

Canyoncito Montessori School And Child Care Center



Parent Handbook & Policy Manual

2014 – 2015

www.canyoncitomontessori.com
(505)662-2910

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Vision Statement

One team, one goal: To provide the best education for all children.

Mission Statement

The mission of Canyoncito Montessori School and Child Care Center, Inc. is a commitment to the creation of a Montessori environment that enables all children to realize their highest potential for learning and to become an independent, self-motivated, and contributing member of the world community.

Philosophy Statement

As early childhood educators, it is important to continually be the facilitators for all children, and educate according to “Developmentally Appropriate Practices” that motivate all children to become life long learners.

The purpose of early childhood education is to encourage all children to reach their highest potential and provide guidance that facilitates each child’s ability to function successfully in society. It is important to help the parents, families, and staff to work as a team and meet educational needs of all children.

Classroom management and discipline go hand-in-hand. We strongly believe that children need freedom within their environment, but freedom within limits. Freedom and discipline are similar. In order to be free, a child needs to look at being independent. True freedom of choice leads to thinking and reasoning intelligently and a strong self esteem and competence which is the ability and capability to do what is needed.

A teacher’s role is to guide children toward a stronger feeling of self. A teacher is always looking for work and play that leads to order, harmony, and self-development and eventually to discipline within a child. This is only accomplished by helping each child take pride in

themselves. The teacher is the guardian of the environment and the link between it and the children. The teacher encourages feelings of empathy and mutual respect among all individuals within the environment. A teacher must lay the groundwork for discipline and guidance.

The Montessori Pre-School environment is a “prepared” learning environment. It is an area for a growing child to do things for himself or herself – without the immediate help of adults. “The Prepared Environment” is a place where the children can be increasingly active, and the teacher increasingly passive. It is a place where a child can direct his own skills and become conscious of his/her self. Our goal as CMS is to assist all children to reach independence, order, harmony and self-discipline through his/her own efforts.

Educational Goals

It is the goal of Canyoncito Montessori School to provide an education that stimulates the physical, emotional, intellectual and social growth of each child while developing creativity and a positive self-image. Our goal is to provide an environment that is emotionally supportive in which all children feel secure, respected, and loved. The importance of sharing the responsibility among home, school, and community is to foster a higher level of academic, personal, and social achievement.

Graduates of Canyoncito Montessori School prepare to enter the next phase of their education carrying with them a respect for people, a belief in dignity of work and sense of responsibility for their own development.

Developmentally Appropriate Curriculum

It is important for Early Childhood teachers to be well trained. Professional teachers must use judgments based on developmentally appropriate knowledge and insight. Developmentally appropriate teaching means that we approach children from where they are and not from where we think they ought to be (Weikart, 1986). As early childhood Montessori teachers we must understand the developmental needs and characteristics of each age group as well as each individual child.

The following are characteristics of developmentally appropriate practice:

- Children learn at their own pace. Children learn from play.
- Children must be able to make choices.
- Teachers must be flexible when planning schedules.
- Young children need many different experiences.
- Allow time for repetition. Children must be able to become competent in their work and their play.
- Always extending the activities to take children another step further, extending skills and experiences.
- Parents need to be involved in their child's classroom/school.
- Community involvement is important.
- Furnishings need to be child size.
- Areas are designed according to interest centers.
- The playground is made available as a classroom. Children need to be outdoors at least one hour a day.
- Teachers observe and facilitate (passive). Children are the aggressors and the doers (active participants).
- Teachers need to be trained – NAEYC, Montessori, CDA Credentials, Associate Degree in Early Childhood. Teachers must be competent in Early Childhood.
- Experiences lead to language development which leads to intelligence.
- Teachers must ask open-ended questions. Children are always encouraged to ask questions and given opportunities to experiment and explore.
- In any classroom the key to success is mutual respect.

A developmentally appropriate curriculum is designed to strengthen all aspects of a child's development. This includes social, emotional, physical, cognitive, and language. It is important to support each child's development. When planning a curriculum, Canyoncito Montessori School looks at:

- Content
- Processes
- Teacher's role
- In what content is it going to take place?

Curriculum is what happens. It is not always planned. Children need to be taught to:

- Problem Solve
- Think
- Reason

- Create
- Research

Introduction

The staff at Canyoncito Montessori School would like to welcome you to our school.

Your Pre-School staff includes: Mrs. Jennifer Newman and Mr. Sean Hollander (Toddler Class; two, three and four year olds); Mrs. Janelle Brunner (Pre-Kindergarten; four and five year olds).

The Elementary staff includes: Mrs. Mary Ann Schnedler (Primary and Upper Grades), Mr. Dave Schnedler (Upper Grades); Mrs. Gauri Prasad and Mrs. Vickie Mallett.

Mrs. Schnedler is the Administrator of Canyoncito Montessori School and can be reached at (505) 662-2910.

Canyoncito Montessori School and Child Care Center, Inc. is a tax exempt, non-profit, non-denominational, non-discriminatory corporation under section 501 (c) (3) of the Internal Revenue Code.

The Pre-School is licensed by the New Mexico Department of Children, Youth and Families.

The elementary school is accredited by the New Mexico State Department of Education and North Central Association of Colleges and Schools.

We would like you to feel free to talk to your child's teacher and develop an open line of communication. If at any time, it is necessary to talk to a staff member, please call the office and leave a message.

Canyoncito Montessori School's principal objective is the academic, creative, moral and physical development of each student. Special emphasis is placed on the very caring relationship that exists between the faculty and the students. Faculty members see students in class, at lunch, and during free periods to provide extra help. In addition to mastery of the fundamentals, students are encouraged to develop sound scholarship, independence of thought, cooperative self-reliance, and discriminatory judgment.

Forms

RULES & REGULATIONS AGREEMENT FORM

I/We have completely read Canyoncito Montessori School's Policy Manual and hereby agree to comply with all the rules and regulations of Canyoncito Montessori School regarding fees, attendance, medication, discipline policy, health, snack, clothing, and other items specified in the "Policy Book" issued by the school each year. I/We am aware of the scheduled school holidays/closures.

I/We further agree that I/We are responsible for and will pay all tuition and fees charged for our child/children.

Father or Guardian

Mother or Guardian

Date

Date

APPROVED BY:

Canyoncito Montessori School and Child Care Center, Inc.

President, Vice President, Secretary

Date

PERMISSION TO PARTICIPATE IN SCHOOL ACTIVITIES AND TO RECEIVE EMERGENCY MEDICAL CARE

I hereby grant permission for my child to use all of the playground equipment and participate in all of the activities at the school.

I hereby grant permission for my child to leave the school premises under the supervision of a staff member for neighborhood walks.

I have no objection to my child being included in photographs, slides, or movies taken at Canyoncito Montessori School which could be used for purposes of interpreting the school program. I understand that any photography or observation will be done only with the supervision of the classroom teacher.

I agree to inform Canyoncito Montessori School of any and all personal changes in circumstances that would affect my status in the school; e.g. marriage, separation, divorce, change in employment, change in address or telephone number.

I hereby grant permission for the Director or Acting Director to take whatever steps that may be necessary to obtain emergency medical care or transportation, if warranted. These steps may include, but are not limited to, the following:

1. Canyoncito Montessori School will administer the proper first aid.
2. Canyoncito Montessori School will attempt to contact a parent or guardian.
3. Canyoncito Montessori School will attempt to contact the child's physician.
4. Canyoncito Montessori School will attempt to contact you through any of the persons listed on the emergency information form you completed for us.
5. If we cannot contact you or your child's physician we will do any or all of the following: (a) call another physician or paramedics (b) call an ambulance (c) have the child taken to an emergency hospital in the company of a staff member.
6. Incidents will be documented and reported to the licensing authority.
7. Any expenses incurred under item 5, above, will be borne by the child's family. You will assume responsibility for any resultant expense not covered by your insurance.
8. The school will not be responsible for anything that may happen as a result of false information given at the time of enrollment or failure to report updated information.

Father or Guardian

Mother or Guardian

Date

Date

PERMISSION TO USE PLAYGROUND EQUIPMENT

Please inspect the playground and equipment as soon as possible.

This is to inform Canyoncito Montessori School that I/we have inspected the playground and equipment, finding it to be developmentally appropriate.

I/we give permission for my child _____ to use Canyoncito's playground and equipment.

I/we will not hold the school or individual teachers responsible for non-negligent accidents.

Please list any piece of equipment you do not want your child to play on and every effort will be made to honor your request.

Father or Guardian

Mother or Guardian

Date

Date

ADMISSION RECORD

Child's Name	DOB	Sex	Ethnic Background:
Father's Name		Mother's Name	
Home Address		Home Address	
Work Address		Work Address	
Work Phone		Work Phone	
Cell Phone		Cell Phone	
Home Phone		Home Phone	

Emergency Contacts: Names and Addresses of two family friends or relatives who live in Los Alamos and can be contacted when needed.

Name	Name
Home Phone	Home Phone
Work Phone	Work Phone

Date of Admittance: _____

Date of Dismissal: _____

Medical Information

Dates of completed immunizations: (copy of immunization record from Doctor is needed)

D.T.P.	_____	_____	_____	_____
	1 st	2 nd	3 rd	4 th
Polio	_____	_____	_____	_____
	1 st	2 nd	3 rd	4 th
M.M.R.	_____	_____	_____	_____
	1 st	2 nd	3 rd	4 th
HEPB	_____	_____	_____	_____
	1 st	2 nd	3 rd	4 th
HIB	_____	_____	_____	_____
	1 st	2 nd	3 rd	4 th
	_____		_____	
	Varicella		Tine	

History of childhood diseases:

_____	_____	_____
Measles	Mumps	Whooping cough
_____	_____	
Diphtheria	Chicken pox	

Other communicable diseases:

ALLERGIES: _____

Permission is granted to call Doctor: _____ in case of need.

Doctor's Phone Number: _____

Parent's or Guardian's signatures:

Father or Guardian

Mother or Guardian

Date

Date

PICKUP PERMISSION LIST

The following people have permission to pick up my child/children from Canyoncito Montessori School.

Include yourself on the list. Please inform people on your pickup list to be prepared to show proper identification when picking up your child.

This may include a driver's license or other forms of identification.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____

Parents, even though you have given permission to the following people, please let the office know when you plan to have someone pick up your child.

Parent's or Guardian's signatures:

Father or Guardian

Mother or Guardian

Date

Date

Sunscreen – Sunblock Release Form

Date

Child's Name

My child may apply his/her own sunscreen/sunblock _____
Name of Sunscreen

Parents: You will be notified immediately about any problems that may arise because of the application of the sunscreen/sunblock. **Please realize** that we will do our best to apply sunscreen/sunblock on a regular schedule. However, circumstances may arise that may result in an irregular schedule.

Reminder: We do not apply sunscreen until the afternoon so please apply sunscreen before your child comes to school.

I give my permission for Canyoncito Montessori School staff to apply and or supervise sunscreen/sunblock to my child.

Parent(s) Signature

DISCIPLINE POLICY

The discipline policy at Canyoncito Montessori School and Child Care Center, Inc. is one based on reasonable limits and rules and respect for other's rights and space.

1. Discipline shall be clear and understandable to the child before and at the time of any disciplinary action.
2. Discipline shall include positive guidance, re-direction, and setting of clear-cut limits which foster the child's own ability to become self-disciplined.
3. Discipline practices established by the center are designed to encourage the child to be fair, to respect property, and to assume personal responsibility for others.

The discipline method used is "Time Out". The child is asked to leave the area for some amount of time. When "Time Out" is completed the teacher and the child discuss the reason for the discipline.

When a problem is occurring consistently, the parents are notified and asked to participate in determining the type of behavior modification best suited for the situation.

The following disciplinary practices are prohibited in a child care center: Physical punishment; withdrawal of food, rest, or bathroom opportunities; abusive or profane language; unsupervised isolation of the child; or any other type of disciplinary action that is hazardous to the physical or mental health of the child.

ILLNESS

Ill children **may not** be in school. Canyoncito Montessori School enforces the following policies regarding the admission of a child who is ill. These policies are enforced in the interest of protecting the health of all of our students.

A CHILD MAY NOT BE IN SCHOOL IF ONE OR MORE OF THE FOLLOWING CONDITIONS EXIST:

1. The child has a fever (oral temperature 101 degrees or armpit temperature of 100.4 degrees) or has been fever free for less than twenty-four hours.
2. The child has been taking an antibiotic for less than twenty-four hours, or if diarrhea is being caused by an antibiotic.
3. The child has an eye discharge or crusty eyes. A child with conjunctivitis must remain out of school for forty-eight hours after medication has started. Redness and discharge must be gone before the child may return to school.
4. The child exhibits any of the following symptoms:
 - a. A persistent cough
 - b. Fatigue
 - c. Unusual crankiness or irritability to cope within the context of the school environment
 - d. Vomiting or diarrhea within the last twelve hours
 - e. Symptoms indicating the possible existence of a communicable disease, including sniffles or runny nose, reddened or crusty eyes, mucus from the nose, sore throat, headache, abdominal pain, or fever (***see 4E**)
5. The child is unable to play outside. A child well enough to attend school is well enough to go outside, and participate in all school activities.

The school must be notified if a child has been exposed to a communicable disease. An incubation period during which the child must remain out of school may exist.

The school must be notified of any chronic condition that might affect the health or well-being of the student. Such conditions would include, but not be limited to; asthma, allergies, and epilepsy.

4E* Canyoncito Montessori School may require a physician's medical release, before readmitting a child who has exhibited symptoms of a communicable disease even with such certification, if obvious symptom would seem to place

others in jeopardy or place the child in a situation of discomfort immediate readmission maybe denied.

MEDICATION

New Mexico regulations (Children's, Youth, and Families Department) regarding medication reads as follows; Facilities will give medication only with WRITTEN PERMISSION from a parent or guardian to be administered according to WRITTEN DIRECTIONS from the prescribing physician. In the case of non- prescription medication, written instructions must be provided by the parent or guardian.

- A. Canyoncito Montessori School has the right to refuse to give any medications.
- B. Canyoncito Montessori School will only give medication that is prescribed by a physician with parental instructions and permission;
- C. Medications may include: prescription medication, over the counter medication, sunscreen, inhaler, etc.
- D. All medications shall be in their original container, with written instructions, including the name of the medications, the dosage, and hours and dates the child should receive medication.
- E. Medication requiring refrigeration will be kept in the staff refrigerator. All medications will be inaccessible to children.
- F. A staff member will keep written record of the dosage, date and time a child is given medication. This information will be provided to the parent or guardian who picks up the child the day the medication is given. The written record must be signed by the parent and the childcare provider when medication is completed for that day, days or week.
- G. Canyoncito Montessori School will keep a written record on file of all medication given.

When your child is on a prescription medicine, Canyoncito Montessori School may require a note from the physician telling us that it is okay for your child to be in school.

HEALTH AND SAFETY OF YOUR CHILD

Your child's health is a matter of major importance to all of us. Upon enrollment you must file with us a health form signed by a physician or a copy of a current immunization record. Your child may need to be sent home if he or she appears to have symptoms of an illness during the day. In such cases, the parent will be contacted. Parents must arrange for the child to be picked up within 60 minutes of the call. If a parent cannot be contacted because of inadequate information on the child's information card, or if the child is not picked up within 60 minutes of a call, dis-enrollment will be initiated according to the policy book.

Health Policy Related to both Children and Staff

The school must be notified if a child or employee has been exposed to or has a communicable disease that might affect the health or well being of staff or students. The policy of reporting a communicable disease will be enforced. If a child or staff member is being seen by a doctor for a communicable disease, then a written release by the doctor is required stating that the child/staff member is free of the communicable disease and may return to school/work.

CMS Accidental Injury Policy

In case of accidental injury we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's physician. If necessary, we will also call an ambulance or the paramedics. The director or an assistant will be in charge and make the decisions about the care of your child. You will be expected to assume responsibility for any resulting expenses not covered by your insurance. The school will maintain a parents signed consent form agreeing to this provision. It is to your child's benefit that you keep the school **UP TO DATE ON PHONE NUMBERS, EMERGENCY NUMBERS, AND OTHER PERTINENT INFORMATION.**

Professional Assistance

The staff at Canyoncito Montessori School tries to meet the needs of each individual child. There are times however when we need professional assistance in dealing with a child's needs. These needs could be as diversified as a suspected speech, or hearing problem to a social, or behavioral problem. In these cases we will ask you to seek professional assistance. The staff expects parental cooperation in helping to meet each child's specific needs. Without this assistance, dis-enrollment procedures may be necessary.

Reporting Child Abuse

1. It is the legal responsibility of all school employees to report suspicion of/or instances of child abuse or neglect to the Children, Youth, and Families Department (672-9809) or Police (662-8222). (FAILURE TO MAKE A REPORT IS A MISDEMEANOR)
2. School personnel need not verify that a child has actually been abused or neglected.
3. Principals/Supervisors shall review and clarify with staff members the following procedures for reporting cases of suspected child abuse or neglect:
 - a. The report may be made to the Children, Youth, and Families Department or Police prior to discussing their suspicions with their principal/supervisor(s).
 - b. Personnel shall discuss their suspicions, findings or concerns with their principals/supervisor(s). However, advising the principal/supervisor(s) does not relieve an employee of the legal responsibility to report to the Children, Youth, and Families Department or Police.
 - c. The report may be made anonymously.
 - d. The report should include the name, age, and address of the child, the name and address of the parent or guardian, and the nature of the suspected/actual abuse or neglect.
 - e. The report should also include any information which would be helpful to the investigating agency.
 - f. All reports should remain confidential.
4. School personnel shall permit a member of a law enforcement agency or an employee of The Children, Youth, and Families Department to interview the child with respect to a report without the permission of his parent, guardian, or custodian.

The invested person has the discretion to determine who may or may not be present during an interview of a child.

Incidents of suspected child abuse and/or neglect shall be reported to the appropriate authorities by the child's teacher or other employees of Canyoncito Montessori School.

Any employee of Canyoncito Montessori School making a report of suspected child abuse shall be immune from civil or criminal liability, unless the person acted in bad faith or with malicious purpose.

School employees who work directly with students shall be provided training in the recognition of signs and symptoms of abuse and the appropriate referral procedures.

Reference: Children's Code, 311-1-1 through 31-1-45, NMSA, 1978
Policy Adopted 2/94

ABANDONMENT OR ABUSE OF A CHILD

The following New Mexico Statutes may apply in these situations.

Please read carefully.

30-6-1 Abandonment or abuse of a child

A. As used in this section:

- 1) "child" means a person who is less than eighteen years of age;
- 2) "neglect" means that a child is without proper parental care and control of subsistence, education, medical or other care or control necessary for his well-being because of the faults or habits of his parents, guardian or custodian or their neglect or refusal, when able to do so, to provide them;
- 3) "negligently" refers to criminal negligence and means that a person knew or should have known of the danger involved and acted with a reckless disregard for the safety or health of the child.

B. Abandonment of a child consists of the parents, guardian or custodian of a child intentionally leaving or abandoning the child under circumstances whereby the child may or does suffer neglect. Whoever commits abandonment of a child is guilty of a misdemeanor, unless the abandonment results in the child's death or great bodily harm, in which case he/she is guilty of a second-degree felony.

C. A parent, guardian, or custodian who leaves an infant less than ninety days old in compliance with the Safe Haven for Infants Act shall not be prosecuted for abandonment of a child.

D. Abuse of a child consists of a person knowingly, intentionally or negligently, and without justifiable cause, causing or permitting a child to be:
(1) placed in a situation that may endanger the child's life or health;
(2) tortured, cruelly confined, or cruelly punished; or
(3) exposed to the inclemency of the weather.

E. Whoever commits abuse of a child that does not result in the child's death or great bodily harm is, for a first offense, guilty of a third degree felony and for second and subsequent offense is guilty of a second degree felony. If the abuse results in great bodily harm to the child, he is guilty of a first degree felony.

F. Whoever commits negligent abuse of a child that results in the death of the child is guilty of a first degree felony.

G. Whoever commits intentional abuse of a child twelve to eighteen years of age that results in death of the child is guilty of a first-degree felony.

- H. Whoever commits intentional abuse of a child has been knowingly, intentionally or negligently allowed to enter or remain in a motor vehicle, building or any other premises that contains chemicals and equipment used or intended for use in the manufacture of a controlled substance shall be deemed prima facie evidence of abuse of the child.
- I. Evidence that demonstrates that a child has been knowingly, intentionally or negligently allowed to enter or remain in a motor vehicle, building or any other premises that contains chemicals and equipment used or intended for use in the manufacture of a controlled substance shall be deemed prima facie evidence of abuse of the child.
- J. A person who leaves an infant less than ninety days old at a hospital may be prosecuted for abuse of the infant for actions of the person occurring before that infant was left at the hospital.

Your child's safety and well being are very important to the staff at Canyoncito Montessori School. A child will not be released to anyone, parents included, who appear to be under the influence of a controlled substance, medical condition or otherwise. Keep in mind this is a form of child endangerment and or child abuse.

The following alternatives will be available to resolve the situation:

1. Contact a designated drive
2. Contact a person on emergency list
3. Recommendation from parents
4. Recommendation from staff
5. Contact police

LAW

- A. Every person, including but not limited to a licensed physician, a resident or intern examining, attending or treating a child, law enforcement officer, a judge presiding during any proceeding, a registered nurse, a school teacher, or a school official worker acting in an official capacity who knows or has a reasonable suspicion that a child is an abused or neglected child shall report the matter immediately to:

(1). a local law enforcement agency;

(2). the department office in the county where the child

resides; or

- (3.) tribal law enforcement or social services agencies for
any Indian child residing in Indian Country.

Any law enforcement agency receiving the report shall immediately transmit the facts of the report and name the name, address and phone number of the reporter by telephone number of the reporter by the telephone to the department office in the county where the child resides and shall transmit the same information in writing within forty-eight hours. Any office of the department receiving a report shall immediately transmit the facts of the report and the name, address and phone number of the reporter by telephone to a local law enforcement agency and shall transmit the same information in writing within forty-eight hours. The written report shall contain the names and addresses of the child and the child's parents, guardian or custodian, the child's age, the nature and extent of the child's injuries including any evidence of previous injuries, and other information that maker of the report believes might be helpful in establishing the cause of injuries and the identity of the person or persons responsible for the injuries and the identity of the person or persons responsible for the injuries. The written report shall be submitted upon a standardized form agreed to by the law enforcement agency and the department.

- B. The recipient of the report under Subsection A of this section shall take immediate steps to ensure prompt investigation of the report. The investigation shall ensure that immediate steps are taken to protect the health or welfare of the abused or neglected child. As well as that of any other child under the same care who may be in danger of abuse or neglect.
- C. Upon determination by the department that any child may have suffered or is in imminent danger of suffering abuse or neglect while in the care of or in a child care facility or family day-care home, the department shall immediately notify the parents of the child and the agency responsible for licensing the child care facility or family day-care home. No determination shall be made prior to consultation with the family.
- D. If the child alleged to be abused or neglected in the care or control of or in a facility administratively connected to the department. The report shall be investigated through the office of the district attorney. The investigation shall ensure that the immediate steps are taken to protect the health or welfare of the abused or neglected child, as well as that of any other child under the same care who may be in danger of abuse or neglect.
- E. A law enforcement agency or the department shall have access to any of the records pertaining to a child abuse or neglect case maintained by any

of the persons enumerated in Subsection A of this section, except as otherwise provided in the Abuse and Neglect Act.

- F. Any person who violates the provisions of Subsection A of this section is guilty of a misdemeanor and shall be sentenced pursuant to the provisions of Section 31-19-1 NMSA 1978.

LAW Continued

32A-4-5

A. In any proceeding alleging neglect or abuse under the Children's Code resulting from a report required by section 32A-4-3 NMSA 1978 or in any proceeding in which that report or any of its contents are sought to be introduced in evidence, the report or its contents or any other facts related there to or to the condition of the child who is the subject of the report shall not be excluded in the ground that the condition of the child who is the subject of the report shall not be excluded in the ground that the matter is or may be the subject of a physician-patient privilege or similar privilege or rule against disclosure.

B. Anyone reported an instance of alleged child neglect or abuse or participating in a judicial proceeding brought as a result of a report required by Section 32A-4-3 NMSA 1978 is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by the law, unless the person acted in bad faith or with malicious purpose.

C. After properly verifying the identity of the public official, any school personnel or other person who has the duty to report child abuse pursuant to Section 32A-4-3 NMSA 1978 shall permit a member of a law enforcement agency, including tribal police officer or an employee of the department to interview the child with respect to a report without the permission of the child's parent, guardian or custodian. Any person permitting an interview pursuant to this subsection is presumed to be acting in good faith and shall be immune from liability, civil or criminal, that might otherwise be incurred or imposed by law, unless the person acted in bad faith or with malicious purpose.

D. All law enforcement personnel and all employees of the department shall conduct interviews in a manner and place that protects the child and family from unnecessary trauma and embarrassment.

ENROLLMENT POLICY

Canyoncito Montessori School requires the child's parent or guardian to fill out proper admission forms.

1. Up-to-date immunization record.
2. Two Emergency Numbers.
3. The pre-school will enroll children who are two (2) years of age and completely POTTY-TRAINED. If the staff finds that your child is not potty trained you will be asked to disenroll your child.
4. The elementary will enroll children from K-6th grade.
5. \$300.00 deposit, non-refundable registration/material fee is due at time of enrollment. Deposit is non-refundable regardless to the length of enrollment.

DISENROLLMENT POLICY

Canyoncito Montessori School has the right to disenroll any student. If any one of the following occurs, the student may be disenrolled.

1. Parents are negligent in paying their bills.
2. Parents do not comply with the rules and regulations stated in our policy manual.
3. Parents in any way falsify information about their enrolled child/children.
4. If a child does not comply with our discipline policy a conference will be called with the parent, the teacher involved, and the administrator. If the problem continues a professional evaluation will be requested (See Professional Assistance Page 3)

EDUCATIONAL RECORDS

Canyoncito Montessori School permits parents of students, or an eligible student who is or has been in attendance at Canyoncito Montessori School to inspect and review the educational records of their child (the student).

CHILDREN'S RECORDS

Children's records must be made available to those persons authorized by law or regulation to review or inspect such records, including parents, guardians, staff, or representatives of the Licensing Authority.

DATA CONTAINED IN CUMULATIVE FILE AREA

Admission Record

Name and Sex

Birth Date

Ethnic Background

Parent's Information (home and work addresses, home and work telephone numbers, cell phone numbers, and pager numbers)

Emergency Contacts

Immunization Record

Medical Permission Forms

Medical History

Parent Agreement Forms

Date of Enrollment

Date of Disenrollment

Academic Information (grade levels, grades and credits earned)

Group Standardized Achievement Scores

ACCESS TO RECORDS

- Unlimited Access (no permission or record required) - Current Teacher – Principal – Parents/Students (if eligible) – Records Clerk
- Limited Access - Other Teachers/Therapists – Officials of Local/State/Federal Agencies with bonafied need.

CONFIDENTIALITY FORM

Student Related Information

Student Records

Any staff member accessing student records is expected to maintain the highest degree of professionalism relating to the use of and maintenance of confidentiality of the material contained within those records.

The correct handling of student records is a prime responsibility of all personnel. Staff members are thoroughly familiar with the records, (which must be maintained) where they are kept, and how the information may be disclosed to parents, students, school personnel, and persons outside the school system.

Any questions concerning student records and their management must be directed to the principal.

PARENT INVOLVEMENT

Parent involvement is very important at Canyoncito Montessori School (CMS). CMS encourages parent involvement. Our program encourages parents to check with their child's teacher if they would like to volunteer, cook, bring snack, help chaperone, organize book fairs, organize trike-a-thons, help in the office, share experiences, share customs from other countries, etc. Parents are welcome to help organize workshops and meetings that the staff feels will benefit the school and community population.

We recommend an open relationship between parents and families and would like parents to feel free to talk to your child's teacher and develop an open line of

communication. If at any time, it is necessary to talk to a staff member please call the office and leave a message.

ABSENCES

Please call the school office when your child will be absent. TRIPS: If your child is going to be gone please notify the school.

AUTHORIZATION TO PICK UP A CHILD

No child will be released to a person not authorized by the parent to pick the child up. WE MUST have written or verbal authorization for changes in this respect.

LOST OR MISSING CHILD POLICY

If your child is found to be missing from the facility the following steps will be taken;

1. An immediate attempt to contact a parent will be made. If parent(s) cannot be reached, an attempt will be made to notify the emergency contact person.
2. If your child cannot be located within 5 minutes, the police will be contacted.
3. If the police are contacted, a written report will be submitted to the Child Care Licensing Bureau.

BIRTHDAYS

Parents are welcome to bring treats to celebrate their child's birthday. Please inform your child's teacher the day before the birthday. Keep the treats to a food and or a drink item. Please do not bring toys or party favors. DO NOT SEND INVITATIONS TO SCHOOL.

PERMISSION SLIPS

Permission slips must be signed for all activities outside the school. If the permission slip is not signed and returned to the school by the time of departure the child will not be allowed to attend

LUNCH

All children must bring their own lunch and drink. Please put your child's name on his/her lunch box. If you have something in your child's lunch that needs refrigeration, please put the lunch in the refrigerator. Yogurt must be refrigerated. We cannot heat items such as soup, spaghetti or pizza.

LUNCH PRE-SCHOOL

Please cut your child's sandwiches, fruits, etc. into bite size pieces. Your child needs a portion of protein, fruits and vegetables in their lunch every day. A thermos of milk or fruit juice is also necessary to meet nutritional needs. SODA-POP is not advisable. The children will be allowed to eat whatever is provided in the lunch. We cannot monitor the order of food chosen. If you do not want your child to eat the goodies (cookies, candy, cake) at the expense of sandwiches or other nutritious food, PLEASE DO NOT INCLUDE THEM IN THE LUNCH.

TOYS

The staff would like your support in having the children keep their TOYS and JEWELRY at home. The school will not be held responsible for your child's belongings at school. Children are allowed to bring items to share only when it is scheduled in their classrooms. NO GUNS, WAR TOYS, OR OTHER TOYS OF DESTRUCTION. These items are not allowed in our school. If a child must have a means to express feelings of aggression, may we suggest clay to pound (manual dexterity), hammer and saw to use (good visual-motor perception), punching bag to hit (to vent anger while developing perceptual abilities), and finger paints (to soothe jangled feelings while practicing a developmental rhythmic movement).

CLOTHING

During the winter season your child must bring proper clothing (snow pants, jacket, hat, mittens, and snow boots). **MARKED WITH HIS/HER NAME**, and backpack with name on it to store those items. We go out daily unless weather is extremely unpleasant (blizzard, rain, snow windy, cold, hot).

CANYONCITO MONTESSORI SCHOOL IS NOT RESPONSIBLE FOR LOST CLOTHING

ALL TWO (2), THREE (3) AND FOUR (4) YEAR OLDS need a complete change of clothes, (shirt, pants, underwear, and socks) in a sack with their name on the sack. **PLEASE LABEL THE CHILDREN'S JACKETS, MITTENS AND BOOTS WITH HIS OR HER NAME.** Please see that the change of clothes is appropriate for the season and the size of the child.

ELEMENTARY-SCHOOL SNACK

Elementary school children (this includes kindergarten children) provide their own snacks for both morning and afternoon. We encourage these snacks to be nutritional.

PRE-SCHOOL SNACK

Each morning and afternoon the children are served snack. We try to keep the snack nutritional and choose from the 5 food groups. We would appreciate any help (if you have a garden, fruit trees, etc.). Occasionally the children will be preparing special foods for snack. Since food plays a vital part in you child's development, we would appreciate your support. **IF YOUR CHILD HAS A FOOD ALLERGY PLEASE INFORM THE TEACHER AND THE OFFICE.**

NAPS OR REST PERIOD

New Mexico regulations (Children, Youth and Families Department) requires a facility to provide physical care appropriate to each child's developmental needs that will include a supervised rest period.

GENERAL

PRE-SCHOOL PARENTS: Please walk your child into the classroom and make sure the aide or teacher knows of his/her arrival. Do not leave the child in the parking lot or at the front door.

Please come to the playground or into the classroom to get your child. **DO NOT SEND A SIBLING. MAKE SURE THE CHILD TELLS THE TEACHER HE/SHE IS LEAVING.**

Registration/Materials Fees

PRE-SCHOOL: A \$300.00 non-refundable fee will be charged yearly (due at time of enrollment). Items covered by this fee include morning and afternoon snacks, weekly readers, pencils, colored pencils, crayons, markers, glue and all supplies your child will be using. A school supply list for your child to bring:

- 1 box of Kleenex and 2 packages of small paper plates

ELEMENTARY: A \$300.00 non-refundable fee will be charged yearly (due at time of enrollment). Items covered by this fee include books, workbooks, paper, pencils, erasers, crayons, tape, Physical Education materials, etc., that your child will be using during the year. A school supply list for your child to bring:

- 1 box of Kleenex and 2 packages of small paper plates
- Extra snack for morning and afternoon
- Your child may bring his own crayons, or he may use the schools (no markers please)

TUITION

2014-2015

Tuition is payable one month in advance. The first month's tuition is due the first day the child attends classes. Tuition is charged on a monthly basis only.

REFUNDS WILL NOT BE MADE FOR ABSENT DAYS, SNOW DAYS, VACATION DAYS, or DISENROLLMENT.

A written notice is due 1 month in advance if you plan to disenroll your child from Canyoncito. If you withdraw your child without a written notice you will be responsible for that month's full tuition.

If your child does not start school on the date specified on the registration agreement form, you will be responsible for that month(s) tuition. The type of program you choose on the registration agreement form may not be changed.

All fees are based on a twenty (20) day school month. Some months will have more than 20 days, some less than 20. A FULL MONTH'S TUITION WILL BE CHARGED FOR EACH MONTH. WE CANNOT SAVE SPACES IF YOUR CHILD/CHILDREN IS ABSENT FOR A MONTH, TUITION IS DUE REGARDLESS. **FEES ARE PAYABLE BY THE 10TH OF EACH MONTH.** FEES NOT PAID BY THE 10TH WILL RESULT IN DISENROLLMENT OF YOUR CHILD/CHILDREN. A **\$30.00** LATE FEE WILL BE CHARGED. FEES FOR CHILD/CHILDREN PICKED UP **AFTER 5:30 P.M. ARE \$30.00 PER MINUTE PER CHILD.** A **\$50.00 SERVICE CHARGE** WILL BE ADDED TO YOUR BILL IF A CHECK IS RETURNED.

Pre-School

5 Day Program (8:30 – 11:30)*	\$491.00 per month	
5 Full Day Program (7:15 – 5:30)	\$1017.00 per month	
4 Day Program (8:30 – 11:30)*	\$446.00 per month	(16 days per month)
4 Full Day Program (7:15 – 5:30)	\$807.00 per month	
3 Day Program (8:30 – 11:30)*	\$426.00 per month	(12 days per month)
3 Full Day Program (7:15 – 5:30)	\$730.00 per month	
2 Day Program (8:30 – 11:30)*	\$377.00 per month	(8 days per month)
2 Full Day Program (7:15 – 5:30)	\$620.00 per month	

ELEMENTARY

Kindergarten

Morning Session*	\$526.00 per month
Afternoon Session*	\$526.00 per month

All Day Kindergarten

8:30 – 3:30*	\$843.00 per month
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Grades 1 through 6

8:30 – 3:30*	\$843.00 per month
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EXTENDED CHILD CARE

Pre-school	\$526.00 per month
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Elementary	\$174.00 per month
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Monthly rate (7:15 – 5:50)	\$1017.00 per month
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After 5:30	\$ 30.00 per minute per Child
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*Before or after these times	\$12.00 (5 min. = \$1.00)
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Registration Fee/Material Fee (non refundable)	\$300.00 per year
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Registration Fee for Summer (refundable at the end of summer)	\$150.00
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2014-2015 Closures

January 6	School Resumes
January 20	MKL, Jr. Day
February 17	President's Day
April 7- 11	Closed Spring Break
April 14	School Resumes
May 26	Memorial Day
May 30	Last Day of School
June 19 & 20	Closed
July 4	Independence Day
July 23, 24 & 25	Closed
August 11	School Begins
September 1	Labor Day
October 13	Columbus Day
November 11	Veteran's Day
November 26, 27 & 28	Thanksgiving
December 23 – January 2, 2015	Christmas
January 6, 2015	School Resumes

SNOW DAYS: WE ARE CLOSED ONLY WHEN THE LAB IS CLOSED. LISTEN TO KRSN RADIO OR LOCAL TELEVISION STATION. IF THE LAB SHOULD CLOSE DURING THE DAY BECAUSE OF SNOW, YOU HAVE ONE (1) HOUR TO PICK UP YOUR CHILD

WEEKLY SCHEDULE FOR PRE-SCHOOL AND PRE-K

(DATES and TIMES are APROXIMATE)

Monday-Friday

7:15- 8:30	Children arrive at center
8:30- 8:50	Story Time and Music
8:50-10:30	Class Work and Selective Time
10:30-11:00	Bathroom Break and Snack Time
11:00-11:45	Outside Play
11:45-12:45	Lunch
12:45- 1:15	Bathroom Break and Story
1:15-3:00	Nap
3:00-3:30	Bathroom Break and Snack
3:30-5:30	After School Care

COMPLAINT PROCEDURES

A parent who has a complaint against a teacher or aide must first present the complaint in writing to the administrator, who will schedule a meeting with the parent, teacher, and administrator. Teenage aides are under staff supervision, and any problem arising with them should be taken up first with the supervisor or administrator and not with the aides.

- A. In accordance with the New Mexico Public Health Act. 24-1-5H, the identity of any person registering a complaint on any child care center to Licensing Authority, and the identity of any facility shall not be disclosed publicly, except in proceedings involving a question of licensure.
- B. Complaints which involve child abuse or neglect shall be referred to the Criminal Prosecution Division of the Office of the District Attorney, or the County Social Services Office of the Human Services in the county in which the child resides.
- C. Complaints must be in writing and must be signed by the complaining party. An oral complaint must be confirmed with a written statement signed by complainant.
- D. The Licensing Authority shall acknowledge in writing all written complaints within fifteen (15) working days of its receipt.
- E. The center and complainant shall be notified in writing the results of such investigations.

CONDUCT CODE FOR PARENTS

If you cannot conduct yourself in a proper, respectful, and orderly manner (profanity is not allowed) you will be asked to leave the premises.

AHREA MANAGEMENT PLAN

Because of Federal Requirements for schools, the building which houses Canyoncito Montessori School was inspected for asbestos. The inspection was necessary because asbestos is a carcinogen (cancer-causing substance). Canyoncito is inspected for asbestos every 3 years by AHERA (Asbestos Hazard Emergency Response Act) certified inspector. The most recent re-inspection was February 22, 2008. The report by the licensed inspector is available in the school office if you wish to read it.