

# ROCKLAND MONTESSORI BABY COTTAGE

## PARENT HANDBOOK

Welcome to the Rockland Montessori Baby cottage! Our program is an early education program offering services to families with children between the ages of 3 months and 3 years. We believe that children are our most precious gifts in life. Our objective at the Rockland is to make a child's first schooling experience a positive one by providing a nurturing and supportive environment in which a child can grow and develop socially, academically, cognitively, and emotionally.

### **INFANT DAILY SCHEDULE:**

During the first 12 months, babies are growing and learning so fast! We take this opportunity to let the infants lead us in the classroom. We love to take this time and sing, read, play, learn at each child's individual pace. We do, however, provide many wonderful, stimulating games and activities that allow them to explore their world safely and completely. We also encourage art through various mediums as well as supply sensorial activities.

**TRANSITION ROOM:** The transition room is primarily for children between ages 12 months and 24 months. Once the babies have outgrown the infant room, the transition room is a great stepping-stone for them to start understanding routine/curriculum. They will participate in circle/story time, be introduced to basic Montessori works, enjoy a variety of art/sensorial activities and generally eat and nap in unison. This is where they prepare for their move to the toddler floor!

### **TODDLER DAILY SCHEDULE:**

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|-------------|--|
| 7:30-9:00   | Arrival, free play, diapering, potty training.   |
| 9:00-9:25   | Wash hands, offer snack and drink.   |
| 9:45-10:30  | Outside activities (weather permitting), if inside, gross motor activities provided such as: stretching, gymnastic activities, balls, dance, music and movement etc. |
| 10:30-11:30 | Montessori Work 1  |

11:30-12:00	Traditional Work (art, crafts, table choices etc.)
12:00-12:15	Diapering, potty training, hand washing
12:15-12:45	Lunch
1:00-2:30	Naptime/quiet time
2:30-3:00	Story time
3:00-3:15	Afternoon snack/Drink/hand washing
3:15-3:45	Outside time/gross motor
3:45-5:00	Montessori Work 2/Aftrnoon activity
5:30	Dismissal/School closes

#### **TUITION:**

Rockland Montessori Baby Cottage is open year-round. We are closed for federal holidays and take two weeks of vacation each year. The two vacation weeks are as follows: the week between Christmas and New Years and the first week in July. No tuition is due for the two vacation weeks. In addition, parents may take an additional two weeks of vacation during the year with no tuition due. We ask for a two-week notice if your child will be leaving the program. We hold the right to discontinue care for non-payment. We also ask for one month's tuition to hold a spot for more than 30 days. There is a non-refundable deposit equal to one month's tuition due in advance, your account will be credited for the first month they attend.

Our yearly tuition, based on 50 weeks, may be broken into weekly installments for the convenience of parents who wish to pay weekly. If paying weekly, payment is due the first day of each week, or if you pay monthly, tuition is due the first week of the month. Whatever payment period you choose, please make sure to pay at the beginning of that period. Whether you pay your child's tuition weekly, monthly, semi-annually or annually, full tuition is due for all weeks of school, including weeks with holidays and/or snow day or if your child is out sick. Rockland Montessori Baby Cottage depends completely on tuition payments to meet all of our expenses.

Monthly invoices are sent home during the first week of the month. To pay your child's tuition, place your payment in an envelope marked with your child's name. The envelope can be given to a teacher upon arrival to school. A second invoice is sent home to anyone with a balance in the last week of the month. We offer a 15% sibling discount as well as a 5% discount to parents who prepay their child's yearly tuition. If you are interested in learning more about prepaying for the year, please contact Mrs. Melendez at 781.321.3339 or via email at [email—rockland@theworld.com](mailto:email—rockland@theworld.com).

## **HOLIDAYS: (2011-2012)**

No tuition is due for the weeks of winter and summer vacation. In the event of inclement weather, Rockland Montessori Baby Cottage will close if the state of Massachusetts declares a "state of emergency" or if the conditions become unsafe to open/remain open. Full tuition is due for weeks containing holidays or snow days.

<b>Monday December 26<sup>th</sup> - Monday January 2<sup>nd</sup></b>	<b>Winter Vacation: Program Closed</b>
<b>Tuesday, January 3<sup>rd</sup>, 2012</b>	<b>Welcome Back!</b>
<b>Monday, January 16<sup>th</sup>, 2012</b>	<b>MLK Day: Program closed</b>
<b>Monday, February 20<sup>th</sup>, 2012</b>	<b>Washington's B-day: Program Closed</b>
<b>Monday, May 28<sup>th</sup>, 2012</b>	<b>Memorial Day: Program Closed</b>
<b>Monday, July 2<sup>nd</sup> – Friday July 6<sup>th</sup></b>	<b>Summer Vacation: Program Closed</b>
<b>Monday, July 9<sup>th</sup></b>	<b>Welcome Back!</b>
<b>Monday, September 3<sup>rd</sup></b>	<b>Labor Day: Program Closed</b>
<b>Monday, October 8<sup>th</sup></b>	<b>Columbus Day: Program Closed</b>
<b>Monday, November 12<sup>th</sup></b>	<b>Veterans Day: Program Closed</b>
<b>Thursday, November 22<sup>nd</sup></b>	<b>Thanksgiving: Program Closed</b>
<b>Friday, November 23<sup>rd</sup></b>	<b>Thanksgiving: Program Closed</b>
<b>December 24<sup>th</sup>- January 1<sup>st</sup></b>	<b>Winter Vacation: Program Closed</b>

**HEALTH CARE POLICY:**

We ask that if your child is not attending the program due to illness or otherwise, please call the school at 781-322-3330. Also, please let us know if your child will be arriving late to the program.

Children are excluded from school if they have the following symptoms: a fever over 99 degrees, loose bowels that will not stay contained in a diaper, vomiting, and/or behavior which requires one on one care for more than a day. We have discovered that if parents maintain a strict "no sick child in school" policy that, in the long run, all children will be healthier and parents will miss less work.

Children must be symptom free, without the aid of fever reducing medicine, for 24 hours before they can return to school. For example, a child who goes home on Monday with a fever cannot return to school until Wednesday, providing they had no fever on Tuesday.

Please do not send your child to school if they are sick! Not only will this be a very unpleasant experience for your child, but also it will be very unfair to all the other children who may come into contact with your child and also become ill. Sick children should be able to be pampered and nursed back to health in the comfort of their own home!

If a child becomes sick in school, we will contact the parents immediately so that the child can be picked up and brought home. If the parents cannot be contacted, the next person listed on the face sheet under Parent/Guardian information, or listed on the emergency release form will be contacted. A teacher will remain with the sick child until they are picked up and will insure that the child is as comfortable as possible. Accommodations will be made to prevent other students from coming into contact with the sick child.

Please do not let your child return to school until they are no longer infectious to other children, and are feeling well enough to resume their normal schedule.

**ADMINISTRATION OF MEDICATION:**

Medication will be administered to a child if the child has a chronic condition such as asthma, and may require medicine for their condition during school hours, or if a child has a highly allergic condition in which the use of an epi pen may be required, or in the case of a child who may require a dose of antibiotics at a certain time during the day.

In all cases where medication may be administered to a child during school, the parents must meet with the director, so as to make a determination as to whether the school is capable of dispensing the specific medication, as well as how and when the medication is to be administered.

***Prescription medication must be packaged in the original pharmacy container, with marked prescription label***, indicating the child's name, dosage, number of times per day, and number of days the medication is to be administered.

***Non-prescription medication must have a written order form from the physician***, indicating child's name, dosage, number of times per day, and number of days the medication is to be administered

***All medications, prescription or non-prescription, must have written parental authorization*** for the school to administer such medication to their child. In order to administer any medication to a child, an authorization form must be completed by the parent. This form must be kept in the child's file to document the dispensation of medication.

By far, most of our first aid consists of band-aids on little scrapes or ice on little bumps. Your child's teacher will always let you know if your child gets hurt in school, how it happened, and what, if any, first aid we provided. A copy of the injury report will be kept in the schools injury log. The school does not use any topical, non-prescription medications in treating injuries- just soap and water, as directed by EEC.

#### **CHILDRENS RECORDS:**

Information in your child's file is privileged and confidential. The school will not distribute or release any information in your child's record to anyone without your written consent. You may view your child's record at any time, and change or amend any information contained in the file. You may request a copy of your child's record at any time.

#### **PARENT COMMUNICATIONS:**

Parent communication and involvement in our school are of the utmost importance to us. The exchange of information between home and school are vitally important to both parties with respect of the progress of each individual child. Any change in behavior or attitude, physical wellness or change in the home environment which may affect a child's response to school situations, is strongly encouraged for discussion. We also promote the sharing of classroom curriculum or current room activities that will allow parents to reinforce concepts at home and more importantly, to form a common bond between the parents and the teacher for the good of the child.

The Rockland Montessori Baby Cottage offers several avenues of communication between parents and teachers:

1. Parents and teachers have the opportunity to talk together before school as children are being dropped off, or at the end of the day as children are being dismissed.
2. Parents and teachers have the opportunity to speak on the telephone at any time during the day to discuss specific situations regarding the child.
3. Notebooks detailing the child's day travel back and forth to school with the child. The parents and the teachers can exchange any pertinent information relating to the child's care by jotting down details in the book. Notebooks also contain information about diaper changing, feeding, naps, and general well-being as well as any developmental observation made by the teacher. Parents are encouraged to utilize the notebooks and may include any anecdotes that they would like to share with their child's teacher.

#### **EMERGENCY SITUATIONS:**

Although we have never had a serious incident in which a child had to be transported to the hospital in the 70 years we have been a school, it is still important to have procedure in place so that we can plan for such a situation.

If, for any reason, a child has to be treated on an emergency basis at a hospital, the child will be transported to the nearest hospital by ambulance and accompanied by a teacher or by the director.

The school will of course contact the parents immediately regarding the situation, or if the parents are unavailable, will contact the person listed next on the emergency release form.

***All Rockland Montessori Baby Cottage teachers are trained and certified in first aid. In addition, most teachers are certified in infant and adult CPR (cardiopulmonary resuscitation)***

***First aid kits are located in the hallway cabinet on the first floor and in the hallway closet on the second floor.***

***A complete copy of our health care manual is located in our office for your use and you may request a copy at any time.***

**PARENT VISITATION OPPORTUNITIES:**

Rockland Montessori Baby Cottage has an “Open Door” policy which means every parent is welcome at our school at any time, on any day, for any length of time, to observe their child in the school setting.

Every prospective parent is required to take a tour with the director before an application for enrollment is accepted. Each tour lasts approximately one half hour. This is our opportunity to explain our philosophy and curriculum goals, view the children in their classroom and the activities they are working on. It is also a great opportunity for you to experience the ambiance of the Montessori classroom and to see the interactions between the children and the teachers. We are happy to answer any specific questions or to address any specific concerns of prospective parents at this time.

**TRANSPORTATION:**

Parents are responsible for transporting their children to and from school. Rockland Montessori Baby Cottage does not provide transportation of any kind for students.

**PARKING:**

Parking for parents is available on the odd side of the street opposite the school or in the schools driveway. Please do not park directly in front of the school as it inhibits the passing of emergency vehicles that use Clifton St. for access to the other side of the city. Also, please be considerate of our neighbors and avoid blocking their driveways during drop off and pick up.

**FOOD AND MEALS:**

We require all food items for infants to be provided from home. This consists of lunch and snacks for both morning and afternoon along with any milk or drinks you wish your child to have. All lunches for toddlers are provided from home as well. We will provide a healthy morning and afternoon snacks for toddlers that will often involve the children assisting in the preparation. Due to severe allergies, we do not allow shellfish or nuts of any kind (including coconut). No nut butters, nut oils or nut products.

**SUPPLIES:**

During the time your child spends with us, they will require some day-to-day necessities just as they would at home with you. The following is a list of items necessary to give them the quality care they deserve.

1. Diapers- the children are checked during the day as well as changed every 2-3 hours and "on demand". We have found the best way to stay stocked is to bring diapers in by the package or case. Diapers should be labeled with your child's name. The staff will let you know when it is time to replenish.
2. Wipes- a package or two at a time seems to do the trick. These will also be labeled and will need to replenish before they run out.
3. Bottles- Infants are fed at regular intervals and on demand. Please provide a clean bottle for each feeding. You may send in bottles filled with formula, breast milk or regular milk. If you choose to use powdered formula, please send the bottles prepared with water and pre-measured powder. All bottles are sent home at the end of the day so that they can be cleaned and sent back to us for the next visit.
4. Milk, formula, breast milk-these are to be provided from home and will be refrigerated by us. If your child prefers their bottle heated, we will heat it before they are fed. Bottles are always warmed in hot water, not the microwave, to ensure even heating. We have also found it helpful if parents provide an emergency supply of formula for those children that use it. This will also be labeled and stored in the appropriate place.
5. Meals/snacks- for the infants, all meals and snacks are provided from home. Food is stored in our refrigerator and warmed at mealtime if necessary. Toddlers lunches are provided from home but we do offer a healthy morning and afternoon snack unless you prefer to send in something specific for your child. All food items should be labeled.
6. Diaper cream/petroleum jelly- in the event a diaper rash occurs, we like to have this on hand for the child's comfort. This should also be labeled.
7. Change of clothing- one or two full outfits are needed to ensure the child is clean and comfortable all day in the event of an accident or spill.
8. Sunscreen- some parents prefer to apply sunscreen to their child in the morning, before school. We will re-apply as needed throughout the day. All sunscreen is sent from home and labeled.
9. Changing mat- changing mats are used every time your child is changed. It is cleaned and returned to your child's mat after each use.
10. Bibs- always come in handy.
11. Security object- such as a blanket or stuffed animal from home that will comfort your child, help soothe them to sleep or just feel a bit more secure in your absence.
12. Pacifier- if they use one regularly or you think they will need one.

**Labeling items makes life easier when looking for you child's belongings. This also helps the staff keep things together and sent home regularly.**

**NON GUARDIAN PICK UP:**

The Rockland Montessori Baby Cottage will only dismiss children to the people who have been authorized by you on your child's enrollment forms. In the event that someone not on these forms will be picking up your child, we require written notice including the person's name and address. We will ask to see a photo ID before releasing your child to them.

**ABUSE AND NEGLECT:**

In order to ensure the well-being of the children in our care, our staff has an ongoing duty under state law to report incidents of possible neglect or abuse, including: physical, sexual, and psychological, to the department of Social Services. We cooperate in any investigation of such possible neglect or abuse. (Massachusetts General Laws Chapter 119, Section 51A). We do not have discretion in this matter but must make such referrals whenever we have reasonable cause to believe that a child might have been harmed by anyone, including non-family members, and we may be subject to criminal penalties if we fail to report such possible harm.

**PARENT TEACHER CONFERENCES:**

Parent teacher conferences are held once a year in order to allow parents to discuss the development of their child with the child's teacher. Teachers are also available upon request throughout the year if parents find it necessary to meet. The progress of each child is followed and documented at regular intervals throughout the year. Parents are provided a written copy of their child's progress report at the end of the school year.

For families whose primary language is not English, we have several parents and staff members who would be happy to translate our handbook and policies for you in the following languages:

Mandarin

Arabic

Hindi and other Indian languages

Spanish

Portuguese

Russian

French

Vietnamese

Korean

Japanese

If you speak a different language than those listed above, and need help with the translation to English, please call the school at 781-322-3330, and we're sure that we can find a translator for you. Thank You!