

COLUMBINE MONTESSORI SCHOOL

2011-2012

6653 West Chatfield
Littleton, CO 80128

Located in Education Hall of
St. Gregory's Episcopal Church

South Pierce at Chatfield

303-979-7190

Dear Parent,

Welcome to the 2011-12 school year at Columbine Montessori Preschool. We are planning for this to be an enjoyable and productive year for both you and your child. Most of your initial questions should have already been answered by the time you enroll your child. However, we would like to have you read our Parent's Handbook and keep it for reference. It should contain the answers to many questions we may have missed answering up to now. The book is not intended to keep you from calling or coming by to ask questions. On the contrary, we encourage parental participation and feedback concerning each child's educational progress.

Sincerely,

Columbine Montessori Preschool

PARENT'S HANDBOOK

INTRODUCTION

Columbine Montessori Preschool offers early childhood development programs founded on the educational philosophy of Maria Montessori. The school's purpose is to instill a life-long love and passion for self-directed learning. The school is a private non-sectarian school open to toilet-trained children between the ages of 3 and 6. Our programs go through kindergarten and have demonstrated effectiveness in preparing the child for an elementary school environment.

NON-DISCRIMINATION

Columbine Montessori Preschool admits students of any sex, race, color, and national or ethnic origin to all the rights, privileges, programs and activities generally accorded and made available to students of the school. The school does not discriminate on the basis of sex, race, color, ethnic or national origin in the administration of its admissions or educational policies. The staff's ability to administer to the needs of specially challenged children will be evaluated individually, as the case may arise.

PROGRAM DESCRIPTION

The Montessori materials are the basis for the instructional programs. Other classroom materials of sound educational value supplement them. We offer the following program areas:

PRACTICAL LIFE - For the development of independence, concentration, confidence and gross/fine motor skills.

SENSORIAL - For the development of hand-eye coordination, refinement of the senses, development of concrete mathematical concepts and reading readiness.

LANGUAGE - To teach phonetic reading and writing skills along with vocabulary development.

MATHEMATICS - For the understanding of number concepts, reading and writing numerals, using the decimal system with the basic operations: addition, subtraction, multiplication and division.

We round these areas out with Science, Geography and Arts. We have an auxiliary music program, staffed separately, in which each child has the opportunity to participate. We also supplement our program with a media area and age-appropriate applications. We do not offer television viewing. We screen three Charlie Brown holiday videos before Halloween, Thanksgiving and Christmas.

We occasionally have field trips, but only among the kindergartners due to transportation constraints. Written permission is required for each specific field trip.

FINANCIAL POLICIES

The tuition listed is annual. We accept monthly installments, which are due on the first school day of each month. It will be considered late if not remitted by the fifth session your child is scheduled to attend. Please pay one of the staff on delivery or pickup. Checks should be made payable to Columbine Montessori School. We do not require that you execute a contract for the annual tuition. If you should have to withdraw your child during the year, you will not be held liable for any future month's tuition.

PROGRAM	TUITION
3 Days per Week	- \$2070 yr or \$230 mo
4 Days per Week	- \$2475 yr or \$275 mo
5 Days per Week	- \$2835 yr or \$315 mo
Kindergarten	- \$3240 yr or \$360 mo

Monthly tuition covers the cost of providing our program for the current month, and it reserves a spot in the subsequent month. Tuition will not be pro-rated over a partial month.

A Registration Fee of \$125.00 is required at the time of enrollment or re-enrollment. The registration process incorporates your child's information into a secure database and otherwise ensures your child's privacy and safety. Registration constitutes the reservation of one of the available spaces (enrollment is limited), hence the registration fee is non-refundable.

Registrations are accepted in the Spring for the Fall term. Twenty-five dollars of this registration fee is non-refundable. Before June 1st, \$100.00 is refundable. Between June and Labor Day, \$50.00 of the registration fee is refundable upon notice of withdrawal. After school starts, registration funds are non-refundable.

Registrations for new enrollees, as a matter of policy, are accepted only after at least one parent has visited the school for an observation, has discussed the appropriateness of the Montessori method with the Directress and received a copy of this Parent's Handbook.

HEALTH RULES

As our programs are half day in length, there is generally no call for us to administer medications. If your child needs medicating during this time frame, perhaps he or she should stay home. Likewise, sunscreen, ibuprofen and other topical and over the counter medications have an effectiveness greater than three hours and should be administered before your child arrives at school.

Our staff has been trained and maintains certifications for first aid, CPR and universal precautions. If a child has a specific known allergy that may trigger allergic shock please make the staff aware as we have a consulting nurse on call. She will open a file for that child, coordinate storage and record keeping for any medications that you may provide for the event of an allergenic emergency, review expirations and delegate administration authority to a staff member as provided under the Nurse Practice Act.

If your child shows signs of illness, PLEASE KEEP HIM OR HER HOME. If your child contracts a contagious disease, please notify us immediately so we can comply with our legal obligations regarding health matters. We have an isolation area where your child can lie down and wait for your arrival in the event (s)he becomes ill during school. You will be notified immediately of such an occurrence. The state requires us to have on file transportation and treatment authorization for the event that you cannot be contacted regarding your child's medical emergency. Please do not neglect to fill out this Medical Emergency Form.

EMERGENCIES

The school has implemented procedures to address natural emergencies. Fire drills and fire awareness exercises are held for all children each month. One of these may coincide with the Littleton Fire Department's inspection schedule. Tornadoes, blizzards and severe thunderstorms are among Colorado's weather phenomena. The school has a basement large enough to hold either class. Inclement weather "watches" for south Jefferson County are sufficient to start school closure proceedings. We do not wait for severe weather "warnings". A subset of teachers has the responsibility of calling in a school closure in the event of a "snow day". Snow days will correspond to Jefferson County School district closures due to snow. Snow closures will be reported on TV channels 4 and 9 and KOA radio.

HOURS of OPERATION

Business Hours - 8:00AM to 2:30PM
Morning Session - 8:30AM to 11:00AM
Pick-up - 11:00AM (prompt)
Afternoon - 12:00Noon - 2:30PM
Pick-up - 2:30PM (prompt)

If you need to deviate from this schedule for any reason, PLEASE LET US KNOW IN ADVANCE. We offer no day care and no children stay over between sessions. Do not expect baby-sitting privileges between or after sessions. If you are late, expect to be charged for the staff's time.

DELIVERY and DISMISSAL

A Check In/Out form is part of both the delivery and dismissal procedures. Do not neglect to initial and time stamp this form.

Children will only be dismissed to one of the following:

1. Adults authorized on the child's enrollment forms.
2. Adults authorized subsequently in writing.

3. Other authorized parents or carpools on verbal notification to our staff by **both** parties.

DELIVERY - When you arrive at the school, form a line and drive counter-clockwise past the east door to the building. A teacher will be available to take your child into the classroom between 8:20 and 8:30 AM. After 8:30, please park in the east lot and escort your child into the building. No child should be dropped off and allowed to go into the building unaccompanied. The second session procedure is the same, form a counter-clockwise line past the east door. A teacher will greet and accompany your child into the building between 11:50 AM and 12:00 Noon.

PICK-UP - Again, form a counter- clockwise line to the east door. A teacher will escort your child to your car. If you arrive for pickup before class is completed, and wish to observe, park out of the flow of traffic and observe from behind the partitions until dismissal so as not to disrupt the class. In the event you **CANNOT** comply with our pick-up times on a given day, **PLEASE CALL**. We recognize certain emergency situations can arise, but to be fair to our staff, please make sure it is an emergency. We maintain a staff of at least two as long as any children are present.

FORMS

All health, identification, information and emergency treatment forms should be in our office by the first day that your child attends school.

NEEDS

The school provides all materials your child may need. It is against our rules for your child to bring candy, gum or valuables to school. Each child has available a drawer for work that they complete while in school. This drawer may also be used to store any small personal items. In addition, our coat rack has shelves for gloves, hats and backpacks.

Share and Tell is conducted weekly. The school's Share and Tell schedule and policy will be defined at the beginning of the school year.

A snack of juice with crackers, fruit or a vegetable is part of the Practical Life area of the classroom. This exercise develops coordination, confidence and social skills. About once a month each child (or family) will be able to bring the drink or snack for that day. We prepare and distribute a monthly calendar scheduling the entire enrollment. If you wish to provide a nutritional snack for the whole class on a special occasion, you are welcome to do so if you coordinate this effort with the staff.

CONFERENCES

One formal Parent-Directress conference will be conducted in January 2012. Additional observations may be set up as warranted for specific needs. The level of success from this type of development program is directly related to the level of parental understanding and support. Please contact our directress, Mrs.Drose, or one of the teachers, to schedule your conference. We will arrange a conference calendar before conferences begin.

If the staff has any questions or concerns about your child, they will bring these to your attention. If you should have any questions or concerns, please let us know.

POLICIES

In the event you choose to enroll your child at Columbine Montessori Preschool, you will receive as part of an enrollment package, a letter on Colorado Department of Social Services letterhead. This addresses the subject of child abuse and what you should do if you suspect that your child has been abused at the school. Likewise, it is the school's policy as well as responsibility to note or report any evidence of neglect or mistreatment outside the school.

The school maintains a full complement of written policies and procedures. If you are interested, you may request to see the set.

DISCIPLINE

Discipline is not punitive. It is an aspect of guidance that promotes genuine individual development, respect for duly constituted authority and encourages a classroom and school climate conducive to learning. The concept of classroom order in a Montessori environment derives from respect and consideration of others.

Discipline in the Montessori environment is approached through a progression of four levels. The first level is to constructively redirect energy that the child is exhibiting. On a second level, a teacher will reiterate classroom expectations and acceptable behavior. Thirdly, the child would be assigned to the "Time-Out" chair for a few minutes. The time varies up to one minute per year of age, maximum. Lastly, if a child's behavior calls for consistent and persistent "Time-Out" periods, parental input would be sought.

VISITORS

The school keeps a logbook of all visitors to the classroom. It is available on request. The church also maintains a calendar detailing their scheduled group usage of the facility.

The school's visitation policy is completely "open door". You may stop by unannounced at any time.

SCHOOL CALENDAR

The 2011-12 school year is from September 6th through May 25th. Holidays this year conform to traditional school calendars.

Holidays: Thanksgiving - Nov. 24 & 25
Winter Break - Dec. 19 to Jan. 2
President's Day - Feb. 20
Spring Break - Mar. 19 to Mar. 23

Two days of conferences will be held on Martin Luther King Day, Monday, January 16th and the following day. There will be no classes those days.

You will be notified in the event of any significant change of ownership, license holder, staffing, services or educational philosophy of the school. At that time you may determine whether Columbine Montessori continues to meet the needs of your child.

Thank you for your cooperation and we are all looking forward to the 2011-2012 school year. If you have any questions, please feel free to call or stop by and talk to our administrator or directress.

TELEPHONE NUMBERS

Columbine Montessori **303-979-7190**
8:00 AM to 2:40 PM weekdays
Directress: Lora Drose
Administrator, J Holcomb **303-900-3223**