



August 3, 2009

### **Welcome**

We would like to welcome the new and the returning families to Little Flowers Montessori School. We are looking forward to this year and continuing to build a better community.

### **Forms**

Included in this packet are the forms that need to be filled out annually. Use the following checklist as a guide for what needs to be returned.

Please fill out each form completely and return to school no later than September 2.

- Health Care Summary  
(for children moving up to the Children's House and for children who are entering kindergarten)
- Immunization Record  
(for children moving up to the Children's House and for children who are entering kindergarten)
- Tuition Receipt Request
- Photography Waiver
- Little Flowers Montessori School Directory
- Emergency Card

### **Emergency Numbers**

When filling out the new emergency card, all phone numbers must be local. This includes emergency contacts. Please notify all of your contacts that you are putting their number down.

In mid-September, all emergency contact numbers will be tested. During the school year if any information changes (phone numbers, addresses, contacts, medical concerns, etc...), it is your responsibility to notify your child's teacher.

### **Washing Hands**

Every day when your child enters the casa, please remind him/her to wash their hands before starting work. This will reduce the germs that enter our environment keeping us healthy.

### **Ice Cream Social**

Please plan on attending the ice cream social on Monday, August 31, 6:30pm to 8:30pm. This is a wonderful opportunity to meet the new families, the new staff, and to reconnect with each other.

## **Tuition Reminders**

Tuition is due on the first of every month. If it is received after the fifth, a \$25.00 fee will be charged. A fee of \$32.00 will be charged for all returned checks.

This year there are two months when tuition will be due at a different time because of the vacation dates. The January 2009 tuition will be due December 18 (the check will not be cashed until January 1) and the April 2009 tuition will be due March 26.

### *Toddler Community*

Half day	8:30am – 11:30am	\$650.00 per month
All day	8:30am – 3:30pm	\$925.00 per month
Extended day	8:00am – 5:00pm	\$1080.00 per month

### *Children's House*

Half day	8:30am – 11:40am	\$650.00 per month
All day	8:30am – 3:30pm	\$875.00 per month
Extended day	7:00am – 5:45pm	\$990.00 per month

The late fee for picking up your child after his/her schedule will continue to be \$1.00 per minute. Please be aware and arrive on time. When children get picked up late, it affects the rest of the day by pushing back the afternoon schedule.

The charge for pre-approved extended hours will be \$10.00 per hour. Approval for extra hours is not guaranteed.

## **Wednesday Folders**

Every other Wednesday, your child (one folder per family), will be bringing home a folder. In this folder there will be important information such as newsletters, tuition receipts, permission slips, etc. Please read the information carefully and return the folder the next day. This folder may also be used for you to return important information back to school.

## **Parent Gathering**

Please come to the Parent Gathering on Friday, September 25 from 6:30pm – 8:00pm. Appetizers will be provided. This event will be held outdoors in the backyard. This will be a great opportunity to build community and get to know other families at Little Flowers Montessori. We are looking forward to it.

## **A Parent's Point of View on Montessori**

New this year! In this section, we invite parents to write a short article. If you would like to participate, please contact Preethy at 763-559-5843 or [preethy@littleflowersmn.org](mailto:preethy@littleflowersmn.org).

The following article is written by Beverly Kumar, a parent from the Plymouth school.

### **Parent Handbook Revisions**

Please read the attached Parent Handbook revisions. If you have any questions, please call the Plymouth school office.

### **Calendar Reminders**

August 19 – New Family Orientation 6:30pm – 8:00pm (*for new families only*)

August 31 – September 4 – Staff Workshop Week; no school

August 31 – Ice Cream Social 6:30pm – 7:30pm for all families

September 2 – *Phase In for new children only*

Toddler Community 9:30am – 10:00am

Children’s House 9:00am – 10:00am

September 3 – *Phase In for new children only*

Toddler Community 9:30am – 10:00am

Children’s House 9:00am – 11:00am

September 7 – Labor Day; no school

September 8 – First day of school; New students please refer to the orientation schedule

September 9 – New students please refer to the orientation schedule

September 10 – New students please refer to the orientation schedule

September 25 – Parent Gathering with appetizers 6:30pm – 8:00pm

September 30 – Apple Jack Orchard field trip (4+ year olds)

### ***A Montessori Minute***

*Did you know that flower arranging is indirect preparation for math? The cylinder blocks help the child learn to use a pencil? Pouring work builds vocabulary? Ask us how...*

## Little Flowers Montessori School Parent Handbook Revisions July 2009

### Special Needs

Parents have the responsibility to inform the school when their child has any special medical condition, needs or allergies so that we can provide appropriate care and support.

If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP)
- Receiving services through the local school district and has an Individual Educational Plan (IEP)
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development

the parents will be asked to share the ISP and/or IEP. In addition, state licensing regulations requires the school to develop an Individualized Child Care Plan (ICCP) with the parents that will assist us in meeting the child's needs.

This plan must be signed by the parents and the child's source of licensed health care as listed above and reviewed annually to assure the necessary changes are made to the plan of care.

If special needs requires that staff be trained to perform a new skill, the parents will be asked to arrange for this training.

### Health Records

There are two health forms that must be completed:

- *Immunization Record:* This record must give dates (month, day, and year) of the immunizations your child has received. It must be current and is due on admission. Records must be updated whenever your child receives additional immunizations.
- *Health Record Summary:* This information must include the date of the child's most recent physical exam (within six months), and be signed by the child's source of licensed health care. This form is due on admission.
- *Reexamination:* A new health record/summary is required for children already admitted to the program. At a minimum an updated report of physical examination signed by your child's source of health care is required at least annually for children under 24 months of age, and whenever a child 24 months or older advances to an older age category (moving from toddler community to the children's house and when entering kindergarten).

Dietary modification because of special dietary needs shall be made under the direction of a licensed health care provider. Written permission from the child's parent/legal guardian and the child's licensed health care provider is required.

Dietary modification for religious reasons requires only written parent permission.

### Unauthorized Child Pick Up

A child will not be released to an unauthorized person. If a person who is incapacitated or suspected of abuse arrives to pick up a child, we will call 911. Staff is not expected to

jeopardize their own safety or the safety of children in their care. If staff is threatened and/or forced to give up a child, the parent, the emergency contact person, and if necessary, emergency assistance 911 will be called. If the person who is incapacitated or suspected of abuse is the parent, the police will be called.

### **Sanitation**

The school brings children together for long periods of time, where they may be exposed to many different germs. Although the environment cannot be made germ-free, keeping their numbers at low levels can lessen the harmful effects of germs. Germs can most effectively be controlled by frequent, thorough, timely hand washing, cleaning and disinfecting of objects that come into contact with children.

In addition, proper handling and disposal of contaminated items are necessary to prevent the spread of infections.

All children are asked to wash their hands as soon as they enter the room in the morning, before eating food, after coming in from outside and any other time it is necessary (after bathroom use, closing nose, coughing, etc...).

### **Non-Prescription Medications**

The Non-Prescription Authorization Form must be completed before a Little Flowers Montessori School staff member will administer any non-prescription medicines, diapering product, sunscreen or insect repellent. This form is filled out during the enrollment process.

### **Prescription Medications**

Staff will not administer any medication to a child unless specifically prescribed and directed by the child's physician or parent. A medication release form must be signed and dated.

Prescriptions medication will only be given with written authorization from the child's licensed health care provide (i.e. prescription label) and the parent. Teachers will ask what medications the child is on at home, too. The staff will call the parent about any potential side effects observed while at school.

The parent must complete the Medication Permission Form if the child needs a medication while at school. If there is information missing on the form, the staff cannot give the medication.

Prescription medication will be given only as prescribed by a licensed health care provider (physician, physician assistant, dentist or certified nurse practitioner). The prescription must be current, in the original container and may be given only to the child whose name appears on the label. This includes over the counter dietary supplements.

You may ask the pharmacy to split the medications into two containers; one for home and one for school. Ask for an extra copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form.

Nebulizer medications that are in single dose containers must be brought to school in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child's name, prescribing health care provider's name, name of the medication, medication strength, amount to be given, how often to give and what it is to be mixed with, if applicable.

All medications, insect repellents, sunscreen lotions and diaper creams will be stored according to the directions on the original container and in an area inaccessible to the children.