

MILESTONE



MONTESSORI

“Our children achieve milestones every day”

Parent Handbook

670 Newark Pompton Turnpike
Pompton Plains, NJ 07444

Catherine Klecha

Director

973-835-8026

Email: milestonemontessori@yahoo.com

Our Mission Statement

Dear Parent (s),

As a provider of child care, the mission of Milestone Montessori School, LLC is to provide a safe, nurturing, and aesthetically pleasing environment where your child will learn from our Montessori certified head teachers.

The children will start to embody the principles of Montessori through independence, structured direction, and the respect we cultivate in the classroom.

Your Partner in Learning,

Catherine Klecha

Director

Lead Teaching Staff:

Director:*****Catherine Klecha

Head Teacher:*****Kim Pollara

Head Infant Care Provider:*****Theresa Losito

Infant-Toddlers

Our infant- toddlers are the youngest members of the Milestone Montessori family. The care and nurturing of these little ones is some what different that that of the older children.

It is imperative to mention several important concerns. Open and frequent communication with each other is a daily necessity. In the first year of life you child will experience the most change, open communication is therefore essential.

Please make sure to label all of your child's belongings; bottles, food jars, clothing, diaper bags, lunch boxes, sheets, blankets, and any other items that are brought to school.

Milestone Montessori is a NUT & PEANUT free school...Do not pack any nuts, peanuts, or peanut butter for your child's lunch.

This extends to almonds, cashews, coconut, tree nuts, and any other foods/drinks that are nut based derivatives.

It is our goal to provide the best care that we can for your little one.

School Policies

Admissions: Milestone Montessori School, LLC admits students of any race, color, nationality, ethnicity, gender, and ability to all rights, privileges, programs, and activities generally accorded or made available. New children may be admitted during the school year if space is available.

It is important to note that the school year runs from September to the end of June, and it is in your child's best interest to attend full year to get all the benefits associated with the school year.

We accept children from six weeks through six years of age. We are licensed by the Division of Youth and Family Services of the State of New Jersey.

We want to insure that our school is a good match for each child so that they may experience the rewards of a Montessori education. If we find that this does not occur, we reserve the right to request a student be removed from our school.

Kindergarten children must attend at least 5 consecutive half days per week. Infants, Toddlers, and Pre K children may attend a minimum of three half days.

Regular Fees: Registration fees are NON-REFUNDABLE. Tuition fees are based on an annual figure divided into 10 equal payments. Payments may be paid on a monthly basis prior to the 22nd day of the preceding month. A late charge of \$25 will be attached to all accounts that are overdue. We accept Visa, Master Card, and Discover credit cards. If you would like to keep your card on file for

monthly automatic processing we ask that you complete and return an authorization form.

In the event the school is closed due to inclement weather or other natural causes we will not reimburse or issue credits since our school tuition is based on an annual budget.

Please be advised that a \$35 fee will be assessed for any checks returned by the bank. More than two returns and you will be required to pay by credit card, money order, bank check, or cash.

Past Due Accounts: No student will be admitted to the next session if there is an outstanding balance. A freeze will be placed on all records until fees have been paid in full. If your account is overdue by 60 days, you may be asked to remove your child until payment is made. Continued non-payment will result in your account being turned over to our attorney for collection. Once an account has been sent to collection, the child may no longer attend, and the Milestone Montessori account will be terminated.

ALL TUITION MUST BE PAID IN FULL BY THE LAST FRIDAY OF MAY.

It is necessary for you to notify us in writing should you change your child's days and times of attendance. During the months of May and June no changes to your child's schedule will be permitted. All tuition must be paid in full for any attendance changes to be considered.

Milestone Montessori School, LLC is funded solely by your tuition payments. We thank you for making your payments on time.

Arrivals Time: It is necessary for the safety of the children for them to be escorted directly to their classroom. Circle time starts at approximately 8:45. If your child is not present for circle he or she misses an important part of the day. So we ask you to please be on time.

School Closings: If the school is closed due to inclement weather you will be notified by phone or text message.

Medical Records: The State of New Jersey requires that children attending school must be immunized and a record of the child's immunization records must be provided to the school. You have received a form with your information packet for this information. This must be received before your child can attend classes. These records must be updated regularly.

Religious Exemption: Milestone Montessori includes children of all religious backgrounds. We understand that some religious beliefs prohibit certain vaccines. In order to accommodate these students the Board of Health states that two written letters must be provided. One letter from the parents and guardians explicitly stating verbatim:

“The State Sanitary Code (26:IA-9.1) provided for exemption from mandatory immunization if the parent or guardian of the pupil objects thereto in a written statement signed by the parent or guardian upon the ground that the proposed immunization interferes with the free exercise of the pupil's religious rights.”

In addition we ask you provide us written documentation from the child's pediatrician stating they are in good health. Please be advised both these forms must be received prior to your child attending classes.

It is required by the State of New Jersey that we report certain diseases to the Licensure and the Board of Health. These diseases include German measles, Hemophilus, Influenza, Measles, Meningococcus, Mumps, Tuberculosis, Whooping cough, Giardia Lambia, Hepatitis A, Salmonella, and Shigella. Please be advised that Milestone Montessori School LLC will take all steps necessary to insure the safety of your child.

*******PLEASE DO NOT BRING YOUR CHILD TO SCHOOL IF YOU KNOW HE OR SHE IS SERIOUSLY ILL*******

You will be asked to take him or her home. Call the school to advise us that he or she will be absent. Please see the following for more information on the policies.

School Illness Policy

If your child exhibits any of the following symptoms, he or she may not attend school. If these symptoms should appear at school, your child will be isolated from the group, and you will be contacted to take your child home.

Severe Pain or Discomfort

Acute Diarrhea

Sore throat or severe coughing

Yellow eyes or jaundice skin*

Red eyes with discharge*

Infected, untreated skin patches*

Difficult or rapid breathing* Skin lesions, weeping or bleeding
Skin rashes lasting 24 hrs swollen joints
Visibly enlarged lymph nodes* stiff neck
Blood in urine* Broken bones*

Must have a doctors note to return to school.

Green discharge from eyes or nose
More than one episode of diarrhea
Vomiting
Low grade temperature

The parent is required to pick up the child if any of the above symptoms are present. The child may return to school only if the child is symptom free for 24 hours (without the use of any pain/fever reducer).

*******We by law are not allowed to administer any drug either prescription or over the counter without written consent from a doctor.**

School Records

In order to complete your child's records the following are necessary

1. Current registration form
2. Copy of Birth Certificate
3. Immunization Record
4. Emergency Consent
5. DYFS form
6. Photo consent

7. Parent Handbook form
8. Charge Card permission form (if applicable)
9. Confidential information exchange form
10. Enrollment Contract

Child Release and Pick up

Each child will only be released to the child's custodial parents or by a person authorized by that parent to take the child from the school. The person must be at least 18 years old. The parent will designate people to assume responsibility for their child in an emergency if the custodial parents cannot be reached. A telephone number must be listed on your information packet of a person who can pick your child up within 20 minutes of contact.

Proper identification such as a driver's license will be required to pick the child up. Child must be secured with a seat belt or a child appropriate car seat.

1. The child must be supervised at all times.
2. Staff members will attempt to contact the parents or the person authorized by the parent
3. After 6:30 PM and provided that other arrangements for releasing the child to his or her parents or authorized persons have failed, and staff members cannot continue to supervise the child the staff member will call the Division of Youth and Family Services 24 hour toll free hot line to seek assistance in the care for the child, until the parents or authorized person by the child's parents is able to pick the child up.

DYFS Hotline telephone number is 1-800-792-8610

If for any reason the director, teacher, or staff member feels that the parent or authorized person appear to be physically and/or emotionally impaired, to the extent that, in the opinion of the director, teacher, or staff member, the child will be put at risk of harm if released to that individual. The above number will be called for assistance. And the following steps will be taken:

1. The child will not be released to such impaired individual.
2. Staff members will attempt to contact the parents or the person authorized by the parent.
3. If we are unable to contact the parents or authorized persons, and staff members cannot continue to supervise the child the staff member will call the Division of Youth and Family Services 24 hour toll free hot line to seek assistance in the care for the child, until the parents or authorized person by the child's parents is able to pick the child up.

The school also holds the right to contact local law enforcement for assistance. If necessary, the parent may pick up their child at the police department.

***** IF a non-custodial parent has been denied access, or granted limited access to a child via COURT ORDER, a copy of this above stated document must be provided to the center to be kept in the child's folder so that we may comply with the court order.**

Potty Training

When your child begins to show an interest in potty training at home, we encourage you to use these guidelines as a starting point for training. You should

teach your child the proper way to use the potty by using toilet tissue to wipe, flushing, and washing of the hands. Please use the word “potty” when referring to the bathroom at home. Do not pressure your child to potty train, but prepare them over a period of time.

Please send your child to school in clothing that is easy for them to pull up and down. Elastic waist clothing is preferred.

Please ask our staff if you have any questions on potty training, or if you would like additional information on pull-ups or training pants please talk to staff.

Biting Policy

When a child bites a child or staff member two or more times the parents will be called in for a meeting with the director and teacher. At this time a plan of action will be discussed. The plan will include home and school interventions to reduce biting. The parents and staff will meet bi-weekly to discuss the progress of the child. If the biting has stopped the child can remain at the school. If biting has persisted the following options can be given, reduction in hours attended, days attended, or the temporary suspending of the child.

Interventions

At Milestone Montessori School we believe that it is the responsibility of all in the school to take care of every person. We have two basic behaviors that are strictly forbidden:

1. No child or adult will hurt another person in any way
2. No child or adult will disturb the work of another

These rules are set down to foster respect for one another as well as for themselves.

When a problem arises a set method of procedure may be followed.

- The Director will discuss the problem with the head teacher. If the problem can be settled immediately it will be resolved.
- The parents may be called for a special conference; all will be present at this conference. (Director, both parents, and head teacher)
- This conference shall serve the purpose of exchanging ideas to help the child. If there is a serious question as to whether the child can function happily in the school a probationary period may be set any where from one to four weeks to alleviate any problems.
- At the end of this “probationary period” the parent may be contacted for another conference to determine what action will be followed. The child’s best interest will always be reflected in any action that is taken.

Should a problem arise between a parent and staff member, the procedure is as follows:

- The director shall be advised immediately of any problem. The director shall notify the director upon notification of any such problem.
- The director and the head teacher will meet with the staff member advising said member of the concern. Immediate steps shall be taken to alleviate any concern
- If necessary, a parent that expresses concern may be requested to meet with the director, head teacher and the concerned staff member. Many times

concerns may be misunderstanding that can be rectified by presenting these concerns at an informal meeting.

Expulsion of Children

Milestone Montessori School, LLC reserves the right to expel a child at any time, without notice, if the child exhibits excessively dangerous behavior, showing self endangerment, or endangering anyone else at the center.

Milestone Montessori School, LLC is dedicated to the care, well being, and education of the children enrolled, in the best traditions of the Montessori Method.

Each child shall have the benefit of an individualized program developed to help the child fulfill his/her respective needs.

At Milestone Montessori School the children come first. Everything we do at the school is designed with this in mind.

Our Goals are:

- Provide the best education within our ability that we can,
- Supply each classroom with the finest Montessori equipment available.
- Keep our parents informed of the latest developments within the Montessori community.

Our Responsibilities:

- Provide an environment that is clean, safe, and attractive.

- Maintain the standards of licensing required by the State of NJ.
- Create a program that is stimulating and developmentally appropriate for our children.

Disciplinary Procedure

The first week of school is important for your child; these are times when many changes take place. The ground rules for the classroom and the school are explained to the children. We discuss the reasons for these rules. Example: We must not hit another child. Why, because it hurts them.

Occasionally children do have confrontations. When this happens, we will redirect one of the children to a different activity. Sometimes this will work nicely and the children will become involved in their work.

If the behavior continues it may be necessary for the child to have a short time out. Usually one minute for each year of age. This gives the child a chance to regain control of their behavior.

At Milestone Montessori School we discuss their emotions and let the children know that it is “OK” for them to be angry or upset. Through these discussions, we let them know it is not “OK” to take their anger out on others. Sometimes they are directed to take out an activity such as coloring. Here they can use what ever color they want to make a picture of their feelings.

There are times that after trying all of the avenues we have learned, a child will not respond. It is then that we let them know if the behavior does not stop; the teacher

will have to remove them from the classroom. They then have a choice to behave or be removed from the class.

If the child is aware that their parents are spoken to about these occasions and we are working together to help him or her to behave, many times this knowledge is all that is necessary.

It is important that the children know that they are not bad, rather the behavior they are displaying is. The child needs to be aware that this negative behavior is always noticeable and therefore it is important to dissuade a child from displaying it. This is done by recognizing the behavior and diverting the child from it. Conversely, it is also important to reinforce the positive behaviors in order to help children make positive behavior modifications.

If we find that a child is still unable to control unacceptable behavior and all of our efforts to change the behavior. It may be necessary to find another school more suitable to the child's needs.

We welcome you to the Milestone Montessori family and we thank you for letting us share in your child's education and development during these very important years. Once again Milestone Montessori School, LLC wants your child's education to be enjoyable and beneficial.

Your Partner In Learning,

Cathy Klecha,

Direct