



**Richmond
Montessori
School** a world of difference

**PARENT HANDBOOK
Addendum for
Montessori Enrichment Before and After Care**

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RMS Montessori Enrichment Before and After Care Operations Information

Rationale and Philosophy

Care Beyond the Classroom

Extended Day Programs are an important service to the Richmond Montessori School community, providing care for our students before and after regular school hours. A welcoming atmosphere, coupled with the guidance of our nurturing staff, provides the structure for each child's care, guidance and safety. We offer a fascinating world complete with special activities, games, socialization, puzzles, art, music and so much more.

In its approach to care, the Montessori Enrichment program strives to be a true extension of each child's experience as a Montessori student, offering respect for the child while encouraging independence, creativity and natural curiosity.

Licensing Information

Richmond Montessori School's Montessori Enrichment Program (before and after school care, the summer program) is licensed to operate by the Department of Social Services. We are required to comply with the Minimum Standards for Licensed Child Day Centers, as well as the Code of the Commonwealth of Virginia, which applies to child day centers. The program is subject to announced and unannounced visits by the licensing inspector assigned to monitor our program. Annual fire and health inspections are also required.

Toddler Classrooms, while academic under the school accreditation, fall under the obligations and standards of the Licensure from DSS.

The Virginia Department of Social Services State License is displayed in each licensed space. Our most recent inspection is also posted; additional records of compliance with licensing requirements are available upon request.

Hours

The Montessori Enrichment Program is open from 7:30 a.m. – 6:00 p.m. The current school year calendar is mailed to all RMS families noting holidays and other days that Montessori Enrichment and/or the school is closed.

General Information and Schedules

Montessori Enrichment program staff report to the Director of Montessori Enrichment, who reports to the Head of School.

Montessori Enrichment uses the same behavior expectations for students as the school (e.g. respectful behavior toward people and materials, control of body and voice, completion of activity cycle/restoration of materials, etc.).

If your child does not have an excused absence from school, they will not be allowed to attend Montessori Enrichment on that day.

Extra Clothing

Please provide a set of season-appropriate extra clothing for each Montessori Enrichment classroom. Each item of clothing and the bag should be labeled. Please launder and return extra clothes promptly, if used.

Sleeping Bags

The Montessori Enrichment program will provide a labeled rest mat for each child. Children must bring their own labeled blanket or **child-size** sleeping bag that opens on three sides. Because we store sleeping bags in individual cubbies, they should be small in size; *please do not send an adult size bag.*

Montessori Enrichment staff send sleeping bags home for laundering on Friday, or the last day of the week that school is open. Please return the clean sleeping bags the following school day. As you go through morning drop-off, a carpool volunteer will help to make sure that sleeping bags are placed in one of two yellow rolling bins located at the entrance to the school. (If your child comes to Early Arrival, please bring the sleeping bag then.) If your child's sleeping bag is sent home as the result of an accident, please return it the following school day.

Toileting Policy: Montessori Enrichment Guidelines

For the purposes of participation in the Richmond Montessori School Montessori Enrichment program, the same standards defined for admissions apply.

Montessori Enrichment students must be toilet trained and have the ability to use the bathroom independently. The only exception is for toddlers (age 18 months through 2 years) who participate in the nap group of Montessori Enrichment or the Toddler extended day program and who are not toilet trained. Only these students may wear pull-ups.

When accidents are habitual (more than 3 - 4 times in one week), the child is not considered ready to participate in the Montessori Enrichment program. If a student is having consistent toileting difficulties, the school reserves the right to set an earlier pick-up time than the time originally contracted upon enrollment. This policy applies to Primary and school-age students.

***All Montessori Enrichment students must be toilet trained in order to stay beyond 5:00 p.m.
Only students who are toilet trained and wearing underpants may stay until 6:00 p.m.
Children must be toilet trained to participate in Holiday Package or summer camp.
Children must be 2 years old to participate in early arrival.***

Early Arrival – 7:30 to 8:10 a.m.

Location: Carousel Club room

Families who have Early Arrival as part of their contract with RMS may bring their students to Early Arrival as early as 7:30 a.m. *Parents must park and escort their children to early arrival.* Children should eat breakfast before coming to Early Arrival.

Students are dismissed from Early Arrival at 8:10 a.m. A staff member will accompany students to their classroom.

Lunch

Children staying for Nap or Rest eat lunch at school, and should bring lunch in a container labeled with their name. Some 4- year-olds eat in their classroom; toddlers and most 3 and 4- year-olds eat in the Toddler Classrooms or at the House. Send a nutritious lunch. Small items that are a choking hazard such as grapes and hot dogs should be cut properly (into small bite size pieces). Our policy is to encourage children to eat at least one half of their main course before other lunch items, and to send home any uneaten food so that parents are aware of what their child is eating. We encourage children to eat independently.

Nap or Rest? Whether a child is a napper or a rester depends on his/her sleeping habits. Toddlers and 3- year-olds start on the nap roster. Children in the nap group who do not fall asleep are encouraged to rest their bodies, and may be allowed to engage in a quiet activity like looking at a book. If a child consistently does not sleep, he/she may be moved to the rest group with the parent's consent as long as space is available.

Nap

Location: Nap is held in the Toddler classrooms.

Schedule:

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|-------------------|--|
| 12:30 p.m. | Nappers get settled on their mats. Children are permitted to bring one stuffed animal to help them get comfortable and fall asleep. Pacifiers are not permitted. |
| 12:45 – 2:15 p.m. | Nappers sleep. |
| 2:15-2:50 p.m. | Nappers awake, use the restroom, put on their shoes (with help, if needed), and help put away sleeping bags and mats. Children |

participate in group activities with stories, songs or outdoor play until time for carpool/Extended Day.

2:55 p.m. Children prepare for departure to carpool or transition to Extended Day.

Rest

Location: Classrooms in the upper level of the house.

Schedule:

12:30 p.m. Resters get settled on their mats. Children are permitted to bring one stuffed animal to help them rest.

12:40-1:40 p.m. Children rest.

1:40-2:00 p.m. Children get up and help put their mats and sleeping bags away. They put on their shoes (with help, if needed) and use the bathroom.

2:00-2:50 p.m. Children participate in a group activities, special projects, a work cycle and/or outdoor play (weather dependent) until time for carpool/Extended Day.

2:55 p.m. Children prepare for departure to carpool or transition to Extended Day.

Carpool

The 3:05 p.m. Carpool is coordinated from the main school building. Children from nap and rest are escorted to Parsons Hall or to their extended day location.

Extended Day – 3:05 to 6:00 p.m.

Toddler – 3:05 to 5:00 p.m.

Location: Toddler classroom

Class composition: Toddlers

3:05-5:00 p.m.: Children have a group time activity to introduce new works, classroom rules, or special topics. A nutritious snack is served. In the classroom children can choose from a variety of practical life, science, sensorial, art, puzzles, and building works. Montessori Enrichment teachers plan special activities and projects according to weekly and monthly themes. Each day the children take part in outdoor play.

Early Childhood – 3:05 to 6:00 p.m.

Location: The House upper classroom (entrance on deck)

Class Composition: Primary students and toilet trained 2-year-old Toddlers

3:05-5:30 p.m. Children have a group time activity to introduce new works, classroom rules, or special topics. A nutritious snack is served. In the classroom children can choose from a variety of practical life, science, sensorial, art, puzzles, and building works. Montessori Enrichment teachers plan special activities and projects according to weekly and monthly themes. Each day the children take part in outdoor play.

5:30-6:00 p.m. End of the day quiet activities; departures.

6:00 p.m. Montessori Enrichment closes. Late pickup fees apply.

School-Age Group Options 3:05 p.m. – 6:00 p.m.

School-Age After-School Clubs Package – 3:05 – 5:00 p.m.

School-age children are released from Montessori Enrichment to an extracurricular clubs package, including Carousel Club, the Hub, Third Year Club and Friday Fun Club. Activities are age appropriate.

At 5:00 p.m., school-age students join the licensed extended day program at the house for playground time and quiet end-of-the-day activities before being picked up. Extended Day closes promptly at 6:00 p.m.

Holiday Package Information

Montessori Enrichment provides “Holiday Package” as an option on enrollment contracts, and is open from 8:10 a.m. to 6:00 p.m. on 12 days designated on the RMS calendar when the school is otherwise closed. Drop-in reservations may be made subject to availability.

Early Childhood and School Age children are combined during Holiday Package Days.

Montessori Enrichment is located in the lower level of the house, unless otherwise noted. The staff plans special activities to create a camp-like atmosphere including fun and meaningful experiences. Field trips for the elementary students may be a part of the schedule.

Montessori Enrichment provides a healthy morning and afternoon snack for each child, and parents are responsible for sending lunch for their child.

Holiday Package Schedule

The following basic schedules will be used on Holiday Package Days:

8:10-8:30 a.m.	Children arrive to the downstairs classroom of the House.
8:30-11:30 a.m.	Activity cycles; special projects, morning snack; outdoor time.
11:30 a.m.-12:30 p.m.	Lunch
12:30-2:30 p.m.	Nap/Rest time; Resters get up at 1:30 p.m. for quiet activities or outdoor time; Nappers get up at 2:15 p.m. School age children participate in quiet indoor activities and active time in Parsons Hall (the gym), outdoor play, or a field trip.
2:30-3:00 p.m.	Group Time.
3:00-6:00 p.m.	Afternoon snack; activity cycles; special projects, outdoor play.
6:00 p.m.	Montessori Enrichment closes, late pick-up fees apply.

For a complete listing of Holiday Package days, holidays, spring and winter break schedules, teacher workdays, and conference days please consult the RMS calendar.

Summer Enrichment Program

Montessori Enrichment coordinates the RMS Summer Enrichment Program. Brochures containing a detailed list of offerings are available in February on the school website.

Summer Enrichment Schedule

There is no Early Arrival during Summer Enrichment

8:15-8:30 a.m.	Morning Carpool
8:30-9:00 a.m.	Morning playground time
9:00-11:30 a.m.	Morning Camps
11:30 a.m. – Noon	Lunch
Noon – 3:00 p.m.	Rest N’ Play
Noon – 3:00 p.m.	Classic Camp Afternoons (swimming and camp activities)
3:00- 6:00 p.m.	Extended Day

Departures and Late Fees

RMS policy dictates that, if children leave at any time other than carpool, they must be signed out upon departure. Sign out sheets are located on or adjacent to the parent information area in each classroom. Signature and time of departure must be documented.

In order to provide the children an uninterrupted nap/rest time, please make every effort to pick up your child **before** nap/rest time (by 12:30 p.m. or at 3:05 p.m. carpool).

Etiquette for Picking up your Child

- Please finish calls and put away your cell phone before coming inside.

- Quietly enter the room and greet your child, as other children are still trying to focus on their work. Patiently wait while your child cleans up.
- Please keep conversations with other parents outside of the classroom – we are trying to maintain a peaceful and calm atmosphere at the end of the day.
- Keep conversations with staff short so that they can focus their attention on the children in their care.
- Ask your child to shake the hand of a staff person before leaving so that we are aware of the departure and to reinforce a sense of mutual respect.
- Sign your child out every day.

Please provide written advance notice of any change in a child's departure (i.e. time or person authorized to pick up). To ensure the child's safety, we will check identification of any person unknown to us before releasing the child into that person's care.

The one-way driveway traffic pattern applies at all times, including during Montessori Enrichment hours. **PARKING IS PROHIBITED IN THE DRIVEWAY**, as it hinders traffic as well as visibility.

LATE PARENTS

Thank you for respecting your child's need for consistency and staff members' time commitments by arriving for pick up ***before 6:00 p.m.***

Please call extension 24 or 44 if you have an emergency and know you will be late. While we expect and are gracious for an occasional late pick up due to unforeseen difficulty or family emergency, the RMS Parent Handbook clearly states that a ***pattern of late pick-ups can result in withdrawal from extended day.***

Montessori Enrichment closes at 6:00 p.m. If you or your emergency contacts cannot be reached the Department of Social Services may be called.

The late fee is \$25 for carpool ending at 3:30 p.m. and 6:00 p.m. closing. Payment must be made by check to Richmond Montessori School and is due no later than the next school day.

Communications

Please use written communication or email (dmarschak@richmont.org) whenever possible. In the case of an emergency, you may contact our Director of Montessori Enrichment at extension 24, or speak to the front desk personnel. Check your child's bag daily for any notes or notices from Montessori Enrichment staff.

Please direct questions or information specific to your child's day to the Montessori Enrichment staff member in your child's group. Please understand that it's difficult to discuss major issues during pick-up times when children are in our care. Email is the best form of communication and

will be answered within 24 hours. Please direct questions or concerns regarding the Montessori Enrichment program or its operations to the Director of Montessori Enrichment, Darlene Marschak.

Custodial parents have the right to enter the facility any time their child is at Montessori Enrichment.

Montessori Enrichment staff can be reached by phone at extension 24. It may be necessary to leave a voicemail while staff supervises students. Should a family emergency arise please call the main school line and leave a message with the receptionist at extension 10.

The Director of Montessori Enrichment, Darlene Marschak, can be reached via email at dmarschak@richmont.org.

Snack

During our Extended Day programs (3:00 – 6:00 p.m.) nutritious snacks are provided. Each month's snack selections are posted near the snack areas. Children are welcome to snack on their leftover lunch or bring their own snack in the case of special diets; otherwise, they will receive the program-provided snack.

Safety

All staff members have First Aid and CPR certification. Complete First Aid kits are located in each classroom and adjacent to the playgrounds.

Montessori Enrichment staff members file accident reports with the school office; copies are sent/given to families at departure. If a child receives a serious injury as outlined in the Parent Handbook, a designated staff member will call 911 and notify a parent immediately.

Accident reports are reviewed annually to determine if there are any trends that need to be addressed for better safety.

Illness and Medication

Guidelines regarding student illness are stated in the RMS Parent Handbook and are applicable to the Montessori Enrichment programs. Parents or emergency contacts are notified if a child becomes ill, throws up, has diarrhea or has a temperature of 101; in such cases, the child must be picked up promptly.

If a child is not feeling well enough to attend his/her Montessori class, the child should not be brought to the Montessori Enrichment program.

If a child needs a dose of prescription or over-the-counter medication during Montessori Enrichment hours, a parent must complete the medicine authorization form provided by Montessori Enrichment. Parents must also provide an original pharmacy container labeled with the child's information, or the original over-the-counter container with the child's name written on it. These medicine forms are valid for 10 days.

Parents need to have a physician sign the same authorization form if their child needs to have long-term medication on hand or for epi pens and inhalers. The Montessori Enrichment staff checks medication lock boxes on a monthly basis for expired medications and/or authorizations.

The Montessori Enrichment staff can apply over the counter skin products such as sunscreen, insect repellent, moisturizing cream and diaper ointment if a parent completes and signs an authorization form provided by Montessori Enrichment. The product brought in for use must be in its original container and must be labeled with the child's name. Prescription products must meet our medication requirements, as detailed above.

Items to and from Montessori Enrichment

As in the classrooms, we welcome labeled books and cultural items. Please do not send toys, comic books, unsolicited videos or games. If any "foreign" items show up at home (marbles, puzzle pieces, etc.), please return them to Montessori Enrichment. Often the loss of only one irreplaceable piece means we must remove an activity from use.

Extracurricular Activities

Many of the children enrolled in Extended Day also take advantage of the wide range of After School programs and clubs offered at RMS. If an Extended Day Montessori Enrichment student registers for an extracurricular activity, the form allows Montessori Enrichment staff to release the student into the care of the extracurricular teacher. The Montessori Enrichment program is required by licensing regulations to have such written permission.

Policy for Late Arrivals to Montessori Enrichment

If a child has an unexcused absence from school in the morning they may not attend Montessori Enrichment later in the day. The Director of Montessori Enrichment or the Head of School can clear exceptions.

Montessori Enrichment Drop-In Reservation

RMS has established a drop-in reservation procedure to accommodate the occasional need of families without a Montessori Enrichment contract to have care for their children beyond their contracted hours.

Advance reservations must be made and confirmed with the Director of Montessori Enrichment, Darlene Marschak. She may be reached at ext. 24 or by email at dmarschak@richmont.org.

Requests are accommodated on a space-available basis. In addition, a family must be current in their drop-in payments for any previous visits. Some families need a "regular" drop-in arrangement – certain days of the week on an ongoing basis. These reservations are good month to month. If space is filled with contracted students, drop-in arrangements are suspended.

Once a reservation is confirmed, payment can be made at the front desk or to the Director. Each \$27.00 visit is good for a block of Montessori Enrichment: Rest, Nap or Extended Day. Even if only a portion of the 3 hours is used, the entire fee is due. Likewise, the visit may not be split over two days or between two children.

Drop-ins for Early Arrival must be arranged with the Director of Montessori Enrichment on the previous day or earlier. The drop in fee for early arrival is \$8.00. Payment is due the day of use. If a family does not stay current with drop-in payments, reservations may be suspended.

Reporting Suspected Abuse or Neglect

Anyone may report child abuse or neglect; however under Virginia law, certain professionals including teachers or other persons employed in a public or private school are required to immediately report the concern to the local department of social services or the child abuse and neglect hotline: 1-800-552-7096.

Field Trips

- Montessori Enrichment uses the RMS buses for any field trips. The buses are equipped with lap safety belts for students.
- Authorized bus drivers submit a copy of their valid driver's license and driving record to the school office. In addition bus-driving training must be completed in order to drive students.
- A Field trip Authorization form for your child must be on file.
- Children not participating in a Montessori Enrichment field trip by parent's choice will have the option to stay in another section of Montessori Enrichment.
- Parents accompanying field trips are chaperones; no other siblings may participate.
- Chaperones must abide by the ground rules of the staff person. It is important that parents respect the field trip experience as a time when children are exploring and experiencing a new environment.
- Field trips may be cancelled on the day of the trip due to weather.

Student Discipline

RMS does not permit under any circumstances the use of corporal punishment (including spanking or shaking) or emotional punishment (intentional public humiliation, sarcasm, unmonitored isolation or shouting) as means of modifying a child's behavior.

Please see the section on student expectations and discipline in the RMS Parent Handbook.

The Department of Social Services requires that we inform you of withdrawal and dismissal policies:

If, in the judgment of the administration of RMS, it is not in the best interests of the student or the school for continued attendance, withdrawal may be the only alternative. In such cases some or all of the following procedures will be followed:

- The Education Directors, Assistant Head of School, Head of School and any other qualified professional they select, will observe the student and assist the staff in making adaptations within the context of Montessori philosophy, to help improve the student's performance.
- The Education Director and Assistant/Head of School will meet with staff to gain their insight and to make recommendations for adaptations that may improve the student's performance.
- The Director of Montessori Enrichment, the Education Director and/or the Assistant/Head of School will meet with the student's parents to discuss their observations and the student's progress and performance.
- The school may require a comprehensive professional evaluation by an external expert within a specified time period.
- In the case of behavioral problems, the parents may be asked to keep the child home for a designated period of time or to come to school during the school day to take the child home.
- If, in the judgment of the teacher, the Education Director, the Assistant Head of School and the Head of School, the student cannot be accommodated within the realm of the school and its philosophy, the parents will be asked to withdraw the student from the school.

The Head of School may offer an Enrollment Contract contingent upon reviewing the results of a professional evaluation and/or the continued evidence of progress and the demonstration of appropriate behavior for the remainder of the current school year.

Students Leaving RMS during the School Year

If parents voluntarily withdraw their child from RMS during the school year, written notification must be submitted to the Admission Office stating the child's name and last day of school.

Academic records should be requested from the Admissions Office. A parent or legal guardian must sign a "Release of Records" before records can be sent to another school. If scheduled payments on any of the family's accounts are more than 30 days in arrears, RMS will not release

academic records, transcripts or teacher references to other schools, and will not permit the child to attend, re-enroll or move to a different level within RMS. If RMS cannot process a transcript request, families will be notified in writing.

After 30 days of non-payment the responsible parties will be in default; RMS may elect to have the entire annual balance immediately due. In case of default of tuition payments, suspension, expulsion and/or legal action may result.