



corvallis
MONTESSORI
school

Family Handbook

2023-2024

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TABLE OF CONTENTS

I. INTRODUCTION	5
Mission Statement	5
Organization	5
AMI Recognition	5
History and Philosophy of the School	5
II. ADMISSIONS POLICY	7
Statement of Non-Discrimination	7
Student Enrollment Contract	7
Waiting List	7
Student Records	8
III. TUITION POLICY	8
Returned Check Policy	8
Trial Period	9
Early Withdrawal	9
Change in Registration	9
Emergency Closure Policy	9
IV. ARRIVAL AND DISMISSAL PROCEDURE	10
School Hours	10
Arrival	11
Late Arrival	13
Dismissal	14
Late Pick-Up	14
Visitor Policy	14
School Closures Due to Inclement Weather	16
Attendance	16
Parking	17

V. COMMUNICATION	17
Messages	17
Parent Newsletter	17
Parent Guidelines for Social Media	18
Parent/Teacher Conferences	18
Parent Connection Events	18
Grievances	18
VI. HEALTH AND SAFETY POLICIES	19
Individual Health Needs	19
Immunization	19
Illness and Infectious Disease	19
Medication at School	21
Safety drills	21
Medical Emergencies	22
Emergency Contact Information	22
Integrated Pest Management	22
Sun-screen	23
Child Abuse and Neglect	23
VII. CLASSROOM AND PLAYGROUND MANAGEMENT	23
Classroom Ground Rules	23
Playground Ground Rules	24
Family use of CMS Playpark	25
Behavior Management	25
Adult-Child Interaction	25
Referral Services	26
Clothing, shoes, toys and jewelry	26
Lost and Found	27
Morning Snack	27
Lunch	27
Milk Program	28
Nap	28
Special Activities	29

Birthdays	29
VIII. PARENT INVOLVEMENT	30
Parent Participation Program	29
Emerging Readers Program	30
Spring Clean-up Day	30
Classroom Observations	30
School Social Events	30
Community Gathering	31
Holiday Celebrations	31
Community Service	31
CMS Parent Library	31

I. INTRODUCTION

Mission Statement

Corvallis Montessori School provides a safe, loving, and nurturing Montessori community for the children of the mid-Willamette Valley where they can learn and practice independence, compassion, respect of others, and a lifelong love of learning.

Organization

The Corvallis Montessori School operates as a non-profit 501c (3) corporation. The school has a Board of Directors, comprised of community members, past parents, and current parents. The Board is responsible for the financial stability of the school.

AMI Recognition

CMS is recognized by AMI (Association Montessori International). As a recognized member of the AMI, we pledge to represent the Corvallis Montessori School truthfully and accurately to our parent community, our staff, and to the general public.

History and Philosophy of the School

The school is dedicated to the philosophy and principles of Dr. Maria Montessori, a pioneer in the scientific study of child development.

Dr. Montessori's work in medicine and anthropology during the early 20th century led her to conclude that the child learns best in a home-like setting where the learning environment is filled with developmentally appropriate materials to provide hands-on experience. This approach contributes to the growth of self-motivated, independent learners.

Corvallis Montessori School adheres to these founding principles:

- That children should be respected as different from adults and as individuals who are different from one another.
- That the most important years for learning are from birth to six.
- That each child “creates” herself or himself through purposeful activity.

- That each child possesses unusual sensitivity and mental powers for absorbing and learning from his/her environment, which includes people as well as materials.

The Corvallis Montessori School was founded in Corvallis in 1967 by a group of parents. The school purchased our existing building (formerly a church) in 1994. The school is recognized as upholding the standards of the international Montessori association, AMI. The guiding principles that the school adheres to in its classroom and educational programs are:

- All children are individual learners
- The classroom environment and its careful preparation are vital to the child's success in the classroom
- Mixed age-groupings enhance the child's learning experience by providing the opportunity for role-modeling and mentoring relationships
- Freedom of choice within clearly defined limits supports the development of the individual to his/her maximum potential
- Parent involvement enhances the sense of community in the school and supports the staff
- Professional development is essential to the continued vitality of engaged and inspiring teachers
- Service-learning connects students to the world outside the classroom.

At CMS, we accentuate the positive. We focus on respect for each other and the environment. The teachers respect each individual child as having the capability to make good choices with direction from the teacher. The staff is trained through their Montessori training to help the child take responsibility for their actions. The prepared environment enables each student to be responsible for their actions in the classroom. Program personnel are expected to support the student's social and emotional needs by engaging in the following strategies for managing behavior and support learning:

- Ask open-ended questions and engage in frequent conversations with the children
- Supervise children by being in close physical proximity of sight and/or sound
- Engaging with the children in a variety of activities
- Using positive comments and encouragement
- Acknowledge and validate the children's emotions

- Focus interactions on children's activities and interests

Corvallis Montessori School encourages the development of the whole child. Reading, writing and mathematics are all important. So, too, are grace & courtesy, social development, and care of the environment. We ask that everyone who enters our doors help support each other by showing respect, responsibility, and resourcefulness.

II. ADMISSIONS POLICY

Admission to the TODDLER HOUSE: children must be at least 15 months old, be able to carry a tray while walking, and understand simple directions.

Admission to the TODDLER TRANSITION PROGRAM: All children must be at least 30 months of age upon entering the program, or have completed the Toddler program.

Admission to the PRIMARY PROGRAM: A child must be at least 3 years of age upon entering the program. All children are expected to be independent in toilet use and have the ability to care for their own personal needs.

Statement of Non-Discrimination

The Corvallis Montessori School admits students regardless of race, color, gender, religion, national or ethnic origin, to all rights, privileges, and activities made available to the students of the school. It does not discriminate on the basis of race, color, gender, religion, national or ethnic origin, disability, or marital status in the administration of its educational policies, admission or hiring policies, and other school programs.

Student Enrollment Contract

No student will be considered enrolled until a completed enrollment packet has been submitted online via Parentsweb, a FACTS payment plan has been set up, and accompanied by the enrollment fees. This assures your child's place at Corvallis Montessori School. The CMS Registration Contract that parents sign and submit is a binding contract for the academic year.

Waiting List

If space is unavailable at the time of application, the child will be placed on our waiting list. Children will be offered enrollment on a first come, first served basis as space becomes available, excepting siblings of currently enrolled students who will have priority for openings. Applications are not transferable to siblings or another child. If enrollment is offered and

declined, the application will be withdrawn or reassigned to the bottom of the waitlist, per parent preference.

Student Records

Information contained in a child's record shall be considered privileged and confidential. Parents have the right to inspect and review the student's education records maintained by the school. The Corvallis Montessori School will not distribute or release information to anyone not directly related to the child without written consent of the child's parent(s), according to the regulations under the Family Educational Rights and Privacy Act (FERPA). For additional information on FERPA please visit: <http://www2.ed.gov/policy/gen/guid/fpco/ferpa/parents.html>. All student record requests must be processed through the Administrative Assistant.

III. TUITION POLICY

The school's expenses are not diminished by a child's absence; therefore, CMS does not adjust tuition and/or aftercare fees for illnesses, voluntary absences including family vacations/travel, emergency or weather related closures. All Registration Contracts are for the full academic year. Parents are responsible for the annual tuition according to the terms of the signed contract.

Tuition

CMS contracts with an outside party, FACTS, to manage billing and offer online payment. All parents are required to establish a FACTS Service Agreement prior to their child's start date, and maintain the account with a valid bank account or credit card for making payments per the payment schedule.

Any payment not received and posted to the FACTS account within 10 days of the payment due date will be assessed a \$25 late fee, in addition to any late or insufficient funds fees applied by FACTS.

Any student with a tuition payment account in arrears more than 30 days will be unable to attend school until the account is current. Tuition will not be adjusted for any missed attendance.

Payments should be made online via your FACTS account. If it is necessary to make a payment directly to the school, parents may deposit tuition checks in the payment box located in the foyer of the school. A \$20 service fee will be applied for handling of onsite tuition payments. Payment must be made at least 5 business days before the FACTS payment due date in order to allow for processing and posting to your FACTS account. We cannot re-enroll any student who has a tuition balance due from a previous school year. All balances must be paid by June 30, the end of our fiscal year.

Returned Check Policy

There is a \$35.00 bank charge for checks returned to Corvallis Montessori School. A check may be redeposited at your request but if it is returned a second time, there will be an additional \$35.00 bank charge.

Trial Period

The first thirty (30) calendar days of a child's attendance at CMS will be a trial period. During that time, the teacher will observe the child and notify the parents if s/he is having difficulty adapting to the classroom environment. After attempts have been made to work with the child and parents, the Head of School reserves the right to ask that the child be withdrawn. In the rare situation that a child is asked to leave CMS during the trial period, the contract will be vacated and tuition will be refunded, prorated to the number of days in attendance.

Early Withdrawal

Should you decide to withdraw your child during the school year you remain responsible for the full annual tuition outlined in your signed contract. A Contract Release Application is available and can be requested at the front desk. The Financial Oversight Committee of the Board of Trustees reviews all Contract Release Applications. In the event a contract release is granted, a contract release fee of \$500 will be assessed. Grievances with regard to this policy may be filed in writing with the school Treasurer.

Change in Registration

Any changes to program options or registered extended care hours require approval by the Head of School and are subject to availability. If you wish to make a change in program (e.g. from half day to full day, or vice versa) or in the hours of registered extended care, you must first discuss the change with your child's teacher. Upon approval by the teacher, submit a change request in writing (email to info@corvallismontessori.org is fine). Upon approval of the change, a Contract Change form will be prepared. All Contract changes are subject to a \$25.00 contract change fee. Your signature is required on this form before the change can take effect.

Emergency Closure Policy

In order to provide a safe and stable school environment for children, families, and staff during emergency closures (including, but not limited to inclement weather, wildfires and related hazardous air quality, emergency declarations [national, state, and/or local], natural disasters, or pandemics) changes to our annual contract are necessary as follows:

Emergency School Closure: Our School follows the inclement weather closure decisions of the Corvallis School District. We are also governed by emergency closure conditions or change in operational guidelines issued by the Early Learning Division of the State of Oregon due to any short-term situations like stormy or inclement weather or long-term situations such as a pandemic or any natural or other declared disasters. Our School will also close due to the loss of any essential utility service such as electricity, gas, and/or water for a substantial period of time, or any major building issues that threaten the safety and well-being of our children and staff.

If determined to be reasonable by the CMS Head of School, guides will provide virtual support to their classroom communities during closures. However, Montessori education for children under the age of six is defined by hands-on learning with particular Montessori materials in the context of a social community. It is also difficult for young children to engage with online formats for instruction and all screen time should be limited. The online support provided is intended to maintain social connection and support to families, not provide lessons or instruction. Examples might include class virtual meetings, office hours where guides can answer parent questions, or suggest home activities/resources via email or by phone, etc.

- For any such closure shorter than 16 consecutive school days in a month, there will be no reduction in tuition for those days.
- For closure conditions longer than 15 days in any month, the School will reduce tuition up to 50% for the duration of the closure in that month and will charge 100% tuition for any duration that the School is open.
- This policy allows the School to retain at least key staff on payroll, readily available to return to the classroom to welcome our children back when the school reopens.
- All scheduled tuition payments will be made according to the payment schedule each family scheduled through FACTS. Any tuition adjustments will be made once the length of the school closure has been determined.

In order to ensure the safety of stable classroom groups in the case of an infectious disease outbreak, it is possible that a specific at-risk classroom group and staff members would need to be excluded from attendance for a length of time determined by the Oregon Health Authority and/or the Oregon Early Learning Division. This policy is applicable to any stable classroom group during the quarantine period, even in the event that the other classrooms are still operating during the quarantine period. The determination as to whether a stable classroom group must enter a quarantine period will be made with guidance from the Oregon Early Learning Division and the Oregon Health Authority.

IV. ARRIVAL AND DISMISSAL PROCEDURE

School Hours

The half-day program is in session from 8:30a.m. – 11:30a.m. A Lunch Extension is available to Primary students, which allows them to stay through lunch and recess until 1:00 p.m.

The full day program is in session from 8:30a.m. – 3:00p.m.

Students who need to sleep or rest in the afternoon will eat lunch and attend recess with their class. They will then go to the nap room for a rest period from 12:30p.m. – 2:00p.m. If they do not fall asleep within 45 minutes, they will either return to their classroom or be offered books to look at or quiet activities until the other children wake up. .

In order to assure a safe and secure campus, the front doors of the school will be unlocked only for arrival and dismissal. At all other times the front doors will remain locked. A doorbell is available to the right of the doors if you need access at other times of the day. Please don't hesitate to ring the bell and a staff member will greet you at the door.

Arrival

Morning Care

Toddler morning care is located in the Ponderosa classroom. Families can drop children attending morning care off at the exterior door of the toddler house on 27th beginning at 7:30 am.

Primary morning care is located in the Common room. Families can drop children attending morning care off at the door to the Common room located on Greeley Ave beginning at 7:30 am.

For the safety of children and staff members, all exterior doors remain locked. Please knock to announce your arrival and a staff member will let you in.

Drop-off

Families will drop off their children at their classroom door within the classroom drop off window. Children will put their belongings away in their cubbies as independently as possible. This helps them to feel capable and confident as they enter their classroom. Children will be greeted by either a teacher or assistant when they enter the classroom. Parents will need to sign their child into the classroom including their name and time of drop off. There will be a five minute grace period for drop off before the classroom door is closed. Once the classroom door is

closed, please request assistance from staff members in the lobby to help your child enter the classroom to minimize disruptions.

Drop-off/Pick-up Schedule:

Please be sure you arrive on time for your assigned drop-off/pick-up window. The window is 10 minutes.

Ponderosa: 8:30_{AM}–8:45_{AM}

11:30_{AM}–11:40_{AM}

2:50_{PM}–3:00_{PM}

All arrivals and dismissals will be at the exterior door of the Toddler House on 27th St.

Hazelnut: 8:20_{AM}–8:25_{AM}

11:30_{AM}–11:40_{AM}

2:40_{PM}–2:50_{PM}

Please enter at the front door of the lobby on Greeley Ave.

Maple: 8:20_{AM}–8:30_{AM}

11:30_{AM}–11:40_{AM}

2:45_{PM}–2:55_{PM}

Please enter at the front door of the lobby on Greeley Ave.

Bamboo: 8:20_{AM}–8:30_{AM}

11:30_{AM}–11:40_{AM}

2:45_{PM}–2:55_{PM}

Please enter at the front door of the lobby on Greeley Ave.

Ginkgo: 8:30_{AM}–8:40_{AM}

11:30_{AM}–11:40_{AM}

2:55_{PM}–3:05_{PM}

Please enter through the door of the Common room on Greeley Ave. Doors will open at 8:25 am.

Willow: 8:30_{AM}–8:40_{AM}

11:30_{AM}–11:40_{AM}

2:55_{PM}–3:05_{PM}

Please enter through the door of the Common room on Greeley Ave. Doors will open at 8:25 am.

Parking Lot Etiquette

- Whether dropping off or picking up, please socialize on the sidewalk to prevent the parking lot or street from being blocked.
- Due to the limited number of spots in the parking lot as well as limited street parking, please be mindful of other families that are waiting for a parking spot to drop off or pick up.
- When driving through the parking lot please exercise abundant caution so you can see children walking.
- We would like to kindly remind you not to idle your car once you are safely parked in a space.
- For your child's safety it is essential that they are walking next to you through the parking lot. This will make them more visible to drivers and will allow you to be close enough to them to grab their hand quickly in the event of an unexpected hazard.

Late Arrival

Punctuality is essential for your child's success in the classroom. It is often much more difficult for the child to transition into the group once others are actively engaged in activities. If you arrive after your class arrival window, please ask a staff member in the lobby to assist your child in entering the classroom. At 8:45 a.m., all doors to the school will be locked. A CMS staff member will greet your child at the front and take them to their classroom, where they will sign them in on your behalf.

Toddler House (Ponderosa) begins arrivals at 8:30 a.m. After 8:45 a.m., the door will be closed so our teachers can give their full attention to caring for children. If you arrive after 8:45 a.m., please bring your child to the front door of the main building on Greeley Ave. A CMS staff member will greet your child and take them to the toddler house.

Dismissal

Children in the Ponderosa classroom will be dismissed from the exterior door of the toddler house on 27th Street for all dismissals, including aftercare.

The Primary and Toddler Transition children who leave at 11:30 a.m or 1 pm (for primary children). will be dismissed individually from the lobby at the front door.

For the 3 pm dismissal, all children in the main building (Primary and Toddler Transition classes) will be dismissed from their classrooms by their teacher or classroom assistant. The front doors will be unlocked at 2:40 pm

Children attending aftercare in the main building will be dismissed from the Commons door on Greeley Ave. The doors to the school will be locked, so you will need to knock to alert the aftercare staff of your arrival.

Help your child to practice Grace & Courtesy by walking calmly while exiting the school and walking through the parking lot or to your parking spot on the street. In order to maintain the safety of all children and drivers, it is essential that your child be no further than an arm's reach away while walking through the parking lot. Keep in mind that it is difficult for drivers to see young children in a crowded parking lot. Likewise, please use the utmost caution when backing out of your parking space and drive slowly through the parking lot at all times.

On those occasions when your child needs to be dismissed early, please send an email to info@corvallismontessori.org or leave a phone message including the date and time of dismissal so that classroom staff have sufficient time to prepare your child for departure.

NOTE: Only a child's parents and listed authorized persons may take a child from school. If you know in advance that it is necessary for someone else to take your child home, please add this person to your Information and Authorization sheet at the front desk . Otherwise, you must notify the school as soon as possible via email prior to dismissal. Please understand that if no notice has been received, we will need to check with parents before dismissing the child. Unauthorized persons will not be allowed to take a child from school. Until we are familiar with parents and caregivers, we will ask for a valid photo identification.

Late Pick-Up

At the close of the day, CMS staff members will begin a rigorous cleaning procedure and guides will be following up with family communication. This is a busy time and much of the work cannot be completed if there is a need for a child to be supervised. **Any child not picked up by 3:15 will be taken to the aftercare and the aftercare rates will apply for the day. If late pickups become habitual, additional fees may apply.**

Aftercare ends at 5:30 pm each day. There is a five minute grace period to allow families a few extra minutes to arrive. After 5:45 pm there will be a charge of \$1.00 a minute applied, as often late pickups result in employees supervising children after hours going into overtime hours.

Visitor Policy

We welcome visitors to our school in a limited capacity. Our workplace Visitors policy outlines our rules for receiving visitors at our premises. We want to ensure that visitors will not:

- Pose threats to our premises and property
- Distract employees from their work
- Be exposed to danger

Contractors and service vendors

Contractors, suppliers and service vendors, like IT technicians and plumbers, can enter our premises only to complete their job duties. The following rules apply for all kinds of visitors:

- Visitors should sign in at the front desk and may be required to show some form of identification.
- Visitors will not be in the presence of children without being accompanied by a CMS employee.

We will do our best to schedule contractors to come when children are not present, however, there might be occasions when this is not possible.

Solicitation

In accordance with our non-solicitation policy, visitors must not try to proselytize employees, gather donations or request participation in activities while on our premises. Any visitors who violate this policy may be escorted out.

Deliveries

Anyone who delivers orders, mail or packages for employees should remain at the building's reception area. The administrative staff is responsible for notifying the employee who expects the delivery. If that employee is unable to receive their order, front office employees may accept the order on the employee's behalf upon request.

Unauthorized visitors

Staff who spot unauthorized visitors may ask them to leave. Visitors who misbehave (e.g. engage in hate speech, cause disruption or steal property) will be asked to leave and prosecuted if appropriate.

School Closures Due to Inclement Weather

In the event that school is closed due to inclement weather CMS will follow the 509J public school closure schedule. You may receive automatic alerts regarding the Corvallis School District closures on your computer by subscribing to Flash Alert. Subscribe at: flashalert.net/signup.html. We will also send a notification of closures or delays via the class email list.

We follow the district's decisions regarding any snow/ice closures because they have a broader understanding of the road conditions and travel safety across our region. We close school to ensure the safety of our families and staff. We don't want anyone injured while trying to get their child to school.

Because our academic year calendar far exceeds the number of instructional hours required by the State of Oregon, we do not make up inclement weather closure days

Attendance

Daily attendance logs are maintained by the teachers in each classroom. If your child will be absent from school, please notify the office and your child's teacher as soon as possible. Consistent attendance and timely arrival are very important for your child's progress and social development in the classroom. Please try to plan trips and days off during vacation times. Instances involving consistent tardiness and extended absences (for reasons other than illness) will be brought to the attention of the Head of School. Keeping the child's best interest in mind, the Head of School may contact the parents to discuss the situation.

Parking

Please park only in a designated parking space. Do not park in any No Parking zone. Please drive slowly when you enter the school grounds. When exiting school grounds, approach the driveway slowly and watch for children and families in the parking lot or walking along the fence next to the driveway. If utilizing street parking, please be considerate of our neighbors by not blocking driveways or trash cans on Tuesday morning trash collection days.

Before and After Care

We have limited availability for our before and aftercare programs. Enrollment capacity in these programs is limited by physical space and staffing availability as it relates to adult to child ratios

at each grade level. Enrollment in these programs is done on a first come, first serve basis. If you are interested in mid-year enrollment for your child, please email your request, including the hours you want your child to attend, to info@corvallismontessori.org.

V. COMMUNICATION

We encourage you to contact us whenever you have any questions or concerns. Our phone number is 541-753-2513. If you have questions or concerns about your child's progress or social interactions, please first discuss them with your child's Guide. While we encourage you to engage with all the staff at CMS, only your child's Guide is authorized to discuss your child's academic and social progress with you. Out of respect for the child, please refrain from discussing your child during drop-off and pick-up so that you are not talking about the child in their presence. You are welcome to include your child in a brief conversation with the greeting or dismissing staff member, but longer discussions should be saved for a time when other families are not waiting for that person's assistance. Please contact your child's Guide via email to set up a time to talk together or leave them a written message.

Messages

Messages can always be left at the school for your child's Guide and will be delivered to the teacher as soon as possible. Classroom assistants are not able to discuss your child's progress or any other assessments with parents.

Parent Guidelines for Social Media

Blogs and other social media are powerful tools that open up communications between students, parents, and teachers. This kind of communication and collaboration can have a huge impact on CMS and its community. CMS requests that parents act responsibly and respectfully at all times, understanding that their conduct reflects on the school community.

It is the policy of the Corvallis Montessori School to limit the use of electronic devices (Television, Computers, and Handheld Devices). Classrooms for children under the age of six years are not equipped with any televisions and do not provide children access to any electronic devices. Adult caregivers do not use electronic media for personal use while in the classroom.

Parent/Teacher Conferences

Conferences are scheduled twice per year and the dates are included on the school calendar. We anticipate that the fall conferences will be conducted either virtually or in person. Electronic sign-up sheets will be sent out via email at least two weeks in advance. There is no school on conference days. During the conference, the teachers share information about the child's

accomplishments, needs, and goals here at CMS, and answer questions as time allows. Except for kindergarten students, the fall conferences will be verbal conferences, during which your teacher will discuss your child's progress and goals for your child during the year. At the spring conference, your child's teacher will receive a written report of your child's progress during the year.

In the case of parents who are divorced or separated, it is our policy to ask both parents to meet with the teacher at the same time to ensure that the information shared is consistent. It is not mandatory for both parents to attend, but two individual conferences will not be scheduled.

Teachers or parents may request a meeting at any time they feel it is in the best interest of the child to do so. If you have concerns about your child's development please speak to your child's teacher.

Parent Connection Events

During a typical school year, several Parent Connection nights are scheduled throughout the year. These events are intended to support you in your Montessori journey and give you ideas about things you can do at home to enrich your child's life.

Grievances

It is our mission to do our very best for the children and families at CMS. If a problem does arise, our goal is to address it immediately, satisfactorily, and confidentially. To help us do this, we ask that all questions or concerns regarding your child be brought directly to their Guide. If the teacher is unable to resolve the issue, or in cases where it seems warranted, please share your concerns with the Head of School. The Head of School will follow up in whatever way she deems appropriate, which may include a conference with parents, teachers, and the Head of School. Should you have concerns that are not addressed adequately by the Head of School, please submit your concern in writing to the president of the Board of Directors, Carri Fiori.

VI. HEALTH AND SAFETY POLICIES

Individual Health Needs

Children with allergies, asthma, or other special needs with regard to their health are treated with the care they need. Students with other requirements such as inhalers, or special medication, must have a Medication Authorization form completed and on file. Please submit these to the Administrative Assistant as needed. Children will be given the medication under the direction of a trained staff person. All medications are kept out of reach of children in a regulated temperature for each medication.

Immunization

Vaccines are a safe and inexpensive way to provide long lasting protection against certain diseases that may cause permanent mental or physical damage to your child.

Oregon State Law requires that no child may be permitted to be enrolled in or to attend school without a certificate of immunization for each disease or other acceptable evidence of required immunization or immunity against each disease. All **children must present an immunization record**, unless the child is exempted. A signed exemption form, provided by the physician, is required for children who have not been immunized.

Parents who decline immunizations due to medical or religious/philosophical reasons must complete the required Immunization Exemption Portion of the Certificate of Immunization form, complete the vaccination training, and secure their physician's signature on the exemption form.

Please be aware that, if one of the diseases for which immunization is required is identified in the school, we are required to exclude non-immunized children from school.

Illness and Infectious Disease

If your child becomes ill while at school, we will telephone you immediately. If we are unable to reach you, we will contact a designated contact person to pick-up the child. Oregon Administrative Rule 333-019-0010 students are not permitted to be at school if they exhibit any of the following symptoms:

- Fever greater than 100.4 degrees F
- Vomiting
- Stiff neck or headache with fever
- Any rash with or without fever;
- Unusual behavior change, such as irritability, lethargy, or somnolence;
- Jaundice (yellow color of skin or eyes);
- Diarrhea (3 watery or loose stools in one day with or without fever);
- Skin lesions that are “weepy” (fluid or pus-filled);
- Colored drainage from eyes;
- Brown/green drainage from nose with fever of greater than 100.5 F;

- Difficulty breathing or shortness of breath; serious, sustained cough;
- Symptoms or complaints that prevent the student from participating in his/her usual school activities, such as persistent cough, with or without the presence of fever, or Student requires more care than the school staff can safely provide.

Oregon law outlines these Imposition of Restrictions which we are required to follow:

- Persons who attend or work at schools or child care facilities or who work at health care facilities or food service facilities shall not attend or work at these facilities whilst in a communicable stage of any restrictable diseases unless otherwise authorized.
- Restrictable diseases include: diphtheria, measles, Salmonella, Typhi infection, shigellosis, Shiga-toxigenic Escherichia coli (STEC) infection, hepatitis A, tuberculosis, open or draining skin lesions infected with Staphylococcus aureus or Streptococcus pyogenes, and any illness accompanied by diarrhea or vomiting.
- At schools, child care, and health care facilities, such restrictable diseases shall also include: chickenpox, pertussis, rubella, and scabies. Children in the communicable stages of hepatitis B infection may be excluded from attending school or child care if, in the opinion of the local health officer, the child poses an unusually high risk to other children (e.g., exhibits uncontrollable biting or spitting).
- At the discretion of local school authorities or the local public health authority, pediculosis may be considered a school-restrictable condition.

If your child has been diagnosed with a contagious illness such as strep throat, conjunctivitis, chickenpox, pertussis or impetigo, please let the school know as soon as possible so that we may make other parents aware of their child's potential exposure. Only a licensed health care provider can determine a diagnosis and/or prescribe treatment and provide instructions regarding the student's return to school.

Please make sure your child has been symptom-free without the aid of medication for 24 hours before returning to school after an illness.

*****Please see the CMS COVID-19 School Safety Plan for protocols related to COVID-19 symptoms and response.**

Medication at School

Medications, both prescription and non-prescription, can only be administered with written parental permission. If your child requires any medication (including anti-itch lotion, sunscreen etc.) to be administered at school, you must complete a Medication Administration Form. Please

email info@corvallismontessori.org if you need a form. The medication and the release form will be given to the student's teacher with the medication guide.

All medication, prescription and non-prescription, must be in its original container with the child's name clearly labeled on the outside. CMS cannot be responsible for administering the initial dose of any medication. The first dose of a newly prescribed medication must be given at home. Records indicating when medication was administered are kept on file, according to procedures required by the Department of Education and DHS.

It is the parent's responsibility to ensure that medicine is up to date. According to school policy, expired medicine, including an Epi-pen, cannot be administered.

Emergency Preparedness

All staff have been trained in the K12 Standard Response Protocols in the event of an emergency. These protocols are posted throughout the school for reference by parents and other visitors and include: Lockout, Lockdown, Evacuate, and Shelter in Place. Should evacuation of our campus be necessary, **our emergency meeting place is at Cloverland Park, between 27th and 29th Street at NW Garfield Ave.**

Safety drills

Fire drills will occur once per month during the school year. At the beginning of the year, the fire drills will be announced. Later in the year, the drills may or may not be announced, so as to prepare for an actual emergency. In the case of an actual fire or emergency, each classroom will evacuate the building according to the evacuation diagram posted at the exit of each room. The evacuation diagram in each room includes a designated meeting area outside of the building. At this designated area, roll call will be taken to ensure all students and staff have exited the building safely. Other safety drills, including Earthquake and Lockdown, and Shelter in Place drills, are also conducted throughout the year.

Medical Emergencies

All teachers and support staff have been trained in CPR and First Aid. A first-aid kit is kept in the main office, on the playpark, and in each classroom, out of the reach of children. Parents are notified immediately, by telephone, of emergencies. In the event a parent cannot be reached, the emergency contact person(s) will be called.

In serious emergency situations, where medical attention is required, we will call 911 to have the child transported to the nearest hospital via ambulance. If a parent is unavailable, a teacher or other staff member will accompany the child in the ambulance. The parent(s) will be responsible for payment of any medical and/or ambulance expenses incurred as a result of the emergency.

Emergency Contact Information

All parents must provide the school with the names and phone numbers of two people who live locally and can be contacted in case of an emergency. In addition, we require a contact that lives out of state in the event of a catastrophic event that limits local telephoning. Every attempt will be made to reach parents first; then this backup list will be used. It is important that the local contact people agree to be listed and be available to come to the school in the event of an emergency, accident, or illness. Please keep the school updated on any changes to your address. Each family is encouraged to have a family emergency plan that includes the contact information of an emergency contact that does not live nearby, to be used in the event of a catastrophic event. Please include this distant family contact on your Emergency Contact form.

Integrated Pest Management

Although Corvallis Montessori School works conscientiously to control insects, rodents, and weeds at our school through proper food storage, cleaning, and maintenance, pesticide use may occasionally be necessary to control a pest problem. When that happens, the school will use the lowest risk products available, applied in accordance with the Oregon Pesticides in Schools Regulation (CMR 01-026 Chapter 27).

In the event that a pesticide application is deemed necessary, parents, legal guardians, and school staff will be notified in writing at least five days **before** the planned application. Notices will also be posted on the entryway door, on the bulletin board, and on the school grounds if the application is outside the building. Notices will remain posted for 48 hours after the application.

In compliance with the Oregon Board of Pesticides Control, the school will also keep records of prior pesticide applications and information about the pesticides used. You may review these records as well as a copy of the Pesticides in Schools regulation.

Sun-screen

Children have an outdoor recess period after lunch. On those days when the sun is a potential hazard, please apply sun-screen at home before sending your child to school. We will reapply sunscreen to children as needed for the afternoon recess.

Child Abuse and Neglect

As a childcare facility, CMS is a mandated reporter of suspected instances of child abuse, including physical, sexual and/or emotional abuse and neglect. CMS staff is required by the Oregon Department of Health and Human Services (22 M.R.S.A, 8402-A, section XXII.A) to report any incidents which might endanger the physical or emotional well-being of the child.

This includes transporting a child in a vehicle while intoxicated or impaired. Under CCD guidelines, this is a reportable offense.

VII. CLASSROOM AND PLAYGROUND MANAGEMENT

Classroom Ground Rules

In the Montessori environment there are certain ground rules designed to protect the good of the community as well as the individual child. They are meant to reinforce respect for others, for the classroom materials and furnishings, and for the class as a whole. At the beginning of the school year, the children in the Elementary class work to develop a list of ground rules specifically for their classroom.

The following list is not comprehensive, but includes our fundamental guidelines that help the Primary children learn how to work in their classroom, and how to function as part of a school community. In Our Classrooms:

- We walk.
- We speak softly.
- We push in our chairs.
- We use a mat for working on the floor.
- We finish our work.
- We put work back where we find it.
- We clean up after snack.
- We say *please* and *thank you*.
- We raise our hand if we have something to say when sitting in a group.
- We look and listen when someone is talking to us. We keep our hands on our own bodies.
- We let others concentrate on their work.
- We share our friends.

- We know that every person is special and important. We treat others the way we like to be treated.

Playground Ground Rules

In order to maintain a safe environment and a positive atmosphere in school and on the playground, we ask that the children follow some basic ground rules. When families are again allowed to enter the school, parents will be asked to reinforce these guidelines with the children at all times while playing on school property.

On the Playground we DO:

- Walk straight into and away from swings, not crossing behind or in front of them. Swing in a sitting position
- Slide in a sitting position, one at a time
- Go up the ladders and down the slides
- Watch out for each other
- Stay within sight of the teachers
- Say goodbye and shake hands with the teacher before leaving

On the Playground we DO NOT:

- Twist the swings
- Jump off the swings
- Leave without saying goodbye to the teacher

Family Use of the CMS Playpark

The CMS playpark is primarily for the use of enrolled children during the school day or aftercare. At the same time, we embrace the spirit of community our school enjoys. There will be announced times throughout the year where families will be invited to use the playpark with their families.

When children are using the playpark after their scheduled hours of attendance, they must be under the supervision of their caregiver at all times and families must abide by all of the playground guidelines. Children **MUST** be accompanied by an attentive adult at all times, including when entering the building to use the bathroom. If families do not abide by these guidelines, the Head of School may limit or restrict their use of the playpark. CMS assumes no

liability for injury once children are signed out to an approved adult or guardian and no longer under CMS staff supervision.

Behavior Management

It is our experience that children who are productively engaged in the classroom have fewer problem behaviors. When issues do arise we strive to protect a child's self-image by using age-appropriate positive communication strategies and techniques. The safety of all children and teachers is the priority of CMS and we expect all children to show respect for other people and their property.

- Firm reminders (not loud, never unkind) are sometimes needed.
- When appropriate, students are asked to explore alternatives to their behavior and to think about the effects of this behavior on others. This helps them to develop a sense of responsibility for their actions and to develop consideration for others.
- Problems with behavior are handled by the classroom teachers, with the support of administrative staff, if necessary.
- When a situation warrants, parents are notified and may be asked to pick up their child.
- We rely on parents to follow up at home to support the child's success in the classroom.

Adult-Child Interaction

CMS Staff are trained to respond to children's needs in such a way as to support their learning, language and concept development. Following the guidelines of the AMI, all staff are encouraged to provide positive feedback on children's ideas, comments and work while keeping the focus on the child rather than drawing attention to the opinion of the adult. We avoid using the phrase "good job", which shifts the focus from the accomplishment of the child to the adult's opinion.

In the Toddler and Primary programs, where children are at a sensitive period for language development, staff engage children enthusiastically, talk about what they are observing, and invite children to talk about what they are engaged in. Guides provide lessons to individuals and groups using scaffolding to help children understand concepts, answer questions, and complete activities.

The use of the three-part lesson provides repetition and extension as it moves the interaction between the child and the adult through the learning stages of naming (an object or concept) by the adult, identifying a named object or concept by the child, and finally the naming of the object or concept by the child.

Referral Services

The ASQ (Ages & Stages Questionnaire) for use in assessing the development of the student. The completed questionnaire is reviewed by the child's teacher, who will meet with parents regarding any areas of concern that are indicated by the ASQ. Referrals to social, mental health, education, and medical services may occasionally be needed by children at CMS. The referral may come at the request of parents and/or the child's teacher. A conference between the child's parents and Head Teacher will determine the best course of action.

Children under the age of 5 will be referred to Early Intervention in Corvallis for services. After age 5, children will be referred to the Corvallis School District, 509j. Prior to any referral, parents will be asked to meet with their child's teacher, the Head of School, and sign a permission form to move forward.

If you have any concerns about your child's development or would like more information on available services, please speak to your child's Guide.

The Corvallis Montessori School provides accommodations as outlined in the IFSP or IEP and collaborates with health care professionals and service providers to support those students who require special services and accommodations to meet their health care needs and education goals.

Clothing, shoes, toys and jewelry

Simple, loose, easy to manage clothing is best for the younger children. Since outdoor play is an important part of the curriculum for children, all should dress accordingly during the winter months. The children need to wear suitable clothes for the season and suitable shoes for playing outdoors. Shoes with heels and pointed toes prevent children from running around and climbing and are, therefore, not recommended for school. Shoes should have a closed toe. All personal items must be labeled. **Please note that due to numerous injuries on the playpark, flip flops will not be allowed to be worn at school.**

Each child in the toddler and toddler transition classes should bring a pair of indoor shoes, marked with their name, to wear in school. These are to be left in the child's cubby. Younger children should wear shoes that they can easily put on and remove by themselves. Winter boots should be large enough for the child to put on by him/herself without difficulty.

Primary children will not be required to have a pair of indoor shoes. However, it is a good idea to have an extra pair of shoes in your child's cubby in case of spills or accidents. They should have rain boots, rain gear, or rainy days. They will also need to have a bicycle helmet in order to ride bikes or climb on the boulders at the playpark.

No toys, purses, blankets or non-appropriate jewelry items may be brought to school as they distract the children from their work. Please leave these items at home or in the car, so that your

child has separated from the object prior to separating from you at the door of their classroom. Educational items for geography, history, nature study, etc. are welcome.

We strive to create an atmosphere at CMS that is commercial free and non-violent. You can assist us by avoiding the purchase of backpacks, clothing, and lunch boxes that feature media messages or characters, especially ones that encourage aggression.

Lost and Found

Unlabeled personal belongings that are found on school property will be placed in the Lost and Found basket located in the lobby. For the time being, we will bring the Lost and Found bin out to the patio during arrivals and dismissals so it will be available to families. If your child is missing an item, please check the Lost & Found bin. The items in the bin will be cleaned out periodically throughout the year and donated to a local charity.

Morning Snack

Primary and toddler transition students will need to bring their own snack with them to school each day. Their snack should be stored in a reusable container that the child can open independently. Please send snacks that are healthy and that your child enjoys eating. **Our school is a peanut-free environment, so snack items must not contain peanuts or peanut butter.**

Tables will be sanitized before and after a child eats their snack and each child will wash their hands before and after eating.

Ponderosa students will enjoy a sit down snack prepared from items families bring on a rotating basis. For more information about this, please contact the Ponderosa staff.

Lunch

Children who stay beyond 11:30 need to bring a lunch with them each day. Students eat lunch in their classrooms with the Guide and an Assistant. Each classroom reflects the individual guide's approach to lunch procedures. However, as a school, we share common attitudes and expectations about lunches. We help the children become consciously aware of flavors and textures of their food. This expands their vocabulary as well as their eating pleasure. We may discuss the sources of the foods we eat. If it comes from a plant, we discuss the part of the plant we are eating: stem, leaf, fruit, or root. Other discussions may cover the way the food product is made, where or how it grows, its nutritional value or group, etc.

Our goal is to protect the safety of children and staff members during the meal time. As with snack, lunches will be eaten out of the containers they are sent in from home. Please make sure to send silverware along with packed lunch items. Make sure that your child can successfully open and close their containers in order to expedite the set up and clean up of lunch items. Tables

will be sanitized before and after a child eats their snack and each child will wash their hands before and after eating.

CMS is a peanut free facility. We have a number of children with life-threatening peanut allergies across several classrooms. Please be vigilant about making sure any food sent in your child's lunch box is peanut free. Additionally, there might be other allergies to additional foods that we will communicate to individual classroom communities.

Each child is encouraged to eat only as much as his/her hunger requires, although generous time is provided. If your child has brought lunch from home, when s/he is finished eating, s/he wraps uneaten food and returns it to his/her bag or box. Cores, pits, and peelings are put in the compost bucket. We send home all leftover food so that you and your child can determine from it the amount appropriate for the following day. Continue decreasing portions of any food left over each day. When no food comes home, you will know for the present time that you have determined the proper amount. Of course, there will always be fluctuations. If for days your child continues to bring home an empty lunchbox, ask if s/he would prefer a slightly larger lunch, or try sending a little something extra. Continue to increase the size of the lunch until some leftovers come home; then cut back just a bit.

Children who stay for lunch need to have a nutritional lunch. **Please do not send candy, gum, pudding, juice boxes, or yogurt tubes to school.** The exclusion of these high sugar items assures better nutrition and helps us keep the classroom hygienic. CMS will provide water and milk (for those who have signed up for this option) during lunch. We do not have room to refrigerate lunch boxes. Ice packs work well to keep food cool. We also do not have the means to warm up the food in a child's lunch box. If a warm food item is included in a child's lunch, please pack it in a thermos.

Remember to label your child's lunchbox and any containers used for lunch. **Children should be able to open their containers independently.**

Milk Program

At the beginning of the school year, you may pay for milk to go with your child's lunch, which will ensure that the drink has been refrigerated, and will eliminate any thermos spills or breaking bottles. The school purchases organic, whole milk for students. Milk will be poured and served by a CMS staff member. If you are interested in enrolling your child in the milk program mid-year, please email your request to info@corvallismontessorischool.org.

Nap

Primary and toddler students that nap, will be resting in the Common room or their classrooms. Nap beds are spaced 6 ft. apart from one another to prevent the spread of infectious diseases. The Oregon Early Learning Division does not permit children to sleep with face-coverings of any kind. Please send nap items in a separate tote bag. This bag will be used to transport and store

nap items in. The bags will be stored in your child's cubby until a staff member makes the nap beds for the day.

The bags should contain the following items:

- two cribs sheets
- a small pillow
- a blanket
- one small stuffed animal or soft comfort item

We will send the nap bag home on Fridays so all items can be laundered and returned the following Monday.

When a primary-aged child is older than 42 months old and begins to show signs of readiness to shorten or give up their nap, any communication about modified nap schedules should be directed to the child's guide. They will work collaboratively with your family and the staff supervising nap to develop a nap phase out plan individualized for your child's needs.

Special Activities

Field trips and special activities are occasionally part of our community. Communication will be sent out ahead of time about these events. Outdoor nature walks are permitted with a signed permission slip. Your child's teacher will contact you in advance of any planned walk in our neighborhood or special event. CMS employees will not transport any child in a car or without written permission from a parent or guardian.

Birthdays

The Montessori celebration of a child's birthday consists of a special ceremony and the sharing of stories and photographs remembering each year of the child's life. A tradition we like to encourage is that of the birthday child presenting a book to the CMS library in honor of his/her birthday. Books should be inscribed with the child's name, the date, and the child's age.

If you would like to provide a birthday snack on your child's birthday, please discuss with your child's Guide to minimize any exclusion due to dietary needs and allergies. All snacks must be pre-packaged and will be served by a CMS staff member following food safety precautions. For children with summer birthdays, parents should contact the teacher to arrange a special birthday celebration at some other point during the year. The half-year point works well.

VIII. PARENT INVOLVEMENT

Parent Participation Program

CMS families are expected to contribute 20 hours of volunteer time to the school during the academic year. The school counts on the support of parents for activities such as organizing school events, listening to readers, washing blankets, weeding the gardens, helping with building maintenance, etc. Hours contributed must be recorded online via FACTS Family Portal. Parents who would rather donate money to the school can opt-out of the volunteer hours by contributing \$400 for the academic year. Contributed hours will be audited in May and parents who have not entered 20 hours of service in the Service Hours section of the Family Portal will be billed (at the rate of \$20/hr) for the difference on June 1st. Families will receive email reminders of the upcoming deadline for volunteering and entering service hours. Any changes to service hour billings after the deadline will incur a \$25.00 change fee.

Emerging Readers Program

More information about the relaunch of this program will be announced later in the school year.

Spring Clean-up Day

One Saturday morning during the year is designated for school clean-up. The date is posted on the school calendar. Some chores that parents can assist with during clean-up days are: removing/installing window screens, cleaning out ceiling vents, preparing/cleaning out the gardens, mulching, washing windows, storing outside equipment for winter and other seasonal tasks. We will be evaluating what precautions will need to be in place for this to be a safe event.

Classroom Observations

Families can schedule 30 minute classroom observations in their child's classroom at 9:30 and 10:00 am in the mornings. Please contact info@corvallismontessorischool.org to schedule observations beginning October 1st.

School Social Events

During a typical school year, we have occasional social events for CMS families, as well as receptions following our winter gathering and end of year celebration. These events are fun for parents and children, and provide an opportunity for CMS families to socialize with each other

and the teachers. We will contact families ahead of time via email to inform them of upcoming events, including those planned by the CMS Parent's Association (PA).

Holiday Celebrations

During the year we recognize a variety of holidays. Although we are a non-denominational school, we do explain the reason why these holidays are celebrated and talk about their cultural significance. We encourage parents to come to the classroom to share their cultural traditions and customs associated with these and other holidays. Please contact your child's Guide if you would like to participate in this way.

Community Service

Throughout the school year, we strive to assist those in need, both within our local community and on a more global basis. Some efforts in the past have included penny drives for disaster relief, UNICEF drives at Halloween, supporting the Corvallis Food Bank collecting food items for our local food pantry, and more. Additional suggestions for service projects are always welcome and can be made to your child's teacher or the Head of School.

CMS Parent Library

CMS has a growing collection of books, magazines and videos available for parents to borrow on a variety of topics, including Montessori materials, parenting, and child development. These are available on the shelves in the lobby and on our lower level, near the adult restrooms. Books may be borrowed on the honor system – please return them as soon as you are done with them so others might also learn from them.

We wish everyone a happy and productive school year!

Rev August 2023