



Combining the excellence of the Montessori method with Christ-centered curriculum.



Parent Handbook



Updated August 2017

Colorado Christian Montessori

Parent Handbook

Welcome to Colorado Christian Montessori!

This Handbook provides you with important information about our school procedures.

Please read this carefully and keep it handy for future reference.



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STAFF

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Assistant Director & Butterfly 4-day Class Lead Teacher	Deborah Cocchiaro
Assistant Director & Bullfrog 5-day Class Lead Teacher	Mary Lou Smith
Bullfrog 4-day Class Lead Teacher	Gina Craven
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Associate Teachers	Jennifer Anderson Lynette Connell Marie Elston Liz Fitzsimmons Jon Penk Kay Szugyi
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Music Teacher	Laura Lizut
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Communications Manager	Andrea Spikes

CCM STATEMENTS

Statement of Faith

We believe that the Old and New Testaments are the inspired Word of God, revealing the three persons of the Godhead: Father, Son, and Holy Spirit.

We believe in the Incarnation of and Virgin Birth of our Lord and Savior Jesus Christ as true God and true man.

We believe that man was created in the image of God, but became separated from God by sin.

We believe that man is redeemed by grace through faith in Christ's vicarious atonement for sins, the shedding of His blood on the cross.

We believe that the gift of eternal life is available to all men, that those who receive Christ by faith are regenerated by the Holy Spirit and thereby become children of God.

We believe in the bodily Resurrection of Christ, His second return, and the resurrection of all of His people.

Mission Statement

Colorado Christian Montessori is a caring community combining the excellence of the Montessori Method with Christ-centered curriculum. We are dedicated to providing a high-quality, safe environment that encourages academic learning, physical development, and spiritual growth for each child ages 15 months-elementary.

Our mission is to meet each child where they are, and take them as far as they can go!

Philosophy Statement

We are committed to the Lord Jesus Christ and the Bible, and its teachings. Therefore it is our most fervent desire to instill moral character in the children and help motivate them towards love, peace, and respect of self and all of God's creation.

We believe that children are individuals and they have their own needs and interests. We are dedicated to providing an environment that caters to the development of the physical, mental, and spiritual aspects of the whole child.

Children learn through experiences; we are committed to allowing the child to move freely about the classroom and safely explore the environment. Children have enormous potential and we are committed to encouraging growth in all areas of

development. We trust the Montessori approach to education and are committed to "following the child" according to the Montessori Philosophy.

Montessori Philosophy Statement

Maria Montessori's system of education is both a philosophy of child growth and a rationale for guiding such growth. The system is based on the child's developmental need for freedom with limits and uses a carefully prepared environment. The prepared environment guarantees exposure to materials and experiences, through which the child develops intelligence as well as physical and psychological abilities.

The Montessori Method is designed to take full advantage of the unique ability of young children to develop their own capabilities through self-motivation. We stress the need for trust in the child's potential for self-development, the role of the teacher as a patient observer and guide, and the prepared environment featuring organized work in the atmosphere of responsible freedom.

The work in the Montessori prepared environment is ordered and sequenced by difficulty, teaching only one new concept at a time, and is largely self-correcting. Each child's space is defined (by a work rug, table, or board), allowing the child the freedom to invite others to join in or work alone. Because many children of different ages are working individually with the materials, there is no need for competition.

It is common for older children to offer assistance to younger children, reinforcing their own feelings of self-esteem, as well as their understanding of the concepts or skills involved. Younger children look up to their senior classmates and learn much from them indirectly from observation.

Each child relates primarily to his/her own work and their individual progress and is not compared to the achievement of others.

PROGRAM OVERVIEW

Colorado Christian Montessori is a growing program dedicated to meeting the individual needs of each child. We pride ourselves on our great student-to-teacher ratios that make for lots of great one-on-one attention. All of our staff is very qualified and very loving!

We encourage parent involvement by having an open door policy for parents. Our goal is to make parents feel comfortable to ask questions, share concerns, and bring ideas to us.

Colorado Christian Montessori is available to all children 15 months – elementary. Children who are 5 years and older will be admitted if they have previous Montessori or similar experience.

The school is open September - May from 7:30 a.m. – 5:30 p.m., Monday through Friday. We also have a Summer Camp program available.

The Bullfrog class, Butterfly and Sunflower classes share an outside playground with a grassy space to run and play. The Tadpole class has an outside grassy area adjacent to the larger playground. We also have a gym to use in case of inclement weather.

We offer introductory Spanish, sign language, and music every day. We have special visitors and go on field trips periodically throughout the year.

Ages Served

- Tadpole Class: 15 mo. – 2 ½ years (child does not need to be toilet trained)
- Bullfrog Class: 2 ½ – 4 years (child does not need to be toilet trained)
- Butterfly Class (Preschool/Kindergarten): 4 – 6 years (must be toilet trained)
- Sunflower Class (1st – 4th Grade): 6 – 10 years.

Americans with Disabilities Act

Services are offered to children with special needs in compliance with the Americans with Disabilities Act.

Tadpole Class

In the Tadpole class, we introduce Montessori and Biblical concepts that excite and engage the children in this special time of life as they begin to communicate, walk, and explore.

We begin each morning with group time, including good morning songs, shapes, numbers, colors and prayer. The children also enjoy plenty of free time to explore activities including language, math, object manipulation, and art. Story time, singing, finger plays and even dancing round out many of our days, and tie in with the idea of the month.

We design activities that allow toddlers to gain the independence they want and satisfy their natural curiosity in a safe environment. This class also prepares them to transition effortlessly into the Bullfrogs class.

Tadpole students enjoy a morning work period, lunch, and nap time each day. Their playground is on the side of the building next to the older children's playground.

Bullfrog 4- and 5-Day Classes

The Bullfrog Class is created to challenge young minds and support social and emotional development. It builds a great foundation of independence as they learn practical life skills such as serving their own snack, washing their dishes, putting on their coats and shoes and going to the bathroom.

Children work on numeral and quantity recognition, and are introduced to letters and sounds. They focus on a different color, shape, character trait and Bible verse each month.

This is a smaller class where each child gets a turn to do daily special activities. Playing instruments, singing and dancing, painting, story-telling, and fun on the playground round out each day.

Bullfrog students enjoy lunch, a morning work period, and nap time each day. This class shares a playground with the older children in the front of the building.

Butterfly 4- and 5-Day Classes

In the Butterfly Class, preschoolers and Kindergarteners learn together. The mixed ages creates a wonderful dynamic where the older ones have leadership opportunities, mentor younger ones, and are grouped according to abilities rather than age.

The Butterfly Class continues to build concentration, coordination, independence and a sense of order as they have long periods of uninterrupted work time. Making maps, building words with the Movable Alphabet, working on visual discrimination with the Brown Stair, mastering odd and even with Numerals and Counters and telling the story of the Good Shepherd are just a few things you might see students doing.

In addition, grinding coffee, polishing, pouring, sweeping and mopping, serving snack, washing their own dishes, orange juicing, plant watering, and hammering are daily examples of practical life activities that happen in this class.

Our core focus is creating a classroom community that cares for themselves, for others and the environment. Look forward to your child coming home and talking about Vincent Van Gogh, the miracles of Jesus, planets in our Solar System, the Continents, counting by tens, quatrefoils, trapezoids, Spanish, and Sign Language.

The Butterfly class has three engaging, interactive theme studies each year:

- **Science** (Space, The Human Body or The Ocean)
- **Art** (Vincent Van Gogh, The Symphony or The Master Artists)
- **Cultural** (Native Americans, China, or Africa).

In the Butterfly ½ Day classroom, the children have group and a morning work period. They may also stay for lunch (Lunch Bunch add-on). Full-day students enjoy lunch, morning and afternoon work periods, and nap time (if under 5) each day.

Sunflower Elementary Class

The Montessori method meets each child right where they are and takes them as far as they can go. This is especially evident in the Sunflower Class.

In this class, students build on skills and advance concepts learned in Kindergarten. Making snack from scratch, setting the tables, candlelight lunches, Continent studies, diving deeper into reading and parts of speech, addition, subtraction, multiplication and division, skip counting, cubing, and working towards mastery of the decimal system are activities that are introduced and worked on daily.

All of this is done with gorgeous hands-on materials that allow each child to be challenged in every area according to their abilities. The children enjoy lunch plus morning and afternoon work periods.

Lunch

The children bring their own lunches; the school provides healthy snacks that are available all morning, and at a set time in the afternoon. Parents are invited to bring snack donations. A snack donation sign-up sheet will be available at the front desk. Read more details in Lunch and Snacks on page 22.

Montessori Preschool Classroom: “The Prepared Environment”

Our classrooms are carefully prepared environments that promote physical, mental, cognitive, and spiritual growth. Children learn to make their own choices and care for themselves, for others, and for the environment.

The teachers prepare the environment and act as both a caregiver and guide, encouraging children towards daily activities that support the children's development.

The prepared preschool environment includes sequential learning activities in four major areas:

Practical Life: This was the first area that Dr. Maria Montessori developed. Based on her scientific observations, she discovered children's inherent need to do what they see their parents doing in daily practical living such as cook, wash clothes, wash

dishes, sweep, mop, care for themselves, and care for their environment. This area provides exercises that allow children to do such activities.

The lessons learned in this area of the classroom are invaluable, yet sometimes misunderstood. Montessori discovered that these activities aid in children's development of concentration, coordination, order, and independence. These important attributes lay the foundation for successful work in the Montessori classroom.

This area contributes to reading and writing because everything is set up left to right – top to bottom. Activities also strengthen muscles in the child's hands and pincer grip for writing.

Sensorial: This area aids in the child's development of the seven senses: visual, auditory, tactile, gustatory, olfactory, kinesthetic, and stereo gnostic sense. The two main objectives of this area are to provide the child with the means to discriminate between similarities and differences, and to aid cognitive development. Sensorial is also preparation for mathematics.

Math: This area introduces the child to the world of numbers in a concrete form. The child not only learns numbers and counting, but is also introduced to all four operations, and to the function of the decimal system. Money and Clock (telling time) activities are also presented.

Language: The Montessori classroom is set up as an indirect preparation for reading and writing. All the materials are created and preformed from left to right, top to bottom. The children ages 3 and 4 are furthering their vocabulary and learning the sounds and we introduce lower case letters of the alphabet.

Children often learn to write letters before they know all of their phonetics. Five year old children that have been in the Montessori environment will then be able to cognitively put together phonetic sounds to form words.

In addition to the four major areas of the Montessori classroom there are studies in Art, Geography, Cultural Geography, Bible, and Science.

**Spiritual, Self, Social, and Physical Development are emphasized
in all classroom activities.**

BREAKABLES AND CHOKE HAZARD POLICIES

Maria Montessori believed children should have access and be trained to use real-life items such as glass pitchers, vases, tea pots and tea cups etc. She called this Practical Life – where children learn care of self, care of others, and care of the environment. This area develops a sense of Order, Concentration, Coordination and Independence in the children as they work carefully with these materials.

Breakable Items

We enjoy the beauty of glass and ceramic items in all classrooms, excluding the Tadpole toddler class.

Please know that if something breaks, we say “Accidents happen – we need to be careful.” Then we have the children stay back as a teacher cleans up the glass, wraps it in cardboard or brown paper, labels it “broken glass” with a Sharpie pen, and then throws it in the office trash can away from children.

Chokable Items

At CCM, we honor the Montessori philosophy by using authentic Montessori materials in the way Maria Montessori intended. Our teachers are Montessori trained, and we spend a great deal of time training students in the proper use of the materials.

With the exception of the Tadpole Class, some of these class materials have pieces that would be considered choke hazards such as the top two pieces of the Pink Tower, the smallest two cylinders in the Yellow Cylinder Box, and the Math Beads.

Colorado State Policies

In the rules Regulating Child Care Centers, Colorado Childcare Licensing has a policy (7.702.62G) which states that breakable items cannot be in a classroom that has children under the age of five, and a policy (7.702.62F) which states children under three must not have access to materials that may be a choke hazard.

We have been granted an exemption because of the importance of the materials to the Montessori philosophy, the training our teachers receive, and the training we give the children in the proper care and use of these items. Part of the exemption includes informing parents of these policies and obtaining parental consent.

ENROLLMENT PROCESS

Anyone interested in our program may request an application. After completing the application, the Director will contact you and assist in the enrollment process.

Families beginning in September

1. Parent(s) meet and go over procedures and policies with Director.
2. The child will have an introductory visit with the Director and have a tour of the room and the materials.
3. The Directors will make a joint decision regarding the acceptance of the child.
4. Once acceptance is given, registration is due.
5. A meeting for new parents will be held in conjunction with a child orientation day before the start of the school year.

Families enrolling after the start of the academic year

1. The parent(s) first visits with a staff member and observes the classroom without the child to learn about the materials and the philosophy of the Montessori Method.
2. The child visits the school for approximately one hour without the parent.
3. Parent(s) meet and go over procedures and policies with Director.
4. The Directors will make a joint decision regarding the acceptance of the child.
5. Once acceptance has been given, registration and the first monthly installment are due.

Admission Forms

The following forms are requested for each new student, and are maintained at the school:

1. Application (white)
2. Enrollment Agreement (white)
3. Health Record (white)
4. Immunization Certificate (State of Colorado)
5. Emergency Card (white cardstock) for classroom, which includes dental, medical and permission authorizations
6. Child's Information Sheet (green)
7. Release of Liability (blue)
8. Me and My Family profile + family photo
9. ACH Form (white).

PARENT EDUCATION REQUIREMENTS

A significant part of student success at CCM depends on parent education of the school. This includes knowing the following:

- School policies and procedures
- CCM philosophy
- Montessori education and how it differs from traditional methods
- The value of Christian Montessori education.

To help parents understand the above, we have a short list of parent education requirements:

1. Attend the New Parent Orientation, held just before the beginning of the school year
2. Read the book, "Getting Your Money's Worth: A Guide to the Lifetime Benefits of Christian Montessori Education" and complete the short survey
3. Attend the fall and spring Parent-Teacher Conferences.

In addition, we encourage parents to join our social media communities, read our recommended resources, and attend occasional workshops we hold at the school.

ACCIDENTS & INJURIES, EMERGENCIES AND ABUSE

Emergency Cards

Emergency cards are maintained for each student and staff member. Every year, staff members fill out a new emergency card. Parents will also be asked to complete a new card for each student. It is very important that the information on these cards be kept up-to-date. We use the information on the card to contact parents or emergency contacts in the event of an emergency.

NOTE: Please update phone numbers, addresses and emails promptly.

Accidents and Injuries

If a child has a minor injury or accident not requiring further medical attention after first aid is given (soap and water, bandages, or ice as appropriate). An "OUCH" report will be completed and given to the parent at the time of pickup.

If the accident or injury is more serious and will require further medical attention, the parent will be called as soon as possible and asked to pick up their child. An "Accident Report" will be completed, reviewed by the Director, and kept on file.

Emergencies

In case of fire, the staff person in charge will follow fire drill procedures and evacuate all children and staff through the nearest exit to a safe location, where

everyone is to be accounted for. When leaving the building, staff members will bring attendance sheets and emergency forms so that parents can be contacted if necessary. Fire alarms should be activated if not automatically operated. Fire drills are conducted once per quarter and documented in the fire drill log.

In case of a tornado or other extreme weather situation, staff monitor weather conditions visually or by radio and ensure the children's safety by taking whatever steps are necessary. This may include notifying parents to make early pickups, taking shelter in a basement or away from windows, and calling administration as soon as practical. Tornado Drills will be held once a semester.

A lock down will occur when conditions are unsafe to be outside their classrooms. Doors will be locked and students will be accounted for and kept away from windows until determined safe by police or school Director who will then unlock the doors at that time. All doors are locked and lights are turned off. No one will be admitted into the building at the time.

A lock out will occur when conditions outside the building are deemed unsafe. No one will be admitted into the building at the time.

A reverse evacuation will occur when conditions are unsafe for students and staff while outside on the playground. A whistle is blown and children return to the building immediately until conditions are safe.

In case of an active shooter the school will follow lock down procedures.

NOTE: An emergency plan is posted in the sign-in room and near the phone for lock-down and for evacuating the building.

Disaster Preparedness

Our first safe place is located in the building next to us at the Crossroads Church of Denver. Our second safe place is located at Faith Christian Academy High School - 4890 Carr St, Arvada, CO 80002. All classes will take their backpack with emergency cards, first aid kits, wipes and diapers if applicable. The school will notify all families with a call to let them know where we are and what is happening. The Tadpole class have emergency wagons to help the toddlers exit the building quickly. Any children with special needs will have help evacuating the building depending on their specific needs. The staff will work out an individual plan with the family at the time of enrollment.

Child Abuse

We have zero tolerance for anything that resembles mistreatment of a child. Colorado Christian Montessori is one place that a child knows for certain they will be treated with respect.

All employees comply with state law, which mandates that any employee of a licensed early childhood program make a report to the Department of Human Services when child abuse or neglect is suspected.

Staff must report his or her suspicion that someone may have purposely hurt a child. They have no choice under the law. Thorough investigators decide whether or not abuse actually took place. All children get bumps, bruises, and scrapes as part of growing up. Parents are encouraged to tell their child's teacher about any unusual injuries or conditions.

If you observe another staff member abusing a child, please contact the CCM Director at 303-942-8014 or call the Child Abuse Hotline at 303-271-4357 or 303-271-4131.

CUSTODY

State law considers children of parents who have joint custody, or parents who are separated but with no legal custody arrangements, to be in equal custody of the child. This includes parents who are separated, but not yet divorced as well as parents who have never been married.

CCM cannot prevent a child from seeing a parent or leaving our site with their legal or biological parent unless we have a court order prohibiting such an action. Information regarding children will not be withheld from either parent. Full parent involvement and social interactions will be available to both parents.

TRAVELING PARENTS

When a parent leaves their children with another person, they should send a note for the Lead teacher giving the following information: Name, address, home and work telephone numbers for the temporary guardian. Give permission for this person to sign students in and out and the length of time you will be gone.

*Staff will transfer information to the attendance board.

DAILY ACTIVITIES AT CCM

First Day of School

The first day of school is a wonderful change in a child's life. Successful adjustment to this new environment is primarily dependent upon the attitudes of the parents and their cooperation with the teachers. If parents are calm and positive in their approach, the child will sense this and feel that going to school is a good thing. They should try to avoid excessive discussions about school. The child should feel it will be a normal and natural part of growth and an extension of home life. Just a few days before the first day, parents should teach their child the names of the classroom staff.

When leaving a child on the first day, parents should say a friendly goodbye, only one time, and leave. The way parents say goodbye the first day sets the pattern of how a child expects to be dropped off every day. Parents need a matter-of-fact attitude, which gives the child great security. They should not return for any reason nor enter the child's room; this can quickly upset a child.

Staff are responsible for the children after parents leave, and parents need to have confidence in the staff's ability if the child's adjustment is to be a good one. Parents can communicate to their child that they have confidence in his/her ability to handle this new situation even if it's a little scary.

We recognize how difficult this is for parents and we welcome parent phone calls to check on their child at any time. If the child feels a parent's confidence in the staff, it will help to dispel his/her fears. Usually a child's anxiety only lasts a few minutes.

Arrivals and Departures

A sign-in/out computer is located inside the front entrance. An adult must sign the child in and out each day. If we do not know a pick-up person, we will ask for proper identification. At no time will we release a child to someone not listed on the Release Form or the Emergency Card unless we have written permission from the parent. If a change needs to be made, we must have it in writing. Parents should leave a signed and dated note with a teacher if someone else is picking up the child.

*All children are to be walked to the classroom and/or playground by the adult in charge. Anyone driving a child to school should understand this policy. The Church is a very large building with many rooms and hallways; therefore children must NOT be left alone at any time. Children are not to go in the gym without a teacher.

Arriving on time teaches the children respect for their "work time". We start each class with a group time, which consists of songs, prayer, and special directions for the day. We consider this routine an important time for the children; it creates a

feeling of security and community. A tardy start means something is missed, and our experience is that a child starts the day disoriented.

Children will be ready for dismissal on the playground or classroom at the closing time of morning session and in the classroom at the close of the school day. If there is a reason that a parent will be delayed, they should call the school so we can help the child feel comfortable; a staff member will remain with the child until a parent arrives.

Please note the late charges at the end of this booklet. You will receive a statement of charges owed which is due with the next month's payment. If a parent needs help with their child upon arrival or dismissal, they should let us know so that we may assist them.

Attendance

It is important for each child to attend regularly unless he/she is sick. Frequent absences make it hard for children to feel comfortable with the group and daily routines.

If a child cannot be at school for any reason, parents should call before the start of class so the staff will not be expecting him/her. If a family is going on vacation, parents are asked to let us know.

NOTE: Tuition payments are based on the entire academic year. Tuition is not subject to adjustment for illness, absence, holidays, or snow days.

Verifying Attendance

Two teachers in each class verify children's attendance throughout the day with face-to-face verification in the morning, during group and lunch times, and before going outside or back inside. The Director verifies these attendance records.

The staff also checks the sign in/out computer logs during morning group and writes attendance information on a large white board in the classroom. Attendance Information includes the names of students who are absent, leaving early or arriving late, those staying for lunch or extra sessions as well as the current and predicted count. The attendance board is updated throughout the day.

List: What to Bring to School for Your Child

Please bring lunch each day for your child – preferably in a sturdy lunch bag with an ice pack for perishables. Also, please write your child's name on the lunch bag.

Please bring the following, to be stored in your child's cubby:

1. Extra set of clothing in a Ziploc style plastic bag
2. Indoor shoes
3. Jacket, mittens and hat (during colder weather)
4. Diapers or pullups (if your child is not fully toilet trained)
5. Nappers (under 5):
 - a. Fitted crib sheet
 - b. Lightweight blanket
 - c. Small pillow (if your child uses one)
 - d. Stuffed animal or other item your child typically sleeps with.

See below for descriptions of the above items.

Children's Clothing and Personal Items

Children's clothing should be comfortable and suitable for the weather and messy play. A warm coat, boots, mittens, snow pants and a hat are needed for cold weather. All personal clothing and belongings should be marked with the child's name and placed in the child's cubby.

NOTE: Please do NOT bring toys, gum, candy, or money to school.

An extra set of clothes is needed and kept in a Ziploc bag in your child's cubby in case of spills, accidents, or water play. Soiled clothing will be bagged and placed out of reach of children near the bathroom. A note for the parent will be placed in the child's cubby. These should be replaced as soon as possible after use. The extra set of clothes needs to be changed seasonally as well as when the outside weather changes. If a child wears clothes belonging to CCM home from school, parents should launder and return them as soon as practical since other children may need to use them!

Outdoor Play

We do plan an outdoor experience every day. It is our philosophy that fresh air and a chance to explore the outdoors are important to every child. On exceedingly hot days (97 degrees or higher) time outside will be limited to brief periods during the cooler parts of the day.

On extremely cold days (25 degrees or lower), time outside will be limited. Children will not be taken outside when the temperature is below 20 degrees.

Parents should send child prepared to participate (appropriate clothing and sunscreen).

Sunscreen

We go outside every day unless extreme weather conditions exist. Parents are responsible for applying sunscreen to their children. Staff will reapply sunscreen to students only during Summer Camp.

Shoes

Children and staff need to have indoor and outdoor shoes. Shoes should be of a type that the child can take off and on and fasten by themselves.

Indoor Shoes

Indoor shoes are to remain at school. A comfortable choice is non-skid slippers. Clean tennis shoes can also be a nice alternative indoor shoe. Please refrain from allowing your child to bring large slippers with animal heads on the toe area. These slippers are hard to walk in and cause a lot of tripping.



Outdoor Shoes

Outdoor shoes are worn to and from school daily and do not remain at school. **The best outdoor shoes are tennis shoes.** If there is snow on the ground, please send boots. Flip flops, sandals, cowboy boots, clogs, jellies, dressy shoes, and open-toed shoes are dangerous, and do not allow children to move with coordination and confidence on the playground.

Sound of the Week

Each week, the Butterfly Class focuses on a letter from the alphabet, which we refer to as the Sound of the Week. Children are invited to bring in an object from home that corresponds with that week's letter.

Example: K - key

Parents should discourage bringing in non-Sound of the Week “show and tell” items, as this can be confusing. A separate information sheet will be placed in each child's folder during the first month of school.

Lunch and Snacks

CCM will provide a nutritious snack in the morning and afternoon. Snacks may include fruit, cheese, pretzels, yogurt, popcorn, crackers, goldfish, peanuts, and peanut butter. Parents are also invited to bring in snack donations which have been prepared in a state-approved kitchen. Please see the snack sign-up list at the front desk or outside the classroom for details. Parents should notify us if a child has any allergies or food sensitivities.

Every child is responsible for bringing their own lunch (may include drink but no soda pop or excessive sweets; water is always available), as lunches are not provided. Each class may occasionally have a picnic lunch outside or a candlelight lunch inside.

*When eating lunch with students, staff members are asked to demonstrate healthy eating habits.

A Note to Parents about Lunches

- Please send food “kid ready” (example: soup in microwave ready bowl vs. sending a whole can of soup)
- Portions and types of food that your child will eat
- Please NO sweets, candy or soda pop
- Limit snack food
- Include an icepack in your child's lunchbox if any items need to be kept cold
- We have a microwave to warm food (**please send food to be heated “microwave ready” and limit to about one minute or less**).

Nap Time and Kindergarten/5-year-old Work Time

Nap Time

Full-day students under 5 years old take a rest in their classroom following lunch and story time. The child is not required to sleep, but is encouraged to “give their bodies a rest” and lay quietly on their nap mats. The school provides the nap mats.

Please bring in a sleeping bag, pillow and/or stuffed animal for your child to use during nap time.

After nap time, children use the restroom and return to work time in the classroom. We usually let children fall asleep and awake naturally.

Kindergarten/ 5-year-old Work Time

Kindergarten is for students who are 5 years old by October 1 of their Kindergarten year, and must attend the 5 Full Days program. Students who turn 5 after October 1

are considered part of the Pre-K program, and continue to have the scheduled nap time until mid-year.

After Christmas break, Pre-K students have a special work time and at times may join the Kindergarteners. Students turning 5 after Christmas break will no longer have the scheduled nap time. Instead, they join the Pre-K work time. This is a focused, more teacher-directed time with great one-on-one and small group attention. They receive a "Five Year Old Notebook" (portfolio) to document their work. Reading, Writing, and Math activities are presented and worked on each day as well as activities related to Theme Studies (Cultural, Science, Art, and Bible).

* Parents are encouraged to read with their children for 20 minutes daily to reinforce concepts learned.

Birthdays: A Celebration of Life!



Birthday poster example

This is a special time for children to celebrate their birthday! We have a unique ceremony that we refer to as The Celebration of Life. We place a "Sun Candle" in the middle of the group rug and invite the birthday child to walk around the candle with our Earth Globe, symbolizing each year of the child's life. We ask parent(s) to create a poster of the child with a few pictures from each year of the child's life to share with the class. Parents and Grandparents are invited and encouraged to attend.

In addition to the Celebration of Life ceremony, we invite the birthday child to bring in a special snack. Crackers, fruit, muffins, cheese, etc. are excellent choices. Parents should let us know a day in advance so we can post it for children that might have allergies or food sensitivities.

NOTE: We discourage snacks that have high sugar content such as cupcakes, cake, and ice cream. We also discourage gift bags as this can be a distraction and become costly for some.

Parties

In addition to the Back to School Ice Cream Social, the End of the Year Picnic and Kindergarten Graduation, we observe three annual events each year with parties:

Thanksgiving, Christmas, and Valentine's Day (There are no parties held for Halloween, and students are not to come in costume on that day). These parties include special performances by the children and a potluck lunch. They start at 11:00 am and the school day ends at 1:00 pm.

Parents and grandparents are invited and encouraged to attend. Information and sign-up sheets will be posted in the cubby room near the date of the party.

Field Trips

At the time of enrollment, parents complete the permission form portion of the emergency card allowing their child to participate in field trips within the following guidelines. Any time the class will be leaving the school, parents will be informed prior to the event and will be welcomed to attend. If they do not wish to have their child attend, they can inform teachers at that time. Staff will notify parents of the cost of the field trip and will need to collect that amount in cash or check for every child and parent going on the trip.

If a child arrives after the group has left, parents should try to reach the teacher and meet the group at the destination. A sign will be posted at the door of the classroom with the destination, means of travel, itinerary, and times of departure and return, as well as a contact number.

If a child becomes sick on a field trip, a staff member will call parents (or emergency contact if parents cannot be reached) to come pick up the child. If a child becomes separated from the group, the teacher will send an adult to make a thorough search of the area and enlist the help of local authorities before informing the following people:

1. Police
2. Custodial parent/Guardian
3. Director.

Transportation for field trips is provided via parent and teacher vehicles or walking; children are to be secured in an approved car seat or booster seat. Staff verifies driver's licenses and auto insurance, and reviews emergency and first aid procedures, with each driver.

Toilet Training

In the Tadpole and Bullfrog classes, students may or may not be toilet trained. Staff works individually with each student on their toileting needs. Parents are responsible to bring in extra clothes, diapers and pull-ups, and children are required to wear diapers, pull-ups or underwear at all times. Staff is available to help with diapering and toileting.

In the Butterfly Class all children must be toilet trained. This is a State Regulation. The staff is not permitted to finish any cleanup needed after the child has gone to the bathroom. This needs to be the child's responsibility. If a toileting accident occurs

during class time, wet or soiled clothing will be removed and placed in a plastic bag and hung up out of the child's reach; a note for parents will be placed in the child's cubby.

Only in the case of an accident, staff may help clean child and get dressed in clean dry clothing and wash hands before returning to activities. Staff members will then disinfect surfaces as necessary and wash and dry their own hands before returning to the classroom. Please be assured that no child will ever be disciplined for an accident.

Television and Videos

Television and movie viewing is not a regular part of the school curriculum, though we may occasionally view a short film relevant to the current unit study. Children will view television or videos only with Director approval, and there will be a sign posted at the check-in desk the same day to inform parents.

Parent/Teacher Conferences

Parent/Teacher Conferences are held twice a year (October and April). We look forward to this opportunity to meet with each family and discuss your child's progress. These are held over two days; the first day of the conference is typically a normal school day, and the school is closed for the second day.

Late Pickup of Children

We know that unexpected things arise that may cause parents to be late; therefore we have a five-minute grace period at the end of each school session. If a child is not picked up by the end of the grace period, a \$5.00 charge will be issued. We also have a five-minute grace period at the end of Extended Session. If a child is not picked up by 5:35 you will be charged an automatic \$5.00 plus \$1.00 per minute thereafter. Parents are encouraged that being prompt for pick-up shows respect for our staff.

CCM Staff Procedures for Late Pickup

When children are late in being picked up by a parent or authorized substitute:

1. Immediately following the scheduled closing time or end of class, the staff person on duty will attempt to reach the parent, and then all emergency contacts listed on the emergency form to attempt to find another authorized individual to pick up the child.
2. The staff person will then stay off the phone so that parents can reach them and wait up to 30 minutes past the scheduled closing time.
3. After 30 minutes have passed, and if all other options have been tried, the staff member has NO CHOICE EXCEPT TO CONTACT THE LOCAL POLICE DEPARTMENT OR JEFFERSON COUNTY HUMAN SERVICES CHILD PROTECTION UNIT TO REPORT THE CHILD AS TECHNICALLY "ABANDONED" AND ARRANGE FOR THEM TO PICK THE CHILD UP UNTIL THE PARENT IS LOCATED BY AUTHORITIES. This step will not be taken until the Director is contacted. An incident report will then be completed.

4. If late pick-up times become chronic (more than twice in one month), the parent involved will be asked to meet with the Director and the child may be excluded from the program until a written plan is established to address the problem.

LOST CHILDREN

The staff is continuously aware of the number and physical location of the children they are supervising. Sign in sheets are reviewed frequently (at least at each transition between activities) to determine an accurate count.

A current daily count is posted on the board in the classroom. If a child becomes separated from the group, one staff member will search the building and the other will supervise the group with the assistance of administrative staff. If the child is not found within 5 minutes, the following calls will be made:

1. Police
2. Custodial parent/Guardian
3. Director.

GUIDANCE, DISCIPLINE, AND DANGEROUS BEHAVIOR

Proverbs 22:6(NIV)

*Train a child in the way he should go, and when he is old
he will not turn from it.*

Guidance

We believe that children should be taught in the early years about moral character. Classroom rules center on respect for others and our environment. We have zero tolerance for anything that resembles mistreatment of a child. Colorado Christian Montessori is one place that a child knows for certain they will be treated with respect.

The rules are:

1. We keep ourselves safe.
2. We keep our friends safe.
3. We keep our work safe.

The children are not permitted to do anything that will disturb someone's work. We encourage children to advocate for themselves and confront the person that has disturbed them in any way. We help the children learn to listen, respond, and work out an agreement.

In addition, we encourage even the quietest child to speak up and respond to how he or she is feeling. If the children cannot come to an agreement, the aggressor will be separated from the other children and be asked to sit and think of how to fix the situation.

Consistency and following through is very important. We highly encourage that all children be given choices and stated consequences. In doing so, children learn to be responsible and make wise decisions. Please remember the teachers and parents must have open communication concerning the social interactions of each child.

Discipline

Discipline is an interaction with a child; it is not something that is done to a child. Positive discipline is an effective way of permanently eliminating undesirable behavior in children by encouraging them to take control over their own behavior, thus increasing their self-esteem.

The task of the adults in the classroom is to provide children with the skills and tools needed to control their behavior effectively. Children learn to discipline themselves. This is a process that takes love, patience, time, and effort. It is our policy that all staff

and volunteers treat children in their care with respect using positive discipline methods that promote increased social competence and enhance children's self-worth.

The use of physical punishment or total isolation of children is prohibited. The elements of positive discipline that may be used include positive communication, teaching of coping skills and problem-solving techniques, redirection or distraction, natural and logical consequences, or reflective time when a child is acting out or over-stimulated and needs time to regain self-control.

Parents will always be a big part of solving behavior problems with their children; staff will keep them informed of how their child's day goes and ask for input and support at every step of the process.

Dangerous and Disruptive Behavior

Dangerous and/or disruptive behavior by a child will not be tolerated. Program staff members have the responsibility to provide a safe learning environment for all children and adults in their classroom.

A dangerous behavior is any action that is violent in nature or that could cause harm to the person or to another individual. Examples of harming self include self-inflicted wounds, running away from the school or classroom, exiting the school or classroom without an adult, or entering a roadway without an adult. Examples of harming others include: kicking, hitting, biting, tackling, choking, throwing objects, spitting, or emitting body fluids in such a manner that they could cause harm.

A disruptive behavior is an action by the child that requires constant or very frequent one-on-one adult supervision and interaction, and which interferes with or prohibits other children from fully participating in the learning process.

The child engaging in disruptive behavior will be separated from the group for a period of time, usually until he/she is calm and ready to be safe. Depending on the specific situation the staff may call parents to discuss the situation and potentially pick up the child from school. Otherwise a parent will be informed at pickup of the incident and the consequences of future incidents. When students fail to comply with school rules and expectations, we will implement a plan of action which may include exclusion from school.

OBSERVATIONS, VISITORS, AND VOLUNTEERS

Sibling Visits

Siblings who were previously enrolled in the school may have an arranged visit in the younger child's classroom if staffing levels permit. Parents should discuss this with classroom teachers who will try to make arrangements.

Visitors and Parent Observations

Parents and Guardians of the enrolled children are always welcome to visit the classroom and participate in activities as they choose. We do ask that you let us know ahead of time. If a parent would like to observe at any time, feel free to arrange this with the staff. The beginning of the school year is a big transition for all the children, and the presence of a parent can cause a disruption in the flow of the children's routine; therefore, we ask that parents keep this in mind when scheduling an observation.

Visitors must sign in and wear a visitor badge, indicate the reason for their visit, and show identification to the staff member in charge. CCM will maintain records of all visitors.

Volunteering

Volunteers are welcomed into the classroom. All presentation by volunteers (parents and members of the public) must coincide with approved curriculum. Volunteers must be under the supervision of the teacher at all times.

Parents and guardians are always welcome to be a part of classroom activities and volunteer after the initial period of adjustment to school is completed. Please make arrangements with the Lead teacher ahead of time.

SCHOOL NOTICES AND CLOSINGS

Calendar and School Closings

Our program operates during the school year on a calendar that closely aligns with the calendar used by Jefferson County Public Schools including their major breaks. We are closed for Thanksgiving break (The full week of Thanksgiving) Christmas break (week before Christmas and week of Christmas), and Spring break (one week in March). We will be closed one day in the fall and one day in the spring for Parent/Teacher Conferences.

Other days may also be scheduled for staff development or teacher in-service. Parents will be notified in writing at the beginning of the school year of the current year's calendar; any modifications will be sent via memo at least two weeks prior to the changed date.

Weather

If CCM needs to close during the school day due to weather conditions or other emergencies, parents or emergency contacts will be called to come and pick up the child. We will close automatically when Jefferson County Schools are closed due to weather; otherwise parents and staff will receive a call or be notified via 9 News or 850 KOA.

Changes at CCM

Parents will be informed in writing if the Director anticipates significant changes in services, staff, or policies and procedures. This information will be provided within 48 hours of the change.

ILLNESS, MEDICATIONS, AND IMMUNIZATION

If this is the first time your child has attended school, it is probably the first time they have been exposed to other children in a group at close range. It is quite likely that a child will catch at least one cold at school. With each cold, a child builds immunity. As immunity grows, he/she will catch fewer colds. Parents should keep this in mind during the first year of school.

Children deemed too sick to be at school will be sent home. If parents cannot be reached, the person noted on the Emergency Card will be asked to pick up your child.

Staff First Aid Training

All staff will have current training in child's CPR and First Aid and participate in ongoing training throughout the year.

When Your Child Needs to Stay Home or Return Home

The following situations require a child to stay home or be picked up from school:

1. Any fever with signs of illness
2. Any unidentified rash
3. Drainage from eyes or nose which is a greenish color
4. Severe coughing or sore throat
5. Vomiting
6. Frequent diarrhea or persistent cramping
7. Dark, tea-colored urine / blood in urine or bowel movement
8. Difficulty in breathing
9. Inflamed, reddened, watery eyes with matter in them.
10. Any unusual behavior for the child characterized by no playing, confusion, or persistent, inconsolable crying.

Contagious Illness Policies

All contagious diseases must be reported to the Lead Teacher, and will be posted for parents to see. The following is a list of illnesses and our policies for returning to school:

- **Pink Eye or Strep Throat:** 24 hours after medication has begun
- **Vomiting, Diarrhea:** 24 hours after the last episode
- **Fever:** 12 hours after the fever is gone
- **Chicken Pox:** 10 days after the outbreak, or when all sores are completely scabbed over
- **Skin Rashes or Sores:** After the child has been seen by a doctor, and has a written release signed by the doctor.

Parents should notify staff if a child is exhibiting any of the above symptoms for a known reason other than illness, such as diarrhea from medication or fever from immunizations. Parents may still need to take a child home if the condition becomes severe.

Returning to School

In addition to our Contagious Illness policies, children must remain at home for at least 24 hours after a doctor has prescribed a medication for a contagious condition such as strep throat or impetigo. Sending a child back to class too soon often means your child feels worse as the day progresses, and you may be called to pick up your child again.

A child who has not completely recovered from an illness is more likely to pick up any other conditions that they are exposed to, and will often have to remain home for a longer period. They can also spread illness throughout the classroom!

If your child comes down with a communicable disease or condition such as chicken pox, head lice, etc. parents should let the school know the details. We post health alert notices for parents of the other children who may have been exposed.

If a child has been treated for head lice, the designated staff person must check the child's head to be sure there are no nits before readmitting the child to the school.

Chronic Illness

Children who have chronic illnesses such as asthma or serious allergies that require specific treatments or exclusions from routine activities must bring a statement from the child's doctor specifying the type of activity the child cannot take part in. Staff will strive to honor these requests as long as proper staff/child ratios can be met. Situations will be discussed individually to reach a satisfactory solution.

Medications

If a child's condition requires a staff member to administer medications, parents must bring it in the original container from the pharmacy or doctor's office. The pharmacist will divide prescriptions for the school if asked. The container must be clearly marked with the child's name, date, name of medication, doctor's name, and dates/times and amount to be given.

Parents must complete a Permission to Medicate Form for all medications to be given during class time. Non-prescription medications (e.g., Tylenol, cough medicine) must be sent in the original container and require a doctor's written instructions and signature.

Medications must be given directly to a staff member – not left in a backpack or lunch box. Parents should make sure they understand the directions and know if the medication needs to be refrigerated.

Classroom staff trained in Medication Administration will administer medications. Each time a medication is given, the person administering will indicate the time and dosage given and sign a form for your child's record.

Physicals and Immunizations

Each child must have a recent (within 12 months) physical examination and have the General Health Appraisal Form filled out by the parent and physician. This and a copy of child's current immunization record must be on file within 30 days of enrollment.

Physicals and immunizations must be updated yearly after enrollment. Children who do not have the necessary documents in their files by the deadline will be excluded until the parent provides them.

*Staff must also have a General Health Appraisal Form on file.

COMPLAINT PROCEDURE

If a parent has a concern about the daily routine in their child's classroom, or anything directly affecting their child, they should address it with the Lead classroom teacher. If the problem is not resolved, or is more general in nature, the issue should be brought to the attention of the Director. Please call (303) 942-8014 or email kids@coloradomontessori.com.

Potential child abuse violations involving a staff member are to be reported to the Director and 303-271-4131.

Potential licensing violations should be reported to the Colorado Department of Human Services, Division of Child Care, at 303-866-5958, 1575 Sherman Street, Denver, CO 80203.

TERMINATION OR WITHDRAWAL

Children who are enrolled in the Colorado Christian Montessori program may be terminated for the following reasons:

1. By parent request. If a child is moving or transitioning into a different program, parents must notify the Director in writing 30 days in advance.
2. For non-payment of tuition and fees. Tuition is billed monthly and payment is expected in advance according to the payment agreement signed by the parent. Children may be excluded if payment is not made in a timely manner.
3. If it is mutually determined that a different setting would be a more appropriate placement for the child. CCM staff will make every effort to meet the individual needs of each enrolled child; however, in incidents of dangerous or disruptive behaviors, parents may be asked to seek alternative placement.

TUITION INFORMATION

Payments



Tuition payments are collected through ACH (Automated Clearing House). An ACH form will be filled out by each family and kept on file. Money is debited out of the designated checking or savings account on the 25th of each month.

Checks should be made payable to "Colorado Christian Montessori" or "CCM" for field trip expenses. (Checks for Individual and Class Pictures must be made payable to the photography agency.)



2017 – 2018 Tuition Information

Classes	Yearly Tuition Academic	10 Installments ²	9 Installments ²	Pro-rated Daily Fee ³
BULLFROG & BUTTERFLY (under age 5) 4 Mornings (Mon-Thurs) ⁵ 8:15 – 11:45 a.m.	\$3,600	\$360.00	\$400.00	\$25
BULLFROG & BUTTERFLY 5 Mornings (Mon-Fri) 8:15 – 11:45 a.m.	\$4,050	\$405.00	\$450.00	\$25
Add-On Afternoons 12:30 – 3:30 p.m.	□	□	□	\$25
BULLFROG & BUTTERFLY 4 Full Days (Mon-Thurs) ⁵ 8:15 a.m. – 3:30 p.m.	\$5,900	\$590.00	\$655.55	\$50
BULLFROG, BUTTERFLY & SUNFLOWER 5 Full Days (Mon-Fri) 8:15 a.m. – 3:30 p.m.	\$6,825	\$682.50	\$758.33	\$50
TADPOLE 4 Full Days (Mon-Thurs) ⁵ 8:15 a.m. – 3:30 p.m.	\$8,000	\$800.00	\$888.88	\$65
TADPOLE 5 Full Days (Mon-Fri) 8:15 a.m. – 3:30 p.m.	\$9,000	\$900.00	\$1,000.00	\$65

<div>  Add-On Options  </div> <div>(discounts for full-month signup)</div>				
Program	Monthly Tuition			Pro-rated Daily Fee
Early Bird 7:30 – 8:15 a.m.	5 days \$160 (Saves \$20)	4 days \$128 (Saves \$16)	3 days \$100 (Saves \$8)	\$9
Lunch Bunch ⁶ 11:45 a.m. – 12:45 p.m.	5 days \$160 (Saves \$40)	4 days \$128 (Saves \$16)	3 days \$100 (Saves \$8)	\$10
Extended Session 3:30 – 5:30 p.m.	5 days \$250 (Saves \$50)	4 days \$210 (Saves \$30)	3 days \$160 (Saves \$20)	\$15

1. Tuition is based on the academic school year or TOTAL number of student days, not on a certain number of days each month allowing for Christmas & Spring Breaks, holidays, etc. The 2016 – 2017 Academic Year includes 180 Teacher Days, 166 Student Days for the 5 Day Program and 129 days for the 4 Day Program.
2. Yearly Tuition is paid in full or in 9 or 10 Installments. All installments are due on the 25th. The last installment is due on April 25th for 9 installments or May 25th for 10 installments. Students changing programs mid-year will be charged a \$15 administration fee.
3. Pro-rated Daily Fee is for students entering mid-month or current students changing schedules mid-month.
4. The AM Programs are limited by age. The 4-day AM program is reserved for children no older than 4 years old. To be eligible for each program, student's next birthday must fall after April 1st. The 5-day AM Program and all Full Day Programs are open to all ages; younger students are invited to participate in programs with more days if desired.
5. Lunch Bunch is included in Full Day Program.
6. Monthly tuition for Add-On Options in December is half-payment.



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