

# Asheville Montessori School Parent Handbook

2020-2021 School Year



360 Weaverville Highway  
Asheville, NC 28804  
828-645-3433

**Asheville Montessori School  
Parent Handbook**

Contents	Page
Ages & Hours	3
Admission Requirements & Enrollment Procedures	3
Parking, Arrivals & Dismissals	3
Car Seats	4
Visitors	4
Snacks & the Snack Basket	4
Water Bottles	4
Lunch	4
Cubbies	5
Rest Time	5
Shoes	5
Clothing	5
Volunteers	5
Discipline Policy	5
Monthly Letters	6
Letter of the Week	6
Toys	6
Playground Play	6
Medication	6
Health & Safety	6
Head Lice	7
Field Trips	7
Broken Materials	7
Birthdays	7
Sign-out Sheets	8
School Closings	8
Tax ID	8
School Address & Phone Number	8
Cleaning	8
Staff & Babysitting	8
Release Policy	8
Financial Policies & COVID-19 CHANGES	9
Child Abuse	11
Smoke Free Environment	11
Weapons	11
Extended Care Policy	11
<b>COVID-19 Addendum.</b>	<b>11</b>
<b>Screening for COVID-19 Flow chart</b>	<b>16</b>
Broken Materials Form	17
Ingle's Tools for School	18
Exclusion Policy	19
Child Care Rule	20
Parent Signature Page	21

**N.B. Please make special note of the accommodations and caveats because of COVID-19. These policies will remain in effect as long as needed and supersede all previous policies.**

**AGES & HOURS: ( Please see COVID 19 Addendum.)**

Asheville Montessori School (AMS) is an educational environment, which focuses on the development of the whole child, serving children between the ages of 3 - 6. The school day begins at 8:15 AM and ends at 2:45PM. Because of the importance of having a clean and prepared classroom environment, as well as following our sanitation guidelines & rules, **children are not to enter the classroom before 8:15.** Parents may pick up their children between 2:45 and 3:00 for full day, and between 11:45 & 12:00 for half day. After school care is provided from 3:00 to 5:00. **Our school is closed at 5:00 PM.** A detailed description of parent fees and financial policies is included in the enrollment packet. **Please note:** *We are unable to accommodate half day students for lunch and/or our afternoon schedule.*

**ADMISSION REQUIREMENTS & ENROLLMENT PROCEDURE:**

Asheville Montessori School has the following entry level skills to help the new child be successful in the classroom. The child needs to be able to accomplish them as s/he enters AMS.

1. Follow one direction the first time it is given.
2. Use toilet on suggestion (each time) and try to pull up own pants - **not training pants or pull ups.**
3. Sit for 3 min. quietly and listen to a story without interrupting those around him/her with actions or words.
4. Use words to express a choice.
5. Use words to get needs met - must be verbal enough to tell teacher when s/he is hurt, hungry, tired, etc.
6. Use kind words and touches with friends.
7. Keep things out of his/her mouth.
8. Is comfortable leaving pacifier, blanket, toys, dolls, etc. at home or in the car.
9. Is successful in separating from the parent. (Parent is ready to encourage them to be independent.)

To pursue enrollment at Asheville Montessori School, you should first schedule an appointment to visit the school. At that time, you may ask for an enrollment packet. Our director will walk you through the enrollment process and answer any questions that arise. As space allows, we do allow an **open enrollment** during the year.

In order to enroll your child at AMS, a parent or guardian must fill out an application to the school. This application must be turned into the Director with a **non-refundable deposit and registration fee.** All fees and a tuition schedule are part of our enrollment packet.

**PARKING, ARRIVALS & DISMISSALS: (Please see COVID 19 Addendum.)**

Arrival - Parents will enter the parking lot to the right, going around the circle, and stopping at the front door. An Assistant Teacher will be there to help your child out of your car and into the school. *If your child is struggling to separate on a particular morning, please pull your car around and park to walk your child to the door/office.*

**Special Note:** Please leave your child buckled in his or her car seat until taken out by a staff member. Please do not allow your child to stand, "assist you in driving," or stick his/her head out the sun roof. These are all unsafe practices as well as not a good example for the other children. This will ensure the safety of every child!

Dismissal – Dismissal begins at **11:45 AM** (for half-day) or **2:45 PM** (for full-day). Children will leave the school by way of the front door. Please enter the parking lot to the right and drive to the door. Your child’s teacher will bring your child to the car and buckle them in their car seat. If you are picking up your child at any other time, please park and come inside to the office.

Early Dismissals – AMS uses an electronic system for daily attendance. Each time your child leaves the school, they will be checked out. If they return the same day, they will be checked back in.

### **CAR SEATS:**

Because of various liability issues and the importance of properly placing children correctly in car seats, our staff members cannot place children in car seats unless a Car Seat Waiver has been signed and is on file. *Our staff may NOT put a child in a car without a car seat, due to safety issues.* Thanks for understanding.

### **SNACKS & THE SNACK BASKET: (Please see COVID-19 Addendum.)**

A nutritious morning snack will be offered to all children. (The snack will encompass 2 to 3 different food groups.) (Children staying in the after-care program will receive an afternoon snack, as well.)

Families are invited to share in snack choices by taking home our snack basket once a year. Families will be given the option to take the snack basket home. In the bottom of the basket are some suggestions you may follow. Shopping together with your child for these snacks is a wonderful way to teach the joy of sharing to your child. (Remember participation is completely a choice on your part.)

**Special Note:** We have children enrolled with severe nut allergies. **In order to safeguard these children, we are a nut-free environment.**

### **WATER BOTTLES:**

Drinking water through the day is a proven method for maintaining good health. We encourage you to send a fresh water bottle daily **with your child’s name on it**. Please wash it out and put fresh water in it each day. Please, no juice, milk, or flavored water in water bottles...just water!

### **LUNCH:**

All children staying through the lunch hour will bring a packed lunch from home. This lunch should include nutritious items for your child. Juice is welcomed at lunchtime by most children. Please make sure you select a kind that is **100% juice**. Also, please choose a yogurt with low-sugar content and no synthetic dyes! Thanks for helping us. Please **DO NOT** send soda of any kind. Also, no candy is allowed. We do have a microwave and would be happy to heat “leftovers” for your child if you choose to send them. The state requires that 4 food groups be represented in each lunch served! Thank you for helping us with this! Lastly, please **place your child’s name** on his/her lunch box. The state requires that we apply each day’s date onto each child’s lunchbox. Lunches are stored inside of a refrigerator until lunchtime. Organic cow’s milk is offered during lunch. If you do not wish your child to have this, please clearly communicate this to your child’s teacher in writing. *No sharing of food is allowed between students.*

**CUBBIES:** *(Please see COVID-19 Addendum.)*

Your child will have a cubby of their very own. This cubby holds your child's water bottle, jacket, hat, gloves, slippers and book bag. (Full day friends also have a small blanket and snuggle friend.) Please do not overfill your child's cubby. State law requires that all clothing items, blankets, etc. not extend out of the cubby where it can touch other children's items. In light of the cubby size, please be mindful of the size of the book bag/back pack your child brings.

**REST TIME:** *(Please see COVID-19 Addendum.)*

Each Monday, full day children are given a clean sheet. You may send a small blanket and one small sleep friend from home. These are contained within the cot. Blankets are sent home every other Friday to be washed. **Please return on Monday!**

**SHOES:**

When children arrive at school, they place their own shoes in their big cubby. This helps your child feel at-home and relaxed at school. **We strongly encourage you to send your child in shoes that fasten by Velcro or elastic.** This way he/she can be independent in the putting on of their shoes for outdoor play. *(Please send a pair of slippers for classroom use.)*

**CLOTHING:**

We encourage you to dress your child in comfortable play clothes that can be easily washed. We request that your child dress in clothing that is **free of "superheroes."** (We have found that wearing clothing with superheroes encourages more aggressive and divisive play on our playground), **political statements** (AMS seeks to be politically neutral in the interest of unity & peace), **and costumes.** Please help us encourage and maintain peaceful play and an atmosphere of unity. **Please label your child's outerwear!**

**EXTRA CLOTHING:** *(REGARDING MASKS: Please see COVID-19 Addendum)*

Please send your child with a complete set of extra clothes (shirt, pants, underwear, and socks) **in a gallon zip-loc bag with his/her name on it.** These clothes will be kept at school in case they are needed, and will be sent home to switch out seasonally. Please also send a pair of slippers for classroom use.

**VOLUNTEERS:** *(Please see COVID-19 Addendum.)*

Volunteers are welcomed and appreciated in our classroom. Specific opportunities to volunteer in our learning environment will be offered to you via a form given to you by the classroom teacher. Most children really enjoy having their dad, mom, or grandparent come to their classroom. Please arrange with the teacher a convenient time to be an important part of this class. (Please note: Will you Please give your child the very first month to adjust to the new classroom, teachers, friends...and then we will be ready to delight in having you volunteer in the classroom!) **Each teacher has her own volunteer form for you to fill out!** Thanks! On the day that you volunteer, please sign in and out on our log, located in the office.

**DISCIPLINE POLICY:**

A detailed description of our discipline policy is included in your enrollment process on line. Please feel free to ask any questions you may have concerning discipline. (Special Note: We practice conscious discipline, which is loving, positive, respectful and intentional!)

**MONTHLY LETTERS:**

Twice a month, you will receive a letter with any pertinent information you may need; such as policy changes, letter of the week, upcoming events, units we are studying, etc. Week 1 will be a letter from the teacher, and Weeks 3 will be from the Director. You may opt to have his/her letter sent to you via email, instead. You will also be invited to a Parent Picture page, which we will establish for each class. On a monthly basis, the teacher will update pictures and share class information on this page.

**LETTER OF THE WEEK:**

Each week, we will be learning about a new letter of the alphabet and things that begin with that sound. Your child will do activities and art projects that will relate to that letter. On Friday, we will have show and tell. Please allow your child to bring something from home that begins with that letter. It will be announced on the school board and it will also be posted on our website. We encourage things from nature, photographs, and real items for show and tell. Be creative! **No toys for show-n-tell, please!**

**TOYS:**

Please, please, please do NOT allow your child to bring toys to school. It can add major conflict to our classroom dynamics.

**PLAYGROUND PLAY:**

We extend our peace curriculum to our playground. We encourage imaginative play within peaceful boundaries (i.e. no weapons or aggressive play is allowed). Superheroes are not encouraged because it often leads to aggressive play. (We promote an interest in nature, creative play, and rescue heroes, instead.) We must strive for the safety of all our children at all times! Thanks for your understanding!

**MEDICATION:**

If your child MUST be given medication in the school day, you MUST fill out a form giving us specific permission to do so. (ALL FORMS ARE ON OUR WEB SITE.) ALL medication is locked away, except for the time it is being administered to your child. (The exception to this is an EpiPen or inhaler. Because of the need to administer immediately, it is stored 5 ft. above the floor. This is on bulletin boards in all classrooms. This policy applies to insect repellent, sunscreen, and lip balm as well. (You must supply insect repellent and sunscreen; we are not allowed to provide those items per the state of NC.)

If your child falls down and gets a skinned knee, etc. at school, we are only allowed to wash the wound, administer ice to the wound, and/or bandage it. We are NOT allowed to remove splinters. If your child is hurt on the playground, the teacher will fill out a report which you will be asked to sign.

**HEALTH AND SAFETY:**

Please know that your child's health and safety are a priority for us at all times! In addition to the current training in Teacher Orientation, all staff have undergone an intensive 23 hours of on-line training for various aspects of health and safety. In addition to our monthly fire drills, we have added "safe place" drills, practiced four times in the school year. Also, there has been year long planning that would include any kind of emergency. We have designated sites away from campus, if this ever became necessary. These off-campus safe places include two within walking distance of our schools and even one that would require vehicle transportation. Not only are these sites secured, but also preparations have been made for how to care for each child in and through that process. Please be reassured that part of this

detailed plan is communication. Your phone numbers and email addresses are with us at all times. We are committed to keeping you updated and "in the loop". YOU are an important part of this plan. We do not anticipate these kinds of emergencies, yet, if they ever happened, we are ready and prepared to keep your children safe.

### **HEAD LICE:**

Head Lice are tiny, blood-sucking parasites. They depend on human blood to survive. They are transmitted from one human host to another. If you have hair and blood, you are an equal opportunity host. Symptoms do not develop for 7 to 10 days after infestation. (Having lice is not the result of being dirty.) Statistics tell us that there are over 12 million reported cases of head lice in the US. It is the number one cause of absenteeism in school.

**Our Policy: A child will be sent home if head nits or lice are discovered. They may return when they are nit and lice free.**

### **FIELD TRIPS: (Please see COVID-19 Addendum.)**

Occasionally we have the pleasure of taking a field trip. We have both in-house & off-campus field trips! Field Trips are chosen with care and with the intention that it is developmentally appropriate to our children. Each child must have written permission from their parent or guardian in order to participate. We rely on parent volunteers for transportation. This is a wonderful way to volunteer and experience a special school memory with your child.

### **BROKEN MATERIALS:**

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

### **BIRTHDAYS:**

A birthday is very special time in a child's life. In the Montessori tradition, we celebrate your child in a very unique and special way.

We ask each family to send in at least one (several would be nice) picture(s) of each year of your child's life. You can make it into a poster to share for several days with the class...or you may bring the pictures individually.

The celebration begins as the teacher lights a candle and says, "Let's pretend that this lighted candle is the sun." She then has your child hold a small globe, and explains "the earth takes one whole year to go all the way around the sun. \_\_\_\_\_ will walk around the sun one time. Now \_\_\_\_\_ is one year old. What was \_\_\_\_\_ like at one?" (The parent(s) are welcome to come & tell several highlights about their child's life for each age.) Each time your child travels around the sun, pictures are shown of him/her at that age and interesting facts are given.

**The celebration usually ends with a special snack (healthy, please!) provided by the child's family for each child.** Please talk with the teacher a week or more before your child's birthday to arrange a date and time for your child's celebration. Each child is unique; and celebrating each one on his/her special day will be a fun way to honor each one.

Special Note: We do not do the traditional Montessori Birthday celebration in the summer months. If your child has a summer birthday, please schedule a birthday circle for your child with their teacher, either in May (before their birthday) or in September (after their birthday).

**SIGN-OUT SHEET:**

We will be using a sign-out sheet for those times that your child stays longer than his/her normal departure time. This will help us to maintain more complete records. Thank you for your help in this matter. **There will be a charge for those children who are picked-up late!**

**SCHOOL CLOSURE POLICY:**

In the event of inclement weather, we will announce our closings in three places by 6:45 AM - 1) **WLOS** (channel 13), 2) on our **message machine** at the school, & 3) the **WLOS** website. As always, our first consideration is your family's safety. Please be careful as you travel the roads to and from school.

**TAX ID:**

If you need our corporation's address and federal tax id for tax purposes, it is as follows:

**Montessori School of Asheville, Inc.**  
**EIN 20-1238133**

**SCHOOL ADDRESS & PHONE NUMBER:**

**Asheville Montessori School**  
**360 Weaverville Highway**  
**Asheville, NC 28804**  
**828-645-3433      Fax 828-645-1494**

**CLEANING: (Please see COVID-19 Addendum.)**

We are committed to providing a clean environment for your child. Frequent dusting and washing of materials, as well as daily sweeping, mopping & vacuuming are a part of our routine. The bathroom, tables and chairs are washed and sanitized with Clorox water several times a day. Staff and children wash their hands frequently throughout the day. Students and staff must wash their hands upon their arrival to school, before eating, after using the bathroom, after playing outdoors, and any time they are dirty and need it.

Please feel free to ask if you have any questions or concerns about our cleaning routines or policies.

**STAFF & BABYSITTING:**

All of our staff have gone through background checks, 23 hours of health and safety training, and have been certified in child CPR and First Aid. Our lead teachers have their University degree, as well as their Montessori Certification to be a lead teacher. Our Assistant teachers receive in-house training in the Montessori Philosophy and Method, while with us. All staff do Professional Development hours each year.

*It is our policy that our staff may NOT provide baby-sitting service to those families currently enrolled in the school. This includes enrollment in Summer Camp. If you have any questions, please speak to the director. Babysitting can create a conflict of interest for our staff and a blurring of boundaries for our students.*

**RELEASE POLICY:**

Children are released only to those individuals so designated by their parents or other legal guardian on the child's application form. On that form, parents (or legal guardians) give the names, addresses, and phone numbers of those who are authorized to pick up the child. The following procedure will be used if there is an emergency or need to send someone not on the form:

1. If another individual who has been previously designated by the parent on the application form comes to pick up the child, he or she will be asked to show a picture I.D. by the teacher if not known by the teacher.
2. If (due to an emergency situation) the parent or legal guardian needs to have someone other than an individual previously designated to pick up a child, the teacher must be informed ahead of time by the parent or legal guardian with a dated and signed note or a direct phone call from the parent or legal guardian. When the person arrives, he or she must remain outside on the porch until the teacher has confirmed the identity with a picture I.D. The child may then be released into that adult's care.

**FINANCIAL POLICY: From our Enrollment Application (Please see COVID-19 Addendum.)**

**DEPOSITS**

1. A **new student** registration fee and deposit must accompany each Application in order to be considered. Enrollment will not be secure until the following have been turned in: Application Page, Questionnaire (on back of the Application Page), Signed Tuition Agreement, \$280 Deposit, & \$100 Registration Fee (**New students only**)
2. Both the Registration Fee & Deposit are non-refundable with the following exception: Students who enroll for the following school year may receive a 50% refund of the Deposit if the Financial Manager is notified in writing by April 26, 2017. **No refunds for Deposits will be issued after April 26<sup>th</sup>.**

**TUITION PAYMENTS**

1. Parents/Guardians may opt to pay the tuition in full or by semester with the appropriate discounts as outlined in the Tuition Schedule, or they may opt to pay the tuition in 10 equal installments. Once the deadline for prepayment discounts passes, those options will no longer be available.
2. Parents/guardians may choose to change their payment option to monthly if their circumstances have changed. Those who have chosen the monthly option may opt for a prepayment option if the deadline for payment has not passed.
3. The billing cycle will be from the 1<sup>st</sup> to the 1<sup>st</sup> of the next month. Tuition, enrichment care fees, and extra hours are due on the 1<sup>st</sup> of the month and are considered late by the 10<sup>th</sup> of the month. **Tuition, fees, and extend care charges more than 10 days past due will be assessed late fees as follows: Under \$200.00: \$5.00/month. \$200.00 and over: \$10.00/month**
4. A returned check fee of \$15 will be assessed.
5. **Any student whose account is 30 days in the rears will not be allowed to return to school until the parent (guardian) meets with the Business Manager.**
6. A student who stays beyond the 5:00 PM pick-up time will be assessed a \$15 fee for every 15 minute increment. (Fee is not prorated.) This rate will also apply for half day closings & half day pick-up.
7. Concerning divorced parents: Invoices, statements and other financial information will only be shared with the parent(s) who has signed the application and the tuition agreement.
8. Parents/guardians who wish to reserve a future place for their child will be responsible to pay the monthly installments even though the student has not begun classes.

**ENRICHMENT CARE: ( Please see COVID-19 Addendum.)**

1. After school enrichment does not require an annual contract; however, the fee must be paid at the 1<sup>st</sup> of the month for the participating month. Otherwise, the student will be billed on an

hourly basis as stated in the current tuition schedule. Hours will not be prorated, thus, the student will be billed for the full hour after the first ten minutes. (For the three day enrichment care option, days must be specified that the student will be staying.)

## UN-ENROLLMENT

1. A minimum **notice of 30 days must be given in writing** for a parent/guardian to un-enroll his/her child due to unforeseen circumstances such as health related issues or family relocation. **Please note: The parent/guardian will be responsible for the next 30 days of tuition from the date the notice is received in our office.** Also, all prepaid fees (registration, deposit, materials & field trip) are non-refundable.
2. Parents/Guardians who un-enroll his/her student after Aug. 4, 2016, are responsible for August tuition payment.
3. In the event that a student must be un-enrolled due to the inability to accomplish the entry level skills, all prepaids (Registration fee, Deposit, & Field Trip) will not be refunded but can be applied if child is re-enrolled.
4. **Refunds for payment in full** - Refunds will be given for the unused portion of the tuition less the prepaid fees and deposit. A 30 day notice of un-enrollment must be given.

## SCHEDULE CHANGES

1. Parents who want to increase the students time may do so if there is space available and with the consent of the director.
2. Parents who want to decrease the students time may do so if there is space available and with the consent of the director. **A decrease in time will require a 30 day notice.**
3. Depending upon availability, a change in schedule may involve a room change for the student.

## LATE ENROLLEES

Parents whose child begins before Sept. 15, 2019, but after the first day of school, are responsible for the full tuition paid in 10 equal monthly payments.

Parents whose child begins after Sept. 15, 2019, will be responsible for the prorated month they begin and 50% of the tuition for June, 2020.

## IMPORTANT DATES

### April 15, 2020

- ✓ Last date for 50% refund on deposit

### May 1, 2020

- ✓ Early Bird Payment Due.

### Aug. 1, 2020

- ✓ First Monthly Tuition Payment Due
- ✓ First payment on the Semester Plan Due

### August 3, 2020

- ✓ Any student un-enrolled after this date will be responsible for the Aug. Tuition Payment

### September 15, 2020

- ✓ Late enrollee tuition schedule begins.

### 10th of each month

- ✓ Unpaid balances will be subject to late fees

### December 15, 2020

- ✓ Second payment on the Semester Plan Due

**May 1, 2020**

✓Last Monthly Tuition Payment Due

**June 1, 2020**

✓Last Monthly Tuition Payment for late enrollees Due

**COVID-19 Addendum for the AMS Financial Policy**

*In the event the school must close due to a state mandate -*

- *AMS will seek to do virtual learning for a cost of \$350/month for all students*
- *AMS will modify the un-enrollment notice to 15 days*
- *AMS will seek to start up onsite learning as soon as cleared by our NC consultant*

*In the event that your child has been exposed to the virus or tested positive for the virus and the school remains open -*

- *AMS will allow a one-time credit of \$200 for exposure or \$400 for positive test for students who finish the school year.*
- *The student will need to follow protocols for re-entering the classroom.*

*In the event that your child's classroom has closed due to a COVID event -*

- *AMS will seek to do virtual learning for a cost of \$350/month for all students (AMS will prorate the month depending on students current schedule.)*
- *AMS will modify the un-enrollment notice to 15 days*
- *AMS will seek to start up onsite learning as soon as cleared by our NC consultant*

*All monetary adjustments (refunds and credits) will take place on or around May 15, 2021. All billing cycles will continue on a monthly basis*

**CHILD ABUSE:**

The law requires all citizens to report suspected child abuse to the appropriate agencies. If our staff notice or hear a child speak of anything suspicious, , they will report such incident to the Director, who in turn, may find cause to file a report with Child Protective Services. All staff are required to receive training to assist in this matter.

**SMOKE FREE ENVIRONMENT:**

Asheville Montessori School is a smoke free environment. All parents, staff & visitors are asked not to use tobacco products or vaping anywhere on our campuses.

**ILLEGAL DRUGS:**

Possession of illegal drugs is against the law. AMS policy prohibits the possession and/or use of illegal drugs on our school grounds or in our building.

**WEAPONS:**

AMS is committed to ensuring the safety of its employees, clients, visitors, and the public. AMS policy prohibits the possession of weapons within the building or on the school grounds.

**EXTENDED CARE: (Please see COVID-19 Addendum.)**

Extended care is available with two options. Please be advised that extended care has limited space and "prepay" students are given priority.

Prepay:

- a. Parents may pay in advance for either a 3 day option or a 5 day option.
- b. This option does not require a contract and parents may sign-up before the first of any given month. Changes for the month may not be made after the first without the permission of the Financial Director.
- c. Parents who have chosen this option will be automatically renewed each month until the office is notified **in writing** of any changes. Further, parents need to communicate to the office in **writing** to be placed back on the prepay option.
- d. Parents who choose 3 days of extended care whose child come 5 days/week must identify the 3 days in extended care in advance. **Any changes made without contacting the office prior to the change will be charged the hourly rate. Also, if a student who is signed up for 3 days, yet stays more than 3 days during the week, he or she will be charged the hourly rate.**

Pay As You Go:

- a. Parents may contact the office and arrange enrichment care up **till noon the day of**. (N.B. Please contact the office and not the teacher in car line.) However, please be aware that there may not be room as space is limited.
- b. **No-shows: Parents who have opted for the "pay as you go" who have reserved a spot in extended care but do not contact the school office by noon the day of, will be charged for the first hour.**
- c. **Drop-in's (children who are in extended care whose parents contacted the office after noon will be charged at a higher rate of \$10 for the first hour.)**

**COVID-19 Addendum.**

Dear Asheville Montessori School Community,

We want to share with you the steps we are taking to keep our community safe and healthy. The health and safety of our children, staff, and families is of the utmost importance! We are following the guidelines given to us by the North Carolina Division of Child Development and Early Education (NCDHHS). Their website can be a great resource if you would like to learn more: <https://ncchildcare.ncdhhs.gov/>. Please know that the recommendations and requirements are changing as new information presents itself. Therefore, whatever practices we are doing right now may change in the future (we hope so!). We will keep you informed of any changes we are making. As of today, **August 5th**, this is what we are planning on doing when school starts this fall. Please note that there is an update on the mask policy.

**Air Quality:** Nan and Steve have installed an ionizing air purifier in to the duct work of the school to keep the air that is circulating clean. This is the same system that is also installed in many hospitals. Whenever the weather allows for it we will open the windows to the classrooms to have fresh air flowing through the room.

**Limited Class Size:** We have limited each class to a maximum of 20 children in the morning, with only 15 staying for the full day. Mr. Wes's class and Ms. Sarah's class will both be starting out with 13 children or less each day, with two teachers in the class.

**Cloth Face Coverings for Adults:** The teachers will be wearing cloth face coverings (CFC's) in the

classroom and during car line. We have purchased some clear masks for the teachers to wear as well so that the children can see their facial expressions. When outside on the playground a teacher can temporarily take off their mask while social distancing.

**Cloth Face Coverings for Children:** Similar to the statewide expectation that K-12 students wear masks, the kindergarteners at AMS will be asked to wear masks in the classroom. Our hope is that as the younger children see our teachers and kindergarten leaders model mask-wearing they will make their own choice to follow suit. A culture of mask-wearing would lead to a lower frequency of symptoms and a safer classroom environment for everybody! The children who are wearing masks will have a “mask break” during snack time, lunch, nap time, and outside play time. During snack and lunch the tables will be separated and we will have one child sitting at each table. Even though they will be physically separated during meal times, we will still be encouraging this time to be socially engaging for the children. When the school year starts and you send in a gallon Ziplock bag with a full change of clothes, we ask that you also send in a small Ziplock bag with a mask that your child will keep in their cubby as a backup. Each child should also bring in a fresh, clean mask that they can choose to wear each day (don’t forget to label them with your child’s name!). Thank you for supporting us as we strive to provide a safe and healthy environment for our community!

**Drop-Off Procedure:** Morning car line will be from 8:15-8:45. However, instead of the teacher unbuckling your child, we are asking that you put your car in park and get your child out of the car. An assistant teacher will come to your car, ask you a series of screening questions, and take your child’s temperature with a contact free forehead thermometer. We are required to ask every parent these questions every day, we thank you for your understanding and honesty. Your child will then be guided to their classroom where they will put their things away, wash their hands, and will be ready to enjoy their day!

**Pick-Up Procedure:** Afternoon car line will be from 2:35-3:00. When we see your car, your child’s teacher will bring your child from their classroom and walk them to your car. Again, you will put your car in park so you can get out and buckle your child.

**Staggering Drop-Off and Pick-Up Times:** In an effort to incorporate these new procedures during drop-off and pick-up without causing car line to become backed up into the street, we are asking that you help us by staggering the time when you will drop off or pick up your child each day. The week before the school year starts we will send out a Signup Genius to the whole school with an equal number of spots for the beginning, middle, and ending times for drop off and pick up. You can choose the time that will best fit your family’s needs. We understand that there may be days in which you can’t make the time you sign up for, but, if everyone makes an effort to do their best, this will help car line run more smoothly and efficiently. Thank you!

**Each Class Will be a Bubble:** Each class of children will spend the day together, but will not interact with children from the other classes. They will each have their own outside play time, with the playground sanitized between uses. This minimizes the number of contacts each child has while still ensuring that the children have a wonderful community of friends and teachers to connect with.

**Snack:** We are now asking that each parent send in a snack for your child every day. This can be sent in a small Tupperware container or ziplock bag. *Please label it with your child’s name and the date.* These will be kept in the fridge.

**Enrichment-Care:** Unfortunately, we will not be able to offer enrichment care to our families when we open in the fall. We know this causes a real hardship for some families and we did not make this decision lightly. Bringing together several children from each class in the afternoon would not work with the new guidelines of keeping each class separate. Our school is not the only one making this tough decision. This is one of the new challenges schools and parents will be facing when we re-open this fall. We are hopeful that this will change and we will be able to offer this service again as soon as possible. This could be a good opportunity for families in each class to connect and support each other to fill this need.

**Sanitizing:** Each classroom will be thoroughly sanitized at the beginning and end of each day. There will be a special “cleaning shelf” where children can place works when they are done with them. When a teacher gets a chance they will sanitize the work, then return it to its normal shelf so it will be available for the next child to use. The playground equipment will also be sanitized at the end of every day and between each class. Each child will have their own rug to use for works which will live in their cubby. The rugs will be washed weekly.

**Exclusion Policy:** I have attached a copy of the exclusion policy we are required to follow. Please read it carefully so that you know what to expect. This is going to be the most important piece in keeping our school open. As a parent myself, I certainly understand that children get sick and that most of the time they are able to recover quickly and would normally be able to come back to school after only one or two days home. In the spirit of keeping our community safe, this year is just going to be different and this will be the hardest part for us all. If we are able to work together as a community and keep our children home for the full length of time required, then it will be possible for us to keep the school open so that your children can grow and thrive at school. Thank you for your honesty and community spirit!

**What Happens if there is a Positive Case of Covid-19:** While we hope this does not happen, we need to be prepared for the possibility. If a student or teacher receives a positive diagnosis we would call our local health department consultant and they would give us strict guidance on what to do next. We would support them in conducting a thorough contact tracing. While protecting the person’s identity, we would let everyone who may have had close contact know about the exposure. We expect that only the class involved would have to quarantine for 14 days. Virtual learning options would be offered during this time.

**Grace and Courtesy:** When we talk with children about all of these changes, we will be doing it under the umbrella of grace and courtesy. Grace and courtesy is already an integral part of the Montessori environment. We are always working with the children to learn how to take care of themselves, their community, and their environment. This is no different. We are working together to make choices that will keep our community safe and healthy.

**Parent Orientation:** In an effort to minimize everyone’s exposure we will be doing our Parent Orientation virtually via Zoom. This will be on **Monday, August 17th from 7:30 pm - 8:30 pm**. The first half of the meeting will be with the whole school while I share what you need to know to be ready for the first day of school. Afterwards, each class will separate in to break out rooms so that you have a chance to connect with your teachers and ask any questions.

**New Student Orientations:** We can't wait to meet all our sweet new children! Having the opportunity to connect with their teachers before their first day of school is an important piece in helping each child feel comfortable and excited for school. This year, the orientations will be the mornings of **Monday, August 17th and Tuesday, August 18th**. Families will receive a sign up genius the week before to sign up for a 30 minute spot with your child's teacher. Each 30 minute orientation will be open for two children at a time. We ask that one parent accompanies each child and that you wear a mask during this time. This is always a sweet connection, we're looking forward to it!

**Office Hours:** Please feel free to reach out if you have any questions. Travis will be in the office this week from 8:30-1:30 and Anna is available via email, [annaparker.ams@gmail.com](mailto:annaparker.ams@gmail.com), and we can schedule a time to talk as well.

Thank you so much for entrusting us with your beautiful children. We are looking forward to a safe, healthy, and fun school year with them! Please feel free to reach out if you have any questions!

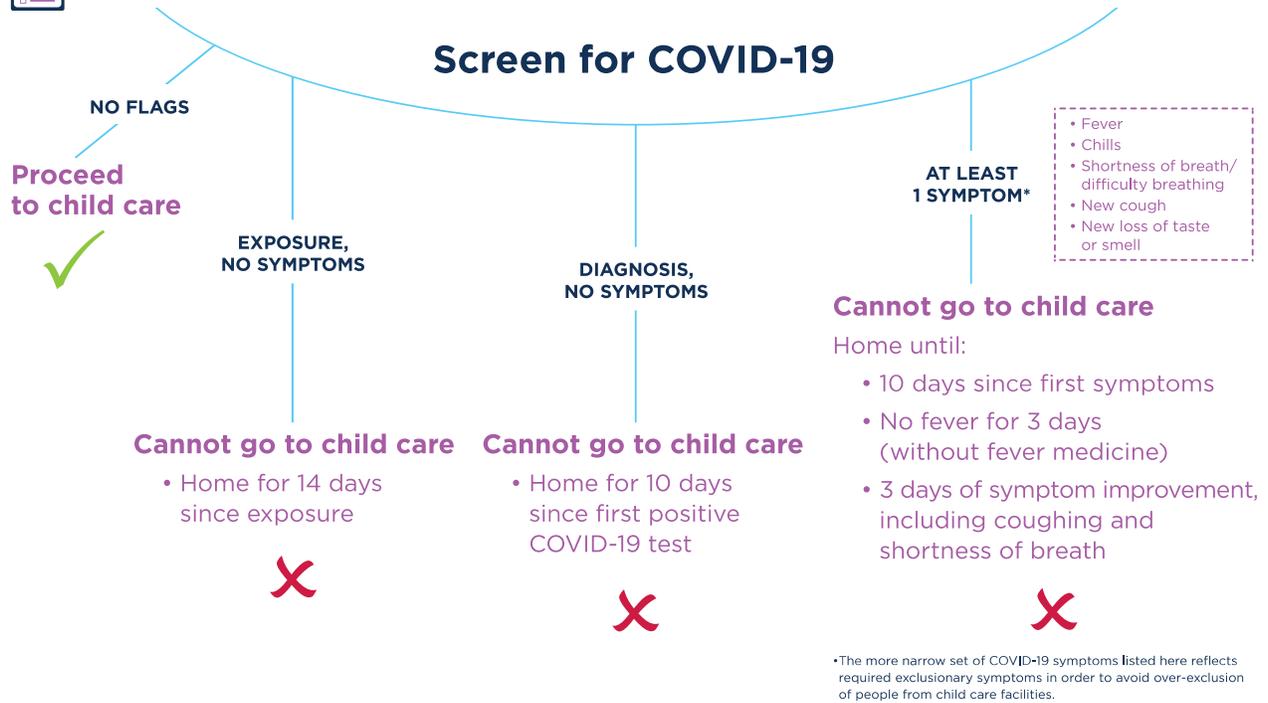
With gratitude,

Anna, Nan, Steve and the Asheville Montessori School Team

# Handling Suspected, Presumptive or Confirmed Cases of COVID-19 Flow Chart and Protocol



## Screening Flow Chart



Broken Material Form

Dear Parent,

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

Item broken: \_\_\_\_\_

Date: \_\_\_\_\_

This item can/cannot be replaced by the parents.

The estimated cost for replacement/repair is \_\_\_\_\_.

Please see additional comments below.

\_\_\_\_\_ (Teacher's signature)

\_\_\_\_\_ (Parent's signature)

## **Free ways to help Asheville Montessori School:**

We have three great ways to receive classroom supplies through the **Ingles Tools For Schools, Together in Education program via Harris Teeter and Box Top's for Education**. You can help by linking your Ingle's card and Harris Teeter Vic card to our school.

For **Ingles Tools for School** simply go to [www.ingles-markets.com/](http://www.ingles-markets.com/) and follow the link "sign up right now." We are listed as "Asheville Montessori School." (Our school ID# is 11987)

For **Harris Teeter Vic** card go to <https://www.harristeeter.com/> and click "together in education." Link your Vic card to Asheville Montessori School, 360 Weaverville Highway.

Another great way to help us receive classroom supplies is through **Box Tops for Education**. It's easy; simply cut out the box tops from participating manufacturers and collect them. We will be collecting them throughout the year. Please see our online calendar for Box Top deadlines. The first collection date for shipment is **Monday, October 16th. WE RECEIVE 10 cents per box top!**

**This must be done yearly for both Ingles and Vic cards. If you would like our help, please stop by our office and we will be glad to help. Thanks for your participation in these program. Please remember you must sign up each year for us to take advantage of the program.**

Serving Your Child,

Anna and Travis

## Exclusion Criteria Form

<b>Condition:</b>	<b>If your child has been diagnosed with this disease, our program will:</b>	<b>When to allow child to return:</b>
Chicken Pox	<ul style="list-style-type: none"> <li>* Temporarily exclude the sick child from child care</li> <li>* Notify all parents regarding possible outbreak</li> <li>* Contact the Child Care Health Consultant if needed to find out other preventative measures to take</li> <li>* Carefully follow hand washing and cleaning procedures</li> </ul>	Approximately 6-7 days after the rash begins or when ALL blisters have scabbed over
Diarrheal Disease	<ul style="list-style-type: none"> <li>* Temporarily exclude the sick child from child care</li> <li>* Carefully follow hand washing and cleaning procedures</li> </ul>	When child is diarrhea-free for 24 hours
Hand-Foot-and-Mouth Disease	<ul style="list-style-type: none"> <li>* Exclude if child has open, draining lesion on hand or has lesions in the mouth and is drooling.</li> <li>* Carefully follow hand washing and cleaning procedures</li> </ul>	When lesions heal or drooling ceases
Head Lice	<ul style="list-style-type: none"> <li>* Temporarily exclude the child care</li> </ul>	24 hours after treatment and no signs of nits or lice
Ringworm	<ul style="list-style-type: none"> <li>* Temporarily exclude the child if the lesion cannot be covered.</li> <li>* Carefully follow hand washing and cleaning procedures</li> </ul>	If unable to cover lesion, after treatment begins and the lesion starts to shrink.
Strep Throat	<ul style="list-style-type: none"> <li>* Temporarily exclude the child with eye drainage and itching</li> <li>* Carefully follow hand washing and cleaning procedures</li> </ul>	24 hours after antibiotics are begun
Pink eye	<ul style="list-style-type: none"> <li>* Temporarily exclude the child with eye drainage and itching</li> <li>* Carefully follow hand washing and cleaning procedures</li> </ul>	24 hours after 1 <sup>st</sup> dose of medication and symptoms are mild
Fifth Disease	<ul style="list-style-type: none"> <li>* Temporarily excluded the child from child care if the child is unable to participate in center activities or has a fever.</li> <li>* Program will notify all parents</li> <li>* Carefully follow hand washing and cleaning procedures</li> </ul>	Until child is able to participate in center activities
Impetigo	<ul style="list-style-type: none"> <li>* Temporarily exclude from child care</li> <li>* Carefully follow hand washing and cleaning procedures</li> </ul>	Until treatment has been started
Fever	<ul style="list-style-type: none"> <li>* Temporarily exclude child from child care if child has a fever above 100 degrees Fahrenheit in the ear, or above 100 maxillary</li> </ul>	Until child has been fever-free for 24 hours without medication
Vomiting	<ul style="list-style-type: none"> <li>* Temporarily exclude child who have 2 or more vomiting episodes in a 12 hour period</li> </ul>	Until child has not vomited for a 12 hour period

## **CHILD CARE RULE .0804**

### **Infectious and Contagious Disease Control**

Centers may provide care for a mildly ill child who has a Fahrenheit temperature of less than 100 degrees auxiliary; 101 degrees orally; or 102 degrees rectally and who remains capable of participation in routine group activities; provided the child does not:

- ✓ have the sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water; or
- ✓ have two or more episodes of vomiting with a 12 hour period; or
- ✓ have a red eye with white or yellow eye discharge until 24 hours after treatment; or
- ✓ have scabies or lice; or
- ✓ have chicken pox or a rash suggestive of chicken pox; or
- ✓ have tuberculosis, until a health professional states that the child is not infectious; or
- ✓ have strep throat, until 24 hours after treatment has started; or
- ✓ have pertussis, until five days after appropriate antibiotic treatment; or
- ✓ have hepatitis A virus infection, until one week after onset of illness or jaundice; or
- ✓ have impetigo, until 24 hours after treatment; or
- ✓ have a physician or other health professional's written order that the child be separated from other children.

# Signature Page

NC requires that we have a physical signature as part of your child’s application.

Please Initial

\_\_\_\_\_(  
P1) **I have completed the digital application and agree to fulfill the requests for medical, immunization records, and medical care plan, if needed.**

\_\_\_\_\_(  
P2)

\_\_\_\_\_(  
P1) **I agree that the staff of Asheville Montessori School may authorize the physician of his/her choice to provide emergency care in the event that neither I nor the family physician and/or dentist can be contacted immediately. Unless otherwise noted, we will assume that Mission ER is your urgent care preference.**

\_\_\_\_\_(  
P2)

\_\_\_\_\_(  
P1) **I have read, understood, and have had the opportunity to discuss with the Director the NC Child Care Laws & Rules, the NC Standard Policy on Discipline and Behavior Management, the AMS Code of Conduct, the AMS Release Plan for Children, the NC Shaken Baby Syndrome/Abusive Head Trauma Policy, and the AMS Parent Handbook.**

\_\_\_\_\_(  
P2)

**Please sign below. (If both parents are living in separate households and have joint custody, both parents must submit 1) a signature page and 2) an authorized pick-up list.)**

**Student’s Name:** \_\_\_\_\_  
(First) (Last)

**Parent 1’s Name:** \_\_\_\_\_

**Parent 1’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent 2’s Name:** \_\_\_\_\_

**Parent 2’s Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**First day of attendance:** \_\_\_\_\_