

Creekside Montessori School
PARENT HANDBOOK
2024



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Owner, Director

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Welcome to Creekside Montessori School

Parent Handbook

We are so happy you are a part of our Montessori School family. Over the course of this year our children will grow in a Montessori environment to become confident, vibrant students who love to learn. Parents are the most important teachers in the lives of their children and are a very important part of what makes our school community so special. We are honored to be partners with you in the development of your child. We rely on your communication, energy, support, and parent and teacher engagement to ensure a successful experience for your child. Creekside Montessori School can benefit your child best when you understand the roles played by parents, teachers, and children. We are delighted to share the many wonderful things about us and to orient you to our policies, procedures, resources, and events.

Please review carefully the information included in this handbook. It is intended to acquaint you with the policies and procedures of the school. It is important that you read it thoroughly.

We do our best to remain in close communication with our families in a number of different ways.

- You may visit our website at www.creeksidemontessorischool.com for information about the school and our fees.
- If you have suggestions, ideas or concerns or have billing questions, please contact Director Dawn Beggs: directordbeggs@gmail.com or 913-205-1089 or Co-owner Mark Murphy: mjm@murphy-lawoffice.com or 816-305-6912.
- An annual parent survey provides you with an opportunity to give us feedback covering the whole program.

Creekside Montessori School is licensed by the Kansas Department of Health & Environment and the Director received a certification & training from North America Montessori Training Center.

We look forward to another wonderful and productive year.

Dawn Beggs

Owner/Director

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This handbook is intended to familiarize families with current Creekside Montessori School policy, practices, and standards. Electronic copies (PDF) of the handbook are available on our website at www.creeksidemontessorischool.com. Creekside reserves the right to revise its policies, practices and standards as deemed appropriate by the Director.

MISSION STATEMENT

At Creekside Montessori School, children and families experience an individualized education that builds the foundation for a lifetime of success and a love of learning through specialized teachers, lessons and materials in accordance with the principles and philosophy of Dr. Maria Montessori.

EDUCATIONAL GOALS

We aim to provide high-quality, comprehensive education that fosters your child's love of learning and addresses the whole child academically, emotionally, and socially.

- To enter a partnership with parents in the education of their children.
- To lead children toward mastery of individually identified intellectual, social, physical, and daily life skills.
- To foster in the children deep and persistent curiosity that will lead to lifelong pursuit of knowledge.
- To help children develop self-confidence.
- To assist each child, develop a habit of concentration.
- To spark in our children, wonder, imagination, and joy.

OUR CORE VALUES

We believe that the principles and practices developed by Dr. Maria Montessori fundamentally respond to the developmental characteristics and needs of children. We seek to utilize her educational principles and methodologies at Creekside Montessori School.

- We believe that all children deserve to develop in an environment that is nurturing, safe and intelligent.
- We believe that the model of our own behavior serves as the most distinct teacher to the child.
- We believe that intelligence is not rare, but a state of the healthy mind. As such, it can and should be nurtured and encouraged.
- We center the programs and curriculum of The Montessori School on the natural needs of human development.
- We describe the learning environment of The Montessori School as active as opposed to passive. The environment is dynamic, with children functioning as active agents in the learning process by making choices and learning to be responsible for those choices.
- We believe that the first six years of life are critical to development of one's life.

- We offer a flexible learning environment that responds to individual needs, has an adaptable curriculum, and honors diverse learning styles.
- We strive to create a true balance among freedom, order, and responsibility.

ADMISSION & ENROLLMENT

TUITION POLICY: Monthly tuition is due on or before the 25th of the preceding month by EFT bank draft. Should the 25th fall on a weekend or holiday; tuition is always due the prior business day. All fees are paid in advance and are nonrefundable regardless of the child’s attendance, holidays, Winter Break, Spring Break, sickness, or sever weather days. For any EFT non-payment due to insufficient funds a charge of \$35.00 will be assessed plus the tuition owed. This is due immediately upon notification of insufficient funds and must be paid directly to the School Director. Extended absences due to pregnancy or a teacher out for the summer must pay \$150 per month to hold your spot.

ENROLLMENT: Following the tour and to secure a spot, you will need to complete the enrollment 1st page and pay the enrollment deposit of \$150.00. After your child’s enrollment application has been processed and a start date has been identified, you will be notified. You will have access to direct communication with our School Director through text and/or email. The remaining enrollment packet must be completed and returned by the child’s first day of attendance.

Rates:

Five Days (Full Time) \$1360

WITHDRAWAL NOTICE: A Parent agrees to give a full 30-day written notice on or before the 25th day of the preceding month before child is to be withdrawn from school.

LICENSING AND INSPECTIONS: Creekside Montessori School is regulated by the Kansas Department of Health & Environment. Our facility is inspected by the Johnson County Health Department.

KDHE
 Curtis State Office Building
 1000 SW Jackson
 Suite 200
 Topeka, KS 66612-1274
 (785) 296-1270
 Email: kdhe.cclr@ks.gov

Johnson County Health Department
 11875 S. Sunset Dr. Suite 300
 Olathe, KS 66061
 (913) 826-1200
www.jocogov.org

NON-DISCRIMINATION POLICY

Creekside Montessori School recruits and admits students of any sex, gender identity, religion, race, color, physical or developmental ability or ethnic origin to all the rights, privileges, programs and activities. In addition, the school will not discriminate on the basis of sex, gender identity, religion, race, color, physical or developmental ability or ethnic origin in administration of its educational policies, scholarship/loans/fee waivers (if offered), educational programs and/or athletics/extracurricular activities. In addition, the school is not intended to be an alternative to court, or administrative agency ordered, or public school district initiated, desegregation. Creekside Montessori School will not discriminate based on sex, gender identity, sexual orientation, religion, race, color, physical or developmental ability or ethnic origin in the hiring of its certified or non-certified personnel.

DIVERSITY AND INCLUSION STATEMENT Diversity, equity, and inclusion have always been at the heart of Creekside Montessori School. Since the beginning, our school has welcomed families and educators from different backgrounds into a community in which everyone's voices are valued and weave our social fabric. At this point in our country's history, there have been too many examples of racism, bigotry, and exclusion. In response, we feel compelled to reassert our commitment to diversity, equity, and inclusion in a stand-alone statement.

SCHOOL POLICIES

HOURS OF OPERATION: Operating hours are Monday through Friday 7:30am-6:00pm (please see tuition rates for specific schedule options and prices). We will be closed on various days for holidays. Please see HOLIDAYS schedule below:

Martin Luther King Jr Day
President's Day (3rd Monday in February)
Spring Break
Good Friday
Memorial Day
Juneteenth
Independence Day
Labor Day
Columbus Day
Thanksgiving Day
Friday after Thanksgiving
Christmas Break: Christmas Eve – New Year's Day

EXTREME WEATHER CONDITIONS: The school reserves the right to close the school location due to extreme weather conditions or loss of utility services for the safety of the children and staff. School Staff will attempt to notify all parents of closing through the Brightwheel app.

DAILY SCHEDULE AND ACTIVITIES: The Director worked to create a daily schedule and plan activities that meet each child's developmental abilities and needs. The daily schedule and activities create a balance between active and quiet times; large and

small group, and individual activities; small and large muscle activities; indoor and outdoor play times; as well as times for self-selection and teacher-directed activities. Consistency from day-to-day is particularly important to the overall well-being of the children and classroom environment. Children thrive on consistency! Routines will be maintained whenever possible for arrivals and departures; meals and snacks; resting or nap times; personal care routines like toileting and hand washing; and transitions. Daily schedule, lesson plans, and lunch calendar are posted.

PROGRAM & RATIO REQUIREMENTS:

Classroom	Ages	Ratio
Preschool	3 years to 5 years	1:12

OPEN DOOR POLICY: Parents are welcome to visit their child at any time. Parents are encouraged to be involved in the program by reading stories, joining us for celebrations, and attending parent-teacher conferences.

ARRIVAL/DEPARTURE: Creekside requires that each child must be signed in/out by Parent for accurate count to be always maintained. Parents will pay \$15.00 late fee for every 15 minutes. Parent agrees to pick up child from school or designate an authorized person to pick up child at front door by notifying school through the Brightwheel app. It is the responsibility of the Parent to contact school regarding any changes prior to time child is to arrive or to be picked up. Driver's License/ID will be used for the purposes of identification.

ATTENDANCE AND ABSENCES: Attendance is important for your child to fully receive the benefits of the program; therefore, we encourage you to bring your child to class every day. All the children are expected to arrive by 9am. If you plan to arrive late, please notify the school. If your child has not arrived and you have not called in that day, a staff member may follow up with a phone call or message no later than 10am.

HEALTH POLICIES

PHYSICALS & IMMUNIZATION RECORDS: We follow the State mandated vaccination schedules and exceptions. Each child must have a health assessment and immunization record on file at Creekside Montessori School. Immunization records must be updated whenever a new immunization is received. Updated immunization records can be emailed to Creekside Montessori School directly from your healthcare provider.

ILLNESS: If a child becomes ill during the day, the parent will be contacted and agrees to promptly pick up child within an hour of being notified. We DO NOT administer any medication, prescriptions, or over-the-counter medicine unless authorized by the Director. Parents are welcome to return to the school to administrate medication. It is the School Director's discretion to require a doctor's written approval before readmitting the child if the illness is deemed contagious. You will be contacted immediately if your child becomes ill at the center. If you cannot be reached, your emergency contact will be notified to pick up your child. While waiting to be picked up, your child will be allowed to rest in the classroom but will not participate in activities with the other children. For

the protection of all, children suspected of having an infectious disease must have a physician's statement and be fever-free for 24 hours before returning to center. If a life-threatening emergency involving your child occurs while attending Creekside Montessori School, you will be notified and 911 will be called to transport your child to the nearest hospital. If a parent cannot be reached, your emergency contact will be notified. It is important that you notify the center to update your center records whenever there is a change in your address, phone number, or emergency contact person. Symptoms that would exclude a child from care include:

- Fever of 99 degrees or above with symptoms
- Fever of 100.4 or above with no symptoms
- Conjunctivitis, Bacterial (Pink0eye)
- Unexplained rash or sore
- Discharged from eyes, ears, or nose
- Vomiting once or Diarrhea twice

Please see attached Covid-19 Addendum.

MEALS: We will provide two healthy snacks and a lunch daily. They are not to share with one another. Menus will be posted. Treats can be provided for special occasions like birthdays. We will have an allergy list posted, so parents should inform us as soon as possible if your child is allergic to anything.

RELIGION & PRAYER: Everyone is welcome. The school curriculum does not involve the promotion of any religion. All religious questions asked by your child will be met with a short, simple response designed to validate the child's question and re-direct the child to their own family: "That is a great question. You should ask you parents about that after school." The school does celebrate Christmas and Easter generally – Santa Claus, Easter Bunny - but we leave out the religious aspects of the holiday. There is no mention of Jesus, no nativity scene, no religious crosses, etc. At lunch, we do give thanks to a higher power by saying a generic prayer prior to eating lunch: "God is great, God is good, let us thank him for our food."

FOOD ALLERGY ACTION PLAN: If your child has a food allergy, please complete a Food Allergy Action Plan form, available upon request. This form will be posted in your child's classroom, as well as in food preparation areas. If medication for an allergic reaction is provided, please have your physician sign the Food Allergy Action Plan as well.

NAP/REST TIME: The Kansas Department of Human Services requires that all children must be provided with a regularly scheduled nap or resting time. Children will not be forced to sleep but may be encouraged to lie quietly for a period. The length of time a child should have to remain resting varies by child. There is no hard and fast rule regarding the maximum amount of time a child should have to remain resting. Children should be provided with alternative quiet activities if unable to rest.

SUNSCREEN & INSECT REPELLANT: Between the months of March and October, all families will be required to supply sunscreen for their child/ren for outdoor activities. A permission slip must be on file before sunscreen will be applied to a child. Sunscreen must be SPF 15 or above and will be applied by classroom teachers regularly throughout the day. Parents must apply sunscreen and insect repellent to their child before arriving at Creekside Montessori School for the day.

PHOTO RELEASE POLICY: Creekside Montessori School photographs activities during normal daycare hours for the use of sharing with parents. A Photo Release form is provided in the Enrollment packet.

VIDEO MONITORING: Video security cameras are used indoor and outdoor throughout the property for safety purposes.

PARENT-TEACHER CONFERENCES: Parent-teacher conferences will typically be held at least once per year. The goal of the parent-teacher conference is to gain insight into your child's development. During conferences, your child's development, and any goals you may have for your child will be discussed. Parents are encouraged to request conferences whenever they feel it necessary.

TOYS: Parents are asked not to give children toys to bring to school. This causes a lot of disruption. Children are not allowed to bring in outside toys or items unless asked by their classroom prior.

DRESS CODE/CLOTHING: Children should be dressed appropriately for the weather. Please provide a jacket as needed on cooler days. Shoes must always be always worn. All clothing should be labeled with your child's name.

EXTRA CLOTHING: All children should bring extra clothing with the child's name on it in case they have an accident or get their clothes dirty.

CONFIDENTIALITY: Confidentiality is a top priority for Creekside Montessori School. Personal information of families and staff will not be shared for any reason. In situations regarding behavior problems and/or Incident/Accident Reports, names of children involved will never be given to families.

WEATHER POLICY

The term "weather permitting" means almost every day unless there is a weather advisory or public announcement related to extreme cold or heat that may cause health problems. Therefore, children should be dressed properly and taken out on most days. This might require that the schedule be changed to allow children outdoor play in the early morning when it will be very hot later in the day. Or it might require that the children have appropriate shoes or a change of clothes when the ground is wet. State requires us to go outside daily for an hour and the playground equipment must be completely dry.

CHILD SAFETY POLICIES

POSITIVE GUIDANCE: For a child to develop intellectually, it is important for a child to learn acceptance, cooperation, respect, and self-discipline. To run a successful classroom, clear and concise rules, limits, and expectations concerning classroom behavior and discipline are explained to the children. Teachers use a variety of methods in the classroom to encourage proper behavior. Redirection, setting limits and using a safe place are a few of the most used methods of positive guidance used in order to promote the above characteristics.

ACCIDENT AND EMERGENCY PROCEDURES: Minor injuries will receive appropriate first aid, and parents will be informed when they pick up their child. For emergency illness and injuries, parents will be contacted immediately. If illness or injuries occur which require immediate medical attention, parents will be contacted. Parents will be advised to pick up their child; if the parent cannot be reached the child will be taken to the nearest medical facility. Parents will be responsible for the costs of the emergency medical treatment, including emergency transportation if required. Parents will be informed of the facility to which the child has been taken.

MANDATORY CHILD ABUSE REPORTERS: As childcare professionals who interact with children daily, each staff member of Creekside Montessori School is a mandatory child abuse and neglect reporter and must contact the Kansas Department of Health Services whenever abuse or neglect is suspected.

BITING POLICY: Biting is a behavior that usually occurs between the ages of one and three years. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons: teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration, and stress. Biting is not something to blame on children, their parents, or their teachers. There are a variety of strategies we implement at Creekside Montessori School to prevent and stop biting. This is the process followed when a child bites:

- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful not to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior.
- Appropriate first aid will be provided to the child who was bitten. The bite will be washed with soap and water; cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

FIRE AND TORNADO DRILLS

All drills will be conducted once every month, during which children will practice evacuating the building and moving to a safe place. Emergency evacuation plans are posted near the door.

PETS & VISITING ANIMALS

Staff may introduce a class pet to the classroom. Pets and visiting animals that are brought into the classroom must be carefully considered for their temperament, health risks, and appropriateness for young children. No animal may be brought into Creekside Montessori School without first notifying and receiving permission from the school Director. Once approved by the Director, pets and visiting animals must have documentation from a licensed veterinarian or animal shelter to show that the animal(s) is fully immunized and that the animal is suitable for contact with children.

MONTESSORI RESOURCE

<https://www.montessoriservices.com/>

<https://www.themontessorinotebook.com/free-resources/>

<https://www.montessori.org/>