



About Discovery Montessori School:

Discovery Montessori School was founded by 2 licensed speech therapists who became interested in early childhood development as they watched their own kids grow and enter into the preschool years.

Discovery Montessori School is a place of enrichment and development dedicated to a child-centered, project based curriculum that invites children to explore, discover, create, communicate and collaborate. Learning through direct experience, allowing children to investigate their theories, bringing learning to life and making learning visible for all.

At Discovery Montessori, we strive to promote and foster a sense of wonder and a love for discovery and learning in children at a very young age. We incorporate children's energy, interests, temperaments, and developmental levels into everything we do and strive to provide activities and environments that will both educate and inspire.

Our Mission:

The mission of Discovery Montessori School is to keep alive each child's natural curiosity and enthusiasm for learning, to support balanced social and academic skill development, and to foster community minded, compassionate and intrinsically motivated students.

Program Information:

The Montessori Philosophy:

Discovery Montessori School follows the Montessori approach to education. Our program shares the same philosophy of early learning that has emerged from the pioneering work of Maria Montessori.

The Montessori approach is an innovative and inspiring approach to early childhood education that values the child as strong, capable and resilient; rich with wonder and knowledge. Every child brings with them deep curiosity and potential and this innate curiosity drives their interest to understand their world and their place within it.

Tap and Shake:

Music is an integral part of a child's education. We are lucky to be partnering with Ms. Sonya Brooks and Tap and Shake. She goes to each classroom once a week and provides a 30 minute music class that is full of movement and fun.

Tap-n-Shake is a music method which offers a framework for guiding classrooms of young children in music activities. Designed for use in daycares and preschools, this method guides groups of children through a structured interactive program. Children tap rhythm sticks while singing folk songs and reciting simple poems. They use shakers for creative response and physical movement, such as jumping and stomping, dancing and swaying. The program finishes with a soothing lullaby.

Our ratio, total group size and tuition:

There are 8 full day classrooms (9-3:30) for children ages 12 months to 6 years. Each classroom has a teacher and an assistant. In addition, floating teachers are on staff to assist classrooms as the need arises.

Full Day Classes (9-3:30) for ages 1-5:

Age	Ratio	Group Size	5 Days	4 Days	3 Days
Toddlers	1:6	12	\$850/month	\$750/month	\$650/month
2 year olds	1:10	20	\$750/month	\$650/month	\$550/month
3-6 year olds	1:12	24	\$750/month	\$650/month	\$550/month

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2 year olds	1:10	20	\$750/month	\$650/month	\$550/month
3-6 year olds	1:12	24	\$750/month	\$650/month	\$550/month

Before and After School Care (all ages):

5 Day Before and After Care Charges

7:30-8:30 drop off 8:30-8:50 drop off 3:40-4:30 pick up 4:30-5:30 pick up
 Additional \$162 Additional \$54 Additional \$108 Additional \$215

4 Day Before and After Care Charges

7:30-8:30 drop off 8:30-8:45 drop off 3:40-4:30 pick up 4:30-5:30 pick up
 Additional \$129 Additional \$43 Additional \$86 Additional \$172

3 Day Before and After Care Charges

7:30-8:30 drop off 8:30-8:45 drop off 3:40-4:30 pick up 4:30-5:30 pick up
 Additional \$97 Additional \$33 Additional \$65 Additional \$129

2 Day Before and After Care Charges

7:30-8:30 drop off 8:30-8:45 drop off 3:40-4:30 pick up 4:30-5:30 pick up
 Additional \$65 Additional \$22 Additional \$43 Additional \$86

***There is a cap of \$200 per month for before and after care.**

*** Extended Day Care is considered part of tuition and will be billed regardless of the days your child is not in school.**

* A 10% tuition reduction will be given for additional siblings. The discounts for the additional children will be taken off the lower rate.

* Tuition is not prorated; tuition will remain the same regardless of any absence, vacation, holiday, or portion of the month used.

Fee Schedule:

Tuition is due on the 1st day of the month. Checks should be made payable to Discovery Montessori School and placed in the tuition box by the business manager's door. A \$125 fee will be charged for any returned check. Tuition can also be paid with a credit card online. A charge of \$25 will be added for any payments received after the 5th and will be added to the next month's tuition payment. If tuition is not received by the 10th of the month an additional \$50 charge will be added. If tuition is not paid by the 15th of the month, the child will not be allowed to return until the parent/guardian has met with one of the Directors. At that time it will be decided if the child can return or will be unenrolled. If your child is unenrolled, you will need to reapply and pay a new deposit in order for your child to be considered for reenrollment.

*Priority may be given to children on the waiting list.

Our Day:

Each classroom has its own unique personality, flow, schedule and activities. However, some components which will be incorporated into the regular schedule for all classrooms are:

1. Whole Group Activities

Children gather in the mornings for sharing, songs, and discussion of the day's events. Our understanding is that intelligence is constructed in a social setting creates the basis for our belief that children's thinking is stimulated through interactions with others. Activities to expand cognition, stimulate new thoughts, and reflect on observations are incorporated. In addition to the morning meeting time, children generally are together as a whole classroom group for meal times, nap time, and morning and afternoon outdoor play.

2. Small group activities

During much of the day, we break into smaller groups in which a primary caregiver works with a small group of children. This small group time is used for investigation, discussion, and experimentation that may not be possible within the larger group. At times, these are more teacher-directed activities such as a planned art activity or experiment and offers a balance to the child-directed activities that are predominate during the day. This time allows us the opportunity to really tune-in and hear the children's thoughts and ideas, expand on activities experienced in the larger group, and work on particular

a planned art activity or experiment and offers a balance to the child-directed activities that are predominate during the day. This time allows us the opportunity to really tune-in and hear the children's thoughts and ideas, expand on activities experienced in the larger group, and work on particular developmental areas. Children are encouraged to make their own choices for daily activities from a variety of activity options in the classrooms. Through independently making decisions about how they spend their time, children are empowered to explore and discover. In addition to the permanent materials present in the classroom, novel materials are introduced to spark interest and encourage creative exploration. Parents can find weekly activity schedules posted in their child's classrooms.

3. Meals

We believe that mealtimes are a vital portion of the children's daily experience. It is an opportunity to try new foods, to take risks and discover new tastes, a chance to connect to their world around them, and practice independence. It is a time to listen to each other and be heard, to practice turn taking, to expand their vocabulary. It is also an opportunity for us to demonstrate our belief that children are capable and competent. Families will bring lunches from home. We can not heat lunches, so if you have a lunch you want to keep warm, please send it in a thermos. All children eat as a class, providing opportunities to share stories and discuss the day. When they are finished eating, they clean up after themselves. All children eat a morning snack brought from home, usually between 9 and 10 am. After nap, kids eat an afternoon snack brought from home. The afternoon snack needs to be something that does not need to be refrigerated.

4. Rest time

Between approximately 12pm-2:00 pm the toddlers rest. Older kids rest from about 1pm to 2:30 pm. This is nap time for most children, but others rest and then read or listen to music while respecting their friends' need for sleep. Teachers meet with each other during this time to plan, reflect, and consult with each other, meet with the program directors, and write observations of the children.

5. Outdoor learning

We spend a great amount of time outdoors in all weather conditions. Rainy days mean puddles and streams. And mud!! Cold days are a chance to see our breath and feel snow. We follow the air quality guidelines in severe heat, and in temperatures below freezing we limit our outdoor adventures to a few minutes at a time. Our general rule is there is no bad weather, just bad clothes. Please ensure that your child is properly dressed for the weather each day.

Admission Requirements and Enrollment Procedures:

Discovery Montessori School welcomes children from all racial, ethnic, and cultural backgrounds, as well as children with special needs when the child's needs can be met with reasonable accommodations. Discovery Montessori School recognizes that all children bring their own unique gifts to our community, thus enriching the environment for us all. We reserve the right to maintain a balance between ages and gender in each classroom. Enrollment decisions are based on consideration of the "best fit" for the group rather than according to the date of application. We offer a rolling admission. To schedule a tour, please contact us by phone: (828)505-7920 or e-mail: info@discoveryasheville.com.

To enroll your child, complete an application found on our website: www.discoveryasheville.com and submit it along with a non-refundable \$25 application fee. After we receive an application if you have not visited the school, we will contact you to schedule a tour. In order to hold an available opening for your child, a non-refundable deposit of \$300 which will be put towards your yearly tuition, a \$100 Registration Fee and a signed Tuition Agreement must be returned within three days from the date the spot was offered. All other paperwork will be required before your child starts school. If there are no openings, your child will be placed on the waiting list and you will be notified when a space becomes available. When a space becomes available we will contact you to set up a time for your child to visit the classroom for a morning or 2. Upon your child's acceptance, a fee of \$150, which is used for classroom materials, will be required upon your child's first day of school. This is a one-time yearly fee and is non-refundable.

Arrival and Departure:

Our full-day program is open from 7:30am to 5:30 pm. We know that some mornings it is hard to get going, but as a general rule we ask that you have kids here as close to 9:00 as possible. If you are not able to get your child here by 9:30 we ask that you leave your child at home. The reason for this it is that it is often difficult for the child to enter the class late and it disrupts the flow of the day for the rest of the class. Please remember to sign in and out EVERY DAY. Parents are required to deliver their child INTO the classroom where they must sign their child in on the attendance sheet. It is the responsibility of the parent to alert staff to their child's arrival. This can be as simple as a wave and a "Good morning".

However, it is important that eye contact is made and you receive acknowledgement from the teacher that he or she is aware your child is present. Transitioning into the classroom in the morning can be a

parent to alert staff to their child's arrival. This can be as simple as a wave and a "Good morning". However, it is important that eye contact is made and you receive acknowledgement from the teacher that he or she is aware your child is present. Transitioning into the classroom in the morning can be a particularly difficult time for some children emotionally. Establishing a routine for drop-off that includes placing the child's things in their cubby, greeting the teachers, kissing or hugging, or even a special handshake makes this transition from home to school less stressful for the child (and the parent!). Extended good-byes can cause undue distress for the child. We always want parents to feel welcome in their child's classroom. However, usually it is better to read a book, tour the room, or hear about a project at pick-up at the end of the day when you have rejoined your child.

Only previously authorized adults will be allowed to pick-up a child, even in case of an emergency. If we do not recognize the person picking your child up, we will ask for identification. It is very important that parents maintain current information on their contact list and authorized pick-up list. Parents are asked to please monitor their children while in the building and in their care. It is very important that we work together to help our children understand the importance of respecting each other and our community. Specifically, caring for the classroom materials, cleaning up after playing in an area, and maintaining a safe environment are vital ways in which each child has an important opportunity to contribute.

We ask that children be picked up by 5:30pm so that each child can have time to share their accomplishments, discoveries, and artwork before they go home. It is essential that your focus and attention be solely on your child during this time. We ask that you refrain from cell phone use when coming in the buildings at pick-up. Please also note that at the end of the day, we are usually out on the playground where the children can see all the cars pulling into the parking lot. It is amazing how many children can identify their friends' parent's car! After parking, it is very helpful for us if you walk directly into the school and visit with other parents after retrieving your child. It can be very frustrating for your child to see you, but not be able to get to you! This is one of the most important things you can do to support the teachers and your child. Your child has been working very hard all day and is anxiously awaiting your arrival at the end of the day. It is important that your child has the opportunity to experience a smooth, calm, and most importantly, unhurried reunion with you. In addition, it is critical for our teachers to be supported at this late hour. We build in time at the end of their day to clean up and get organized for the next day and it is extremely important that this time is used for this purpose. We value their time with us as well as their time for their own lives and are very serious in our efforts to allow them to be efficient and focused so that they can leave when their day is done.

Extended Hours:

For those families with extended work hours, we offer an early morning drop off option from 7:30-9:00 and late pick-up from 3:30 -5:30 pm for an additional fee. The purpose of this option is to support parents who regularly must arrive at work early or are often pushing the limits of closing time, trying to beat the clock to avoid the late fee. We asked parents to sign up in advance for the hours they need and the cost will be included in the monthly tuition. In the morning, at 9:00, your child's teacher will pick him or her up and take him or her to the class. In the afternoon, your child's teacher will bring your child to the front to the closing teacher. If children enrolled in the extended hours are not picked up by 5:30 pm, the late policy will be activated.

Late Policy:

The Discovery Montessori School staff requests that parents respect the closing time of our day. Please arrive at Discovery Montessori School no later than 5:30 pm in order to allow time for your child to gather his or her belongings and check in with the teacher if needed. When a parent is late to pick up their child, anxiety is felt by everyone – the parent, the teacher, and most importantly, the child. We cannot stress the importance of this enough. If an emergency arises, please notify the school as soon as possible so that alternate arrangements can be made. If your child is not picked up on time, even with prior notice, the following late fees will apply:

First Late Pick-up: \$30 for the first 5 minutes (or segment thereof as measured by a cell phone) plus one dollar for each successive minute

Second Late Pick-up: \$50 for the first 5 minutes (or segment thereof as measured by a cell phone) plus one dollar for each successive minute

Third Late Pick-up: \$75 for the first 5 minutes (or segment thereof as measured by a cell phone) plus one dollar for each successive minute

This fee goes to the staff member who is staying late with the child and you will receive an invoice within 3 days. This fee is considered tuition so if we do not receive payment within 10 business days of receipt your child will be unenrolled from Discovery Montessori. The cycle of late pick-ups is reset every year and is calculated July 1 through June 31 of the next year.

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If you are more than 3 times late picking your child than your child will be unenrolled from Discovery Montessori.

*If a child has not been picked up by 5:30 The Discovery Preschool staff will attempt to reach both parents using all known contact numbers, then all listed emergency contact telephone numbers. In the event that no listed emergency contact is reached, at 6:15 pm the Buncombe County Sheriff's Office will be contacted to help us find an appropriate person with whom to leave your child.

School Calendar:

A yearly schedule of holidays and vacations is posted on our website. The school is closed on most major holidays as well as a week around July 4th, a week for Spring Break and a week and a half around the winter holidays. We also close the school for teacher workdays several days during the year.

Inclement Weather Policy:

In the event of inclement weather, we will announce our closing in 3 places by 6:30:

1. On WLOS (channel 13)
2. On our message machine at the school
3. The WLOS website
4. Our Discovery website

We encourage families to sign up for the WLOS text alert for the latest updates.

Transitioning into a New Classroom:

The Discovery Montessori School staff is very invested in the cognitive, emotional and social development of all of the children entrusted to our care. We strive to present our children with stimulating and challenging opportunities daily and to observe and record the children regularly in order to monitor and document their growth and maturation. While we roughly outline an age range for each of our rooms, our program is based upon the cognitive, emotional and social development of our children and not the chronological age of any child. At times, children may fall above or below the average chronological age range for a given classroom. The Discovery Montessori School staff believes that children move at their own pace and that given appropriate support and opportunities they will thrive in their own way at the right time for their own developmental process. We believe that it is our job to provide those opportunities and to group children of similar developmental levels together.

Teachers work very closely together with the directors to plan for a child to leave one room and join another. We transition groups of kids to new classrooms at the start of the school year, January 1st and, if possible, June 1st.

What Children Need to Bring to School:

Children should wear washable play clothes to school that are comfortable and appropriate for the season. We play hard and get messy often. Please do not send your child in their "best clothes". We encourage creativity and exploration and with that comes dirt, paint, clay, spaghetti sauce, mulch, and any other interesting material encountered during the day. Children should have one clean, weather appropriate change of clothing including a shirt, pants, undergarments and socks. These will stay at school. If your child has a special blanket or stuffed animal that is required during sleep time, please have it available on a regular basis. Otherwise, all toys and other personal items should be left at home at all times. In addition, please keep candy, gum, money, and jewelry at home. These items can be difficult to share or get lost or broken. Children are welcome to bring books to share at story time. Books are always welcome!!

LABEL EVERYTHING THAT COMES TO SCHOOL!! It is amazing the amount of lovely clothes, coats, and shoes that go into our lost and found each year.

Broken Materials:

A very expensive and important part of a Montessori classroom is the materials. If your child breaks a material, we will ask your family to be responsible for replacing it. This helps teach your child both respect and responsibility. Thank you for your cooperation. (Please see a copy of the Broken Materials

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Potty Training:

When your child is ready, we will assist with potty-training. We consider a child ready when they are able to initiate the request to go to the potty. When your child is ready and you are beginning to work together at home, it is critical that you let your teacher know. Our teachers are potty experts and are ready and willing to work individually with each family to develop a plan for success for each child. While each child is different we do follow several guidelines during this process:

Children should remain in pull-ups while potty “practicing”. Children who are being taken to the potty to “try” are in the practicing stage. We will practice at school several times a day during this period as well, but children cannot be sent to school in regular underwear until accidents are infrequent. We also ask that only pull-ups with Velcro sides be sent to school with your child. Children must be fully potty trained in order to move up to the 3-6 classrooms.

CELEBRATIONS:

Children’s birthdays are an exciting time and we enjoy sharing in the joy of these celebrations. Usually, we celebrate during our afternoon snack time at around 2:30. Parents are welcome to come and help us serve snack and enjoy the festivities with their child. For birthdays, parents may bring in a commercially prepared healthy party snack if so desired. This is not required by any means and is a personal choice for you to make. We work very hard to create a healthy environment around our children and we need to extend this to celebrations as well. There are many healthy options that children have loved in the past. Suggestions include:

Bagels and cream cheese

Yogurt and muffins

Cheese sticks

Fruit and veggie trays

Smoothies

Fruit juice or fruit popsicles

Popcorn (for our older children)

Establishing healthy eating habits now is very important to us and we ask that parents support us and each other in this effort.

The following items are not allowed at birthday celebrations at school: favors, decorations, candy, gum, balloons, soda, small toy treats, or party bags. These items should be saved for your child’s party at home. Also, please do not bring birthday presents into the classroom. Finally, we ask that parents not bring in invitations unless every child in the class is invited. Classroom rosters are available from your teachers or in the front office.

Parent Participation:

Discovery Montessori School maintains an open-door policy and parents are welcome and invited at any point in the day. We invite parents to be involved and share in your child’s school experience. If you have items, books, experiences that reflect what the children are learning, please feel free to speak to your child’s teacher about sending them in for sharing. Parents are also welcome to assist in the classrooms in a variety of ways including, but not limited to:

- lunch helpers
- library book organizers
- classroom photographers
- story tellers
- play dough makers
- observation sharers

Parents are encouraged to present their own ideas for participation as well. Let us know your talents and interests so we can put them to good use! It is our hope that everyone in the child’s community is informed and involved in the school as a whole.

Discovery Montessori School Parent Expectations:

Discovery Montessori is a community of parents, teachers and children. We believe that

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Discovery Montessori is a community of parents, teachers and children. We believe that relationships of mutual respect and trust will create an environment that benefits the children.

There are many opportunities for parent involvement that range from Parent Work Days to reading a book to a class to parents bringing in their talents and sharing their areas of expertise.

In order to achieve our goal of being the best school for your child, we ask parents to understand and support the following:

- * Accept and support the philosophy and goals of Discovery Montessori School.
- * Build good life skills by getting your child to school on time.
- * Arrive on time after school to pick up your child.
- * Keep teachers and other appropriate staff members informed about significant happenings in the child's life that might affect his/her learning and/or relationships at school.
- * Share with the school any religious, cultural, medical or personal information that the school may need to serve your child best.
- * Work in collaboration with the teachers and staff to facilitate a positive and productive learning experience for your child.

Discovery Montessori School reserves the right to dismiss a child if his/her parents fail to meet the parental expectations and the Directors, in their sole discretion, determine it is in the best interest of the school or child.

Communication:

We believe that good communication between parents and teachers is essential for the success of our students and our program. Good parent/teacher communication will ensure that we are able to identify and meet the needs of our students and the expectations of their parents.

Teachers in all the rooms are constantly working on a portfolio for each child. The teachers will also include art work and photographs in the portfolio. The teachers will update their classroom websites regularly to keep parents informed about their child's classroom activities, events, classroom needs and important information. In addition, teachers send out emails periodically with updates for the classroom as a whole. Finally, parents may sign up for one-on-one conferences with their child's teachers to discuss developmental progress and set individual goals. Conferences will be offered twice per school year.

When talking with the teachers, it is important that communication remain positive and mutually respectful. If an issue arises that needs to be negotiated, we ask that this be done outside of the children's presence. We are happy to discuss any aspect of your child's development or goings-on in the school. However, we respect our children's rights to privacy and take confidentiality very seriously. We will not discuss another child with someone who is not a parent or family member. Additionally, if you have a question about a school policy or an aspect of the program or are wishing to make a schedule change, please share this with an administrator rather than a teacher.

- * Please remember that while communication is important, it is the teachers' primary responsibility to supervise the children at all times. If you are requiring more than a quick check-in with your child's teacher, please schedule a time to see them one-on-one. Parent-teacher conferences will be scheduled during naptime or planning time Monday-Friday.

Discipline and Behavior Management:

We recognize that learning self-control is a normal part of growth and development. Our discipline policy is designed to promote positive behavior by using praise and positive reinforcement to shape behavior in the classroom. When children see positive interactions modeled for them while receiving praise for appropriate behavior, they are encouraged to demonstrate appropriate behavior and in turn they develop a positive self-image.

Redirection to more appropriate choices and activities is generally very effective for children at this age. If behavior escalates or becomes a disruption to others, a teacher may remove a child from a situation for a short period. This time is used to calm the child and help reflect and refocus before returning to the group. Should a child demonstrate ongoing difficulty in the classroom, parents will be invited to meet with the teachers and director in order to discuss options and strategies.

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At this point a behavior plan may be put into place. A behavior plan is designed to address the child's presenting issue by evaluating the environment, instruction, and interactions around the child in order to support the development of more pro-social behaviors. Plans can vary from simple strategies such as developing a plan to support a child who is having difficulty at drop-off by designing a predictable routine or song to sing, onto a more complex plan in which teachers and parents agree on strategies to prevent and/or respond to a challenging behavior while developing and implementing techniques to teach a replacement behavior. Teachers, parents, and the directors are involved in creating, implementing, and reviewing the plan for effectiveness. If a more intensive plan is appropriate to the circumstances, the director may invite a behavioral specialist from Buncombe County Child Care Services (or other appropriate agency) into the classroom to observe the child's behavior.

If a child's behavior is dangerous to themselves or others on an on-going basis and there is no response to the interventions put into place, the child may be unenrolled from Discovery Montessori School. A child may also be unenrolled from Discovery Montessori School if parents are not working in partnership with teachers and the school and are not willing to uphold our policies.

Health Policy:

Parents will be notified immediately if a child is vomiting, has more than two diarrhea diapers, displays symptoms of a contagious illness, or is running a temperature over 101 degrees. If a parent cannot be reached, we will contact designated people on the Emergency and Medical Information form. It is important for sick children to be picked up promptly. If a teacher or director calls a parent to report that their child is sick, it is critical that all efforts are made to come to the school to pick up the child as soon as possible. Please know that before we make that call, we have done everything in our power to make the child comfortable and meet the child's needs. When we make the decision to call the parent, we do so knowing that we are asking the parent to leave their work or other responsibilities. While we understand the difficulties this causes, it is our job to keep all of our children safe and healthy, including the child who is not feeling well. When a child is vomiting or feverish, we remove the child from the classroom to the office or other quiet area. If it is going to be more than 30 minutes before you are able to arrive to pick up your child, we ask that you make arrangements for another person on your authorized pick up list to come for the child.

A child must be symptom-free, without a fever, vomiting or diarrhea for 24 hours and well enough to participate in all activities, including outdoor play, before returning to school. While we respect the constraints and expectations of our families' workplaces, it is our job to protect the children in our care and to create the healthiest environment as possible for the children and teachers.

We ask that parents use good judgment and common sense when considering bringing their child back to school after an illness. For example, if a child is sent home in the afternoon due to illness, it is best for the child to stay at home the entire next day and return in the morning of the following day. In addition, if a child is sick with a contagious illness, it is best practice for parents to also keep siblings at home to try to limit further exposure. We work very hard to keep the school germ free by washing our hands A LOT, disinfecting toys, and teaching the children healthy practices such as coughing into their elbow and wiping noses with a tissue. We ask our families to support our efforts by always washing hands upon arrival, informing us about illnesses, and maintaining healthy practices in their homes. Parents are asked to notify the school if a child is going to be absent from school, particularly if this is due to a contagious illness such as pink eye or chicken pox, etc. In these cases, parents of the child's classmates will be notified that there is an illness in the room, but your child's privacy will be respected and names will not be used.

Medications:

As a group care setting for well children, Discovery Montessori School staff members will administer prescription medication if accompanied by a doctor's note or prescription as long as it is not the first dose. Staff members will also administer emergency medications as needed when accompanied by a doctor's note and an emergency action plan. Discovery Montessori School

administer prescription medication if accompanied by a doctor's note or prescription as long as it is not the first dose. Staff members will also administer emergency medications as needed when accompanied by a doctor's note and an emergency action plan. Discovery Montessori School teachers will not administer any over the counter medication EXCEPT non-prescription diaper ointment in its original container as long as it is not expired and with a completed and signed medication form available from your child's teacher. Decisions regarding other over the counter topical medications will be determined on a case by case basis by the directors of Discovery Preschool and, if approved, will be administered by the directors. No medications can ever be left at the school in a diaper bag or cubby at any time. Sunscreen is applied once a day in the summer months. Please provide sunscreen and a written permission form to apply sunscreen.

We also ask that parents apply sunscreen before their kids come to school.

First Aid

In case of an accident, staff members will use standard first aid procedures. Employees are CPR and first aid certified. If we feel medical attention is required, we will call the proper emergency personnel and then call your designated contacts. If an accident or injury occurs during the day that does not require a doctor's attention, our teachers complete an "Oops" Form. This form outlines specifically what occurred and our response. For example, if a child falls and cuts his knee, we fill out the form so that you know he fell and we responded by cleaning the cut and putting on a Band-Aid. If a child causes harm to another child such as a bite or scratch, we use the "Oops" Form for both the child harmed and the child who caused the incident. We do not share the children's names with the other families. For example, the Incident Report Form might state: "Collin was bitten on his arm today by a friend. We washed the area and applied a cold ice pack." If your child happens to be the one who did the biting, we would state: "Collin bit a friend today..."

Guidelines for Preventing Child Abuse and Child Neglect:

Discovery Montessori will:

1. Screen applicants with thorough background checks, including talking with last employer.
2. Develop clear guidelines on behavior management.
3. Immediately report any observations or incidents of suspected child abuse or child neglect – for legal, ethical and self-protection reasons.
4. Provide some opportunities for caregivers to have some relief – breaks, etc.
5. Maintain manageable group sizes.
6. Have clear substitute policies and an up-to-date list of well-trained substitutes.
7. Not hesitate to talk to parents of children who are disruptive and to insist on professional help when it is needed.
8. Make provisions for regular in-service training.
9. Evaluate staff often. Visit classrooms frequently.
10. Not hesitate to terminate an employee who has overstepped reasonable discipline practices.
11. Insure through adequate staffing and policies that no child is ever out of sight of a caregiver.
12. Make sure caregivers have adequate knowledge of child development so that children's social/emotional and physical needs are met.
13. When appropriate, report complaints you have received concerning other caregivers (to DSS or DCD).
14. Hire all new staff for a probationary period.
15. Develop procedures for recording all injuries or accidents involving children. Include the date, time of incident, description of incident, and any action taken by staff. Also record any unusual marks or bruises that a child has upon arrival so that they cannot be attributed to the program.

Any suspicion of abuse or neglect must be reported immediately to any member of the Leadership Team. Failure to report suspicion of abuse or neglect will result in immediate

Any suspicion of abuse or neglect must be reported immediately to any member of the Leadership Team. Failure to report suspicion of abuse or neglect will result in immediate termination. Reports may be made orally, by telephone or in writing. Reports shall include information as is known to the person making it including the name and address of juvenile and family (guardian); nature and extent of any injury or condition resulting from abuse or neglect; and any other information which the person making the report believes might be helpful in establishing the need for protective services or court intervention.

North Carolina law requires any person who suspects child abuse or neglect to report the case to the county department of social services. In addition, any person can call the Division of Child Development at 919-662-4499 or 1-800-859-0829 and make a report of suspected child abuse or neglect in a child care operation. Reports can be made anonymously. A person cannot be held liable for a report made in good faith. The operator of the program must notify parents of children currently enrolled in writing of the substantiation of any abuse/neglect complaint or the issuance of any administrative action against the child care facility.

Broken Material Form

Dear Parent,

An item at the school was recently broken by your child. In an effort to teach respect for the environment, we notify parents of the breakage so that both parent and child can participate in the repair/replacement of the item. Some items can be replaced by the parents, others must be specially ordered by the school. Please review the description of the breakage below and return this form at your earliest convenience. Thank you.

Item broken: _____

Date: _____

This item can/cannot be replaced by the parents.

The estimated cost for replacement/repair is _____.

Please see additional comments below.

(Teacher's signature)
(Parent's signature)