycare teachers may report a child's particular activity to you on any given day, but will not discuss ongoing behaviors or strategies, as is appropriate in parent/teacher conferences. If you have communicated with your child's teacher and feel the matter cannot be resolved, please see the Head of School to discuss the matter further.

Those matters pertaining to the school as a whole, Dayton Montessori Society policies or organization, tuition or finances, or other business items must be addressed to the head of school/administrators. When in doubt, please call the school phone number and leave a message. Your call will be referred to the appropriate person. If any matter cannot be resolved by your child's teacher, it will then be referred to the Head of School. If any matter cannot be resolved by the Head of School, it will be referred to the Board of Trustees.

If your child is currently under the care of a physician, therapist, or counselor, please submit copies of his/her evaluations and notes to your child's teacher so that she can be as prepared as possible to serve your child's individual needs. You may also wish to schedule a conference before school begins with your child's teacher if there are particular needs or issues you would like to communicate. We welcome conversations about your child's educational history and observations of the classroom by any

professional to whom you give permission in order to coordinate the care of your child. We require your permission in writing to discuss your child with anyone outside of your family.

Health and Safety

School Closings and Delays

Dayton Montessori Society's school follows the Huber Heights City School district for *weather related closings and delays*. If Huber Heights City Schools are not in session, we follow Mad River Local Schools. DMS may also close for emergency reasons. Announcements are made on local television stations as well as their websites: channels 2, 7 and 22. Emergency closings, for whatever reason, are handled via phone calls and email. Please be sure to provide us with all of your phone numbers and any email you check daily for this reason. All closings, regardless of the reason, always apply to all classes and before and after school daycare. If the school is on a one-hour delay, there will be no morning before school daycare and **all** morning and full day students may arrive between 9:30 and 9:45 AM. If the school is on a two-hour delay, students may arrive between 10:30 and 10:45 AM. In the event of a two hour delay, class is canceled for morning only students.

Fire and Weather Drills/Emergencies

Fire, tornado and emergency drills are held regularly, and records of these exercises are kept on file in the office. Instructions regarding what to do during fire, emergency, and weather alerts are posted in each classroom.

For fire drills, as well as an actual fire emergency, the staff will see that children exit through the nearest door and walk to the designated area, noted on all signage in the building. For drills, the children will remain outside until a staff member gives an all-clear signal to return to the building. A staff member will remain with the children at all times. In the event of a severe weather alert, particularly tornadoes, children will be directed to the basement until the alert is lifted. Drills for tornadoes and other weather and safety emergencies are practiced regularly. The staff has access to a telephone in the building during emergencies.

If there is the threat of severe weather and we are still open, we leave it to your discretion whether you wish to bring your child to school or pick them up early. We cannot typically answer the phone during the school day, but we will check messages and return calls when we are not supervising students.

In the event that the school should lose heat, power, or water service during hours of operation, staff will immediately call and email parents to pick up your child. In the highly unlikely event that we need to evacuate the building due to fire or weather conditions, or the loss of heat, power, or water, our emergency destination is Dr. Theil's Office, 5509 Brandt Pike, directly in front of the school property. If the immediate area must be evacuated, we will evacuate to Meng's Martial Arts down the street at 5715 Brandt Pike. Parents/emergency contacts will be called or a message will be left at each child's parent/emergency contact with the number of a staff member to call when they receive the message.

Student Supervision

Students are supervised by the staff from the time they arrive at the school until the time they are picked up. Students are never left unattended. Students are expected to remain within the school's specified playground boundaries during outside play. Students requesting early entrance to the building must first receive permission from the staff person on duty.

Staff:student ratios are maintained at all times with consideration to the youngest child in any mixed-age group. At least two responsible adults shall be readily available at all times when seven or more children are present during the school day and daycare hours.

The Administrator/Head of School is on-duty and available on campus during school days from 8:30 AM to 3:30 PM and other times, as posted. The Head of School's office hours are posted weekly on the school website.

Information on any accidents or injuries which occur during school time are noted and kept on file. Parents receive copies the day of the incident.

Once the parent or authorized adult has taken supervision of the child from a staff member, the parent/adult is responsible for the supervision and safety of the child. Children and adults are expected to follow school policies at all times on school property and while attending school functions.

Security

Any parent/legal guardian of a child enrolled in the program shall be permitted unlimited access to the school during its hours of operation to contact his/her child, evaluate the care provided by the program, the premises, or for other purposes approved by the administration. Upon entering and leaving the premises, the parent must report to a staff member.

The outside doors to the school will be locked while classes and daycare are in session.. The front outside doors will also be locked during afternoon daycare and recess when weather permits children to be outside under staff supervision.

Since we have no reception staff during class hours, please use the doorbell to announce your arrival at the door during class hours. A staff member will come to the door to receive you or your student when she is available. Since the beginning of each day's class is a busy and important time, there may be some delay before someone can admit you without having to interrupt classes. Please exercise patience during these times and wait at the door for a staff member to become available. Please do not repeatedly ring the bell, knock on the door, or otherwise disrupt the class. If the door is not answered and it is late in the morning, please check the playground to see if your child's class is at recess.

All admittance will be done through the front door only unless the class is on the playground when you arrive. Late arrivals or early dismissal must be signed in/out including time and reason on the sheet by the door for attendance record purposes.

We understand that there will be times when late arrivals are unavoidable, and waiting for admittance might be inconvenient, but having your child in class for the full-time classes are in session is important to their progress through the year. For this reason, frequent late arrivals will be grounds for possible suspension and dismissal from school.

Students will not be released to anyone other than their parents or legal guardian unless the parent/guardian has given consent in writing (or via the Release Authorization form). In addition to written permission, legal identification will be required for anyone other than the legal guardians, unless staff is very familiar with authorized persons. A message on the phone is not written permission and cannot be used as consent to release your child to a non-authorized adult. Parents may add authorized adults who have permission to pick up the child at the beginning of each year and throughout the year by requesting access to the Release Authorization form in the office.

Injury, Illnesses and Communicable Diseases

An incident/injury report will be completed, and given to the person picking up the child, on the day of the incident/injury, if any of the following occur: the child has an illness, accident, or injury which requires first aid; the child receives a bump or blow to the head; the child has to be transported by emergency squad; or an unusual or unexpected event occurs which jeopardizes the safety of the child. If a child requires emergency transportation, the report shall be available within twenty-four hours after the incident occurs. The center shall also verbally contact licensing personnel from the appropriate office within 24 hours when there is a "general emergency" or "serious incident, injury or illness". The report will be provided to licensing staff within 3 business days of the incident.

Our school environment provides a quality group experience and does not include the staffing for one-on-one supervision. Students who are not healthy enough to participate in regular school-day activities, like recess, should be kept at home until they are healthy enough for normal activity. If your child has a condition that requires special exceptions, please provide a doctor's note specifying your child's restrictions and requirements and discuss these needs during the enrollment process with the Head of School.

All in-school administrators, teachers, and teaching assistants complete regular communicable disease recognition and first aid training courses and are trained in recognizing symptoms of illness and the proper techniques for hand washing and disinfecting procedures. Symptoms of either illness or communicable disease noticed by the staff, or indicated by the students, are reported to the parent or guardian using the emergency contact numbers provided by parents. A child with any of the following symptoms shall be immediately isolated, required to wear a mask, and discharged to a parent/guardian:

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Vomiting
- Repetitive coughing
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis
- Temperature of 100 degrees Fahrenheit or higher
- Uncontrollable runny nose or sneezing
- Sore throat or difficulty swallowing
- Untreated infected skin patches/unidentified rash or spots
- Unusually dark urine and/or grey or white stool
- Stiff neck

- Evidence of lice, scabies or other parasitic infestation

A child with any of the following symptoms shall be immediately isolated from other children and given a mask. Parents will be contacted and a determination will be made by the administrator and parents as to whether the child should be discharged immediately or later in the day.

- Extreme lethargy
- Elevated temperature under 100 degrees

Any child demonstrating signs or symptoms of illness will be isolated and carefully observed. The child will be placed on a cot away from the other children (but still supervised by a staff member) until he or she can be picked up. If the child cannot be picked up within one-half hour of the parent being called, your emergency contacts will be called.

Children must be free of fever, diarrhea, vomiting, or rash for at least 24 hours or have a note from the doctor indicating that the child is not contagious and is fit for regular activities before being allowed to return to school. Parents/guardians should notify the school of their child's diagnosis of communicable disease, so that we can be alert to symptoms in other students. Allergic reactions that result in rashes or other chronic symptoms must be documented with a doctor's note or Physical Care Plan.

A person trained to recognize the common signs of communicable disease or other illness shall observe each child daily as s/he enters the school. Students arriving at school in an apparent state of illness will be evaluated by staff members before entering the classroom. If a child does not have other symptoms, but is unable to participate in regular school activities, or if the teacher thinks it is in the child's best interest, the parents will be notified to come for the child. If a child has been exposed to a communicable disease, such as pink eye, ringworm, chicken pox, or lice, written notice will be sent home. The Ohio Department of Health Communicable Disease Chart is on display in the office for staff and parent reference.

All students are required to submit up-to-date immunization records and emergency medical authorization forms before the first day of attendance. Students with a medical exemption from vaccination must file a letter stating the reason for medical exemption signed by their child's doctor and child medical form with the school. Staff are up-to-date on vaccines as recommended for their age and risk level. See Immunization Policy section of the Handbook.

To reduce the spread of communicable diseases, staff sanitize surfaces regularly and as-needed. The building is cleaned by professionals weekly. Students and staff are required to wash hands or sanitize throughout the day including when arriving, before and after eating, after bathroom visits, when touching face, etc. Students are taught good hygiene etiquette including covering coughs and sneezes safely, not touching faces, and proper handwashing procedures. Students may be asked to wear a mask if they frequently touch their noses or mouths, have any symptoms of communicable disease, or to prevent the spread of a communicable disease outbreak. Anyone may wear a mask at any time. When required, masks must be worn correctly, covering the nose and mouth. Students must be able to take masks on and off independently. Parents are asked to practice mask-wearing at home. The school maintains good ventilation by opening windows and using air-purifying devices. Students eat lunch outside when the weather permits.

Administration of Medications

Required medication should always be administered at home. When that is not possible, written instructions of a licensed physician or licensed dentist as appropriate must be provided prior to the administration of any medication, food supplement, modified diet, or fluoride supplement on the school-provided form. For prescription medications, parents must complete the Administration of Medication form and provide medication in the original prescription packaging, but do not need an additional signature from a doctor. Spray aerosols are not allowed while children are at the school.

Medication must be handed from a parent to a staff member accompanied by the proper forms. **Students may never handle their own medication.** All medications must be given to staff in the original packaging. Please ask your pharmacy to provide a second bottle with the label on it to send to school for this purpose.

Medications may not be shared. Items which require a signed form and which may not be handled by students include, but are not limited to, over-the-counter medications, medicated creams or topical applications, medicated lip balms, sun block, insect repellent, vitamins and supplemental pills and drinks. Please speak to the Head of School for proper forms if your child carries an inhaler or Epi-pen at all times.

Each time a staff member administers a medication, the staff member records the dosage, date, and time of medication on the form, to be kept with the medication. The record is filed at the end of the medication/school year and kept on file for one year.

Medical Emergencies and Treatment

Any medical emergency that occurs during class or daycare is immediately reported to the parent or guardian, or to one of the emergency contacts. Emergency transportation will be provided by the parent or guardian, if available, or by ambulance, if emergency contacts are unreachable or the emergency requires the staff to call 911.

Legal Notices

A copy of the state laws and rules governing child day care is available to parents, including the number of children that the school is licensed to care for in each age group.

The Dayton Montessori Society School recruits and admits students of any race, color, or ethnic origin to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, sexual orientation, or national and ethnic origin, in administration of its educational policies, admissions policies, employment, scholarship and loan programs, and athletic and other school administered programs.

The Dayton Montessori Society School will not discriminate on the basis of race, color, sexual orientation, or ethnic origin in the hiring of its certified or non-certified personnel.

We are required by state law to report any evidence of child abuse or neglect.

Upon proper notification to the Head of School, any custodial parent, custodian or guardian of an enrolled child is permitted unlimited access to the school during its hours of operation for the purposes of contacting their children, evaluating the care provided by the school, evaluating the premises, or for other reasons approved by the Head of School. Upon entering, visitors must immediately report to a staff member.

The school maintains rosters listing names, addresses and phone numbers of each enrolled student, along with their respective parent, custodian or guardian. A copy is provided to each family at the beginning of the school year and is also available upon request. Rosters will not be shared with any organizations or families outside of the families of currently enrolled students. Individual listings may be excluded from published versions upon written request to the head of school.

The licensing records of the school are available upon request, including inspection results from fire, health and building inspectors who visit the school. This facility is licensed by the Ohio Department of Education. Licenses and inspection reports are posted in the office.

The school will not release children to other than their respective parent or guardian unless preceded by written permission of said parent or guardian.

The Ohio Department of Education (ODE), Office of Early Learning and School Readiness inspect us each school year. These inspections monitor our compliance with State rules for school child care programs operated by chartered nonpublic schools. The results of these inspection visits are posted alongside our charter certificate in the day care area. You may request a copy of these inspections from the administrator. Complaints regarding our compliance with ODE rules may be addressed to:

Ohio Department of Education
Attn: Myesha Atley
Nonpublic Educational Options Coordinator
25 S. Front Street Mail Stop 309
Columbus, OH 43215

Handbook Acknowledgment

Print parents'/guardians' names

We, the parents/legal guardians of _____,

Print names of child(ren)

have received a copy of the Dayton Montessori Society School Parent Handbook. We acknowledge by signing below that we have read and agree to uphold all of the policies and procedures of the school contained therein.

Parent/Guardian Signature _____ Date _____

Parent/Guardian Signature _____ Date _____