

Handbook 2022-2023

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Dear Parents,

Welcome to Montessori Children's House!

A child's school experience is important. This booklet has been prepared to help you better understand those philosophical, educational, fiscal, and administrative policies necessary to the function of a Montessori school.

Please familiarize yourself with the material in this booklet so that your child's experience at Montessori Children's House will be a pleasant one.

If you have any further questions regarding the handbook or any of our policies, please feel free to contact us.

Sincerely,
Heather Davis

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Program and Goals:

In a rapidly changing society, the most important thing that can happen in the education of a child is awakening within him/her a genuine thirst for learning. It is our responsibility to help the child build within himself/herself the foundations for a lifetime of creative learning. It is vital that children be properly introduced to learning -- lest they develop a distaste for independent reading and study.

The activities and environment provided in a Montessori school stimulate and develop a thirst for learning, an abiding curiosity about one's surroundings, and a desire to discover and do things for his or her self.

Our goal for each child is the development of his ability to solve problems using an organized approach, to use freedom wisely, to respect him or her self and others, and above all, to take joy in learning.

Montessori believed that education is really a preparation for life and not simply a mastering of intellectual skills. "The child of three, four, and five has one intuitive aim -- his self-development. He wants to do and see and learn for himself, through his own senses and not through the eyes of an adult. He becomes a full person. He is educated."

During the morning opening we say the Pledge of Allegiance. Children are expected to participate to the best of their ability.

The Environment:

The child in a Montessori classroom moves about in an atmosphere based on a sensible balance between freedom and structure. This "prepared environment" is an aesthetic, vital place constructed in proportion to the child. When looking around the room notice the low shelves with accessible activities, the low child sized furniture -- truly a child oriented room. It's a nourishing place for children, designed to meet their needs in "self - construction." "A feeling of warmth, love and respect is found here." An important element of the environment is the provision for order. The child who is engaged in organizing experiences and classifying concepts develops an ordered mind, and is better served by a classroom that provides clarity and order in the child's impressions. Auto education is the aim of a prepared environment. This self-education is carried out by the use of materials. They are carefully selected and sequenced to insure success and self-esteem. The materials are designed to capture the child's attention and foster independence, concentration and provide preparation for future learning.

Tuition:

All tuition payments are due the FIRST of each month September through May and are considered delinquent if not received by the 10th.

All payments not received by the 10th will be subject to a late payment charge of \$10.00 for each month the payment is delinquent. A fee of \$30 will be charged on all returned checks. Payments that are not current after 30 days may face dismissal.

If you have any concerns about your payments, please contact us at the school.

A nonrefundable deposit of \$100 is due the day you register your child. **Arrival and**

Dismissal:

A.M.

Arrival 8:55 -- 9:05

Dismissal 11:25 -- 11:35

P.M.

12:25 - 12:35

Dismissal 2:55 - 3:05

For any child that is picked up AFTER 11:40/3:10 – there will be a \$15 fee charged for late pick up.

We would like to emphasize the importance to the child of their timely arrival in the classroom.

Dr. Montessori stated that work has a beginning, middle, and an end. It is not an exaggeration to say that a child deprived of the proper beginning, either by too early or too late an arrival in the classroom, is psychologically and objectively deprived of the most important part of his/her school day. Too early an arrival tends to dissipate his enthusiasm before the actual beginning of the day; too late an arrival tends to make a child feel like an “outsider” because work has started before he arrives.

Iowa State Law requires every child to be in a safety seat or booster until age 6. Teachers will not buckle in children without a safety seat. All children must be properly restrained leaving Montessori Children’s House.

Required Paperwork:

Due to state recommendations, we require children to have an annual physical by their health care provider. A form entitled "Preschool Age- Child Health Exam Form", must be filled out completely and signed by a healthcare provider. This also must be done annually.

We also require that their immunizations be up to date or that you submit a notarized exemption. The Iowa Department of Public Health Certificate of Immunization must be transcribed completely and signed by a health care provider. These two forms must be returned before the first day of school for your child's admission. If your child attended last year we keep their record of immunization on file.

Assessments:

At Montessori Children's House, we focus on the whole child. We not only just examine a child's academic needs, but also their social, developmental, mental and physical health.

In the first month of school, we will give each child an assessment on their physical, social/emotional, language, self-help, fine motor and practical skills, in addition to their academic assessment. This will give us a complete picture of your child. We can assess present knowledge and skills, and highlight any areas of improvement or future teaching. We can also note any areas where a referral may be needed.

Health Policy:

Children should be kept home from school for these reasons:

1. Above normal temperature. The child should be 24 hours free of fever without the use of temperature reduction medications.
2. [Any type of contagious disease included on the following pages, but not limited to.](#)
3. Children should be 24 hours free of symptoms due to vomiting or diarrhea.

If your child is absent, kindly report to the school the cause.

Please make every effort to see that your child attends regularly. The children who

benefit the most from this school are those who attend consistently.

It is inevitable that when children are together, they will come in contact with other children's germs. Unfortunately, symptoms often do not appear until after the whole class has been exposed. In effort to help prevent the spread of illness we will ask each child to wash his hands when arriving at school as well as before and after snacks. Teachers will also practice proper sanitizing procedures to ensure a clean and sanitized environment.

We are providing a communicable disease chart from the State Department of Health. They answer many questions regarding incubation time, symptoms and school exclusion time from school.

[Please read them and keep them for your reference.](#)

If your child becomes ill or injured while at school, we will call parents to notify them and ask that the child be picked up as soon as possible. If the parents cannot be reached, we will call the contact person listed as the emergency contact on the pick-form and ask them to pick up the child. If we feel the child needs immediate medical attention, we will call 911 and continue trying to reach the parents.

Please help us have a healthy year.



Common Child Illnesses and Exclusion

Criteria for Education and Child Care Settings

A child should be temporarily excluded from an education or child care setting when the child’s illness causes one or more of the following:

- Prevents the child from participating comfortably in activities.
- A need for care that is greater than the staff can provide without compromising the health and safety of other children.
- An acute change in behavior: lethargy, lack of responsiveness, irritability, persistent crying, difficulty breathing, or a quickly spreading rash.
- Fever with behavior change or other signs and symptoms in a child older than 2 months (e.g., sore throat, rash, vomiting, diarrhea).
- For infants younger than 2 months of age, a fever with or without a behavior change or other signs and symptoms.
- A child with a temperature elevated above normal is not necessarily an indication of a significant health problem. A fever is defined as:
 - For an infant or child older than 2 months, a fever is a temperature that is above 101 degrees F [38.3 degrees C] by any method.
 - For infants younger than 2 months of age a fever is a temperature above 100.4 degrees F [38 degrees C] by any method.
 - Temperature readings do not require adjustment for the location where the temperature is taken.
 - In education settings please refer to your district’s policy regarding fever definition.

ILLNESS	EXCLUDE	RETURN TO CHILD CARE/SCHOOL
Chicken Pox	Yes.	When all blisters are crusted with no oozing (usually 6 days) and resolution of exclusion criteria.
COVID-19	Yes.	10 days after symptoms start and 24 hours with no fever and improved symptoms OR 10 days after positive test (if no symptoms).
Diarrhea (infectious)	Yes (there are special exclusion rules for <i>E.coli</i> 0157.H7, <i>Shigella</i> and cryptosporidiosis).	When diarrhea stops and health care provider and public health official states the child may return.

Diarrhea (non-infectious)	Yes, if stool cannot be contained in the diaper, or if toileted child has 2 or more loose stools in 24 hours, or blood in stool.	When diarrhea stops and resolution of exclusion criteria.
Fifth Disease	No. Unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Hand and Mouth	No. Unless child meets other exclusion criteria. Or is excessively drooling with mouth sores.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Head Lice (Pediculosis)	No. Unless child meets other exclusion criteria.	Treatment of an active lice infestation may be delayed until the end of the day. Children do not need to miss school or child care due to head lice. Treatment recommendations can be found here: https://www.cdc.gov/parasites/lice/head/treatment.html
Impetigo	Yes, exclude at the end of the day if blisters can be covered.	After child has been seen by the doctor, after 24 hours on antibiotic, and blisters are covered.
Influenza	Yes.	When child is fever free for 24 hours and resolution of exclusion criteria.
Molluscum Contagiosum	No. Unless child meets other exclusion criteria.	Skin disease similar to warts. Do not share towels or clothing and use good hand hygiene.
MRSA	No. Unless child meets other exclusion criteria.	Wounds should be kept covered and gloves worn during bandage changes. Do not share towels or clothing and use good hand hygiene.
Otitis Media (ear infection)	No. Unless child meets other exclusion criteria.	If excluded due to presence of other exclusion criteria, resolution of exclusion criteria.
Pertussis (Whooping Cough)	Yes.	Child may return after 5 days of antibiotics and resolution of exclusion criteria.
Pink Eye (Conjunctivitis)	No. Unless child meets other exclusion criteria.	Child does not need to be excluded unless health care provider or public health official recommends exclusion. Resolution of all exclusion criteria.
Ringworm	No. Unless child meets other exclusion criteria.	Treatment of ringworm infection may be delayed to the end of the day. Child may be readmitted after treatment has begun. Cover lesion(s) if possible. Do not share

		clothing, bedding or personal items.
Strep Throat	Yes.	When resolution of exclusion criteria and after 24 hours of antibiotic.
Vomiting	Yes.	When vomiting has resolved and resolution of exclusion criteria.

Please refer to Caring for Our Children: National Health and Safety Performance Standards (Online Database) <https://nrckids.org/CFOC> or the Iowa Department of Public Health EPI Manual <https://wiki.idph.iowa.gov/epimanual> for guidance on specific diseases not included in this list. Contact your local Child Care Nurse Consultant <https://idph.iowa.gov/hcci/consultants> for additional information.

References:

American Academy of Pediatrics, American Public Health Association, National Resource Center for Health and Safety in Child Care and Early Education. CFOC Standards Online Database. Aurora, CO; National Resource Center for Health and Safety in Child Care and Early Education; 2020. <https://nrckids.org/CFOC/Database/3.6.1.1> (Accessed on 05/21/2021)

Iowa Department of Public Health EPI Manual: Guide to Surveillance, Investigation, and Reporting. Reportable Disease Information. Revised 6/2011

Snack

Montessori Children's House provides a daily snack. We follow the state guidelines for snacks and offer milk and water with each snack. Snacks include two food groups. We encourage students to try new foods. A variety of fruits, vegetables, proteins, carbohydrates are offered throughout the year.

After the snack is passed out we say a short prayer. Children are not required to participate and may choose to sit quietly if they don't want to participate.

God is great, God is good.

Let us thank Him for our food.

By His hands we all are fed.

Give us Lord our daily bread. Amen

We will also celebrate each child's birthday (1/2 birthdays for summer babies). You may send a treat to share with the class. Please do not send cupcakes or items with lots of frosting due to the mess they create. Donuts, rice krispies, cookies, ice cream cups etc. are some good choices for treats. Please arrange the special snack with your child's teacher.

Personal Belongings:

Candy, toys, and gum may not be brought to school. Please check your child's pockets to see what they contain before school. Check especially for small "home" items, and kindly check for unfamiliar objects when he returns home. These may be part of school equipment. Children may occasionally bring to class very special items that relate to schoolwork, but we ask that you check with the child's teacher first. Students are also not allowed any type of communication device while in the classroom due to privacy concerns for all students.

Communication:

Communication between school and parent and parent and school is extremely important.

We will be informing parents of school information through a monthly newsletter. We also provide daily communication of some of your child's work covered in school that day. This is a good way to start a conversation with your child about school.

Montessori Children's House also has a Facebook page, and we post pictures of the children on a regular basis with parental permission. Just go to Facebook and search for Montessori Children's House to view our page.

In the event that a significant change occurs in your home, please consider informing the school as soon as possible. Common causes of distress include: Parents being away from home, illness of parent or sibling, hospitalization, accident or death in the family, moving, or a death of a pet.

Days Off: (Vacation, Holidays and Snow days)

We will observe Lewis Central's snow days. You will receive notification through the Brightwheel app. If they have a late start, we will not have A.M. classes. If they dismiss early we will not have P.M. class. If in doubt, please call us first before leaving home. The calendar provided states the scheduled days that we will be off. School closings will also be announced via the brightwheel app. Our calendar does not coincide with Lewis Central's schedule. Occasionally we need to cancel school because of weather on a day that Lewis Central does not have scheduled school.

Special Events:

We do not have class parties for holidays as we feel it is overwhelming and confusing for young children that are used to daily routines. We do include special activities in our curriculum for major holidays.

The last day before Christmas break, the children will have a special visitor (please keep this a secret). It is a joy to watch their faces light up.

In May we have Family Day/Field Trip. Parents are encouraged to spend that day with their child. Parents are encouraged to find arrangements for non MCH siblings to allow the focus and celebration to be on the student.

More details will come throughout the year.

Behavior and Discipline:

The Montessori Children's House believes that each child is a unique person who deserves to be treated with the same dignity and respect that is given to the adult. We believe that the child should have the freedom to make choices, and to assume the responsibility, which goes with that freedom. Our ultimate goal is the self-discipline and self-control of the individual child, which is achieved through work, concentration, freedom of choice (including the freedom to make mistakes).

Considering these principles, we intervene when:

- 1) the safety of the child or of other children is threatened,
- 2) the child does not respect another child's work or misuses materials,
- 3) the child is not using appropriate language,
- 4) The child is in any way disruptive to an atmosphere that is conducive to learning.

In case of misbehavior,

- 1) First, we express disapproval of the behavior in a way that invites growth and learning.
- 2) Second, we redirect or refocus the attention of the child, either by leading him/her to another activity or giving him/her a choice.
- 3) If a child has done something for which there are direct consequences, he/she is instructed to assume responsibilities (i.e. Clean up, if the child has written on a table),
- 4) If previous attempts at redirection are not successful, the child will be directed to a quiet place in the classroom and allowed to rejoin the group when he/she is ready.
- 5) We will inform the parents or guardians of any recurrent discipline problems.

Discharge Policy:

A child shall be dismissed:

- If parents do not comply with Montessori Children's House policies.
- If all forms, including health and immunization forms, have not been turned into the center.
- Parents fail to make tuition payments.
- The child's inability to adjust to the group experience (discipline is a consistent problem).
- The child poses a threat to other children, staff or self.

Solicitation

We have a no solicitation policy. No sales information will be distributed at school. Please do not distribute any sales information to teachers, parents, or students.

Potty Training Policy

It is our policy that all children are potty trained to attend preschool. We understand that accidents happen and we will have extra clothes on hand if needed. We do not have the proper facility to change soiled pants. If a child has an accident (BM) in their pants, a parent will be called to come and pick them up.

Delivery and Pick-Up Instructions

PLEASE READ AND OBSERVE THE FOLLOWING INSTRUCTIONS!! FOR THE CHILDREN'S SAFETY, THEY NEED CAREFUL ATTENTION.

A consistent routine is essential in order to establish a safe delivery and pick-up pattern for the children. Even returning students, who know the routine, are excited and not thinking about traffic danger during the first days, so we adults must be especially careful on their behalf. If someone drives for you, please instruct him or her carefully about our routine. There are several things we want you to remember for us:

1. When delivering or picking up, please enter the church driveway and drive all the way around to the lower back lot. Stay to your right and make a deep U- turn so that the passenger door faces the sidewalk.
2. Please do not let your child get out of your car until you have stopped your vehicle by the sidewalk. We do not want children walking behind or between cars or across the grass. Your child should get out at the sidewalk that leads to the door to the church basement, when it is your turn to unload. During the first couple of weeks, a teacher will meet the children at their car and walk them to the door. This will be our routine until the children are oriented. Thereafter, you may let them out of your car on the sidewalk and a teacher will watch them walk safely in the door.
3. If for some reason you need to park, please do not use the lower lot. This can cause a traffic jam. There are two other lots nearby where you can park.
4. We will dismiss promptly at 11:25 and 2:55 in an attempt to avoid a long line of traffic. The first arrival for pick-up should park as close to the sidewalk going up to the building in a parallel fashion. Cars arriving thereafter should parallel park in line. Please do not block the entrance/exit to the lot.
5. We will be teaching the children to walk out on the sidewalk to be put into their cars when you pick them up. For their safety while waiting, they will be instructed to stand behind a red line on the sidewalk until their car pulls across the sidewalk area and STOPS! We realize that sometimes you are in a hurry, but please do not ask your child to come and get in the car before it is his/her turn.
6. During church activities, we may use the other parking areas. When and if the situation arises, we will send home a note to explain delivery and pick up during those times.
7. Please remember the drive to the back is narrow and that other cars may be entering or leaving. For your own safety, pay attention to the situation. It is easy to

become caught up with our children and others in the car.

8. Also watch your speed limit in the neighborhood. We must be very watchful for those children who will be walking to school without the benefit of sidewalks.

With your cooperation, we shall have a safe routine established in a short time. We know that an established routine makes it safer and easier for all of us.