



## **Family Handbook 2020-2021**

*“The secret of success in education is found to lie in the right use of imagination in awakening interest, and the stimulation of seed of interest already sown.”*

*- Dr. Maria Montessori*

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## PHILOSOPHY

Breckenridge Montessori is committed to providing a nurturing, peaceful, and loving educational environment for children. Each child is valued and encouraged to develop a natural love of learning and curiosity that will guide him/her throughout life.

## MISSION STATEMENT

Breckenridge Montessori is committed to providing the highest quality educational experience for children aged 2 ½ to 5 years. We are dedicated to offering Dr. Maria Montessori's method of education to the children and parents of Summit County. Organic foods, healthy play, and the many cultural and recreational opportunities in Breckenridge, further enrich our school environment.

## GOALS

Our students will realize a life-long love of learning and self-discipline that will guide them in the pursuit of their hopes and dreams. We provide a small community school as another childcare and educational option to the families of Summit County. We make our program accessible and affordable to children and families of all racial and socio economic backgrounds.

## LOCATION

Breckenridge Montessori is located in a Victorian home within walking distance of the many cultural and recreational activities of Breckenridge, Colorado.

## CURRICULUM/ENVIRONMENT

Dr. Maria Montessori's method of education forms the basis for the curriculum at Breckenridge Montessori. The children are the central figures in their own development. The prepared environment consists of practical life activities, sensorial materials, mathematics, language, art, music, geography, science, peace education, and cultural extensions. Our outdoor environment offers naturally based play spaces. Throughout the year we offer various enrichment programs including ski lessons, climbing, tumbling, nature lessons, and a partnership with the National Repertory Orchestra.

## EARTHLY MISSION

We are committed to serving organic foods, using earth-friendly products, reducing, reusing and recycling. We believe we can make a difference for our earth by making such simple choices.

## TELEVISION VIEWING

There is no television viewing at Breckenridge Montessori.

## AGES/COMMUNITIES

Our community generally serves children ages 2 ½ - 5 years. In Montessori education, each child is viewed as an individual with recognition that the children are ready to expand their learning experiences at different ages.

## STAFF AND STAFF/STUDENT RATIOS

At Breckenridge Montessori we have a trained Montessori teacher leading the classroom with an assistant supporting the teacher. We maintain a 1:8 to 1:10 staff to student ratio.

## HOURS OF OPERATION/DROP OFF/PICK UP

Breckenridge Montessori is open Monday through Friday from 8:00am to 4:30pm.

### **Drop Off:** 8:00am to 8:45am.

To encourage your child's independence, please escort him/her to the school door or play yard gate, a teacher will meet you at the door/gate and will walk your child inside the school environment.

If you have a special message to relay to the teachers at drop-off, such as your child did not sleep well or someone (who is authorized to pick-up) other than you will be picking up, use a provided paper by the sign in/out computer or write a note ahead of time and hand the note to the teacher at drop-off. You may also call or email the director and assistant director at the school if you forgot to relay important information during drop-off.

We do not offer mid-morning or afternoon drop-offs as our morning classroom interactions are meaningful and we want your child present during this important part of the day. The only exception for missing the morning session is for doctor, dentist or other medical appointments. Please let the staff know of medical appointments by writing a note or emailing ahead of time.

Texting staff to communicate important information during school hours is not allowed per the Colorado Department of Human Services (CDHS) Licensing or Breckenridge Montessori's policies. Cell phones are not permitted in the classroom.

**Pick Up:** 3:45p – 4:30p full day students

If you plan on picking your child up more than 15 minutes early, give us written notice in the morning, or email the director and assistant director during the day. If you need to call for an early pick-up, please refrain from doing so from 1:30-3:15, as that is nap time. If you are going to be late, call the school to notify the staff.

Please be considerate of our staff and respect the hours of operation. Doors open at 8:00am, children will not be allowed in early. Your child must be picked up by 4:30pm. If you are going to be late, call the school so we know that you are safe and to know how long we may have to wait. If you are late, a fee of \$2/minute/child will be applied. After three late pick-ups, you will incur a flat rate late fee of \$20 per additional late pick-ups. If a child is not picked up by 5:30pm, authorities will be contacted. The last 15 minutes of the day can get busy with pick-ups, if you'd like to discuss your child's day in-depth, please pick-up before 4:15pm, so the staff has adequate time to communicate with you. Refer to the Communication/Conferences section if you have questions on communication.

Once you have picked up your child, you are responsible for his/her safety and whereabouts. Children are not allowed on the playground unless supervised by a Breckenridge Montessori employee. The school driveway is one-way; always exit via the alley behind the school. Drive slowly and carefully in the driveway and parking lot. Do not block the driveway at any time. The parking lot needs to be empty after 4:30 p.m. each weekday. You may park here on weekends; Breckenridge Montessori is not responsible for damage and/or theft to your vehicle if you park here on the weekends.

### SCHOOL CALENDAR

A school calendar will be distributed when your child is enrolled and is online at [www.breckenridgemontessori.com/enrollment.html](http://www.breckenridgemontessori.com/enrollment.html). During the school year, Breckenridge Montessori follows the Summit County Public School Calendar <http://www.summit.k12.co.us/> for vacations, closure and delays due to inclement weather. Please consider signing up to receive alerts at <http://www.co.summit.co.us/1149/Summit-County-Alert> and/or check the Summit School District website for notifications. We try not to make changes to the calendar during the school year; however, it is occasionally necessary to alter previously planned dates. Parents and staff will be notified of the new calendar version.

At Breckenridge Montessori we observe the following days off: Labor Day, two days for fall break, three days for Thanksgiving, two weeks for winter holidays, one week in February, two days in March, one week in April, two days over the 4<sup>th</sup> of July, Memorial Day, training/in-service days, and three to four weeks in summer. With the exception of our summer months, we follow the Summit County Public School Calendar for vacations.

*The first day of school for the 2020-21 school year is Thursday, August 20, 2020. The last day of the school year is July 23, 2021, the last day of school is a half day. The first day of day of school for the 2021-2022 school year is Thursday, August 19, 2021.*

If requested, we will put a sign-up sheet for families prior to week long vacations in order to help parents coordinate with each other to cover childcare needs during each of these breaks.

### APPLICANT POOL & ADMISSIONS

We compile applications into an applicant pool. This allows us to enroll children per the availability of our mixed-age classroom and staffing. Other criteria for admissions are a balance of age and gender in the classroom, family interview/tour, and fit of the family and child into the school community. Typically, we are able to confirm whether or not we have a spot by 60 days prior to desired enrollment date. Enrolled children's siblings receive priority in the applicant pool.

Please email the assistant director to request an application for the applicant pool. Upon receiving your application, we will contact you about scheduling a parent tour, without your child.

### TUITION & FEES

Payment is always due on the 1<sup>st</sup> of each month. If tuition is received after the 7<sup>th</sup> of the month, you will be charged a \$15 late fee on the next month's invoice. If tuition is received after the 15<sup>th</sup> of the month, you will be charged an additional \$30 late fee on your next month's invoice. Yearly tuition can be paid in bulk or in monthly payments. We offer free auto withdrawal of tuition and encourage all parents to sign up for auto withdrawal to avoid late payments. Please ask the assistant director for the appropriate paperwork to sign up for this service. After two late tuition payments, we will require you to sign up for auto withdrawal to avoid future late payments. An unpaid balance may result in loss of enrollment for your

child/children from Breckenridge Montessori.

If you request a reduction or increase in enrollment, speak with the director and assistant director about availability to do so; one month's notice for reduction or increase in enrollment is required. Each year tuition will increase by 3% (or more) per Breckenridge Montessori's Provider Agreement with the Town of Breckenridge

#### Monthly Tuition Pricing 2020-2021

Full Day \$63.89

Half Day \$46.40

3 half days - \$603/month

3 full days - \$830/month

4 half days - \$804/month

4 full days - \$1,107/month

5 half days - \$1,005/month

5 full days - \$1,383/month

#### Hybrid Option Pricing

1 full day, 2 half days - \$680/month

2 full days, 2 half days - \$956/month

3 full days, 2 half days - \$1,232/month

Three day, half day and hybrid options are available on a limited basis and are not guaranteed to be available. Contact administration at the time of applying for availability and pricing on half day or hybrid schedules.

#### Other Fees:

Application Fee: \$50 non-refundable, a one-time fee

Snack Fee: \$135 per year non-refundable

Late Pick-Up after 4:30pm: \$2 per minute, per child

After three late pick-ups, you will incur a flat rate fee of \$20 per additional late pick-up, late pick-ups accumulate year to year and do not start over with a new school year

Late Tuition \$15 after the 7<sup>th</sup>: \$30 after the 15<sup>th</sup>

#### WITHDRAWAL FROM THE PROGRAM

Breckenridge Montessori requires one-month advance notification if a child will be leaving the program. This will allow for the administration to review applicants, schedule tours, and place children in the program. You will be liable for that month's tuition if you do not give a month notice of withdrawal regardless of circumstance.

#### DROP-IN DAYS

We offer limited drop-in days at Breckenridge Montessori; speak with administration for approval for your child to do a drop-in day. The drop-in fees are \$75/day or \$50/ morning half day. Drop-in days are pay as you go. Tuition assistance from the Summit Pre-K Program does not apply to drop-in days. Please bring a check with you the morning of the additional drop in day. If a family calls frequently for drop-in days, we will ask you to increase your enrollment to ensure consistency for staffing, the classroom and your child.

### FINANCIAL AID/PAYMENT OPTIONS

We strive to keep tuition costs low and in keeping with the rest of the Breckenridge community childcare options. Families that encounter special financial circumstances during the school year are encouraged to contact the school director. Every effort will be made to accommodate your specific needs. All families are encouraged to apply for financial aid. We currently offer the Town of Breckenridge Tuition Assistance Program, Summit Pre-K Program, Colorado Child Care Assistance Program (CCCAP), as possible sources of financial aid. Speak with administration on financial aid options.

### PERSONAL BELONGINGS/JEWELRY POLICY

Please have your child bring a bag or backpack he/she can carry independently. Weather appropriate clothing including waterproof boots, jacket, snow pants, mittens/gloves, hat and sunglasses. Label all personal items; the school is not responsible for lost items. One change of clothing: pants, a shirt, underwear and socks should be left at the school. Other items to be left at the school are a pair of inside shoes (easy to get on and off like “cros”) and a labeled water bottle. For nap/rest time we provide a comfortable mat and sheet. Your child may bring a blanket or stuffed animal for nap time, please let the teachers know if these items can stay at the school. Jewelry is not available to wear, per CDHS licensing and Summit County Public Health; if you have questions or need an exemption to the policy, contact the director.

### SNACK/LUNCH/ALLERGIES

A nutritious snack is offered to students each morning and afternoon. The snack fee is \$135.00/school year for one child; it is due with the September Tuition Payment. We provide healthy, low-sugar snacks consisting of organic fruits and vegetables, hormone-free cheese/dairy and natural crackers. Your child needs to eat a nutritious breakfast before coming to school. Our snack is not a substitute for a morning meal. All children need to bring a lunch to school. Per licensing, lunches are required to meet the USDA Child and Adult Care Food Program standards: <http://www.fns.usda.gov/cacfp/child-day-care-centers>. If you wish to send a warm/hot lunch, send it warmed up in a thermos and your child may put it on the counter, instead of the refrigerator, so it is still warm for lunch time. Healthy, well-balanced meals in reusable containers are preferred. Keep sugar to a minimum. Candy is not allowed at Breckenridge Montessori.

Due to the severe nature of food allergies, we will notify parents in writing of restricted foods so safe and appropriate lunches are packed. We will also provide a list of suggestions and acceptable foods, speak with the director if you have questions.

### BIRTHDAY/HOLIDAY CELEBRATIONS

We would like to celebrate your child’s birthday in school. Please bring or email a photo from each year of your child’s life so that he/she may build a timeline at school. We invite parents to join us. If your child would like to bring a gift for the school on his/her birthday, the director or teachers have ideas to share. If you would like to send a birthday snack, we allow fresh fruit or vegetable trays pre-packaged per Summit County Public Health guidelines; we do not allow birthday snack preparation at the school. If all students are invited, we will distribute invitations for birthday parties occurring outside of the classroom. We do not hand out thank you notes. If you have important family holidays based on your culture/heritage, we encourage you to speak with our teachers about incorporating them into a special celebration.

### FIELD TRIPS/EXCURSIONS

Throughout the year educational field trips and excursions will be planned. The children will be transported by car, bus, wagon, or on foot. If traveling by car, age appropriate car seats are required. For each trip involving transportation by car, there will be a permission slip that must be signed by the parent/legal guardian. Parents/legal guardians may be asked to drive for field trips, and must show a valid driver’s license and proof of insurance and current registration for their vehicle. For walking and bus activities, parents/legal guardians will sign a one-time permission slip at the beginning of each school year. For each activity, there will be a list of emergency contact information and a first aid kit traveling with the children. If there is an accident, the vehicle will pull off to the side of the road and put on hazards. Each car will have a cell phone and 911 will be called if necessary. All parents/guardians will be called immediately.

Roll call will be taken before leaving for any field trip, when we reach our destination, before leaving to return to school, and when we arrive back at school. We will also take head counts throughout the day. In the case the child arrives late and the class has left on a field trip, a phone call will be made to see if the parent can meet up with the group and location, and/or the child will stay at the center with the director until the group returns.

### STUDENT SUPERVISION/CHILD RELEASE

Your child’s safety is our highest priority. Our procedures for identifying where children are at all times are: we use a sign in/out for daily attendance, adult staff continuously move through the school spaces to ensure that each child visible and safe; and, all children are with the director, teacher, assistant or office administrator at all times.

We will release your child only to those people for whom we have written authorization. All non-parent or non-legal guardians must show a current photo ID if the parent/legal guardian has not previously introduced the staff to them. If parents

or other authorized person does not show up to pick up a child within the expected time period, then emergency contacts or authorities will be called. If a person attempts an unauthorized pick-up of a child, parents or other emergency contacts will be immediately notified and the person will be asked to leave school grounds. Police will be called at the discretion of the staff.

We want to encourage a strong sense of community and support at the school; however, we ask that families do not request staff to pick-up their children, unless in an emergency or if the request (such as a one-time pick-up) is approved by the administration. This is requested from the administration because of staffing hours, liability on the staff and/or Breckenridge Montessori's behalf, emergencies that may occur (i.e. other families are late), and to avoid increased stress on staffing responsibilities, since staff has many responsibilities as caregivers for the children throughout the day. We want staff to be able to perform their duties at Breckenridge Montessori in the best and most proficient way possible, and we believe drop-offs or pick-ups by staff interfere with our best performance of job duties.

#### RIGHT TO REFUSE CHILD RELEASE

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency Contact pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in loss of enrollment for your child/children at Breckenridge Montessori.

#### PROFESSIONAL BEHAVIOR

Breckenridge Montessori employees have been trained to treat children and parents with respect and dignity. In return, we expect the same from all of our parents. Breckenridge Montessori will not tolerate hostile, aggressive or disrespectful behavior from parents. If this occurs, it may result in loss of enrollment for your child/children at Breckenridge Montessori.

#### COMMUNICATION/CONFERENCES

At Breckenridge Montessori we encourage open communication between parents and school staff. We are an advocate for your child and want to work in cooperation with you to provide the most positive experience for your child and your family. If you have a question, concern or would like to check-in with staff about your child in general and would like to set up a time to chat via telephone, leave a note or email to set a time for the conversation. We are here to communicate, but due to the busy nature of the daily schedule, we would like to schedule a time that works for the family and director or teacher, in order to set aside adequate time to communicate.

**\*\*Please keep your cell phone turned on when your child is in school so you can be reached in case of emergency.\*\***

**\*\*If you call the school during the day for an emergency on your end and we do not answer, call back immediately and we will make sure to answer.\*\***

Please address daily questions or concerns to staff in writing (give them a note) and they will get back to you in a timely manner. Texting staff to communicate important information during school hours is not allowed per the Department of Human Services Colorado State Licensing or Breckenridge Montessori's policies. Cell phones are not permitted in the classroom.

Parent/Teacher Conferences are scheduled two times per year. At least one parent/guardian from each family is expected to observe in the classroom one to two weeks before conferences and attend the conference. You may request additional conferences if you feel you need one. Conferences can be scheduled at the request of the parents or the teachers.

Breckenridge Montessori uses the Ages & Stages and Ages & Stages, Social Emotional (ASQ/ASQSE) screening tool. ASQ/ASQSE is a developmental and social-emotional screening tool. Teachers and parents both fill out the form. It educates parents and teachers on important developmental milestones. We will use the ASQ/ASQSE one to two times per year for each child. We have versions available online and hard copy.

If you have a concern, we need to address it in a timely manner. If you have a matter that needs attention, please relay that it is urgent in either an email or phone call to the director and the director will follow-up within 24-48 business hours. In addition, please follow-up or ask questions on any question or concern you need addressed to start a dialogue of communication. We aim to provide a high level of family communication.

In keeping with our commitment to the environment, most communication from the director to parents occurs via email; make sure the administration has your current email address on file.

## OBSERVATIONS

Observing in our classrooms is encouraged. The children are proud to show you their school and their work. Observations can be scheduled after four to six week adjustment period after your child begins school. Upon entering the building, all visitors are asked to sign-in in our visitor's logbook. We ask all visitors to respect the children and their environment by observing in a way that does not interrupt the daily school routine. A parent observation consists of sitting and watching the classroom quietly. It is important to the integrity of the classroom that observations not disrupt the children and their work.

## SOCIAL MEDIA

With today's popularity of social media (Facebook, Instagram, etcetera) we understand that our families use these methods of communication and we respect your right to do so. However, please use discretion, be considerate and respectful of Breckenridge Montessori's policies within our small, tightly knit community. If you need to speak with the directors about a topic, issue or other, email, call or leave a note, before posting school sensitive information on social media (see Communication section). Failure to contact the administration or posting about school sensitive information could result in loss of enrollment for your child. It is also important to use discretion when posting photos on social media; contact the school to ask who has signed a photo permission. For example, if you have taken pictures while volunteering (like for ski day) or have pictures from an in-school event.

## PARENT EDUCATION

Throughout the year, we offer Parent Afternoons. These afternoons are for the parents to observe and interact with your child working on lessons. Details on Parent Afternoons will be emailed out a week prior to the afternoon. We also encourage you to borrow books from our lending library. The library contains information on Montessori philosophy, best practice parenting, and other topics.

## VOLUNTEERS

We welcome and encourage parental support and participation throughout the school year. We have standing parent committees for parents to join, such as fundraising. We do fundraising projects throughout the year, as fundraising is part of our budget as a non-profit organization. Any involvement is greatly appreciated. We will also request parents to volunteer for field trips, class duty, and other school events.

## HEALTH POLICY AND PROCEDURES

Children cannot attend school with vomiting, diarrhea, fever over 100 degrees F with a cough or sore throat, fever with behavior changes, illness or rash, chicken pox, pink eye and more. Please refer to the "Illness Policy" handout to keep your child at home during a sickness. Children must be well for a full 24 hours before re-attending school after any illness. If a child becomes ill at school, the parent legal guardian will be contacted and asked to pick up the child immediately. If the sick child is not picked up within 30 minutes, emergency contacts will be called.

Please notify the school if your child has been exposed to a communicable illness, examples include but not limited to: COVID-19, RSV, strep throat, pink eye, or roseola. All preschool children are required by law to have current immunizations and an annual exam. Breckenridge Montessori accepts children who are not immunized; your child may be in contact with a child who is not immunized. If exempt from immunizations, a parent/legal guardian must provide written reason to the school before enrollment, along with a statement that the child is in good health. Immunization and health forms must be updated annually for our school files. Children with immunization exemptions signed and on file with the school are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

If your child has been diagnosed with any type of developmental delay including speech, physical, socio-emotional, or sensory integration disorder, we require you to disclose this information to us on your application form. Failure to disclose relevant medical information at the time of application could result in loss of enrollment for your child. We have a referral process for socio-emotional or physical/medical evaluation and services if/when needed. Admission of a child with special needs is in compliance with the Colorado Department of Human Services Division of Child Care Rules and Regulations. Children with special needs will be accommodated to the best of our ability.

## STAFF ILLNESS/SCHOOL CLOSURE

Due to the small staff size at Breckenridge Montessori and the strict requirements of staffing ratios and Large Center Director qualification requirements per the Colorado Department of Human Services for Child Care Licensing, we reserve the right to close due to staff illness because of inadequate staffing (ratios and qualifications) for the classroom/school. Should Breckenridge Montessori have to close for staff illness, we will notify you via text message and e-mail when the closure is needed. Breckenridge Montessori recommends that families always have back-up child care arrangements. You will be credited tuition on the following month's invoice for any days the school is closed due to staff illness.

### MEDICATIONS

At Breckenridge Montessori, we operate according to the Nurse Practice Act. You must provide written parental/guardian permission along with a written authorization statement for your child's physician if a medication must be given at school. All medication must be in its original, labeled container. It is your responsibility to bring the medication to school and give them directly to our staff. Medications will be stored out of reach of children. Never pack medications, vitamins, or supplements in your child's lunch.

### SUNSCREEN/WEATHER

For outdoor play, the school will administer sunscreen with an SPF of 15 or greater, unless provided by the family. Parents/legal guardians must sign a permission slip for application of sunscreen. We strongly encourage you to provide sun hats and sunglasses for your child.

In the event of extreme temperatures, either hot or cold, the staff and/or director will make the decision to have the children play inside or outside. The decision will be based on real temperature, temperature with wind-chill and strength of precipitation.

### BATHROOM USE

Generally, children approaching three years of age should be using the toilet independently, and we do not permit diapers. By the time of their enrollment date, if a child is not consistently toileting independently, including managing clothes and wiping, consult with the assistant director to set a new start date.

### HAND WASHING

Students are taught appropriate hand washing practices and must wash hands after toileting, outside play, before and after eating, after nose blowing or wiping, before and after art activities, and whenever hands are dirty.

### FIRST AID/CPR/STANDARD PRECAUTIONS

Staff members will have current First Aid, CPR, and Standard Precautions. This school maintains first aid equipment recommended by the state in an accessible area, out of reach of the children. At least one staff member will be certified in medication administration.

EMERGENCY RESPONSE FIRE: Children practice a routine fire drill on a regular basis. There is a planned evacuation route posted in each room of the school.

MISSING CHILD: Police will be notified immediately and then the parents/legal guardians will be notified. All efforts will be focused on finding the child as soon as possible. A legal report will be submitted to the department of human resources within 48 hours.

ACCIDENT/INJURY: Breckenridge Montessori strives to prevent injury and accident by appropriate supervision and arrangement of our environment. If, however, at any time a child becomes injured, first aid will be performed and, if necessary, emergency personnel will be called.

EMERGENCY EVACUATION: In the event of an emergency, the teachers and students will immediately evacuate the building in order to go to the Breckenridge Red, White and Blue Fire Department at 316 N. Main Street, next door to the school. In the event the Fire Department is not an option, the back-up location is the Summit County Courthouse, 208 Lincoln Avenue.

### INCIDENT REPORTS

Serious accidents and injuries will be recorded and parents/legal guardians will be notified. Parents and Staff will sign an incident report detailing the incident. A copy of the incident report will remain in the child's school file and a copy will be given to the parent upon request.

### PLAY YARD

Appropriate resilient surfacing is installed under play equipment allowing for recommended protection from falls in accordance with the Handbook of Playground Safety published by the Consumer Protection Agency. Children are familiar with rules of the play yard before, during and after use of play yard. At Breckenridge Montessori we encourage inclusion of others in games and friendly cooperative activities, development of fine and gross motor skills through play, sand activities, and use of play equipment. We do not permit pushing, hitting, taking of toys, wrestling, inappropriate language, and/or intimidating behavior of any kind. We work to resolve these issues with our students in the spirit of peace, acceptance, and love.



## DISCIPLINE

The Montessori classroom is based upon children working spontaneously with materials that are self-teaching and correcting, allowing children to develop inner discipline. When teacher intervention is needed, we will use gentle words in hopes of resolving the situation. We teach children the skills of peaceful conflict resolution appropriate to their developmental stage. We always work to resolve classroom issues in the spirit of peace, acceptance, and love. We do not permit corporal punishment, humiliation, teasing, or threats.

If, on rare occasions, when children cannot be redirected they may need to take a break. If this occurs, they will be invited to find a space where they can calm themselves down and re-focus for as long as they need before rejoining the group. At a neutral time, we will discuss the matter with the child while always stressing to the child that we accept them and love them and that they are welcome in our classroom.

We have a referral process for socio-emotional or physical/medical evaluation and services if needed. If at any time a child poses a threat to other children's or to staff safety because of persistent or extreme behavioral problems, parents will be notified. The child may be sent home for the day, or for a longer period if the behavior is dangerous. For these children, a meeting with the lead teacher and the director is scheduled and the referral process will begin. If parents do not pursue the referral and/or follow the recommendations of the team and staff, they may forfeit their child's enrollment at Breckenridge Montessori.

## CHILD ABUSE REPORTING

The staff of Breckenridge Montessori is mandated by law to report to the Department of Human Services any incidents of suspected child abuse or neglect. The phone number for the Summit County Department of Social Services is (970) 668-9160.

## NON-DISCRIMINATION

Breckenridge Montessori is in full compliance with federal and state anti-discrimination legislation for enrollment and hiring practices. We do not discriminate on the basis of race, color, national origin, ethnicity, disability, gender, or sexual orientation. Breckenridge Montessori operates in accordance with the Americans with Disabilities Act of 1990 and does not discriminate against people with disabilities as defined under the law. Breckenridge Montessori is dedicated to promoting full inclusion of children into all aspects of program services. Every effort is made to provide comprehensive services to all children including those with special needs. We will work with your needs to the best of our ability and make accommodations.

## GOVERNANCE

The Board of Directors and the director govern Breckenridge Montessori. We welcome parent input and attendance at Board of Director meetings.

## FAMILY HANDBOOK & LICENSING

The Breckenridge Montessori Family Handbook is published annually and must be read by all staff and parents/legal guardians of children attending Breckenridge Montessori. A signature page acknowledging this process (found as the last page of handbook) must be turned into the director annually and before your child can begin school at Breckenridge Montessori. The parent handbook may be changed during the school year; parents and staff will be emailed the new version. Breckenridge Montessori is a state licensed childcare via the Colorado Department of Human Services. If, at any time, a parent at our school has a licensing concern regarding this facility, the division of childcare can be reached at (303) 866-5958, or 1575 Sherman Street, 1<sup>st</sup> Floor, Denver, CO 80203-1714.

SIGN AND RETURN THIS PAGE TO BRECKENRIDGE MONTESSORI

I have read the Breckenridge Montessori Parent Handbook and agree to abide by the policies and procedures described therein. I understand that if I do not comply, I may forfeit my child(ren)'s enrollment privileges.

Child(ren)'s Name: \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

Parent/Guardian Signature(s): \_\_\_\_\_

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