

OAK GROVE MONTESSORI SCHOOL



Summer 2017 Parent Handbook

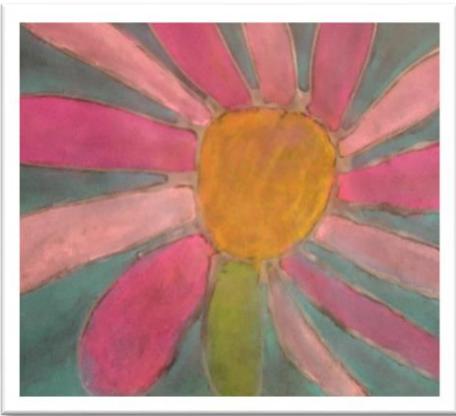
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Mission Statement

At Oak Grove Montessori our mission is to nurture and guide the whole child to become an independent, responsible learner.



We strive to provide each child with a loving and supportive environment that is thoughtfully prepared each day with real objects, materials, lessons, and experiments offering all of the key experiences needed to engage the child's intelligence and body. Each child is treated with kindness and respect while given uninterrupted time to freely explore with the hands and mind working together. While absorbing an intense amount of knowledge of our world, both past and present, students develop a strong sense of responsibility realizing they contribute to the success of a diverse school community. Our emphasis is on the development of the child as a whole: socially, emotionally, spiritually, physically and intellectually.

Our Purpose

Oak Grove Montessori School was established to provide a quality, non-traditional, educational experience for young children. Following Dr. Montessori's philosophy, nurturing the innate intellectual curiosity and spirit of the child provides our students with the ideas, attitudes, and basic skills essential for balanced development of all dimensions of the self; social, emotional, cognitive, physical and spiritual.

Our ability to reach our goals is facilitated by the use of the unique, concrete materials, the specially prepared environment, and the trained Directresses (teachers). These characteristics offer students the opportunity to learn as unique individuals with specific learning styles, rates, strengths, and interests. Our commitment to the Montessori philosophy is reinforced by research, which suggests that children benefit from well-established and caring relationships with their teachers, found in the authentic Montessori 3-year cycle. The Montessori environment enables children to better develop the potential for creativity, initiative, independence, and order, in addition to the habits of concentration, persistence, and self-control. Oak Grove students become self-confident, independent thinkers and decision makers respectful of others, themselves, and the world.

Making the Transition

Newness

If your family is not already a member of the OGMS community, we invite you to introduce your child to our campus and staff prior to day one of the summer program. Transitions can be emotionally stressful to young children, and we honor this need for the family to offer a peaceful entrance to a new experience. Please make a plan to stop in, walk through our campus, and meet some of Oak Grove's

staff. In the beginning, it may be important for you to escort your child (by the hand) directly to their class. We hope this will only be necessary for the first couple of days, so that your child may experience independence and confidence building by coming in on their own. Regardless, building trust in this new experience is our top priority.

General Schedule

7:00-8:15	Early Stay	
8:30-11:30	Work Cycle (Indoor/Outdoor)	
	<i>Tending Gardens</i>	<i>Playground- Outdoor Games</i>
	<i>Walk in Woods</i>	<i>Crafts</i>
	<i>Learning Centers</i>	<i>Snack –Food Prep (1st hour)</i>
11:15-11:30	Clean-up and Dismissal for ½ day	
11:30- 12:30	Lunch Process	
12:30-2:45	Naptime/Afternoon Activities	
	<i>Dance/Yoga/Movement</i>	<i>Additional Music</i>
	<i>Outside Games</i>	<i>Library time</i>
	<i>Crafts</i>	
	<i>Service Projects</i>	
3:00 – 3:15	Dismissal	
3:00-6:00	Late Stay	

Your Student

Play Clothes

We recommend simple and easy to change play clothes and easy run-in shoes for summer. Dirt, water, art materials, and sweat are frequent daily experiences and stain easily. Please consider what’s best for your child’s needs by sending a bag with an appropriate amount of extra clothing, as well as a second pair of easy on/off outside shoes to remain on the child’s hook all week. Wet or dirty clothes will be sent home in a plastic bag as they are used.

Snack & Drinks

Daily snack is included in the program fee and provided during the early morning hour and late afternoon, during late-stay. Aside from an occasional lemonade or natural juice, water is the only drink served during camp.



Sunscreen and Bug Repellant

Please apply sunscreen and/or insect repellent before leaving home. If reapplication is necessary, an **External Applications Form** is required and available in the Main Office and at the end of this handbook. Reapplication time and preferred procedure should be stated clearly on the form.

Nap, Siesta, Rest, or Quiet Time

Since our pre-school program is licensed by the state, we are required to provide a set nap period for preschoolers. This typically ranges from 1 to 2 hours. We provide sheets and napping mats or cots for Toddlers and Primary students and ask that the child bring a blanket from home. Blankets will be sent home each week for laundering. If a child has an accident during naptime, all of the bedding is sent home to launder, including the school sheet. Please try hard to return these the next day. Full-day students under age four will participate in rest or naptime after lunch. Some four year olds, depending on maturity, may simply “rest” for a brief period before moving into afternoon activities.

Splash Day

Fridays are Splash Days. Sprinklers, wade pools, and water play consume the entire morning. Water levels in wade pools are developmentally appropriate for the highest level of precaution.

Please send your child ...

- dressed in their bathing suit (water diaper if applicable) and a cover up or t-shirt
- wearing water sandals or shoes (not crocs)
- lathered in sunscreen
- with a bag containing a complete set of dry clothing towel, and dry shoes

The Child’s Will

Learning self-control is normal part of child development. As the growing child is learning to balance impulse control and acting on decision and choice, they are forming control of their will. Children in the Montessori classroom exercise and practice self-discipline through the reinforcement of three simple tenets:

- respect of self
- respect of others
- respect of materials and environment.

Oak Grove’s behavior policy is never to embarrass or ridicule a child when he does he makes poor decisions. We do not permit the use of corporal or physical punishment. By treating children with fairness and respect, we believe that children will develop a positive self-image and respect of themselves, others, and the environment. Most situations can be handled by redirecting a child to another, more appropriate activity. This approach is called “positive redirection.” When necessary, the use of a time-out or calming process is utilized as well. Often this is important for very young children who need time to calm their body, voice, and/or mind in order to *think* about their actions or choices. The use of natural or logical consequences is another form of positive discipline exercised at OGMS.

We ask that you, as parents, partner with the school by redirecting inappropriate behavior outside of school, applying natural and logical consequences when parenting your child, encouraging the development of self-control by allowing your child to have responsibilities in the home, and by filtering your child's exposure to negative, disrespectful, and combative types of media.

1. If a child is disruptive to other students or endangers him/herself or others, staff will immediately intervene in as positive way as possible based on the circumstance. In some cases, a child may need to be physically assisted to gain self-control.
2. If a child has trouble maintaining an acceptable, developmentally appropriate level of self-control, at any given time, the staff will use redirection, natural and logical consequences including a time out procedure such as calming pillow or chair which relies on the child's actions not a predefined time.
3. If the child is still unable to gain control, the teacher will implement adult proximity measures by having the child stay with them until the child has settled.
4. When an incident occurs that requires efforts beyond those described above the parent will be contacted and the child will go home for the day.

Bullying Policy

We believe that every child has the right to a safe environment in which to learn. Because we are educating young children, we know that "bullying" can often be the result of frustration, impulsiveness, or thoughtlessness rather than cruelty. We ask parents to partner with the staff at Oak Grove Montessori to ensure that social interactions their children have, outside of the school environment, are monitored and redirected, if, and when, bullying behaviors are present.

We define bullying as a series of repeated intentionally cruel incidents, which involve the same children, in the same roles as victim and bully. This does not mean that in order for bullying to occur there must be repeat offenses. Bullying can consist of a single interaction. Bullying is a willful, conscious desire to hurt, frighten, or threaten. Types of bullying are included, but not limited to, the following:

1. **Verbal** - insulting, name calling, teasing
2. **Physical** - hitting, kicking, slapping, tripping
3. **Emotional** - exclusion, deliberate unkindness
4. **Sexual** - making inappropriate physical contact

If a student is observed engaging in bullying behavior, based on the variables associated with the situation, the following consequence will apply:

1. The teacher will discuss the incident and its effect on the victim, with the offender. The offender will discuss options to express him/herself appropriately. The offender will choose and implement a peaceful way to seek forgiveness from the victim.
2. If step one does not result in a satisfactory outcome, parents will be contacted to pick up their child.
3. Depending on the developmental age of the child, continued camp enrollment may be

revoked.

4. No advanced notice is required for such decision.

Operational Policies

How to drop-off and Pick-Up

Yes, it is backwards! The safest transfer from car to building necessitated the driveway to be entered and exited opposite of standard driveways. Please drive around the loop and pull up as far as possible to the sign that states "Pull Up to Here" before unloading your student. Please do not unload in the curve of the driveway or further back in line as this disrupts the flow of the entire process. If you have a hesitant child, (or adult) please park elsewhere and walk your child to the gate to separate. Remember, many parents are trying to get to work on time. No students will be admitted after 10:00 a.m. without a doctor's note. This keeps traffic and transitions to a minimum. You will be emailed the door code for the main entrance. PLEASE DO NOT PASS CARS, OR GO AROUND PARKED CARS WHILE IN CAR LINE.

- Car line drop-off runs from 8:15 – 8:35am. This is a single file line. If you arrive after this time, you have to walk your child into the front office to sign them in on the arrival clipboard.
- Car line pick-up runs from 11:30-11:45 for half-day and 3:00-3:15 for full day. Late-stay students must be picked up and signed out in the late-stay classroom each day.

Late Pick-up....Eeeeeek

Students who are not picked up by 6:00 p.m. will be charged \$1 per minute you are late. If you are more than one hour late and the school has been unable to contact anyone listed on your child's emergency release form, the law requires that we contact Social Services (DFACS), who will then pick your child up for safekeeping.

Weather

Extreme heat or rain may prevent outdoor play. Should the weather be excessively hot, we will utilize our multi-purpose room in lieu of outdoor playtime. Most days, however, despite the weather, children can play outdoors for some period of time. Weather should only be a factor in determining the duration of outdoor play. A second application may be applied upon request ONLY if the parent provides the sunscreen and has signed an **External Applications Form**.

Nature

We are fortunate to have an abundance of nature at our fingertips here at Oak Grove. Exploration and hands-on experiences are priceless learning opportunities not available in most traditional school settings. However, with these opportunities come occasional contacts that are not always positive. Please be mindful that all reasonable precautions and educational opportunities will be taken when it comes to thorns, briars, poison ivy and oak, splinters, and insects and other critters. Due to our location, we are more prone to seasonal pests such as ticks. Tick season is usually short-termed and can be easily remedied by checking over your child frequently during the spring and summer months.



Accidents & Injury

We take every precaution to make sure your child is safe. This includes a comprehensive safety awareness program for all of our staff and frequent inspections and maintenance of buildings, playgrounds, and equipment. Minor boo-boos, resulting in basic first-aid, such as washing with soapy water and applying a Band-Aid, will not necessarily be formally communicated. These are considered a part of a healthy and typical childhood experience. Only incidents with surrounding circumstances, such as swelling, will be communicated through a written note, and/or a phone call. If an accident brings cause for medical attention, we will notify you or your designated emergency contact after 911 has been contacted. If transportation to an emergency medical facility is necessary, the student will automatically be taken to **Tanner Medical Center** in Carrollton.

Authorized Release

We will release your child only to those persons listed on the authorization form you completed at registration. If you need someone besides those listed to pick up your child, please send in a note stating this, or call the Main Office. A photo ID will be required from this individual at time of pick-up. *For Non-OGMS families, please submit a digital photo of your student as well as any adult authorized to pick up your child from camp.*

Parent Consent

You will be asked to sign a parental consent and release of liability before your child may begin in any summer program. This form is located at the end of this handbook for your reference.

Child Abuse & Neglect

By law we are required to report any suspicion of child abuse. Child abuse will be reported to the Head of School who in turn will report to Protective Services. We suggest that you immediately contact the Head of School in suspected abuse cases. We will not tolerate child abuse in any form: physical, verbal, or sexual.

Health Policies

Please respect and adhere to the following health policies at Oak Grove Montessori:

1. There is NO Tobacco usage in the school buildings, or on school grounds.
2. There is no consumption of alcohol on school grounds and/or during school events, when children are present.
3. Notify the school, as soon as possible, if your child has been diagnosed with a contagious disease. We like to inform other parents to watch their children for symptoms. Contagious diseases most commonly found are: measles, chicken pox, pink eye (conjunctivitis), impetigo, head lice (pediculosis), and strep throat (streptococcus).
4. Should your child become ill at school, the Emergency Authorization contacts will be used. First, we try to reach the child's parents using the home, work, or cell telephone numbers. If no answer, we will try to reach the people who are authorized to pick up your child. If the illness or injury is of a serious nature, and we are unable to reach you, we will use the Authorization Form to obtain emergency medical treatment. Please be sure to list any special medical considerations or allergies at the bottom of the form and remember to update it when significant changes occur.
5. Remember to complete an allergy action plan if your child has any food, insect, or environmental allergies. A complete list of students with allergies is posted in all classrooms, the kitchen, and main office.
6. **Your child must remain fever free for 24 hours (without medication)** with colds, flu, or viruses.
7. If your child has been given medication for a bacterial illness, he should be on such **medication for 48 hours before returning to school**, or upon the advice of your physician.
8. Remember, a sick child will be much more comfortable at home than at school. If your child's illness makes him sleepy, weepy, or cranky at home, he will be more so at school.

The following criteria will be considered in determining when a child should be sent home from school:

1. Temperature (temporal or ear) exceeding 100.5 F.
2. Persistent heavy wet cough with breathlessness, or noisy breathing.
3. Severe headache, requiring the child to lie down for relief.
4. Persistent or severe earache, upset stomach, or diarrhea (regardless of cause).
5. Vomiting
6. Severe fall with significant swelling
7. Significant increase in urination with or without pain.
8. Evidence of a contagious condition: e.g. head lice, impetigo.
9. Persistent discomfort: severe itching from rash, runny nose, or anything that makes the child uncomfortable and unable to participate in school.

Immunizations

We ask that every student have a copy of form 3231 on file before they begin summer program at OGMS. If you have an exemption form completed by your pediatrician, a copy of this will suffice.

Medications

We prefer that no medications be sent to summer program. However, in the case this it is a necessity, the medication MUST be accompanied by the Medication form. The form should be completed in its entirety before submitting to the child's teacher in a labeled zip lock bag. Extra forms are always available on the bulletin board in foyer of the Main House.

Top Q & A

My child is 2 ½ years old. Can she attend Oak Grove Montessori School's Summer Program? If your child is between 12 months and 3 years old and is already enrolled in our Toddler Program, then yes your child can attend OGMS Summer Program. If your child is not already a member of our toddler community, and she will not be 3 years old by May 31st, then she will have to wait until such a time that she meets those requirements.

Note: Children that are 3 years of age and want to enroll in our Primary aged summer program need to be independent in toileting and changing clothes with minimal assistance and suffer from no separation anxiety.

My child will need to be a part of the full day program. Will lunch be provided? Should I send in snacks for my child during the day? Lunch is provided by our regular chef and included in the cost of the program. Snacks are also provided by the program.

My child will attend half day camp, will they be able to eat lunch during camp? No, children who are half-day leave at 11:30, before the lunch segment.

I have three children. Is there a discount available for siblings? Yes- If you have more than one child, the first child's fees are regular price. You will receive a 10% discount on the fees of each sibling that is also enrolled. Early and Late-stay fees are exempt from this discount.

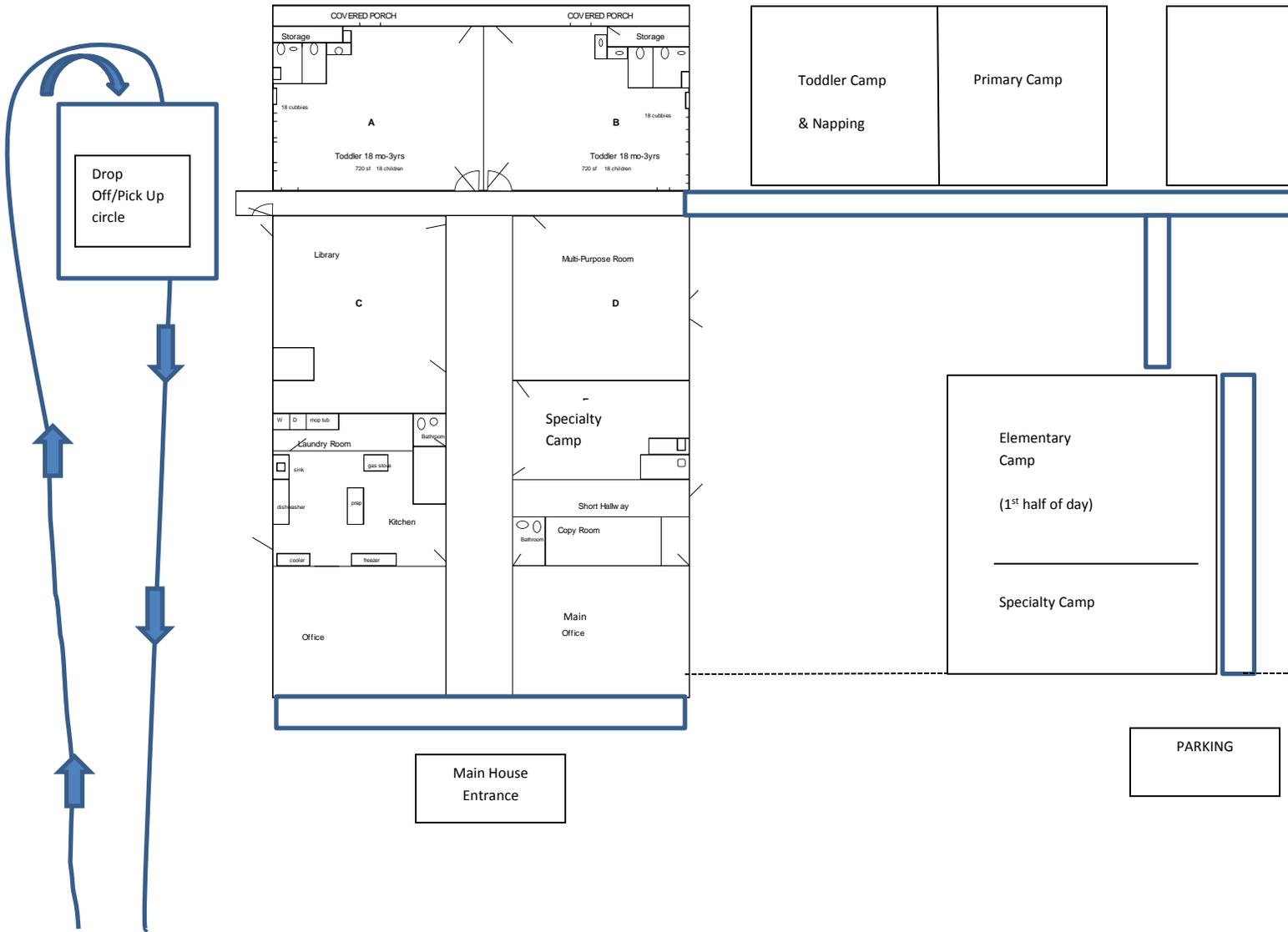
My child is sensitive to the sun. Will he be allowed to stay indoors? Our program is deeply devoted to spending time outside. Please feel free to apply ample sunscreen and bug repellent to your child before dropping them off in the mornings. You can also choose to leave sunscreen and bug repellent for reapplication later in the day. Medication form completed on-site.

My child takes medication daily. Can you dispense this at lunchtime? We can only dispense medications in their original containers and with a signed Medication form from a parent. This form can be completed online or a hard copy is available in the office.

We like to sleep in. Can I drop my child off whenever I'd like throughout the day? No. Children will not be admitted after 10 o'clock unless they have a written excuse from a doctor.

I want to participate in Summer program, but I'm not sure what dates I need yet. Registration CAN continue throughout July as long as space is available. Early bird catches the worm!

Campus Map



Forms

Oak Grove Montessori School

Medication Form

Child's Full Name _____ Class: _____

Name of Medication (one per form) _____

Prescription or Over the Counter _____ Prescription Number _____
(circle one) (required by DECAL)

Dosage _____ Time to be given: _____ Dates: _____

Parent's Signature Date

(below for school use only)

<u>Date</u>	<u>Time</u>	<u>Amount</u>	<u>Any Adverse Reaction</u>	<u>Administered By</u>
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Any adverse reaction to medication will be handled as follows, depending on severity.

- 1) a note will be sent home,
- 2) the parents will be contacted by phone,
- 3) 911 will be called.

Describe any action taken below (use back if needed)