

# Asheville Montessori School Parent Handbook

2022 - 2023 School Year



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**Asheville Montessori School  
Parent Handbook**

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**AGES & HOURS:** (*Please see COVID 19 Addendum, page 13.*)

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 located on our website. **Please note:** *We are unable to accommodate half day students for lunch and/or our afternoon schedule per the State of NC guidelines.*

**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 they enter AMS.

1. Is able and willing to follow direction from a teacher.
2. Uses toilet on suggestion (each time) and tries to pull up own pants - **not training pants or pull ups.**
3. Sits for 3 min. quietly and listens to a story without interrupting those around them with actions or words.
4. Uses words to express a choice.
5. Use words to get needs met - must be verbal enough to tell the teacher when they are hurt, hungry, tired, etc.
6. Uses kind words, hands and feet with friends.
7. Keeps things out of their 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. It is understandable that this may be a struggle at the beginning of the year.)

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.** A detailed description of parent fees and financial policies are located on our website.

**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 the car comes to a complete stop at the entrance and the motor is off. Please do not allow your child to stand, “assist you in driving,” or stick their head out of the sun roof. These are all unsafe practices as well as not a good example for the other children. Following these guidelines 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 - Please notify the office and your child's teacher if you need early dismissal. 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:**

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 throughout the day is a proven method for maintaining good health. We require 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 their 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, page 13.)**

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/backpack 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. *(You are encouraged to 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.... except on Halloween.** 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 their 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, page 13.)*

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 thier 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 online. 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.)

Many parents have asked about the steps taken if a child needs help to make more appropriate and respectful behavior choices. If a challenging behavior occurs in the classroom, these steps will be followed:

1. The teacher will have a conversation with the child, seeking to understand why the child made this behavior, and will discuss what would be a better choice to make.
2. If the behavior continues, the teacher will next talk with the parents about it. Together, they will make a plan to help the child to make a better choice.
3. If the behavior continues without improvement, the parents, Teacher and Director will meet.

(At this meeting, there may be a discussion of bringing in outside professional help to support the child's developmental needs.)

4. If there is still no improvement over time in this behavior, we will evaluate whether our school is a match for this child's developmental needs at this time.

**Policy on Biting:** It is our belief that a young child who bites usually does so without malice. It is often an expression of anger and frustration. Nonetheless, biting is extremely dangerous. A child who bites will be excluded from the group, then soothed and comforted, and shown ways to express their feelings safely. Because biting is always an unacceptable behavior, both sets of parents will be notified immediately, and a plan of remediation will be enacted. A meeting with the Director and parents will follow if further biting occurs. If biting continues with no improvement over a period of 6 to 8 weeks, we will need to evaluate whether our school is a match for this child's developmental needs at this time.

**Running from the Teacher:** Although this may seem like a good idea to the child, running from the teacher or out of the classroom can be a dangerous choice. It is our goal and desire to keep every child safe and well-cared-for. If this happens, the child and teacher will have a serious conversation about the dangers of running from a teacher, and the parents will be notified.

#### **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 your letter sent to you via email, instead.

#### **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 white 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 WEBSITE.) 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 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 becomes 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 per year. 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.**

### **BROKEN MATERIALS:**

A very expensive and important part of a Montessori classroom are the materials. If your child breaks a material or damages the school property, 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: (Please see COVID-19 Addendum.)**

A birthday is a 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." The teacher 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 their 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 and/or tablet 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:**

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 Qualifications and Training:**

All of our staff have gone through background checks, health and safety training, yearly continuing education hours, 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.



**BABYSITTING:**

*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, a blurring of boundaries for our students, and liability issues for our school.*

**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. Enrollment will not be secure until the following have been turned in: Application, Signed Tuition Contract 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 20, 2022. No refunds for Deposits will be issued after April 20<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 consider late by the 10<sup>th</sup> of the month. **Tuition, fees, and extended 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 arrears 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. 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.
9. Parents who pay by credit card or PayPal will be assessed a processing fee.

### ENRICHMENT CARE

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 & student fees) are non-refundable.
2. Parents/Guardians who un-enroll his/her student after **Aug. 3, 2022, 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, & Student Fees) will not be refunded but can be applied if child is re-enrolled.
4. **Refunds for payment in full** - In the event a child is un-enrolled by their parents/guardian before the end of the school year, refunds will be given for the unused portion of the tuition with following caveats: 1) All prepaid fees, registration, and deposit will not be refundable. 2) The months that the child was enrolled will be billed at the monthly rate. 3) A 30 day notice of un-enrollment must be given.

### SCHEDULE CHANGES

1. Parents who want to increase the student's 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

1. Parents whose child begins before Sept. 16, 2022, but after the first day of school, are responsible for the full tuition paid in 10 equal monthly payments.
2. Parents whose child begins after Sept. 16, 2022, will be responsible for the deposit & registration fee, prorated month they begin, and a late enrollment fee of \$250 (non-refundable).

### IMPORTANT DATES

**April 20, 2022**

✓Last date for 50% refund on deposit

**May 2, 2022**

- ✓ Early Bird Payment Due.

#### **Aug. 1, 2022**

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

#### **August 3, 2022**

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

#### **September 16, 2022**

- ✓Late enrollee tuition schedule begins.

#### **10th of each month**

- ✓Unpaid balances will be subject to late fees

#### **December 15, 2022**

- ✓Second payment on the Semester Plan Due

#### **May 1, 2023**

- ✓Last Monthly Tuition Payment Due

#### **CHILD ABUSE:**

The law requires all citizens to report suspected child abuse to the appropriate agencies. If our staff notice or hears 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 campus.

#### **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:

- Parents may pay in advance for either a 3 day option or a 5 day option.
- 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.
- 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.
- Parents who choose 3 days of extended care whose child comes 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 during 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.)*

**AMS Extended Care Policy for 2022-2023 School Year**

**August:** For the month of August, children staying will be billed on a pay as you go basis. Please let our office know what days you would like your child to stay.

**Beginning in September:**

- If you wish to prepay your extended care and get the discount for the month, please let our office know by Aug. 23th. **We will continue to leave you on the prepay list until you cancel.**
- If you wish to continue with “pay as you go”, simply let us know the days you want your child to be in extended care and you will be billed at the end of the month.

**Please remember the following:**

- You must reserve a place for your child by noon for the “pay as you go”.
- **No shows will be charged for the first hour unless canceled by noon the day of.**
- Parents who call after 12 noon, or who’s child is placed in extended care because the parent is running late, will be charged \$10 for the first hour and \$7.50 the second hour.
- Extended Care ends at 5:00. Children picked up after 5 will be charged a late fee.
- Parents who have prepaid have first priority in our extended care program. Please remember, places are limited.
- **Students who are enrolled for 5 days/week may sign-up for the 3 day/week prepay with the following caveats: 1)** The 3 days a student will attend needs to be specified at the beginning of each month. **2)** Any additional day used will be billed at the pay as you go rate.

**Pre Pay Extended care will be pro-rated for the months of December and April due to Holiday and Spring breaks.**

**FYI. Our classes will be mixed in extended care, i.e. all children in extended care will be on the playground together as well as the classroom being used for extended care.**

**After School enrichment: 3:00 - 5:00<sup>1,2</sup>**

|            |                              |                           |
|------------|------------------------------|---------------------------|
| Afternoons | 5 days                       | \$225                     |
|            | 3 days                       | \$140                     |
|            | “Pay as you go” <sup>3</sup> | \$7.50/hr                 |
|            | “No-Show” <sup>4</sup>       | \$7.50 for the first hour |
|            | “Drop-In” <sup>5</sup>       | \$10 for first hour       |

<sup>1</sup> Enrichment care does not require an annual commitment and is paid monthly in advance from Sept. 1

to May 1. If space allows, parents who need occasional and/or emergency enrichment hours will be billed at the end of the month at \$7.50/hour to \$10/hour. Please check with the office for our Extended Care Rate Schedule and Policies.

<sup>2</sup> Extended hours are not prorated.

<sup>3</sup> Please contact office on a weekly basis and reserve a place for your child.

<sup>4</sup> Charge for reserving a place and child not attending. Charged waived if cancelled by noon the day of.

<sup>5</sup> Reservation made after 12 noon the day of stay. Also, for those parents who are running late and child is placed in extended care.

### ***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 will keep you informed of any changes we are making.

**Air Quality:** We 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. Each classroom also has a HEPA filter to provide additional air purification. Whenever the weather allows for it we will open the windows to the classrooms to have fresh air flowing through the room. During the dry winter months, we keep a humidifier running in each classroom.

**Staff Vaccinations:** All of our staff and teachers have chosen to get the Covid-19 vaccine and boosters to protect themselves and the children in our care.

**Masks-** At this time, masks are NOT required on a daily basis. ( The exception: If a child or teacher has COVID, they may return to AMS 5 days after either a positive test or beginning symptoms and being fever free for 24 hours without medication. When they return, mask wearing is required for the next 5 days.) This policy is subject to change per the state of NC and pandemic circumstances.

**Drop-Off Procedure:** Your child's temperature will be taken with a contact free forehead thermometer. (If your child has a fever of over 100 degrees, you will be asked to take them home.) 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:** Half-day car line will be from 11:45-12:00, and 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.

**Early Childhood Professionals in the School:** We will be allowing early childhood professionals into the school to provide support to those students who need it. This includes speech therapy, physical therapy, and occupational therapy. In these cases, the professional will bring the child they are working

with to the hallway (rather than work in the classroom with the other children), and will follow all other guidelines we have in place.

**Exclusion Policy: if a child or teacher/ staff member tests positive for COVID, they are to exclude themselves for 5 days. They may return when the 5 days are completed, they are fever free without medication for 24 hours, and are wearing a mask for the next 5 days. This policy is subject to change per the state of NC and pandemic circumstances.**

**Grace and Courtesy:** When and if we need to talk with children about 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.

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, Phil and the Asheville Montessori School Team

## 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:** \_\_\_\_\_