The Montessori method of teaching aims for the fullest possible development of the whole child, ultimately preparing him for life's many rich experiences.

Montessori teachers are trained facilitators in the classroom, always ready to assist and direct. Their purpose is to stimulate the child’s enthusiasm for learning and to guide it, without interfering with the child's natural desire to teach himself and become independent. Each child works through his individual cycle of activities, and learns to truly understand according to his own unique needs and capabilities.

Everything in a Montessori classroom has a specific use or purpose. There is nothing in the prepared environment that the child cannot see or touch. All of the furniture and equipment is scaled down to the child's size and is within easy reach.

A quality Montessori classroom has a busy, productive atmosphere where joy and respect abound. Within such an enriched environment, freedom, responsibility, and social and intellectual development spontaneously flourish!

~North American Montessori Center
C O N T E N T S

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Mission

The mission of the Montessori School of Wooster is to provide a hands-on, individualized Montessori program that fosters self-confidence and creative thinking in an environment of peace, respect and compassion.

Compliance with State Regulations

The Montessori School of Wooster is a not-for-profit corporation, for which a governing board is responsible. The organizational chart is shown here:

The Montessori School of Wooster is legally licensed to operate under the Ohio Department of Education. As such, it follows all guidelines of the Ohio Department of Education and teachers must hold certificates with the Ohio Department of Education. All head teachers are also licensed Montessori teachers. The Montessori School of Wooster is a member of the American Montessori Society.

Parents or guardians of a child currently enrolled in the Montessori School of Wooster shall be permitted unlimited access to the school during its hours of operation for the purposes of contacting their child, evaluating the care provided by the school, or evaluating the premises. Upon entering the school (except on volunteer days), parents must notify the administrator of their presence. We encourage parents to wait until after November 1st to come to observe. Younger children may find seeing you in the environment distracting, especially when you try to leave. We ask that you follow certain guidelines while visiting which will be given to you when you come to observe.

A roster of names, addresses, e-mail and telephone numbers of enrolled children and their parents will be distributed each school year. Each family must sign a release form allowing this information to be published. The roster will not include the names of any family failing to grant such permission.

The school’s licensing record is available upon request from the Ohio Department of Education, including compliance report forms from the Department and evaluation forms from the Health Department, Building Department, and Fire Department, among other information.
**State Required Forms**

Students must – prior to the time of their entrance to school – have a physical examination and a Medical Statement form filled out and signed by a doctor that includes a record of all immunizations. This form, along with a record of immunizations, will be necessary each new school year.

A record of the child’s health history (including communicable diseases) must be filled out by the parent and updated yearly. This record is listed on the back side of the required Emergency Medical Card.

Emergency Transportation Authorization will be necessary each new school year. It gives the school your permission to transport your child to medical assistance and gives us names of alternates to call if you are unavailable. The authorization appears on the back side of the required Emergency Medical Card.

**Non-Discrimination Policy**

The Montessori School of Wooster supports diversity and recruits students of any race, religion, ethnic origin, or sexual orientation to all its rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, religion, ethnic origin, or sexual orientation in the administration of its educational programs and athletics/extracurricular activities. Furthermore, the school is not intended to be an alternative to desegregation ordered by a court or administrative agency, or initiated by a public school district. The Montessori School of Wooster will not discriminate on the basis of race, religion, ethnic origin, or sexual orientation in the hiring of its certified or non-certified personnel.

**Board of Trustees**

Sarah Gordon Baker  
Rhonda Bowling  
Vikki Briggs  
Casey Cicconetti  
Joanna Cutlip  
Jason Frank  
Mary Jo Kreuzman  
Rachel Relle  
Molly Richard  
Cathy Roche  
Pam Rose  
David Shallenberger  
Greg Shaya
Schedule, Method of Payment for Tuition, and Volunteer Opportunities

Schedule

The toddler program is open 7:30 a.m. – 5:30 p.m. Parents must sign up in advance for the hours they expect to use. Parents may choose a 3-day or 5-day program. Your contract stated the days and times your child will attend our program. We staff our classroom to insure your child’s safety and to enhance learning opportunities. Any questions regarding the program may be directed to the classroom teacher or to the Head of School.

Method of Payment for Tuition

Tuition for the total school year will be paid according to one of three plans. Plan A: Ten monthly payments beginning in August. Automatic deduction through ACH is mandatory for this option. Plan B: Two equal payments due the beginning of August and the beginning of January. Plan C: Full payment due the beginning of June (for the upcoming year’s tuition). A discount may apply for this option. An enrollment agreement will be signed by the school and the parent/guardian which spells out the amount of tuition due and the plan the parent/guardian chose. An enrollment deposit must accompany this contract.

This will be a binding agreement. There will be no refunds because of the child’s absence or withdrawal from the school, unless the family should move from the Wooster area during the school year. In that case, the tuition will be prorated based upon the date of withdrawal. If a family decides to withdraw a child after June 15, they are responsible for paying the tuition for that child due to the agreement made on the enrollment contract.

See the Montessori School of Wooster Tuition Rates chart for current fees. (Available in the school office.)

Additional charges may be applied in the event of consistently late payments or arrival/dismissal times that vary from the parent/school signed contract.

Volunteer Opportunities

Volunteers are especially welcome. The outside playground area is an on-going project for our parents. If you have any interest in helping with this, please contact the Head of School. Volunteers may also assist within the classroom. Reading to the children, making special presentations about an interest or hobby or teaching a special skill to our students is always appreciated. Contact your child’s teacher if you are interested in volunteering.

Our parent group organizes special events for the school. Each event requires volunteers and your help is always appreciated.
Arrival/Dismissal

For everyone’s safety, we ask that you refrain from using cell phones in the driveway during drop-off and pick-up. If you are using your phone, please pull over to finish your call. Please remember that cell phones should not be used in the school building.

- Parents are asked to inform the school by 9:15 a.m. if their child will be absent. After this time the school secretary will call your home to ask about your child. You may also call the night before and leave a message on our answering machine (330-264-5222).
- No child will be left alone or unsupervised. If you would like your child to stay and play longer on the playground at dismissal time, please understand that once the child has been dismissed to you, you are supervising your child.
- Many of our parents are dropping off and picking up around work schedules. Please be aware of their need to be timely by not parking in the drive for any amount of time. If you think you will be just “a minute,” we ask that you still park your car in a parking spot. As we all know, “a minute” can unintentionally turn into five or ten.
- We ask that toddlers be escorted in and out of their classroom by an adult. Please walk with your child. Do not allow children to run ahead or lag behind. It is difficult for drivers to see small children between cars or while backing out.
- The gate on the porch steps is there for the safety of our children. Please be sure it is latched when entering or leaving the porch area. No children will be dismissed to anyone other than their regular driver unless we have received a note from the parent or a phone call from the parent explaining this change.

Safety Drills

Fire drills are held monthly. Procedures for fire drills and weather alerts are posted in each classroom including diagrams showing evacuation routes. Children are given directions, procedures, and reasons for fire drills and weather alerts. Safety Drills are also conducted during the school year.

Weapon-Free Policy

No student or parent/guardian shall use, possess, handle, transmit, sell, or conceal any object that can be classified as a weapon or dangerous instrument while on school grounds, at school-sponsored or related activities, functions, or events off school grounds, on a school owned, operated or leased vehicles, or at any other time that the student is subject to the authority of the school. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage.
Safety is utmost in our minds when considering calling a school delay or closing. Delays and closings are done as early as possible. (We do take into consideration that the call needs to be timely enough for those utilizing our toddler and before-care programs, which may begin at 7:30 a.m.) You should always look for Montessori School of Wooster’s cancellation or delay. Extreme weather (cold/wind chill), snow accumulation and road conditions are what govern our decisions.

Sources to check for school delays and closings are:

- WQKT (960 AM, 104.5 FM) or www.wqkt.com
- Channel 3 or www.wkyc.com
- Channel 5 or www.wews.com

(*Some websites offer the option of a “text alert” that would send you a message on your cell phone if school is delayed or cancelled. We encourage you to sign up for this. It is a free service and is the fastest way to receive notifications.)

If we decide to go from a delay to a closing, this change will be made by 8:45 a.m. and will again be listed on Channels 3 and 5, on WQKT 906 AM/104.5 FM and on their websites. Calling a delay first is done in order to give us time to make the most informed decision regarding weather safety.

*The following plan will be used for a delay:*

If we have a two hour delay, the Toddler program and before care will open at 9:30 a.m. (Only those children already enrolled in the before care program may arrive at 9:30 a.m.) The rest of the school (including before-care) will open at 11:00 a.m. School will be optional for preschool children who normally leave at noon. Their days are not counted by the Ohio Department of Education. School will be required for kindergarten through grade 6. If you should decide the roads are too dangerous for you to travel, please call the school by 11:15 a.m. and let us know that you are choosing to keep your child at home. (You may leave a message if you call before school has opened.) This will be considered an excused absence. As a parent, you are the best judge as to whether you should bring your child to school from your area.
Communicable Disease Policies

1) School personnel are trained in signs and symptoms of illness and in hand washing and disinfection procedures. Classes are given by the Red Cross, a registered nurse, or the Health Department, and must be renewed every three years.

2) Teachers shall not attend school when they themselves have a communicable disease. In order to lessen the spread of infection and as protection to their own health, they will wash their hands often and thoroughly.

3) The following symptoms will be cause to immediately isolate and discharge a child from school. The student should return to school only after they are symptom-free for at least 24 hours without the use of medication. This is imperative, as illnesses can spread quickly among children. If the child has seen a doctor during their illness, please provide a doctor’s note upon the student’s return to school.

- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Yellowish skin or eyes
- Conjunctivitis; pink eye
- Temperature of 100˚+; elevated temperature
- Untreated infected skin patch(es)
- Unusually dark urine and/or gray or white stool
- Stiff neck
- Unusual spots or rashes; impetigo
- Ringworm
- Sore throat or difficulty in swallowing
- Common cold (when accompanied by sneezing, coughing or nasal drainage that is not clear)
- Chicken pox, mumps, measles
- Vomiting
- Evidence of lice, scabies, or other parasitic infestation

4) The ill child will be isolated and made comfortable on a cot in a corner of the classroom or in the school office and the parent will be notified. Please understand that if the school calls regarding an ill child, we are expecting the child to be picked up as soon as possible to help limit the exposure to other students and staff.

5) If your child contracts a communicable disease, please notify the school as soon as possible. Families will be informed of the illness through an email to parents.

6) When children return to school, we appreciate an update on their health.
7) A mildly ill child should be kept at home. If they cannot participate in normal activities, the child is too sick to be at school.

8) Medications may be administered at school only with prior written permission from a parent. A parent or guardian must complete and sign a Medical Authorization Form giving proper instructions to the staff. Medications should be given to the school office to be kept in a medication lock box. Any medication must come to school in its original container. Children are not permitted to self-medicate during school or bring any kind of medication to school including vitamins, cough drops or other over-the-counter products. These requirements are for your child’s safety.

**Emergencies & Accidents**

School personnel are trained in first aid, and a first aid kit is available in each classroom at all times. The school also has an A.E.D. (automatic external defibrillator) unit which is kept in the Administrative Coordinator’s office. Emergency telephone numbers are located next to each telephone within the building.

In case of serious injury, the school’s medical and dental emergency plan will be put into effect. First aid will be administered. EMS will be called, and the parents or guardians notified. The child may be transported to medical assistance by EMS. The child’s medical records and emergency transportation authorization will be sent along.

When an accident or injury occurs, or any other incident necessitates contacting the Poison Control Center or the emergency transportation of the child as prescribed by the state, we will prepare an incident report and provide the parent(s)/guardian(s) with a copy that same day.

Emergency plans are in place for fire, tornado and intruders.
TOILETING POLICY

Toilet training is an important milestone in your child's development and in achieving greater independence. In an effort to support our toddlers through the process of toilet training, I am providing this information so that we may work as a team in setting the proper tone as our toddlers learn and master this important bodily function. As toddlers begin to show signs readiness, please keep these points in mind before switching to cotton underpants.

Signs of Readiness checklist

Physical Readiness
- Child can stay dry for longer periods of time or overnight.
- Child knows the feelings that signal he/she needs to use the bathroom.
- Child can pull down his/her own pants and pull them up.
- Child can get him/herself to the toilet.

Mental and Language Readiness
- Child can follow simple directions.
- Child can point to wet or soiled clothes and ask to be changed.
- Child pays attention to the physical signals even when he/she is doing something else (a challenger for many children, which is why accidents are so common).
- Child knows the words for using the toilet and can tell an adult when he/she needs to go.
- Child has asked to wear grown-up underwear.

Emotional Readiness
- Child seeks privacy when going in diaper.
- Child shows interest in using the toilet - may want to put paper in and flush it.
- Child shows curiosity at other people's toilet habits.
- Child is not afraid of the toilet.

In the school environment, we prefer to use plastic pants over the underpants until we make sure the child is completely potty-trained. Cloth diapers are not an option in our program. When you switch to underpants, we prefer that your child does not wear onesies. This makes the process easier for your child to be able to pull down his/her pants and pull them back up again.

A child needs to be able to communicate his/her toileting needs to the caregivers in a way that the caregivers can understand. Caregivers need to use words that children understand and recognize. For this reason, most Montessori centers include in their toileting policy the words they use with the children and encourage the parents to use the same words at home. The words I have selected are pee, poop, toilet, potty. For instance, your child will be guided to express his/her need by saying, "I need to go pee" or "I need to go poop". Other options are: "I need to use the toilet" or "I want to go potty."
It is important to recognize toileting as a process that will vary from child to child and that your child will not meet with success every time. Using appropriate language when the inevitable happens is an important part of toileting. When a child wets the floor or his/her pants, it is important to remain calm and matter-of-fact. Our staff will address these instances by providing your child with dry clothes and involving him/her in the process of cleaning up. This takes the “help me to help myself” approach, making this a great practical life activity.

**Suggested Toileting Routine** -
At wake time, the child is allowed to sit on the potty after the diaper/pull-up is removed from the night. He/she is then put in training pants/underpants. When the child is going outdoors, or going away from home, you might want to put on a diaper or pull-up for convenience. When the child gets older and going out, plastic pants over underpants may be used. Constantly ask the child to go the toilet if they need to. Sit them on the potty when they wake in the morning, before going anywhere outside of the home, before and after sleep time and after meals. Ask them nicely, if they refuse say "you need to go to the potty." If they are comfortable with the potty, they may refuse less often. Remember if they wet themselves, it is okay. Just reinforce to them verbally that they need to use the potty or toilet. If your child is dryer for long periods of time, and going to the potty on a frequent basis, this can be the time for you to move on the toilet learning process and fully get rid of diapers.

At school we will help you work on toilet training by using pull-ups in the beginning. When we see the readiness signs mentioned above, we can switch to underpants with plastic pants until he/she is completely potty-trained.

Please feel free to contact me with any questions or concerns you may have regarding our toileting policy. We look forward to helping your child successfully and confidently master many skills during this period of rapid growth and development.

Amira Dos

Toddler Program
Montessori School of Wooster
Child Custody Dismissal Policy

Parents of children enrolled in Montessori School of Wooster whose birth parents are divorced from each other and do not have joint custody shall submit verification of custody. Verification shall consist of a certified copy of:

1) a judgment entry which states the name of the custodial parent(s) OR

2) the decree of dissolution which states the name of the custodial parent(s).

In the event that custody is pending, the school shall receive a certified copy of the court’s temporary custody order. The school is to be informed of any change of custody by a certified copy of such a court order. In the case of shared parenting, parents are to submit a certified copy of the plan of shared parenting.

Our school Dismissal Form states:

“I hereby give permission for my child ________________, to be picked up at school during the ___________ _______ school year by any one of the following individuals. I understand that my child will not be released to any other individual unless I provide WRITTEN permission to the school.”

This form must be filled in by the custodial parent upon consultation with the non-custodial parent, so that the school has the permission of the custodial parent to release the child to any persons listed on the form. We cannot release the child to anyone else, unless the custodial parent writes a special note designating someone not on the list to pick up the child on a certain day. In the case of shared parenting, both parents must fill in this form, and the school then has permission to release the child to anyone on either list.

Procedure for Student Withdrawal or Special Needs Assessment

Rarely do we have students who cannot succeed at our school. However, there have been times when learning issues or behavioral issues have caused families to withdraw. The enrollment contract, a legal document, is then broken and as a school we have to deal with this situation. This procedure is being put into place so we can work together in an orderly and peaceful way to assess what is best for your child.

1. Issues need to be addressed first in a face to face meeting with the teachers and parents involved.
2. If it is determined the child is having problems we feel unable to address, a meeting with the head of school is needed.
3. A professional evaluation is needed by a learning specialist or a psychologist to assist us in knowing what is best for your child and if we can serve her/his needs. The school will help the family set up this evaluation.
4. After the evaluation is received, a meeting with parents, teachers and head of school will help to determine the adjustments which can be made to help the child be more successful or a mutual agreement will be made that the school cannot meet the needs of the child. At this point, the enrollment contract would be sent to the Board of Trustees for final release approval. The family will receive a final letter regarding adjustments to be made or approval of withdrawal from the Board.
Re-enrollment Considerations

Given that the Montessori School of Wooster (hereinafter “School”) does not always have room to accommodate all the children who would like to advance to the next program level, The School has defined procedures for determining re-enrollment.

The overriding consideration will be whether the child is best served by our Montessori program (i.e., does the School think it is a good fit for the child’s learning style, or would he/she be better served in a more structured environment?)

Other considerations, in no particular order, will include, but not be limited to:

1. Length of time at our school or in another Montessori school;
2. Siblings in the program;
3. Readiness for the anticipated program;
4. Teacher recommendations;
5. Probability student will remain at the School in future years;

Re-enrollment policy for all students: Occasionally, we find that our school does not provide a conducive learning environment for every child. In those cases, even if space is available, the School reserves the right to deny re-enrollment. This policy applies to all students, whether or not they are advancing to the next level in our program.

The School supports diversity and recruits students of all races, religions, ethnic origins, and sexual orientations to all its rights, privileges, programs and activities. In addition, the School will not discriminate on the basis of race, religion, ethnic origin or sexual orientation in the administration of its educational programs and extracurricular activities or in the hiring of its personnel. Furthermore, the school is not intended to be an alternative to desegregation ordered by a court or administrative agency, or initiated by a public school district.
We are required by the Ohio Department of Education to provide this information in our parent handbooks:

Our license is posted in the Administrative Coordinator’s office, along with our most recent compliance reports. If you would like copies of other inspections (fire, mold, health), these are available upon request.

If a parent has concerns about the program, he or she should first talk with the child’s teacher. The Head of School may be brought in if necessary. Formal complaints about the program can be submitted in writing to the Ohio Department of Education.

Parents providing snacks are asked to bring in nutritious food items as requested by individual teachers. Teachers will post a weekly schedule of such snacks.

**Discipline:**

A) A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.

B) Constructive, developmentally appropriate child guidance and management techniques are to be used at all times and shall include such measures as redirection, separation from problem situations, talking with the child about the situation and praise for appropriate behavior.

C) Behavior management/discipline policies and procedures shall ensure the safety, physical and emotional well-being of all individuals on the premises.

D) The center’s actual methods of discipline shall apply to all persons on the premises and shall be restricted as follows:

1) There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking or biting.

2) No discipline shall be delegated to any other child.

3) 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.

4) No child shall be placed in a locked room or confined in an enclosed area such as a closet, a box or a similar cubicle.

5) No child shall be subjected to profane language, threats, derogatory remarks about the child or the child’s family or other verbal abuse.

6) Discipline shall not be imposed on a child for failure to eat, failure to sleep or toileting accidents.

7) Techniques of discipline shall not humiliate, shame or frighten a child.

8) Discipline shall not include withholding food, rest or toilet use.

9) 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 preschool staff member in a safe, lighted and well-ventilated space.

10) The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.