
CHILDREN'S HOUSE MONTESSORI SCHOOL PARENT HANDBOOK

2025-2026



Respect • Nurture • Educate • Inspire

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Welcome

Welcome to Children's House Montessori School! We are so happy that you are a part of our community. We make every effort to provide a high-quality and comprehensive early childhood education for your child. Guided by Montessori philosophy and pedagogy, our job is to respect, nurture, educate and inspire through a Montessori education. Our staff members are chosen for their education, experience and love for working with children, especially in early childhood education. We strive to work with families to meet the unique needs of each child.

Parents and guardians are welcome to stop by and visit the school or your child's classroom. No appointments are necessary, but if there is something specific you'd like to observe we can suggest best times in our individual class schedules to visit.

Our school is licensed by the state of Delaware's Office of Child Care Licensing. The Office of Child Care Licensing follows regulations from the Delaware Department of Education. We follow the [DELACARE: Regulations for Early Care and Education and School-Age Centers](#). If you would like to review these regulations or our compliance reviews, please speak with our Head of School or follow the link above.

Thank you for choosing CHMS and entrusting us with the care and education of your child. We are excited to work with your family through this Montessori early education journey.

Thank you,

Children's House Montessori School

Programs Goals

Program Goals

Our goal is to offer an authentic Montessori education utilizing Montessori-trained lead teachers working within mixed aged group classrooms. We strive to provide and maintain a safe and secure environment for children.

The main tenets and goals of our program are respect, nurture, educate and inspire.

Respect

- Respect each child as a unique individual.
- Respect each child's background, culture, and heritage.

Nurture

- Nurture children to become advocates of peace and good stewards of the earth.
- Nurture children to respect themselves, others, and their environment.

Educate

- Educate children through a wide range of materials and activities which are developmentally appropriate to a mixed age group classroom focusing on self-discipline and independence.
- Educate, support and involve parents through parent education opportunities in Montessori philosophy, support of Montessori principles in the home, and child development topics such as nutrition, behavior, health and safety, etc.

Inspire

- Inspire children to love learning by utilizing the Montessori areas of practical life, language, math, music, art, science, culture, and sensorial.
- Inspire children to be positive contributors to their families, classroom, and their community.

Daily School Year Sample Schedule

7:00 am – 8:00 am*: Before Care – Breakfast, Free Choice Work

8:00 am: School Starts, Carline Starts

8:00 am – 9:00 am: Free Choice Work

9:00 am – 9:30 am: Outdoor Play Time

9:30 am – 10:00 am: Morning Snack

10:00 am – 12:00 pm: Free Choice Work, Circle Time, Read Aloud

12:00 pm: Half Day Dismissal

12:00 pm – 12:30 pm: Lunch Time

12:30 pm – 2:00 pm: Nap Time

2:00 pm – 2:30 pm: Outdoor Play Time

2:30 pm – 3:00 pm: Free Choice Work/End of Day Routines/Afternoon Snack Time

3:00 pm: School Day Dismissal, Carline Starts

3:00 pm – 6:00 pm: After Care - Dismissals, Read Aloud, Group Activities, Free Choice Work, After Care Snack, Outdoor Play Time

*We do not offer before care in the summer.

Community Involvement

Children's House Montessori School takes an active role in the Montessori Community through participation, support and attendance at local Montessori advocacy meetings and events.

Children's House Montessori School works annually to support our local Ronald McDonald House that serves families all over the country. We also support the efforts of the Food Bank of Delaware, Sunday Breakfast Mission, Toys for Tots, American Red Cross Disaster Relief, March of Dimes, and Lymphoma/Leukemia Society.

Children's House Montessori is very active in supporting the prioritization of Early Education in Delaware. Children's House Montessori School partners with local Montessori

teaching academies to support the next generation of Montessori educators. We also work with Delaware Technical Community College's education program by offering student teachers the chance to observe and gain student teaching hours in early childhood education. This gives new teachers an opportunity to learn about Montessori education and inspire them to get their own Montessori certifications after finishing their degree programs.

Children's House Montessori School also attends Early Childhood Provider and DE Early Childhood Council meetings and stays up-to-date on current events affecting Early Childhood Education in Delaware and the United States. CHMS has been part of the state initiatives for Quality Improvement through resources, coaching, professional development, and improvement planning offered through the DE Office of Early Learning for many years.

Family Involvement

Co-Op Commitment

Please see our [Co-Op Commitment](#) in the Appendix for information on our requirements for Co-Op.

Birthday Policy

Birthdays are important, meaningful, and exciting! To keep birthday celebrations equal and from disrupting our busy days and important classroom work, Children's House is establishing some guidelines for our school surrounding birthdays.

- Communicate with your child's teacher if you would like to coordinate a birthday celebration for your child at school. Your child's teacher will let you know specifics about their classroom, like timing of morning snack and any classroom allergies.
- Morning snack is the only time of day when birthday celebrations will occur.
- If you'd like to bring in a food treat, please be mindful of allergies and other students in the class. We try to provide a healthy snack each day, but we know celebrations usually mean a special treat.
 - Some fun ideas are rice krispy treats, fruit popsicles, yogurt, applesauce, mini muffins or goldfish.
- Please refrain from bringing in any party favors, balloons or other decorations.

Parent Representative on the CHMS Board of Directors

Children's House maintains a parent representative to our Non-Profit Executive Board as a direct contact between Children's House's parents and the Executive Board. This position is generally a 2-year volunteer position. They attend all board meetings and serve as Recording Secretary.

If you would like more information about the position, please contact the Executive Board at executiveboard@chmsde.org or reach out to your child's teachers or administrators.

Information about the current Parent Representative can be found on our website under "Staff" where you can find information on the current Executive Board.

Other Opportunities for Involvement

Parent Education Events: An important aspect of Children's House Montessori School's mission and program goals is parent education. We strive to offer parent education events throughout the year. Topics can include but are not limited to Montessori principles and education, health and safety, food and nutrition, etc. Check out our school calendar for upcoming parent education events.

Surveys: Surveys are electronically sent as needed throughout the school year to help set goals, make changes, inform executive board, staff and administration of family needs, concerns, and the school's strengths as well as areas to improve.

Ages and Stages Questionnaires (ASQ): The ASQ-3 and ASQ:SE-2 provide valuable information about your child's development. We ask all parents to fill out these forms and allow us privilege to the information to best serve each child at the individual level. Learn more about the ASQ in the Assessments, Conferences and Concerns section of the Parent Handbook.

Board Retreat: Every 2 years, if possible, the Children's House staff, administration, parents and Executive Board meet in a retreat setting to re-evaluate long term goals for the school.

School Calendar

[Here is the direct link to the 25-26 School Year Calendar.](#) Calendar is subject to change at any time.

Required Paperwork and Documentation

- Enrollment Paperwork submitted through Brightwheel, such as, the CHMS School Year Form for 25-26 or Summer Camp 2026 Form.

- Physical within 30 days of enrollment. Physical must include a health appraisal, current record of the child's immunizations with all age-appropriate immunizations, and current record of the child's lead screening results at 12 months and 24 months of age.
 - Physicals are required to be current (within the last 12 months) and submitted for documentation to the school.
 - If your child has a medical reason as to why they are not vaccinated, we require a statement from the doctor stating the child is not vaccinated because of a medical exemption.
 - If your child has a religious reason as to why they are not vaccinated, we require a notarized statement from the parents stating that vaccinations are against their religious beliefs.
 - If your child has not gotten lead screening due to a parent or guardian's religious beliefs, a signed affidavit from the Division of Public Health stating that the screening is contrary to the parents' religious beliefs is required for this exemption.
 - Failure to provide this documentation within 30 days of enrollment will result in suspension or dismissal from care.
- Parent's Right to Know Acknowledgement signed.
- Permission for Emergency Medical Treatment signed.
- Court Orders on Custody and Visitation Agreements, if applicable.
- Signed and dated school year contract with the hours and dates your child is to attend the program.
- Screen Time permission.
- Permission to sleep on a floor mat (for 12-18 month olds).
- IEP, IFSP, or Section 504 plan, if applicable.
- Information on your child's allergies including but not limited to: A complete list of your child's allergies, the sensitivity of your child's allergies, an Allergy Emergency Action Plan from your child's doctor, a signed and filled out Medication Administration Record for EACH medication required for your child's allergy with the emergency medications. If applicable.
- List of prescription and non-prescription medications that your child takes. If the medication is to be given at school, a signed and filled Medication Administration Record is required for EACH medication. If applicable.
- Medication Administration Records for ALL medications, sunscreen, bug spray, and diaper cream to be used during school or in emergency situations.

- A signed acknowledgement that we provide snacks and parents/guardians must provide lunch.
- Documentation of special dietary needs and restrictions.
- A signed acknowledgement of Parent Handbook Receipt.

Communications Policies

Toddler Classrooms

Daily notes with information reflecting eating (snacks and lunch), sleeping/nap, diapering and potty habits, and other miscellaneous events are sent through the Brightwheel app.

All Classrooms (Toddler and Pre-Primary Classrooms)

Weekly newsletters are sent out via Brightwheel or email depending on your teacher's communication preference.

Email your child's teacher anytime, especially if the information you are communicating is of a sensitive nature. Brightwheel is for quick communication and should not be used for detailed conversations. Individual meetings or calls are available by appointment.

Please note that Brightwheel messages are NOT private. Brightwheel messages sent to Admin go to all Administrators and messages sent outside of Admin go to teachers and staff that need to have access to your child's classroom on Brightwheel (ie: floaters, after care staff, etc. Emails and phone calls are the most private forms of communication.

Teachers may not respond to email or Brightwheel message right away or during the school day as their main priority is being active and present with the children, not on a device. If you have an urgent matter and need to get in contact with us, please contact the school at 302-529-9259. Administrative staff are more available to answer during the school day.

Messages, emails and calls sent or placed over the weekend may not be answered until school is back in session.

Notices of incidents or accidents are written forms that are sent to parents to be signed, usually at pick-up unless the parent or guardian is not available. Parents are informed by phone call or photo message via the Brightwheel app during the day.

We utilize a school calendar and Brightwheel reminders to communicate events and school happenings. The 2025-2026 calendar can be found here:

<https://www.childrenshouse-de.org/calendar>

Questions and Concerns

If you have questions or concerns about your child, always go to your child's teacher first. Email is the best form of contact for this for your family's privacy.

For billing questions and concerns, please reach out to our Business Manager.

For questions or concerns that require an administrator, please reach out to our Head of School.

Assessments, Conferences and Concerns

Parents work with us to fill out Ages and Stages questionnaires about their children during the school year and we are active in helping families with early intervention at all ages when needed. Developmental screenings are used to help educators measure and meet child development milestones. Ages & Stages Questionnaires®, Third Edition (ASQ®-3) and Ages and Stages Social Emotional Questionnaires (ASQ:SE:2) are used in Delaware by early educators. They rely on parents as experts, are easy to use, family friendly, and create the snapshot needed to catch delays and celebrate milestones.

Children's House Montessori utilizes the local school district (Brandywine School District) for preliminary referrals and testing in the event students have special educational needs in conjunction with parents. If you are a resident of Pennsylvania, we are also happy to work with your school district at your request.

If an IEP is in place we work with the program to coordinate services between our program and that of the school district whenever it is possible with the approval of the family.

We offer Parent-Teacher conferences twice a year in the fall and the spring. This is an opportunity to speak with your child's teacher about their learning and development. Teachers will provide progress reports three times a year, right before parent-teacher conferences and another in the Winter.

Though we have scheduled parent-teacher conferences, you are always welcome to ask questions and bring up concerns with your child's teacher at any time.

Communication with Children

Positive Behavior Management

Our school has rules to keep all children safe. If your child breaks a rule, he or she will be redirected and a staff member will explain the importance of following the rule so the child

may understand. If breaking rules becomes a persistent problem, a parent or guardian will be notified so we may discuss ways to handle the problem together. If your child has a special need or an emotional disability, our staff will work with you and professionals, if needed, to create effective ways to manage your child's behavior.

Our staff members teach by example and use positive reinforcement techniques.

Occasionally, a child, ages 3 and older, who is misbehaving may be asked to take a break. This involves the child going to a quieter area of the classroom with a staff member so he or she can take some deep breaths and let off some steam. Our staff members are trained on positive behavior management techniques. They do not use any physical punishment or use any act that is prohibited by licensing regulations. Our Head of School routinely steps into classrooms to observe the staff members interactions with children.

Harsh or punitive discipline has no place in the school. The atmosphere of the classroom should be calm and conducive to individual work.

Our staff speak to children softly with friendly tones avoiding punitive and negative comments. Yelling, ridicule and sarcasm are not acceptable at Children's House Montessori School.

No child will be denied food, drink or physical activity as a form of punishment.

Our staff establish ground rules applicable to every member of the class. Ground rules are strengthened by adult example, discussion and isolated thinking time or taking a break. Our staff reinforce ground rules with gentle and consistent reminders and redirect the child whenever possible.

Our staff will separate children who are having difficulty working together safely or separate a child from the rest of the class until he/she is able to return and be safe with themselves, their classmates and their teachers. This is generally done within the confines of the classroom.

Our staff try to use natural consequences for inappropriate behavior when applicable and encourage children to practice self-control, self-direction, and build positive self-esteem, social responsibility, and cooperation. Our staff acknowledge positive contributions versus drawing attention to negative behaviors.

Montessori Peace Education

Teachers are expected to communicate with children at their eye level, and whenever appropriate, sit on the floor with them during work time, and continually engage with them.

Students of all ages are read to in small groups, as a class, and individually when appropriate.

Montessori classrooms embrace peace education and strive for students to communicate and solve differences with each other, facilitated by their teachers.

We provide materials that encourage independent play as well as group play incorporating sights, sounds, rhymes, songs for sounds, letters and literacy skills, develop mathematical and scientific concepts through play and their environment. Materials vary throughout the school year for a dynamic and evolving environment with age-appropriate work for the range of ages and abilities in each class.

Children are provided with opportunities to walk, run, climb, stack, balance, scribble, draw, write, refine large and small motor skills, and daily (weather permitting) outdoor play time.

Teachers help students by giving names and context to everything in their environment, then respond to them with interest and encouragement to foster their independence and mastery of skills.

Behavior Management Plans

Repeated behavior that compromises the health and safety of the child, other children and/or the teachers or disrupts the classroom will result in the start of a behavior management plan.

During a time when children aren't present, your child's teachers may discuss a strategy for alleviating the behavior, this may include discussion with co-teachers and colleagues, or the Head of School for feedback while maintaining confidentiality. They will discuss this plan with the child's parents.

Behaviors will be documented in an "Incident Report" and shared with the parent and placed in the child's file. Continued harmful behavior may result in the teacher's utilizing a "Behavior Report Form". This form is used to document multiple behaviors throughout a short period of time.

Teachers will document strategy, plans of action, and progress.

If behaviors continue to be disruptive, parents will meet with the teachers and the Head of School to come up with a formal action plan to discuss intervention strategies, concerns and consequences such as the parents picking up the child when concerns for health and safety are involved. This formal action plan will be documented and created with the parents/guardians who will acknowledge the plan with signature.

Issues involving continued concerns around safety of the child, other children or staff will result in the parent being called to pick up the child.

When all of the above have been done without progress, parents will be asked to seek other professional support in handling the issue. If Children's House Montessori does not believe we can support the best interest of the child with the best interest of the other children and staff in the school, dismissal from the program may be considered. Please see our Dismissal from Program Policy for details.

Biting Policy

Perspective on Biting

Biting is a very common behavior among children birth to three years of age. Biting is a form of communication and is usually a response to the child's needs not being met or coping with a challenge or stressor. At CHMS we believe by understanding the developmental stages of the children in our care and their individual needs, we can proactively prevent many biting behaviors by the environment that we create for the children.

We understand that children biting other children is one of the most common and most difficult behaviors to deal with in childcare settings. It can occur without warning, can be difficult to defend against, and provokes strong emotional responses in the biter, the child bitten, the families, and the caregivers involved.

For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power.

In order to alleviate some of the triggers for biting, CHMS has many practices in place that are known to help prevent incidences of biting in small children.

- **Quality Relationships:** Staff develop nurturing relationships with the children and get to know each child individually. Staff are given many opportunities for professional development to help them learn ways to build quality relationships with the children.
- **Environmental influences on child's behaviors:** Children are given opportunities to work in both small and large groups; there is a variety of work and children are taught how to share 'work'; and staff are very aware of and willing to help a child that is feeling overwhelmed.

- Targeted social-emotional supports: Children have a daily routine that they follow which consists of circle time, time to pursue own work, and snack time. Children learn early how to navigate classroom transitions in a way that helps them build confidence and alleviate stress. Staff talk about emotions/feelings through books and other work and teach strategies such as breathing and movement exercises to help children learn to calm themselves.

No matter what the cause, it is important to be aware of the potential problem before it happens. Therefore, Children's House Montessori School has developed the following plan of action to be used when biting occurs in our school.

Response to Biting – Action Plan

Before Biting Occurs:

1. All parents will receive the Biting Policy in the Parent Handbook upon the start of each school year/during enrollment.
2. Teachers will discuss biting and our biting policy at Back to School Night.
3. CHMS will create an environment that meets the developmental needs of the children. Staff will monitor and supervise all children while working and/or playing, redirect and intervene in situations where a potential biting incident may occur, and maintain an environment that elicits calm, thoughtful behavior.

When A Child Is Bitten:

For the Student who has Bitten:

1. The student who has bitten is immediately separated with no emotion, using words such as 'biting is not okay – it hurts.' We will avoid any immediate response that reinforces the biting or calls attention to the student who bit. Caring attention will be focused on the child who was bitten.
2. The student who bit will not be allowed to return to work/play for a short period of time and will be spoken to on a level which he/she can understand. "I can see that you want that truck, but I can't let you hurt him. We don't put our teeth on people."
3. The child will be directed to other work/play.
4. Staff will complete an Incident Report and notify the family of the student who bit when the child is picked up for the day.

For the Student who was Bitten:

1. Staff will separate the child who was bitten from the student who did the biting.
2. Special attention will be given to comfort the child.

3. Staff will assess the bite and apply appropriate first aid techniques such as washing the wound with soap and water and applying ice.
4. Staff will call the parent then complete an Accident report with details of the incident for parent information to be signed by the parent. A copy will be given to the parents and a copy will be kept in the student's file. We will post the report on Brightwheel as well.

When Biting Continues:

1. Classroom staff will meet with the Head of School on a routine basis for advice, support and strategy planning.
2. Staff will chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Staff will "shadow" children who indicate a tendency to bite, to:
 - a. Head off biting situations before they occur.
 - b. Teach non-biting responses to situations and reinforce appropriate behavior.
 - c. Adapt the program to better fit the individual child's needs.
 - d. Teach responses to potential biting situations: "Stop" or "That hurts!"
4. Staff will work together as partners with the parents of both children who are biting and children who were bitten to keep all parties informed and to develop a joint strategy for change. While maintaining confidentiality for both families.
5. Teachers will meet with the parents of the child who is biting to develop a written plan of action and will schedule follow-up meetings or telephone conversations as needed.
6. Prepare the parents of the child who is biting for the possibility that the child may have to be picked up early for multiple incidents in a day or be removed from the school in extenuating and severe circumstances.

BITING CONFIDENTIALITY

Children's House Montessori School will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or has bit another child.

Suspension and Dismissal from Program Policies

Children's House is committed to providing a safe, respectful, and developmentally appropriate environment for all children. In rare circumstances, it may be necessary to dismiss a student during the school year when continued enrollment is no longer in the best interest of the student, other children, staff, or the overall school community.

The school reserves the right to dismiss a student at any time during the academic year for reasons including, but not limited to, the following:

Behavioral Concerns

Persistent behavior that endangers the safety or well-being of the student, other children, or staff.

Repeated disruption of the classroom environment despite reasonable accommodations and interventions.

Aggression, physical harm, or verbal abuse that cannot be effectively addressed within the scope of the school's resources.

Parental Conduct

Uncooperative, disrespectful, or disruptive behavior by a parent or guardian toward staff, students, or the school community.

Repeated failure to comply with school policies, procedures, or recommendations.

Interference with the school's ability to operate safely and effectively.

Developmental or Educational Mismatch

Determination by the administration that the school cannot adequately meet the student's developmental, behavioral, or educational needs with available resources.

Lack of progress or severe distress that persists despite interventions and collaboration with parents and specialists.

Health and Safety

Failure to disclose medical, developmental, or behavioral information relevant to the care and safety of the child or others.

Repeated violations of health and safety protocols, including illness policies or immunization requirements.

Financial Standing

Non-payment or repeated late payment of tuition or fees without resolution or communication.

Process:

The school will make reasonable efforts to address concerns with families prior to dismissal, including documentation of incidents, parent meetings, and implementation of support strategies where appropriate.

In urgent situations involving safety or severe misconduct, immediate dismissal may occur without prior warning.

Dismissal decisions are made at the discretion of the administration and are considered final.

Notice of Dismissal: Families will receive written notice of dismissal, including the effective date. At the school's discretion, a brief explanation may be provided.

Whenever possible, the school will work with families to support and cooperate in a positive transition to another educational setting.

Annual Re-Enrollment Policy

Reenrollment in CHMS is not automatic and is subject to annual review as each applicant re-applies annually for the school year. Parents also must enroll in summer camp each year. We do not offer rolling enrollment so annual re-enrollment is essential for having a spot at Children's House Montessori School.

To ensure alignment with the school's mission, values, and educational environment, Children's House reserves the right to determine eligibility for reenrollment each academic year. This policy outlines the conditions under which reenrollment may not be offered to returning families.

The school may, at its sole discretion, choose not to offer reenrollment to a student for the following year based on any of the following considerations:

- Educational or Developmental Needs: The school determines it cannot adequately meet the academic, social, emotional, or developmental needs of the student within the scope of its program.
- Conduct and Behavior: Patterns of behavior by the student or family that are disruptive, disrespectful, or inconsistent with the values of the school.
- Parental Partnership: Lack of constructive collaboration between the family and school, including repeated disregard for policies, procedures, or recommendations made in the interest of the child.
- Financial Standing: Unresolved tuition payments, late fees, or other outstanding financial obligations.

- Space Availability: In rare cases, limited space or program changes may affect availability for reenrollment.

Families who are not offered reenrollment will receive written notice at least one month prior to the new program's beginning. The school is not obligated to provide detailed reasons for the decision but may choose to do so at its discretion. All decisions regarding reenrollment are made by the administration and are final.

Release of Children Policy and Pick Up and Drop Off Procedures

Release of Children

- Your child will only be released to the people you authorized via Brightwheel. If someone who is not authorized attempts to pick up the child, a parent/guardian and the police will be contacted.
- In the event of an emergency, a person who was not previously authorized may be able to pick up your child, if you or another parent/guardian calls the school and provides the person's name. Before the release of your child, we will check the person's state-issued identification card and take a picture of the card for our records.
- If a staff member is not outside to release your child, please ring the door bell at the front door so we are able to bring your child out to you. If a staff member is outside, please make sure you make contact with the staff member and allow them to see your face. You are required to get out of the car for us to release the child into your care.
- If someone is authorized to pick up your child and unknown to our staff, he or she will be required to show a state-issued identification card before the release of your child. A picture of the card will be taken and kept for our records. As we have varying staff at any given time, even those who have picked up before may need to show identification again.
- Children will only be released to custodial parents unless previous arrangements have been made. Court documents detailing custody arrangements are to be provided. If a non-custodial parent who is not authorized to pick up your child attempts to do so, the custodial parent/guardian and the police will be contacted.
- If an authorized person appears intoxicated or under the influence of drugs or alcohol an emergency contact will be called. The police will be notified if the person departs with the child.

Before Care Drop-Off

If your child is signed up for Before Care (7am-8am), please ring the doorbell for entry. A staff member will get your child from the door. Before Care starts promptly at 7:00 am, no child will be permitted to attend before 7:00 am. If you would like your child to have breakfast, please let us know in advance so we can purchase the correct serving of food. Any child arriving after 7:45 am will not receive breakfast as there is not enough time to serve the child and transition them for the school day.

Drop-Off for School Day

Our school day begins at 8:00 am. The ideal drop-off time is between 8:00 am – 8:40 am so that your child can have time to settle in and start their work cycle. During this time, teachers will be awaiting the arrival of students. Teachers can help you get your child out of the car and our teachers will bring them into the building to start their day. Our drop-off system is a carline where cars will pull along the curb in the front of the building and drop-off their children. Please refrain from parking for extended periods of time in the carline so that we can continue the flow of traffic. After 8:40 am, you will have to ring the doorbell and wait for a staff member to answer the door to drop-off your child.

We know that transitions can be hard, but we encourage parents to drop their child off at the front door and let them go inside with their teachers. Parents coming into the building at drop-off can make transitions harder for their children and be disruptive for other children in the classroom.

Pick-Up: 12 pm Dismissal

If your child is contracted until 12:00 pm, please arrive shortly before 12:00 pm to pick up your child. Late fees will occur shortly after 12:00 pm if a child is not picked up. Please ring the doorbell and we will bring your child to the front door to you. You **MUST** get out of the car and show a staff person who you are before we will call the child for pick-up. Do not assume that all staff members know you, your car or who you are picking up. All children must be buckled in by their parent or pick-up person. CHMS staff will **NOT** buckle your child into the car for you. All pick-ups are required to have appropriate child car seats for each child in the car or the child may not be released to you.

Always make sure the person picking up is on your Authorized Pick-Up list in Brightwheel as children will **NOT** be released to anyone who is not on this Authorized Pick-Up list. You can specify in our school year forms and also check and add or remove authorized pick-ups on Brightwheel at any time in your child's profile. Do not forget to add it to all profiles if you

have multiple children. Staff reserve the right to ask for identification at any time so always make sure your pick-up person has a photo ID on them.

Pick-Up: 3 pm Dismissal

If your child is contracted until 3:00 pm, please arrive shortly before 3:00 pm to pick up your child. Late fees will occur shortly after 3:00 pm if a child is not picked up. 3:00 pm pick-up will operate more like our drop-off carline where cars will pull along the front of the building. You MUST get out of the car and show a staff person who you are before we will call the child for pick-up. Do not assume that all staff members know you, your car or who you are picking up. All children must be buckled in by their parent or pick-up person. CHMS staff will NOT buckle your child into the car for you. All pick-ups are required to have appropriate child car seats for each child in the car or the child may not be released to you.

Always make sure the person picking up is on your Authorized Pick-Up list in Brightwheel as children will NOT be released to anyone who is not on this Authorized Pick-Up list. You can specify in our school year forms and also check and add or remove authorized pick-ups on Brightwheel at any time in your child's profile. Do not forget to add it to all profiles if you have multiple children. Staff reserve the right to ask for identification at any time so always make sure your pick-up person has a photo ID on them.

After Care Pick-Up

After 3:10 pm, children will be taken to their respective after care rooms. During after care, please ring the doorbell and we will bring your child to the front door to you. You MUST get out of the car and show a staff person who you are before we will call the child for pick-up. Do not assume that all staff members know you, your car or who you are picking up. All children must be buckled in by their parent or pick-up person. CHMS staff will NOT buckle your child into the car for you. All pick-ups are required to have appropriate child car seats for each child in the car or the child may not be released to you.

Always make sure the person picking up is on your Authorized Pick-Up list in Brightwheel as children will NOT be released to anyone who is not on this Authorized Pick-Up list. You can specify in our school year forms and also check and add or remove authorized pick-ups on Brightwheel at any time in your child's profile. Do not forget to add it to all profiles if you have multiple children. Staff reserve the right to ask for identification at any time so always make sure your pick-up person has a photo ID on them.

Late Pick-Up Fees

Late fees will incur if you pick up your child after your contracted time. Each minute after will incur a \$1 fee.

Health, Safety and Illness Policies

Proof of a Physical

All students are required by state licensing to have proof of a physical each year. These physical forms must be signed and dated by a physician. Physical forms must include a list of immunizations as required for the child's age as recommended by the Dept. of Public Health. (See <https://www.cdc.gov/vaccines/hcp/imz-schedules/child-adolescent-age.html>) If a child has not received required immunizations there are three options: create a written plan for completing the immunizations in a timely manner with Children's House Montessori School administration, a formal letter from your child's doctor stating that the child cannot receive the immunizations for medical reasons, or a formal notarized statement that vaccinations are against the parent or guardian's religious beliefs. The state also requires proof of blood lead testing at 12 months old and 24 months old no matter what state the child resides. If your child has not gotten lead screening due to a parent or guardian's religious beliefs, an affidavit from the Delaware Division of Public Health, signed by the parent or guardian stating that the screening is contrary to their religious beliefs is required for this exemption. Failure to provide this documentation within 30 days of enrollment could result in dismissal from care.

Illness Policy

Our FULL illness policy can be found in the [Appendix](#).

Please let the school office know if your child has been diagnosed with any illness so we can communicate this with our parent body. In the event of illness the child will be removed from the classroom and taken to the office (head of school, business manager, or staff room) and the parent will be called to pick up the child. Children's House Montessori School reserves the right to exclude a child from care if they deem a child may have an illness that could affect the health and safety of the child, other children in care or staff.

We strongly encourage and participate in frequent handwashing. We use a cleaning solution of soap and water followed by a mild bleach and water solution (1 Tbsp. bleach per quart water) or other disinfectant/sanitizer solution. Staff use gloves for food prep and serving and whenever they are involved in toileting or diapering procedures.

NOTE: Due to licensing regulations children must be provided with active outdoor play time daily (See Outdoor Weather Policy). We cannot exclude children from this policy due to parental concern or requests without a written note from a health professional explaining the medical exclusion. Children who cannot fully participate in the program should not be

exposed to others and staffing ratios cannot be compromised for the care of an individual child.

Health Exclusions from Care

Exclusions and Restrictions include but are NOT limited to:

- Uncontrolled coughing, unusual lethargy, wheezing, difficulty breathing, persistent crying, abdominal pain, blood in the stool, open sores, unexplained sores, hives, or rash until the symptoms cease or a health care professional states in writing the child is not contagious.
- Fever above 100.5 until fever free without medication for 24 hours.
- Vomiting until the child has not vomited for 48 hours or a health care professional states in writing the child is not in danger of dehydration and not contagious.
- Uncontrolled diarrhea not contained – 1 or more episodes until it is controlled OR excluded for 48 hours if accompanied by a fever. If uncontrolled diarrhea is a common occurrence, Children's House Montessori School may request a note from the doctor about your child's condition.
- Rash with fever or mouth sores until they are gone or a health care professional determines in writing the condition is noninfectious.
- Scabies, Impetigo, Purulent conjunctivitis, strep throat until 24 hours after treatment.
- Head Lice or nits (eggs) until 24 hours after treatment AND the child has had all nits removed from their hair. If nits are found in the child's hair after treatment, they will be sent home. With any suspicion of head lice, we reserve the right to send a child home until we know that they are not contagious.
- Chicken pox or shingles until lesions are crusted or dried (generally 6+ days).
- Measles (4 days), Hepatitis A virus (7 days), Pertussis (5 days), Rubella (7 days), Mumps (5 days) (after onset) or health care professional states in writing the child is not contagious.
- Hand, Foot, and Mouth Disease until no rash is present or health professional states in writing that the child is not contagious.

Communicable/Contagious Disease or Condition Policy

Children with a reportable communicable disease will not be admitted for care, unless your child's doctor provides documentation stating your child has been evaluated and presents no risk to himself/herself or others or the Division of Public Health (DPH) has advised me that your child presents no risk to others.

For information regarding reportable communicable disease, please view DPH's website, <http://www.dhss.delaware.gov/dhss/dph/dpc/rptdisease.html>. If your child's doctor states your child may return but DPH states that your child may not, our staff will follow DPH's instructions.

If your child is exposed to a communicable/contagious disease or condition while in care, you will be notified and given information on the symptoms of the disease or condition.

Accidents, Injuries and Serious Incidents

- If your child becomes injured, is bitten, or involved in a physical altercation with another child, emergency action will be taken to protect your child from further harm and you will be notified.
- If your child receives a serious injury, you will be notified immediately. Per licensing regulations, a serious injury includes any impact to a child's head. Therefore, if your child falls and bumps his or head, lips, mouth, or face you will be notified immediately.
- An accident/injury or incident report will be completed and provided to you within one business day and a copy of this report will be kept in your child's file.
- You will be notified of less serious accidents/injuries before your child is released at the end of the day. Less serious injuries include bumps, scrapes, and scratches.
- If your child has a life-threatening injury or illness or a serious medical incident such as a seizure, allergic reaction, burn, drowning, etc., you will be notified immediately after an ambulance is contacted and you will receive an incident report. If you are unable to be reached, your child's emergency contact listed on the information card will be notified.
- You will be required to sign the report as proof that you were notified of the accident/injury/serious incident
- If you choose to get care for your child after an accident or injury, please notify the school and provide any follow-up documentation from the doctor's visit.

Sanitation Policy

All teachers are trained in proper hygiene practices, which include hand-washing procedures, standard precautions, cleaning, sanitizing, disinfecting, safe food handling, and diapering procedures. Each classroom is thoroughly cleaned and disinfected according to licensing regulations. To prevent the spread of infections and viruses, equipment and toys used by infants and toddlers are to be cleaned and disinfected daily. The non-porous toys and play equipment in the other classrooms are cleaned with soap and water and then disinfected weekly or more frequently if needed. Our Head of School

routinely checks each classroom to ensure staff members are using the training that they received.

Food and Nutrition Policies

Children's House serves your child healthy snacks that are in accordance with the guidelines detailed below. We encourage you to take these into consideration when packing lunches for your child.

As peanuts and tree nuts are very common allergens, we at Children's House Montessori School are committed to providing a **nut-free** school environment. Please help us in this mission to keep our children healthy and safe by refraining from packing or providing food with peanuts or tree nuts. Fun alternatives are sun butter products or sesame butter products.

If your child is unable or it is your preference for them not to participate in group snack at school, please coordinate individual snacks with your child's teacher.

According to the Delaware Department of Education (DOE) and the Office of Childcare Licensing (OCCL), the following guidelines should be considered for children one year of age and older:

- All juice MUST BE 100% fruit or vegetable juice (Check the labels to verify) No more than one serving per day.
- If serving dairy milk, children 12-23 months should be served whole milk
- If serving dairy milk, children 24 months should be served fat-free or 1% milk
- When possible, serve whole grain products.
- Cereal should not contain more than 6 grams of sugar.
- Snack calendars in every classroom with serving sizes and AM/PM snacks listed.
- The following food groups should be included in a child's meal: protein, whole grains, vegetables, and fruit.
- Please note that candy and other highly sugared foods are not appropriate for daily consumption, but permitted for class celebrations

Each classroom is equipped with a refrigerator to store lunches and a microwave to warm up lunch. Please bring a labeled, refillable water bottle for your child each day to provide accessible hydration throughout the day.

CHMS assigns weekly snack families for each classroom as a part of our Co-Op program. Families will rotate throughout the year in each classroom. Teachers will post snack menus at least weekly with portions determined by the age of the children in their classroom.

If you have any questions about specific meal ideas please feel free to talk to your child's teacher.

Choking Hazards (Food): Please be mindful of larger seeds, large chunks of cheese or meat (particularly hot dogs or sausage with casing), butters, whole grapes, hard raw vegetables and fruits (like apples and carrots), ice cubes, raisins, popcorn, hard, gooey or sticky candy and gummy items as they can be choking hazards for young children. For the safety of your child please cut foods into bite sized, manageable pieces.

Safety Policy and Procedures

Safety is very important to our school and essential for providing quality care to your children. Our safety measures include but are not limited to:

- All of our staff members are thoroughly screened, highly trained, and have successfully completed a comprehensive criminal background check through the State of Delaware and any other applicable states. All lead teachers during the school year are Montessori-trained or attaining Montessori certification.
- Our building has a safety plan in place to ensure unauthorized people do not have access to your children. We have a lock system on our door that can only be accessed with key cards given to authorized staff from the outside or through a safety button on the inside.
- We also utilize a visitor sign-in sheet so we are aware of visitors in the building.
- Our classrooms are set up to be kid-friendly and hazard free.

Medication Policy

There are staff members who are certified by the Office of Child Care Licensing (OCCL) to administer medication on site at all times. OCCL considers anything other than soap and water to be medication. Before administering any medication, you must complete a Medication Administration Record (MAR) and include all of the required information listed on the form. Medication must be in its original container and labeled with your child's name. When your child no longer needs the medication or the medication has expired, we will return the medication to you.

In order to comply with the Americans with Disabilities Act, we will make reasonable accommodations for children with medical needs. If your child needs accommodations, please speak with our Head of School to discuss your request.

All medications including sunscreen, bug spray and diaper cream will be returned at the end of the school year and the end of the summer. You can also request the medication at any time to be returned to you. We will also return empty medication containers and

expired medications. We will do our best to alert you if your child is running out of a medication or if the medication is expiring soon. Depending on the medication, a new MAR may be required.

Sunscreen, Bug Spray and Diaper Cream Policy

Sunscreen, Bug Spray and Diaper cream are considered medication by the Office of Child Care Licensing and require a Medication Administration Record (MAR) just like every other medication. Please see our Medication Policy for more details on this topic. Please make sure the sunscreen, bug spray and diaper cream are labeled with your child or family's name. Students are not permitted to share.

We will apply sunscreen and bug spray each day after nap or quiet time if we have a MAR for your child and you have provided us with these products for your child. We will continue to monitor the UV index in our determination to apply.

All students should come with sunscreen and bug spray already applied for the morning.

Please discuss with your child's teacher and include instructions on MAR about when to use diaper cream on your child.

Weather and Outdoor Play Policy

Children will play outdoors daily when there is no active hazardous precipitation and when weather and air quality conditions do not pose a significant health risk to children as identified by the National Weather Service.

Children's House has access to NOAA weather radio announcements and will check and verify through the National Weather Service website about conditions in our zip code area if weather conditions warrant. Please dress children appropriately.

NOTE: Due to licensing regulations children must be provided with active outdoor play time daily. We cannot exclude children from this policy due to parental concern or requests without a written note from a health professional explaining the medical exclusion. Children who cannot fully participate in the program are asked to stay home and or reconsider the program as staffing ratios cannot be compromised for the care of an individual child.

Please dress your child appropriately for the weather. Weather conditions change consistently throughout the day and we want children to be prepared for the opportunity for outdoor play. If your child is not dressed appropriately for the weather (including but not limited to not having a coat in cold temperatures, wearing shorts in the winter, etc), you may be asked to pick-up your child from care or provide the appropriate attire.

Lost and Found Policy

Found items will be returned to the proper party if properly labeled with the child or family's name. We will post found items with no identification on Brightwheel so that they can be claimed by the proper family. We will keep found items with no identification for two weeks after posting the item, then the item will be donated to our extra clothing supply or donated to a charitable donations organization.

Transition Policy

Transition Into the Program

At Children's House Montessori School, we recognize how important new beginnings are in each child's development and to each child's family. With this in mind, we make transitions as smooth as possible by slowly integrating children into our school from home or from another child care program.

Parents are given opportunities to meet staff and learn about the school program during tours, at Open Houses, Back to School Nights and other events that allow us to open our school to our families.

Transition from Toddler to Pre-Primary

Transitioning from our Toddler classrooms to our Pre-Primary classrooms is a big step in a child's Montessori journey. It is our policy that students are moved up at the start of the school year as transitioning a child mid-year can be contrary to their best interest.

We do our best to help parents and children prepare for the transition starting the school year prior. Our Open House provides parents with an overview of the transition and a chance to meet our Pre-Primary teachers. The Toddler teachers and Pre-Primary teachers work together to discuss expectations of moving up with the students and families. Toddler students have the opportunity to do short visits in each of the Pre-Primary classrooms towards the end of the school year to discover their potential new classrooms.

Our staff send out Pre-Primary expectations for the children to parents to help them prepare for the start of the school year.

Transition Out of the Program

Children's House Montessori School works cooperatively with the transition to another school, school district, or facility. Parents give written permission to their new school to release requested records. The new facility/school requests specific records from

Children's House in writing for the child's admission including the parent permission to release these records. Children's House administration/office staff will send copies of requested information to the new facility/school. Records requested generally include progress reports and medical records. A letter is included from the Children's House office stating child's history with the school (classes and levels attended), attendance for the past school year or time to date, disciplinary status, and participation of the family in the life of the school. Children's House staff will fill out specific forms requested by the new school/facility upon request and are also open to phone conversation concerning the child's academics and status with the school or within the classroom.

NOTE: Children's House releases requested records only when the family is in good financial standing and their account is up to date.

Nap Policy

We offer nap and quiet rest time to all children regardless of classroom. Children are NOT required to nap but will take this time to rest their body, read a book or another individual and quiet activity. Due to the age of the children in our program, children are given a foam mat that lays on the ground. They then put their sleep mat (with pillow and blanket) over our foam mats for a comfortable rest time. Permissions are required, please see our school year form for more information.

Potty Training Policy

We try to "follow the child" in all things, including potty training. If a child shows interest in the potty, we will begin letting them try to use the potty, encourage them to help us wipe, and pull clothes down/up. We coach the children in doing many of these tasks themselves as they gain confidence in the potty. We also want to follow potty training practices used at home as much as possible. So, if there are things you're doing at home with potty-ing, we'll do our best to mirror it at school.

Some exceptions will apply, such as, taking a child every 20-30 minutes for an extended period of time. This is less potty-training and more just catching a child at the right time.

If a child doesn't yet have the body awareness to tell it's "time" to go, they may not be ready to be independent in their potty use. Some children are totally ready at 18 months and some wait until age 3! Every child and family is different, and you should discuss with your child's teacher the best plan to encourage potty-training.

During this period, please be sure to pack as many full outfit changes of clothing as possible. It is highly recommended to have multiples of all clothing items even down to socks and shoes. Accidents happen even when we do our best to prevent them.

To aid in potty-training, please pack or send your child in diapers or pull-ups with straps that can be re-fastened. This makes trips to the bathroom more efficient for children and teachers. A good brand for this is the actual Pull-Up Brand.

School and home training may be quite different due to trips to the bathroom and distance to the bathrooms, potty sizes and shapes, privacy, peer distractions. Please be patient as some children take longer at school to be fully trained.

Screen Time Policy

Being Montessori in nature, we do not usually utilize screen time in our programming. This is evident from the lack of actual screens in our building. Periodically, children over two years of age may view an educational program on a screen with written parent/guardian permission. The program will be age-appropriate and limited to one hour or less. We do not permit gaming devices, tablets, smart phones, etc. to be used and are not responsible if they are lost or stolen. This does not include assistive technology.

Photographing and Videotaping Children

To document your child's day, we often provide pictures and videos via Brightwheel and in classroom newsletters. We also ask permission if we can use any pictures or videos of your child for marketing purposes. It is up to the discretion of the parent or guardian and permission with signature is needed for this.

Inclusion and Non-Discrimination Policy

Children's House Montessori School provides opportunities for all children and staff to actively participate in all aspects of the program. Children with special needs or disabilities (medical as well as developmental) and children who are developing typically will be together in classrooms to support and enhance all children's opportunities for learning.

Families are requested and encouraged to share with the school and staff any special needs of their children (medical, language barriers and developmental needs) as well as up to date formal reports and education plans (Ex.: IEP or IFSP, allergy action plans) so that staff may adequately and professionally meet their academic, medical, and developmental needs. Children can grow and develop to their maximum potential when families and

school staff work as a team. Without openness staff cannot meet the needs of children within the scope of their abilities. Staff members are aware of the shared, identified and/ or diagnosed special needs of individual children when they are directly involved with the children and trained to follow through on specific intervention plans. Family members are involved and included in the development and use of Family Service Plans or Individual Education Plans.

All teachers have knowledge and training in inclusion best practices. Ours is an environment in which all children are valued and respected in order to support their optimal learning and development.

Any information shared with the school and essential staff is kept completely confidential and used solely for the purposes of the child's successful learning experience.

Children's House Montessori School includes many cultures, races, religions, and ethnic traditions reflected in the staff, student, and family population. We encourage and invite families and staff to share their backgrounds and traditions with the classrooms and respect the privacy of each individual.

Children's House Montessori School is open to all students and staff regardless of race, color, creed, religion, gender, sexual orientation, marital status, national origin, or disability.

Mandatory Reporting of Child Abuse and Neglect Policy

We are required by law to report suspected child abuse and neglect to the Division of Family Services in the Department of Services for Children, Youth and Their Families. Our first priority is to make sure your child is safe and his or her needs are met. Our staff members have each been trained to recognize signs and symptoms of child abuse and neglect.

Confidentiality Policy

We require written parent/guardian permission before we will disclose or use any of your child's information to others. Our staff members who work with your child will only receive the necessary information regarding your child to ensure your child's needs are met. Please note that employees of the Office of Child Care Licensing and those with other duties related to the health, safety, and well-being of children that are so authorized will be given access to your child's information for official use.

Appendix

CHMS Parent Co-op Program

1. Remember that every moment spent participating in Co-Op helps provide a better community, enriches your child's experience here and helps your family prepare for school involvement for years to come! In their classroom every day, children are learning how to take care of themselves, their friends, their work and their community. Co-Op is how parent can participate in the whole family's Montessori education!
2. There is a place for every parent to participate in our school. What makes Co-Op successful is not necessarily the quantity of involvement, but that each member fulfills what they sign up for.
3. We'd love to have people who are willing to take on a project from a leadership standpoint, but realize time is a parent's most precious resource! For those who want to take on something "big" we are incredibly appreciative, but we also need weekly laundry help and snack helpers, parents to help with parties, library books, and even the occasional landscaper's eye. There are many ways to get involved.

25 hours of Co-op is required per family for the 2025-2026 academic year. If you choose not to volunteer your time, you are responsible for the monetary equivalent which is \$15 per hour of remaining Co-Op.

Opportunities to practice Grace and Courtesy

For the school:

- Our Back to School Nights or Parent Meetings - *1 hour*
- Filling out Ages & Stages Forms each year – *4 hours*
- Filling out surveys and other communication opportunities - *1 hour*

For your classroom:

- Become a Homeroom parent!!! (*Ask your teacher what they're looking for*) - *hours worked*
- Cutting, copying, weekly animal care, fridge-cleaning, etc. - *1 hour or however long you spend doing the job*
- Teacher Appreciation – *details with Parent Committee when formed*

For the community:

- Clothing swap – *1 hour per 10 items of clothes, maximum of 3 hours can be earned*
- Food, item or clothing drives – *various opportunities throughout the year, information will be included*
- Other opportunities for community involvement are always encouraged and welcomed, please reach out to the Head of School to collaborate.
- A monthly newsletter will be sent out with odd jobs for hours.

Opportunities to practice Care of Environment:

For the school:

- Parent to laundry classroom wash rags (Over the weekend- take on Friday) – *1 hour*

For your classroom:

- Bring class snack when it's assigned to your family – *3 hours*
- Parent to launder work mats monthly or more frequently at the discretion of the teacher (Over the weekend- take on Friday) - *2 hours*
- Pet care in your child's classroom – *winter break extended holiday = 5 hours*

Opportunities to practice Care of Self:

For your classroom:

- Library parent to check out books monthly based on season, holiday, or themes provided by teachers– *1 hour*
- Coordinate with your teacher to come into the classroom and share something with us! – *Unlimited*
 - Culture, clothing, crafts, or just tell us about your job!! ANYTHING (kids love when parents come into the classroom!)
 - Do you celebrate holidays? Come tell us about them!
 - Do you make soap? Or scarves? Special hobby or passion? Show us!
 - Are you a doctor or nurse or vet? We would love to learn more about what you do!
 - Are you a runner? Show us how to race around the playground!
 - Do you play an instrument?? Bring it in for a mini concert!!
 - Be a Mystery Guest! (Share a book, craft, culture, talent, hobby, etc..) - *1 hour*
- Classroom celebrations – *keep an eye out for signups!*
- Halloween, Diwali, Thanksgiving, Winter Holidays, Valentine's Day, Lunar New Year, St. Patrick's Day, Spring Egg Hunt

Opportunities to practice Control of Movement:

- Weeding flower beds outside the building (anytime- no inside access needed) - *1 hour or however long you spend*
- Planting flowers or vegetables (in season) – our students love taking care of plants on the playground. Deferring the cost of this labor is a huge help. - *1 hour or however long you spend doing the job*
- Walk the nature trail, help with weeding and maintenance, pick up trash or remove debris and fallen limbs on the trail - *time spent*
- Extra handy work around the school – *time spent*

Big disclaimer: *Co-Op is not meant to be punitive or a burden on families – rather a positive exercise in being a part of our school community. If there is a financial hardship in regards to Co-Op, please reach out to Ms. Katie*



CHILDREN'S HOUSE MONTESSORI SCHOOL

Respect • Nurture • Educate • Inspire

Illness Policy

All students are required by state licensing to have proof of a physical each year. These physical forms must be signed and dated by a physician. Physical forms must include a list of immunizations as required for the child's age as recommended by the Dept. of Public Health. (See <https://www.cdc.gov/vaccines/hcp/imz-schedules/child-adolescent-age.html>) If a child has not received required immunizations there are three options: create a written plan for completing the immunizations in a timely manner with Children's House Montessori School administration, a formal notarized letter from your child's doctor stating that the child cannot receive the immunizations for medical reasons, or a formal notarized statement that vaccinations are against the parent or guardian's religious beliefs. The state also requires proof of blood lead testing at 12 months old and 24 months old no matter what state the child resides. If your child has not gotten lead screening due to a parent or guardian's religious beliefs, a certificate signed by the parent or guardian stating that the screening is contrary to their religious beliefs is required for this exemption. Failure to provide this documentation within 30 days of enrollment could result in dismissal from care.

Please let the school office know if your child has been diagnosed with any illness so we can communicate this with our parent body. In the event of illness the child will be removed from the classroom and taken to the office (head of school, business manager, or staff room) and the parent will be called to pick up the child.

Exclusions and Restrictions include but are NOT limited to:

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- Fever above 100.5 **until fever free without medication for 24 hours.**
- Vomiting until the child has not vomited for 48 hours or a health care professional states in writing the child is not in danger of dehydration and not contagious.
- Uncontrolled diarrhea not contained – 1 or more episodes until it is controlled OR excluded for 48 hours if accompanied by a fever. If uncontrolled diarrhea is a common occurrence, Children's House Montessori School may request a note from the doctor about your child's condition.
- Rash with fever or mouth sores until they are gone or a health care professional determines in writing the condition is non infectious.
- Scabies, Impetigo, Purulent conjunctivitis, strep throat until 24 hours after treatment.
- Head Lice or nits (eggs) until 24 hours after treatment AND the child has had all nits removed from their hair. If nits are found in the child's hair after treatment, they

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- Chicken pox or shingles until lesions are crusted or dried (generally 6+ days).
- Measles (4 days), Hepatitis A virus (7 days), Pertussis (5 days), Rubella (7 days), Mumps (5 days) (after onset) or health care professional states in writing the child is not contagious.
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