



Highlands
MONTESSORI
Following children's natural curiosity

PARENT HANDBOOK

ABOUT HIGHLANDS MONTESSORI:

Highlands Montessori School was founded in 2014 to provide an authentic Montessori education for children from ages 8 weeks to 6 years. We also offer before and after school care. At Highlands Montessori we are passionate about helping your child develop to his or her full potential. A Montessori education offers your child much more than a traditional daycare. Your child is given the opportunity to learn and explore in a carefully and beautifully prepared environment.

Vision:

Our vision is to help each student reach his or her full potential, instilling a lifelong love of learning, natural curiosity, and passion for discovery.

Mission:

Our mission is to follow each individual child's natural path of development by offering an authentic Montessori education. Children will benefit from the challenging academics offered by a Montessori program while building self-esteem, independence, and perseverance.

CONTACT INFORMATION:

Highlands Montessori School
6101 W. 38th Ave.
Wheat Ridge, CO 80033

office@highlandsm.com
www.highlandsm.com
(303) 419-2200

HOURS OF OPERATION:

Highlands Montessori is open from 7:30 to 5:30, Monday through Friday.

- Before Care: 7:30 AM-8:30AM
- School Day: 8:30 AM-3:00 PM
- After Care: 3:00 PM-5:30 PM

Please refer to the school calendar for school closures, holidays, and professional development days.

CALENDAR:

www.highlandsm.com/calendar

MONTESSORI EDUCATION:

At Highlands Montessori we strive to foster independence, confidence, self-discipline, and a lifelong passion for learning by providing an authentic Montessori education. Dr. Maria Montessori developed this system over a century ago in Italy. Her revolutionary approach to education has long stood the test of time, and today remains a popular alternative to more traditional methods. Montessori education focuses on guiding each individual child along his or her unique path of natural development. Children are free to explore and discover within a carefully prepared, nurturing environment.

Dr. Maria Montessori (1870-1952) grew up in a society that offered few options for women. Despite great obstacles, she valued education and graduated from medical school, becoming one of the first female doctors in Italy. She became interested in graduate work in psychiatry and accepted a position at a clinic for mentally disabled children. While working at the clinic, Dr. Montessori studied the methods of Jean-Marc Gaspard Itard and Edoard Seguin and implemented some of their methods in her work with the children. As a result of these experiences Montessori began to question the functions of a school and teacher and the prevailing system of education in Italy.

In 1907 Montessori accepted a position to watch over a group of children in a tenement building in Rome. She envisioned her school, the Casa dei Bambini, as a true house for children, designed specifically to meet their unique needs. She equipped the school with small, child-sized furniture and introduced practical life activities, teaching the children to care for themselves in order to raise their sense of human dignity. Through continuous observation and experimentation at the Casa dei Bambini, Dr. Montessori developed a revolutionary new method of education. She focused on recognizing the unique needs and abilities of the child, the importance of a carefully prepared environment, and the critical role of the adult in guiding the child to new discoveries.

Montessori's philosophy of education soon began to spread, and Dr. Montessori traveled extensively, training teachers and giving lectures across the globe. Throughout her life, Montessori continued to develop her pedagogy, expanding her philosophy to include an elementary program as well as a program for children under the age of three. She was nominated three times for a Nobel peace prize for her work in education and is still regarded as a revolutionary in educational theory and a champion for children.

ASSOCIATION MONTESSORI INTERNATIONALE (AMI) AND THE AMERICAN MONTESSORI SOCIETY (AMS):

The Association Montessori Internationale (AMI), founded by Dr. Montessori in 1929, was established to maintain the integrity of her philosophy. The American Montessori

Society (AMS) was founded in 1960 to continue advancing Montessori education in the United States. At Highlands Montessori all of the teachers have taken the rigorous training offered by AMI or AMS, which is an international indication of quality, authentic Montessori education.

ADMISSIONS PROCEDURES:

Highlands Montessori admits students of any sex, race, ability, color, creed, nationality, or ethnic origin to all the rights, privileges, programs, and activities generally made available to students at the school. Highlands Montessori does not discriminate on the basis of gender, race, color, sexual orientation, creed, nationality, or ethnic origin in the administration of its admissions or educational policies.

Montessori education focuses on the unique needs of each individual child. Highlands Montessori integrates children with disabilities into our program unless their presence poses a direct threat to the health or safety of the other children or they require a fundamental alteration of the program which cannot be reasonably accommodated. Highlands Montessori will evaluate each child on an individual basis and will not determine risk based upon own personal assumptions. We will work closely with the child's medical professional to determine if and how he/she can be accommodated.

Highlands Montessori requires all students to be vaccinated against certain diseases, unless an official exemption form (only medical exemptions permitted) is filed. For the safety of unvaccinated children, students with an exemption from one or more required vaccines may be kept out of school during a disease outbreak. Parents will be notified of vaccine medical and religious exemption rates annually.

Interested families are encouraged to submit an application (available online or by request from Highlands Montessori).

ENROLLMENT:

Before enrollment can occur, families must have completed an application, received a letter of acceptance, and submitted the \$100 nonrefundable application processing fee. Upon acceptance into our program families will receive a letter of acceptance and instructions on completing the necessary enrollment forms.

Available spaces are filled based on the date the completed application was received with respect to the following considerations:

- Children with siblings enrolled at Highlands Montessori are given first preference.
- Placement is dependent on maintaining a balanced classroom in regards to age, gender, and previous Montessori experience.
- If there is no space available, children will be placed on a waitlist and admitted as openings occur.

Due to our small size and low turnover, space in the subsequent grade level **cannot** be guaranteed. Highlands Montessori will make every effort to transition current students up to the next grade level when developmentally ready. If a space is not immediately available, that child may remain in his/her current community until reaching the maximum age for that environment. In the event that a child ages out of his/her environment before a space becomes available to transition, he/she will then be placed at the top of the waitlist for the first available space in the subsequent environment.

WITHDRAWAL:

If, for any reason, parents wish to withdraw their child from the program, a **30 day written notice** is requested to provide us time to reconcile accounts. If a child is withdrawn without notice, parents will be responsible for paying tuition through 30 days from the date of withdrawal notice.

If, for any reason, Highlands Montessori is no longer able to provide childcare, parents will be notified immediately.

TUITION AND FEES:

<https://www.highlandsm.com/tuition>

Tuition is due on the **first day of each month** in which the child is enrolled. Tuition may be paid to Highlands Montessori through the Brightwheel application. Standard monthly tuition is due for all months enrolled regardless of school closures, holidays, vacations or illness.

It is the responsibility of each family to submit tuition payments on time. All payments received after the 7th of the month will accrue an additional fee of \$25 per day late past the initial 6 day grace period. Highlands Montessori reserves the right to deny entry due to delinquent payments.

ARRIVAL AND DISMISSAL:

For security purposes, parents must directly release their child to a teacher each day. Staff will ensure all children are signed in and out, maintain a count of how many children are present at all times, and children will remain under close adult supervision throughout the day. Highlands Montessori may only release children to adults (18 years and older) for whom written authorization has been given on the child's enrollment form. Changes to this list must be made through the Brightwheel app. If a staff member does not recognize an adult who is signing out a child, photo identification is required to assure that the adult is authorized to pick up the child.

Arrival time for all programs is from 8:30 to 8:45 each day. Children in the before care program can be dropped off between 7:30 and 8:30. **Any late arrival in the toddler and primary communities must be prearranged with the staff.** The Montessori work cycle is a time for children to develop independence and concentration; constant interruptions are detrimental to the continuity of the work cycle. Please save lengthy conversations for dismissal, as the adults are busy settling children into the work cycle during the morning. Highlands Montessori reserves the right to deny entry until the end of the morning work cycle if tardiness becomes habitual.

Children must be picked up by the end of the school day (between 2:45 and 3:00) unless they are enrolled in after care. Children must be picked up from after care by 5:30. The staff ensures that all children have been picked up by checking the facility and surrounding areas and reviewing the sign in/sign out logs.

LATE PICKUP:

Please contact us if you are going to be late picking up your child. All late pickups will incur a fee of \$1.00 per minute late. After the first 15 minutes, the fee will increase to \$5.00 per additional minute late. In the event that a child is not picked up, all efforts will be made to contact those listed on the child's emergency contact sheet. If no adult has been reached and the child has not been picked up 45 minutes past dismissal, the police will be contacted to pick up the child. The police will be given the emergency contact information to continue to try reaching someone to pick up the child. Excessive unexcused late pickups (more than 5 times) may be grounds for dismissal from the school.

EMERGENCY PICKUP AUTHORIZATION:

In the event of an emergency, parents may verbally authorize an individual to pick up their child for **one day only**. Beyond this, any changes must be made in the Brightwheel application. If a staff member does not recognize an adult who is signing out a child, photo identification is required to assure that the adult is authorized to pick up.

VISITORS:

Highlands Montessori welcomes visits to our school from parents, teachers, prospective families, and members of the community. Please arrange a visit with your child's teacher. For safety reasons, all visitors must sign in and wear a visitor's badge.

VOLUNTEERS:

Highlands Montessori welcomes parent involvement. We have many volunteer opportunities such as making or repairing materials, building maintenance, or coordinating events. Please contact us if you are interested in volunteering.

WEATHER RELATED CLOSURES:

Highlands Montessori may need to close for severe or inclement weather. We follow Jeffco Public Schools for weather related closures and delays. JPS will provide this information to local news and radio stations. Highland Montessori will send a message through the Brightwheel app of any closures. Please be advised that we are not reachable by phone outside of regular school hours or during school closures.

OUTDOOR POLICY:

We encourage outdoor play and children should come to the program with appropriate clothing, including boots, hats, gloves, socks, snow pants, coats, etc. Children will remain indoors if there is heavy precipitation, lightning, or extreme temperatures.

On excessively hot temperature days, we encourage children to wear light colored clothing including brimmed hats. We limit outdoor play and have access to shaded areas and drinking water whenever possible.

The sun is very intense in Colorado. Parents should apply sunscreen to children before they arrive to the program. Sunscreen will be re-applied to all children before going outside. Highlands Montessori provides sunscreen for all children, but parents are welcome to bring an alternative brand if desired. Parents are required to declare their preferences on the enrollment form.

EMERGENCY PROCEDURES:

Highlands Montessori staff is trained on all emergency procedures and works closely with the local authorities. In the event of a lockdown, severe weather emergency, fire, or other emergencies, parents will be notified. All staff and students periodically practice and document fire, lockdown, and tornado drills.

If a child is enrolled that has a disability or special needs requiring additional assistance the director will assist in ensuring that child is evacuated safely. In the event that the director is unavailable, any staff member may offer assistance.

The following staff policies and procedures will be reviewed upon orientation and during annual training:

Evacuation:

Evacuation is when students are sent outside of the school building to prevent harm or injury due to a hazardous situation inside the school.

In the event that we need to evacuate the Highlands Montessori premises, staff and students will walk to the Rehabilitation Center at Sandalwood: 3835 Harlan St., Wheat Ridge, CO 80033.

Attendance will be taken upon exiting the building and again upon arrival at the Rehabilitation Center at Sandalwood. Parents will be notified immediately. Families will be instructed to pick up their children from the center. Staff will ensure each child is signed out by an authorized adult and will remain at the center until all children are released to a parent or authorized guardian.

Fire Evacuation:

In the event of a fire, all staff and children will evacuate the building. Local authorities will be called immediately and all children will be accounted for. In the case of a missing child, procedures for locating a missing or lost child will be followed. Parents will be notified and staff will remain outside until the situation is deemed safe by local authorities.

Gun or Weapon on Campus:

In the event that a gun or weapon is found on the premises, children will be moved to a safe location and staff will ensure that everyone is kept away from the weapon. No staff member will handle the weapon. Local authorities will be immediately called.

Bomb Threat:

In the event of a bomb threat local authorities will be called and all students and staff will be evacuated from the building.

Shelter in Place:

Severe Weather Alert (including tornados):

In the event of severe weather such as a tornado, staff and children will move away from the windows and the perimeter of building. Attendance will be taken and all students and staff will take a kneeling position until the situation is deemed safe.

Lockdown:

A lockdown occurs when a threat has been identified inside the building or in close proximity to the school. All activities will cease immediately. Staff will shut all classroom doors, turn off the lights, and keep children out of sight (lock, lights, out of sight). All exterior doors will remain locked. No one will be allowed to enter or leave the building until the lockdown is lifted. Local authorities will be contacted immediately and attendance will be taken. School will remain on lockdown until authorities deem the situation safe.

Student Abduction, Attempted Abduction, or Unauthorized Pickup Attempt:

Highlands Montessori **will not release** a child to any individual not authorized by the parent or guardian. If an unauthorized individual attempts to pick up a child, he/she will not be released and staff will ask for the person's name and ID. Custodial parents will be immediately called and informed about the situation. If the individual does not stop demanding the child's release, police will be called.

In the case of an abduction or attempted abduction, local authorities will be called immediately. Staff will move children to a safe location and ensure all children are accounted for. Lockdown procedures will be followed. A description of the abductor will be provided to local authorities.

Assault/Battery/Threats:

In the event of an assault or physical threat, local authorities will be called and all children and staff will be moved to a safe location.

Shooting on Campus:

In the event of a shooting on the premises, lockdown procedures will be followed. Local authorities will be called.

Secure Perimeter:

A secure perimeter is ordered when there is a threat outside of the building nearby. All outside doors will be locked and no one will be allowed to enter or leave the building until the lockdown is lifted. Activities will continue as normal. Parents will be notified.

Accidents, Injuries, and Medical Emergencies:

In the case of a minor injury, the incident will be documented and first-aid will be administered. Parents will immediately be notified of any head injury or major accident, injury, or medical emergency. Staff must complete an incident report. In an emergency situation, local authorities will be contacted and parents/guardians will be notified immediately.

Health Reports:

Highlands Montessori will report all reportable communicable illnesses to the local health department in pursuant to regulations of the State Department of Public Health and Environment: (303) 692-2000.

Other Emergency Situations:**Missing or Lost Child (and Procedure for Identifying Where Children Are at All Times):**

Parents must sign their child in each day. All Highlands Montessori staff are required to know the number of children under their supervision at all times. Children are not to be left alone at any time, and will remain under close adult supervision. Staff continually count the children throughout the day. Parents must also sign their at the end of the day.

In the event of a lost or missing child, the director will immediately conduct a campus search. All staff will be notified that a child is missing and the director will investigate when and where the child was last seen. All teachers will take attendance and local authorities will be contacted if the child is not found.

Intoxicated/Impaired Child Pick-Up:

In the event that a parent or other authorized person arrives at the school while intoxicated or impaired, staff will use their best judgement in determining if he/she is in a condition which may prevent him/her from assuring the child's welfare. Should it be determined that the adult is too intoxicated/impaired to safely take the child, staff will:

- Make alternative arrangements for child pick up, including to contact another person on the authorized child pick-up list or calling for alternate transportation
- Notify the following individual(s):
 - Any other parent or legal guardian of the child
 - Parents of other children the person has been authorized to pick up
 - Other school and aftercare staff
 - Child Protective Services (if deemed appropriate)

After the first written warning, any parent or authorized person who arrives at the center in an intoxicated or physically impaired condition to pick up a child will be removed from the authorized pick-up list immediately.

Suicide Threat or Attempt:

In the event of a suicide threat or attempt staff the director will be immediately notified. The child will be removed from the classroom and the director will ensure the child is safe and under constant supervision. The child's parents will be notified and referred to a mental health professional. Local authorities will be contacted if needed.

HEALTH AND WELLNESS:

If a child becomes ill while attending the program, parents will be immediately contacted to pick their child up and the child will be isolated from other students.

Highlands Montessori follows the recommendations from Colorado Department of Public Health and Environment (CDPHE) on when a child is too sick to attend school outlined in the following document:

[How Sick is Too Sick?](#)

Parents can help keep children well and stop the spread of illness by keeping children home when they have signs/symptoms of illness. Parents should contact Highlands Montessori immediately when a child comes down with a contagious illness such as strep throat, norovirus, chicken pox, RSV, impetigo, COVID-19, etc.

Please be sure that the office has current emergency contact information and alternative childcare arrangements are in place for sick children.

ACCIDENTS, INJURIES, AND MEDICAL EMERGENCIES:

Lead and assistant guides at Highlands Montessori are certified in First Aid, CPR, and Universal Precautions. Highlands Montessori is responsible for the emergency handling of any accidents, injuries, or medical emergencies that occur during school hours. Highlands Montessori is not responsible for any medical expenses incurred after the administration of first aid. If a minor injury occurs, the incident is documented and first aid is applied. Parents will be immediately notified of any minor head injury or major injury, illness, or incident. In any emergency situation, parents/guardians will be notified immediately.

MEDICATION ADMINISTRATION:

Medications can only be dispensed by staff who have completed a state-approved medication administration course and have current medication delegation training from the school nurse.

Please consult with your child's teacher if your child needs to take medication at school (this includes inhalers and EPI pens). In order for staff to administer over-the-counter or prescription medication, the following is required:

- The appropriate medical forms must be completed and signed by parents and health care providers. This form includes the type of medication, route, dosage, time, start/end dates, purpose, and side effects.
- All prescription medication must be provided in the original pharmacy labeled container.
- The appropriate form must accompany over-the-counter medicines. These medications must be in the original container and labeled with the child's name.

Medications are stored in a locked, clean container or in an out of reach cabinet. A record is kept of all medications dispensed to the children by staff members.

Medications can only be dispensed by staff who have completed a state-approved medication administration course.

If a medication is expired or a child is withdrawing from the school, parents will be asked to pick up the medication. We will safely dispose of any medication that parents are unable to pick up.

COMMUNICATION:

Highlands Montessori communicates primarily through email and/or the Brightwheel application, and all teachers check their school email daily. Important information will also be posted on the parent boards. In an effort to minimize our impact on the environment, classroom newsletters and reminders of upcoming events will be sent

electronically. If email or text is not the best way to communicate with you, please let us know so that we can arrange an alternative method of communication. If you need to contact any staff member immediately, please use the Brightwheel app or call or text the school at (303) 419-2200.

PARENT/TEACHER CONFERENCES:

All families must have an enrollment conference prior to their child starting in any program. Parent teacher conferences are also held annually and are mandatory for all families. These conferences provide the opportunity to discuss the child's behavior, progress, and social and physical needs. Parents can ask questions and learn more about supporting their child at home. Parents may also request an additional conference at any time.

ATTENDANCE:

If a student must be away for any length of time for reasons other than illness, parents should communicate this with their child's teacher. As we are required to track symptoms and document possible outbreaks with JCPH, please advise of any illness that occurs outside of school hours.

BIRTHDAYS, CELEBRATIONS, AND SPECIAL EVENTS:

Birthdays are a special time for your child, and we invite you to join us for these celebrations. Please see your child's teacher to make arrangements for your child's birthday. Highlands Montessori cannot serve any cupcakes, cookies, or sugary treats. If you would like to provide a special snack for your child's birthday, you may bring a healthy snack such as muffins, fruit, yogurt, etc. You may also bring photos of your child's life to share with the class.

Routines are important for young children, so all celebrations are designed to be as unobtrusive as possible.

TRANSPORTATION AND EXCURSIONS:

In the interest of maintaining consistency, Highlands Montessori does not take children on field trips or excursions. Highlands Montessori does not transport children at any time for any reason. All classes remain on school premises at all times.

MEDIA USAGE:

Highlands Montessori does not allow the children to watch television or videos, use tablets or computers, or have any screen time in our program in accordance with the recommendations put forth by the American Academy of Pediatrics.

PERSONAL BELONGINGS:

We do not allow children to bring toys, play things, money, electronic devices, costumes, distracting accessories, etc. into the classroom. Any personal items brought from home will be taken and stored until a parent/guardian is able to pick them up.

Please keep personal belongings that are of high monetary or sentimental value at home. Highlands Montessori is not responsible for lost, stolen, or damaged property. If your child brings an object of high monetary value to school, you will be notified to come pick it up.

CODE OF CONDUCT:

Highlands Montessori strives to help children develop inner discipline. Children are expected to respect others, themselves, and the classroom environment. Self-discipline is naturally encouraged through maintaining an orderly environment and allowing children freedom to make their own choices throughout the day. Adults reinforce positive behavior, set clear limits, and model appropriate behavior. Children learn and practice skills for solving their own conflicts and are given opportunities to express their own feelings.

Parents will be notified when a child engages in a behavior that disrupts the program, endangers himself or others, or damages property. Children will be offered an opportunity to refocus away from the other children to maintain a safe environment. Any separation must be brief and appropriate for the child's age. Discipline will never be associated with food, rest, or toileting. Children will never be subject to physical or emotional harm or humiliation. Highlands Montessori reserves the right to suspend, refer, or dismiss a child for extreme or repeated misbehavior.

In the event of extreme behavioral concerns that pose a direct threat to the safety of staff and/or students, a positive behavior support plan will be developed with the parents. An early childhood mental health specialist may be accessed as needed. Highlands Montessori is committed to avoiding suspension or expulsion unless all other options have been exhausted and the child poses a significant threat. Steps will be taken to ensure the safety of others in the community. Any concerning behavior will be documented on a daily basis and staff will observe the child to identify triggers and document intervention strategies. Parents will be required to meet with staff weekly to discuss their child's progress and intervention strategies. If several interventions have

been tried with little or no improvement, Highlands Montessori reserves the right to require the withdrawal of the student to maintain the overall safety of the community.

CONFIDENTIALITY OF STUDENT RECORDS:

Highlands Montessori follows the Family Educational Rights and Privacy Act (FERPA) to protect the rights and privacy of all students, families, and staff. All information must be kept confidential, and can be shared only with legal parents/guardians.

CHILD ABUSE REPORTING:

According to the Child Protection Act of 1987, all school personnel are mandatory reporters. This means that all staff at Highlands Montessori have a legal and moral obligation to report any suspected child abuse or neglect.

Parents or guardians wishing to report suspected abuse or neglect should contact the Department of Human Services at (720) 944-3000.

PARENT GRIEVANCES:

At Highlands Montessori, we encourage and welcome open and honest feedback from parents and guardians. Please share any concerns with your child's teacher to ensure that problems will be addressed in a timely and effective matter. Parents and guardians are also welcome to discuss any concerns with the Director.

To report a licensing violation, parents may contact:

Colorado Department of Human Services: Division of Child Care
1575 Sherman Street
Denver, CO 80203-1714
(303) 866-5958

PROGRAMS

NIDO PROGRAM DESCRIPTION:

The Nido (Italian for "nest") provides a safe and nurturing environment for infants from 8 weeks to 18 months. The environment provides for the child's development of independence while fostering safe, loving relationships with the adults. This is a twelve-month program with school hours from 8:30 to 3:00, Monday through Friday. Before care is offered from 7:30 to 8:30, and after care is offered from 3:00 to 5:30.

The physical environment is arranged to foster the infant's natural development. Children are not kept in containers such as walkers, jumpers, or playpens. Rather, the environment allows for freedom of movement, safe discovery and sensorial exploration. Children sleep on floor beds instead of in cribs. This allows the child to choose to sleep when he or she is tired.

Highlands Montessori maintains a ratio of 3 infants to 1 adult at all times. Teachers work closely with parents to establish and maintain routines and remain informed about the infant's changing needs.

NIDO SCHEDULE:

Highlands Montessori meets with parents before a child enrolls in the Nido to learn about their family's home routines, schedules, etc. We make every attempt to replicate the child's home life as closely as possible.

Naps, meals, outside time, etc. are not scheduled in the Nido. Rather, we believe in following each child's individual cues to determine when he/she is hungry, tired, etc.

Before Care: 7:30-8:30 School Day: 8:30-3:00 After Care: 3:00-5:30

NIDO DIAPERS, CLOTHING, AND SUPPLIES:

Parents must supply all diapers (disposable or cloth), creams, wipes, and spare clothing for their child. To avoid confusion, **all** clothing (including cloth diapers and socks) should be clearly marked with your child's name. Highlands Montessori cannot be responsible for any unmarked items. Please check the lost and found for any missing items. All unclaimed items will be donated the last day of each month.

Jewelry (including amber teething necklaces) is not permitted in the Nido. Parents are welcome to provide a sleep sack for rest times; blankets are not permitted in the Nido.

NIDO SOLID FOOD AND BOTTLES:

Parents must provide all food items. We are able to store breast milk and formula. Any breastmilk must be clearly labeled with the child's full name, date, and labeled as breast milk. We can also store milk or soymilk for children over 12 months. Formula will be mixed according to the manufacturer's instructions. All bottles, lunches, etc. must be clearly labeled with the child's name. Parents must supply a sufficient supply of food and/or bottles for the entire day. If bottles, dishes, or utensils are reused, they will be washed, rinsed, and sanitized between each use.

Food may be kept in the child's bag or in the refrigerator. Highlands Montessori is a peanut-free school; sunbutter or alternative nut-butters are allowed. Sugary drinks or treats are discouraged.

Your child's feeding schedule and any dietary needs will be discussed at his or her enrollment conference. Any changes should be provided in writing to your child's classroom teacher.

TODDLER COMMUNITY PROGRAM DESCRIPTION:

Children in the Toddler Community are given opportunities to further develop their independence while engaging in developmentally appropriate learning activities. School hours are from 8:30 to 3:00, Monday through Friday. Before care is offered from 7:30 to 8:30, and after care is offered from 3:00 to 5:30.

The physical environment is arranged to encourage exploration and teach the child to care for himself and his environment. The classroom includes practical life materials, hands-on manipulative, and activities for language development and self-expression. Children are given opportunities for socialization and communication while learning grace and courtesy. The schedule includes a daily group time as well as a two-hour work period with opportunities for pre-academic learning.

TODDLER SCHEDULE:

Before Care:	7:30-8:30
Arrival:	8:30-8:40
Morning Work Cycle:	8:30-10:30
Group Time:	10:30-10:45
Outside Time:	10:45-11:45
Lunch:	11:45-12:45
Rest Time:	12:45-2:30
Outside/Dismissal:	2:30-3:00
After Care:	3:00-5:30

*Children are permitted to work quietly when they wake up or after 30 minutes of resting on their mat

TODDLER TOILETING, CLOTHING, AND SUPPLIES:

Highlands Montessori works with the parents to facilitate the toilet training process. Children are given frequent opportunities for toileting, and independence remains a major focus. Children in the Toddler Community wear underwear to help them recognize their bodily functions. Children's toilets are located within the classroom to promote independence, and a diaper changing area is available. The changing and toilet areas are thoroughly sanitized between uses.

Parents must provide an ample supply of clean underwear and spare clothing (pants, socks, shirt, underwear). Clothing should allow children freedom to engage in a wide range of activities. Please help your child select clothing and shoes that allow for freedom of movement. Clothing must be free of violent or vulgar images.

Children in the Toddler Community are developing independence in dressing and undressing. As such, all clothing should be easy for your child to put on and take off (no overalls, onesies, rompers, etc). Flip-flops, crocs, and high-heeled shoes are not permitted; closed shoes are best. Outerwear should be appropriate to the weather. Jewelry (including amber teething necklaces) and distracting accessories are not allowed in the Toddler Community.

Children wear indoor shoes to keep our environment clean. Please provide a pair of shoes to be worn only indoors. These shoes should be easy for the child to put on independently, have soft, flexible soles, and provide appropriate support.

To avoid confusion, **all** clothing (including underwear and socks) should be clearly marked with your child's name. Highlands Montessori cannot be responsible for any unmarked items. Please check the lost and found for any missing items. All unclaimed items will be donated the last day of each month.

TODDLER MEALS:

Parents must provide healthy and balanced meals for their children. Highlands Montessori will have food available (billed along with the following month's tuition) to supplement if a child's meal does not appear to meet at least one third of his daily nutritional needs. Children will be given adequate time to finish their meals without being hurried. Meals should be nutritious, and sugary beverages are discouraged. Children eat a healthy, balanced snack each day.

Children are encouraged to develop independence during mealtime by helping prepare and serve snacks and meals. Children are encouraged to feed themselves and are supported in this process. Food will be stored in such a manner as to be clean, wholesome, free from spoilage, and safe for human consumption. All lunchboxes, containers, etc. must be clearly labeled with the child's name. All uneaten food will be sent home in the child's lunchbox.

PRIMARY COMMUNITY PROGRAM DESCRIPTION:

The Primary program provides children with the opportunity to develop essential work habits such as concentration, independence, increased coordination, and a sense of order. Children at this age are rapidly developing, and the environment is designed to foster this natural development. Children will leave the program highly prepared to excel in elementary school. School hours are 8:30 to 3:00, Monday through Friday. Before care is offered from 7:30 to 8:30, and after care is offered from 3:00 to 5:30.

The classroom consists of well-defined areas throughout which the children are allowed freedom of movement and choice during the work cycle. The environment is equipped with carefully designed, hands-on Montessori materials. These manipulative materials provide concrete, hands-on experiences with abstract concepts.

Practical life activities teach the child to care for himself and his environment. Children use manipulatives in the sensorial area to develop and refine their senses. Lessons in language, math, science, and culture prepare the child for future schoolwork. Through careful observation, the trained Montessori guide gives each child individual lessons tailored to his or her unique needs, interests, and abilities.

PRIMARY SCHEDULE:

Before Care:	7:30-8:30
Arrival:	8:30-8:40
Morning Work Cycle:	8:30-11:30
Group Time:	11:30-11:45
Lunch:	11:45-12:30
Outside Time:	12:30-1:30
Afternoon Work Cycle/ Rest Time:	1:30-2:45*
Outside Time/Dismissal:	2:45-3:00
After Care:	3:00-5:30

*Younger children rest while the kindergartners begin an afternoon work cycle. Children are permitted to return to work quietly when they wake up or after 30 minutes of resting on their mat.

PRIMARY TOILETING, CLOTHING, AND SUPPLIES:

Children entering the Primary Community must be fully toileteted. Parents must provide an ample supply of clean underwear and spare clothing (pants, socks, shirt, underwear). All clothing items must be clearly marked with your child's name. All wipes, creams, etc. must also be supplied by parents.

Clothing should allow children freedom to engage in a wide range of activities. Please help your child select clothing and shoes that allow for freedom of movement. Clothing must be free of violent or vulgar images. Children should wear clothing that allows them to dress themselves easily. Flip-flops, crocs, and high-heeled shoes are not permitted; closed shoes are best. Outerwear should be appropriate to the weather. Jewelry and accessories are permitted as long as they are not distracting.

Children wear indoor shoes to keep our environment clean. Please provide a pair of shoes to be worn only indoors. These shoes should be easy for the child to put on independently, have soft, flexible soles, and provide appropriate support.

To avoid confusion, **all** clothing (including underwear and socks) should be clearly marked with your child's name. Highlands Montessori cannot be responsible for any unmarked items. Please check the lost and found for any missing items. All unclaimed items will be donated the last day of each month.

PRIMARY MEALS:

Parents must provide healthy and balanced meals for their children. Highlands Montessori will have food available (billed along with the following month's tuition) to supplement if a child's meal does not appear to meet at least one third of his daily nutritional needs. Children will be given adequate time to finish their meals without being hurried. Meals should be nutritious, and sugary beverages are discouraged. Children eat a healthy, balanced snack each day.

Children are encouraged to develop independence during mealtime by helping prepare and serve snacks and meals. Children are encouraged to feed themselves and are supported in this process. Food will be stored in such a manner as to be clean, wholesome, free from spoilage, and safe for human consumption. All lunchboxes, containers, etc. must be clearly labeled with the child's name. All uneaten food will be sent home in the child's lunchbox.