

**DIABLO VALLEY MONTESSORI SCHOOL**

**PARENT HANDBOOK**

**2011 - 2012**

**Address:**

3390 Deer Hill Road  
Lafayette, CA 94549

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**OFFICE STAFF:**

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<b>BUSINESS MANAGER:</b>	Deborah Donnelly ( <a href="mailto:ddonnelly@dvms.org">ddonnelly@dvms.org</a> )
<b>OFFICE MANAGER:</b>	Pam Gillotti ( <a href="mailto:pgillotti@dvms.org">pgillotti@dvms.org</a> )
<b>OFFICE ASSISTANT:</b>	Marlena Spadoni ( <a href="mailto:m spadoni@dvms.org">m spadoni@dvms.org</a> )
<b>MAINTENANCE:</b>	Paul Brown

# DIABLO VALLEY MONTESSORI SCHOOL

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## **DIABLO VALLEY MONTESSORI SCHOOL**

### **Mission Statement**

DVMS is a partnership of its teaching staff, parents and administration.

\*Providing the highest quality Montessori education for all children enrolled;

\*Supporting the development of a professional, skilled and nurturing staff;

\*Encouraging the involvement and participation of its families.

### **Parent Education**

Parents are welcome on campus at any time and encouraged to observe as often as possible as long as it is not disruptive to their children. As part of the ongoing educational process and goal for families to further understand the Montessori Philosophy and appreciate the quality of our programs, all families (not each child) are highly encouraged to have at least one parent observe for a minimum of one hour in a morning program between October and May annually as part of the Enrollment Agreement. Observations begin at 8:30 in the two's classrooms, 9:00 in all five pre-school/kindergarten classes, and end at 11:00. Please do not bring siblings to this observation. If observing in your child's classroom would be disruptive, please observe in another class except for infants and toddlers. Contact the office at 283-6036 to schedule a visit and check in with administrative staff at the end of your visit to get credit for completing this requirement.

DVMS also invites and encourages all parents to attend annually scheduled Education and Information nights.

# DIABLO VALLEY MONTESSORI SCHOOL

## 2011-2012 TEACHING STAFF

<u>PROGRAMS</u>	<u>DIRECTRESS (Head Teacher)</u>	<u>ASSISTANT</u>
I/T COORDINATOR:	Yvette Lewis	
INFANT/YOUNG TODDLER	Yvette Lewis Deanna Dutra (lead teacher)	Lisa Lesley Lucile Gibney Stella Ho Marcia Reynoso Manmeet Sawhney
OLDER TODDLER	Irena Shklovsky	Shawna Comiskey Charlotte Hewitt Jenny Williams
2 YEAR OLD-HALF DAY	Carol Tottman	Katey Barham Lucile Gibney
2 YEAR OLD-FULL DAY	Jenny Cabral Danielle Toliver	Larisa Zhrebnekov Lucile Gibney
PRESCHOOL/KINDERGARTEN HALF DAY	Sharon Tye Lori Sciacqua	Maura Tierney Phyllis Macario
HALF DAY/EXPANDED DAY	Jessica Martin	Susanne Powers
FULL DAY/EXPANDED DAY	Christine Edson Michelle Siegel	Vanessa Caragay
FULL DAY/Expanded Day	Shirley Bachus	Maria Mendoza Manmeet Sawhney
OUTDOOR CLASSROOM	Krista Cain	Lynn Defer
MOVEMENT	Mellara Anzenberger	
EXTENDED CARE	Marilyn Ragan	Lynn Defer Moni Quinn
KINDERGARTEN ENRICHMENT	Marilyn Ragan	Alma Sanchez

# DIABLO VALLEY MONTESSORI SCHOOL

## History and Goals

THE DIABLO VALLEY MONTESSORI SCHOOL, INC. founded in 1965 is a non-profit, non-discriminatory organization maintained by a Board of Directors and a professional staff. We have grown from a single class of twenty preschool children in a rented facility to a two acre campus serving up to 150 families.

The goals of Diablo Valley Montessori School, Inc. are to:

- Offer the community the educational alternative of the highest standard of Montessori education and child care, following the principles and philosophy of Dr. Maria Montessori.
- Build for each child a strong foundation of practical and academic skills for a lifetime of independent learning.
- Strengthen each child's self-confidence and courage to be creative by offering freedom of self-expression in a structured environment.
- Meet the individual developmental needs of each child through the prepared environment.
- Help each child to realize his/her full potential as a responsible world citizen.
- Promote the continued development and training of the school's administrative, educational and extended care staff.

We are proud of our Head Teachers who are Montessori trained, and skilled in the use of the Montessori didactic materials. Several also hold other teaching credentials and degrees.

DVMS admissions policies are non-discriminatory. All prospective students who can actively participate in our programs are welcome.

Montessori Pre –School/Kindergarten classroom activities are enhanced by field trips, Movement Program, Kindergarten Enrichment Programs, and our unique Outdoor Classroom.

When the American Montessori Society evaluated the School and its staff, they included in their accreditation report that DVMS exhibited excellence in teaching staff, excellence in parent participation, and continued emphasis on maintaining that excellence to better the School.

As an affiliate AMS school, we follow both the AMS curriculum and standard state curriculum.. DVMS has an outstanding reputation locally in both the Montessori and Early Childhood community.

# DIABLO VALLEY MONTESSORI SCHOOL

## Program Descriptions and Hours

*Movement to another program is based on a child's readiness and space availability.*

### **INFANT/YOUNG TODDLER PROGRAM (3 months to 18 months)**

**\*5-Day Attendance; Full Day Schedule, 8:00 am – 5:00 pm.**

This program provides a safe, loving, respectful environment for infants and young toddlers. It is designed to enhance the development of very young children by allowing them the freedom to explore the physical world, interact with other children, and experience a positive sense of self-esteem. Materials and activities are carefully chosen to allow each child to develop at his/her own rate. The teacher/child ratio is 1:3.

### **OLDER TODDLER PROGRAM (18 months to 2 ½ years)**

**\*Choice of: 2-Day ThF, 3-Day MTW or 5-Day; Full Day Schedule, 8:00am – 5:00 pm**

This program continues the development of the Infant/Young toddler in a specifically prepared environment, allowing for personal experience, growth, and social development. The teacher-child ratio is 1:4.

### **TWO YEAR OLD PROGRAM (2 years to 3 1/2 years)**

**\*Choice of: 2-day ThF, 3-Day MTW or 5-Day; Full Day Schedule 8:00 am – 5:00 pm  
or 5-day Half Day Schedule 8:30 am – 11:30 am (child must be 2 by Sept. 1)**

This program has all the characteristics of the infant program, but broadens its focus developmentally. It provides the older toddler an opportunity to explore the world outside the home, providing a gentle transition between the home and school. The teacher-child ratio varies between 1:4 and 1:6.

### **PRESCHOOL/KINDERGARTEN PROGRAM (2.9 years (by Sept. 1) to 6 years)**

**\*5-Day Attendance; Choice of: Half-Day Schedule, 8:45 am – 11:45 am; Full Day Schedule, 8:45 am – 3:00 pm; or Expanded Day Schedule, 8:45 am – 5:00 pm**

This program is designed to meet the developmental needs of children 2.9 years by Sept. 1 to six years old. It's richly prepared environment offers children the opportunity to develop at their own rate; expanding their knowledge from concrete, hands-on experiences, to the next stage in their cognitive development which will involve more abstract thinking. The curriculum covers the skills needed for daily living, sensorial explorations, math, language, cultural subjects, and both the natural and physical sciences. Art, music, movement, socialization and outdoor play are also integrated to make this a program that nurtures the whole child. In addition to all this there are field trips, a unique Outdoor Classroom and Movement Class.

### **OUTDOOR CLASSROOM (2.9 years to 6 years)**

The Outdoor Classroom runs September through June and emphasizes subjects such as art, creative play, gross motor skills and science. Children in preschool/kindergarten programs attend Outdoor Classroom one to two times a week.

### **KINDERGARTEN ENRICHMENT PROGRAM**

**\*Wednesday & Thursday; 11:45-3:00pm**

This program is offered in three nine-month sessions meeting two afternoons each week for children who turn five by December 31 or are considered developmentally ready by their head teacher and the Kindergarten Enrichment teacher. Kindergarten Enrichment is composed of fall, winter and spring sessions.

# DIABLO VALLEY MONTESSORI SCHOOL

## EXTENDED CARE (2.9 years to 6 years)

**\*Open 7:30 am to 8:45 am. and 11:45 a.m. to 6:00 pm.**

DVMS provides an Extended Care program before and after regular program hours for children enrolled in DVMS. Children may attend on a regular scheduled basis, or as requested if space is available.

## Extended Care Program

The Diablo Valley Montessori School's Extended Care Program is designed to meet the needs of families choosing to supplement their child's half day or full day classroom program with before or after school care on a regular or occasional basis. It is open on days school is in session. It operates on a reduced schedule during winter break, and closes on national holidays, teacher in-service days, and twice a year for cleaning and repairs.

**Hours:** 7:30 a.m. to 6:00 p.m.

**Telephone:** 283-6225

### Reservation Policy:

Extended Care reservations must be made in advance. All enrollment packets contain an Extended Care Reservation Form. This form is also available through the office. Cancellation of or changes in scheduled blocks must be in writing and received by the office by the 20<sup>th</sup> of the month to apply to the following month.

To request "drop-in" care, write a note or telephone 24 hours in advance. Drop-ins are accepted on a space available basis.

### Pricing Policy:

The cost of extended care ranges from \$9.00 to \$10.00 per hour, depending on the frequency of use. We schedule and bill "blocks of time" at \$9.00 per hour for children enrolled in the Pre-school/Kindergarten program. "Blocks of time" for children enrolled in the 2 year Old Full Day program are billed at \$10.00 per hour. You will be billed for all time reserved.

"Drop-in" care is billed at an hourly rate of \$10.00 per hour, or any fraction thereof, if you make arrangements in advance. If you are more than 5 minutes late beyond your scheduled block without notifying the office or extended care staff prior to your scheduled pick up time, you will be charged \$1.00 per minute. (This also applies if on campus but late picking up child).

**Note: We offer a 5 minute grace period for occasional late pick ups. The 5 minute grace period does not apply for pick ups past 6 o'clock.**

### Lunch:

Parents must send a ready-to-eat lunch with their child.

### Late Charge:

Parents are charged \$1.00 for every minute they are late beyond the grace period per child. (Please see above.) Late charges will be reflected in the following month's statement.

# DIABLO VALLEY MONTESSORI SCHOOL

## Board of Directors

The Diablo Valley Montessori School Board of Directors is the School's ruling body. The Board sets policy for the school, approves the budget, reviews the financial statements, is responsible for major fund raising, and generally performs what is necessary to further the school's best interest. Members serve two year terms, and vacancies are filled through recommendations of the staff and the existing Board members.

The Board has several standing committees and occasional ad-hoc committees. Parents are encouraged to become active in the school by being members of these committees.

The following is a list of standing committees presently established by the Board of Directors:

1. Policy and Procedures Committee
2. Finance Committee
3. Fundraising Committee
4. Long Range Planning Committee
5. Marketing Committee

The Board meets at the Lafayette campus at 7:00 p.m. once a month. These meetings are open to all parents and we encourage your attendance.

### 2011-2012 Board of Directors:

Thomas D'Amato, President  
Kim Cervenka, Vice President  
Meg O'Hare, Secretary  
Meredith Hileman, Treasurer  
Meg O'Hare, Parents Club/Board Liason

Efthalia Allen  
Mike Anzenberger  
Bill Burke  
Stacey Epstein  
Ken Lorge  
Jennifer Martin  
Jackie Rush

Suzette Smith, School Administrator

# DIABLO VALLEY MONTESSORI SCHOOL

## Parent's Club

Parents of enrolled children are automatically members of the Diablo Valley Montessori School Parents Club. All parents are encouraged to attend the Parents Club meetings and take part in their activities.

The main goals of the Parents Club are to provide family and social events for all of the DVMS community. Throughout the school year the Parents club hosts several social events for DVMS families such the New Parent Wine and Cheese and the Octoberfest. The Parents Club coordinates Classroom Room Parents through the Room Parent Coordinator. Room Parents work with head teachers to coordinate classroom activities such as field trips and parties.

### 2011-2012 Executive Committee:

President..... Lori Elerts  
Vice President.....Gina Miller  
Treasurer..... Crystal D'Amato  
Secretary.....  
Room Parent  
Coordinator.....Brooke Mettes  
Board Liaison..... Meg O'Hare

# DIABLO VALLEY MONTESSORI SCHOOL

## Policies and Regulations

### **APPLICATION AND REGISTRATION FEES:**

A non-refundable application fee must accompany each child's application. Upon acceptance, a non-refundable registration fee for each child is due together with the non-refundable last tuition installment. The next tuition installment for those with a 10 month contract is due August 1<sup>st</sup>. With all contracts, the work hours deposit, the non-refundable capital maintenance fee, and September tuition are due on or before the first day of school.

### **TUITION:**

*Tuition installment checks are due on the first of the month* and should be mailed to Diablo Valley Montessori School, 3390 Deer Hill Road, Lafayette, CA 94549 or delivered to the office. A late fee of \$35 is charged as per contract. Also an interest charge of 1.5% is automatically assessed to all 30 day delinquent accounts. If a family is late with tuition twice in a six month period, an additional month's deposit may be required until the end of their term with DVMS or the next re-enrollment, whichever comes first. A \$25 charge will be levied on all returned checks. An ongoing unpaid balance may result in dismissal. Any fees incurred by DVMS to collect unpaid balances will be paid by the delinquent account holder. Academic year tuition is divided into 10 equal installments. The first is due August 1 and the second installment September 1, and so on. The final installment (10 of 10) is the deposit paid upon acceptance into DVMS.

### **FORMS:**

All forms (immunization, emergency, work hours, etc.) must be turned in **prior** to the child's first day of school. **No child will be allowed on campus without all forms completed and turned in to the office.**

### **PROGRAM LATE FEES:**

If you are late picking up your child and did not notify the office in advance of your scheduled pick up time, you will be charged \$1.00 every minute you are late. If you know you will be late and notify the office, you will be charged the drop in rate of \$10 per hour. Late charges will be reflected in the following month's statement.

### **SCRIP PROGRAM:**

Families are required to support the SCRIP program by registering in and using the eScrip program, renewing yearly while enrolled at DVMS and/or by purchasing paper scrip "gift cards" via special orders placed through the office. Each family is required to spend \$3,500.00 by May 31<sup>st</sup>.

### **WITHDRAWAL FROM SCHOOL:**

If a child is withdrawn from school or any program during the school year, one month's advance notice must be given in writing to the administrator. If notification has not been made, tuition installments, work hours and any outstanding extended care or school tuition will be charged. There will be a reactivation fee of \$300.00 should a parent withdraw a student after April 1<sup>st</sup> and re-enroll in the summer or the new school year.

### **WORK HOURS:**

All families are required to pay a work hours deposit which is refunded when the family's work hours are completed upon written request. A family may choose to forfeit their work hours deposit instead of contributing time. The idea of each family contributing work hours goes back to the inception of the school. It encourages parent participation, allows the children to witness their parent's involvement and

## **DIABLO VALLEY MONTESSORI SCHOOL**

contribution to their school, provides opportunities for parents to meet one another and to feel a part of the larger school community. Additionally work hours help defray school expenses. Work hour forms are included in the enrollment packets. They provide a check list of all the ways work hours may be completed.

Some of the ways work hours are typically completed are:

·**CLASSROOM PROJECTS:** Periodically a teacher needs something made, sewn or repaired.

·**DAYTIME/HOME OFFICE WORK:** There are a number of projects that need to be done for the school office. These can be done at home and are available at different times throughout the year.

·**SPECIAL EVENTS:** Work hours are credited for involvement in certain pre-approved school events (ex. Oktoberfest, Auction)

·**ROOM PARENTS:** Room Parents help the teachers with special classroom activities, parties and field trips. They are important members of the school's phone tree and help support all school events.

·**PARENTS CLUB EXECUTIVE COMMITTEE:** The Parents Club Executive Committee is composed of the officers and committee heads. They meet monthly.

·**BOARD OF DIRECTORS:** The Board consists of nine to fifteen members, who, with the administrator, set policies, approve budgets, and work on long range planning. They meet monthly.

The Administrator, school staff, members of the Board, Committee Chair Persons, and the Parents Club Executive Committee are empowered to designate donated time as work hours. You must keep track of your own hours on the form and ask the person authorizing you to sign your work hours form. When you have completed all of the hours turn your signed form into the office for your refund. Your fee will be credited to your account within two weeks. All requests for refunds must be received by August 31st of the school year.

**\*\*NOTE:** Driving on field trips does not count toward work hours.

### **SIGNING IN AND OUT:**

Parents must sign their children in and out of school each day using their full signature – no initials accepted. Upon arrival each parent or car pool driver will be presented with a sign-in sheet. Once morning carpool is over and the gates are closed, no child may be dropped off at the gate and left to walk

# DIABLO VALLEY MONTESSORI SCHOOL

## Policies and Regulations (CONT'D)

unescorted into a classroom. If arriving late, parents must park, escort your child into the classroom, and proceed to the office to sign your child in for the day. Refusal to do so will result in dismissal. Children attending the Infant/Toddler, Two Year Old and Extended Care programs must be taken directly to the classroom and signed in there. Upon departure each parent or carpool driver will be presented with a sign-out sheet. **State law stipulates that all parents and guardians are legally required to sign their children in and out each day using their full legal signature.**

### **CAR POOL POLICIES:**

Car pool numbers will be given to all drivers as Pre-School/Kindergarten car pool forms are received in the office. If persons other than those designated on the carpool forms pick up children from school, written permission must be given to the classroom teacher in the morning.

### **OBSERVATION/VISITATION POLICY:**

Parents and all interested parties are encouraged to visit and observe classes in session. Observations are scheduled beginning in October. Call the office to set up an appointment for classroom observations.

### **PROGRESS REPORTS:**

Parent/Teacher Conferences are scheduled during the months of November and April. Additional conferences may be scheduled at the request of parents or teachers.

### **CAR SEAT LAW:**

Protect your child - its the law. Children under the age of six years (regardless of weight) or weighing less than 60 pounds (regardless of age), must be in an approved child car seat. You may be cited for a violation of the child car seat law (for up to \$270). If you are cited, your automobile insurance rates could go up and you may not be able to drive on class field trips. Call your local California Highway Patrol office for more information. The number is 646-4980.

### **PARENT CONCERNS:**

Parents are encouraged to communicate their concerns or questions. They should first speak directly with the person responsible for the area of their concern. If the concern is not resolved they should speak directly to the administrator. If the concern continues to be unresolved you may fill out an Administrative Contact Form located in the office.

### **BY-LAWS AND POLICIES:**

DVMS By-Laws, Policy and Procedure Manual, and Board Meeting Minutes are available for review in the office.

# DIABLO VALLEY MONTESSORI SCHOOL

## Health Policies

**State Licensing requires that each child have a pre-admission health evaluation each year.**

### **CONTAGIOUS DISEASES:**

Parents must report to the office any contagious diseases which their children contract. A note will be sent home to all of the appropriate families warning parents to look for possible symptoms.

### **HEALTH GUIDELINES:**

For Temperatures

- A child with an axially (armpit) exceeding 98.5 temperature or exceeding 99.5 orally must be kept at home.
- A child with a mildly elevated temperature who is acting sick and needs one-to-one attention should be kept home.
- A normal temperature must be stable for 24 hours without the use of medication to control it before a child is returned to care.

For Excessively Runny Noses

- A child with an excessively runny nose needs to be kept home (often this is the beginning and most communicable stage of an upper respiratory infection).

Vomiting

- If vomiting occurs a child must be kept at home for 24 hours after the vomiting stops and normal eating habits are resumed.

Diarrhea

- A child with diarrhea must be kept home for 24 hours after the last diarrhea (and cannot be on pedialite) and normal eating has resumed.
- If a child has two consecutive incidents of diarrhea while at the center we will call the parents to inform them: The child will need to be taken home and kept at home for 24 hours after the last incidence of diarrhea.

Note: Parents should keep the center staff informed if their child has had any new food or medication which may result in diarrhea.

Coughs

- If a child has a persistent heavy wet cough with breathlessness or noisy breathing the child needs to be kept at home.

Rash

- Any unrecognizable rash will need to be examined by a physician. A doctor's note is required in order for the child to return to the center.

Pain

- If a child is in pain and needs parental attention the child should be kept at home.

Unable to Participate

- If a child is too uncomfortable to be able to participate and/or needs constant one to one attention the child should be kept at home.

## **DIABLO VALLEY MONTESSORI SCHOOL**

### **On New Medication**

- A child needs to remain at home for 24 hours when starting any new medication. Please note that in the Infant/Toddler House there is an exception to this policy if continuing another series of an antibiotic for a recurring episode.

### **Contagious Diseases**

- A child suspected of having a contagious disease needs to be seen by a physician. A doctor's note is required in order for the child to return to the center.

### **WHEN SHOULD YOUR CHILD STAY HOME?**

We need to ensure a healthy school year for each child and family. We ask that you keep your child home from school in the morning if you feel that he or she is coming down with something. A child must be fever free and no vomiting for 24 hours before sending him/her to school, and there should be no cough, runny nose, or other contagious conditions. Additionally, a child needs to stay home from school for 24 hours when starting any antibiotic medication to allow it to work and to refurbish the energy required to participate in a group setting.

### **WHEN WILL WE ASK THAT A CHILD BE TAKEN HOME?**

If a child appears to be in poor health, the child will be brought to the office. A parent will be notified and must make arrangements for the child to be picked up immediately.

The Health Department established the following criteria, by which we are governed, to determine when a child should be sent home from school:

- Temperature: Orally exceeding 99.5  
Axially (armpit) exceeding 98.5
- Persistent heavy wet cough with breathlessness or noisy breathing.
- Severe headache requiring child to lie down for relief.
- Persistent or severe earache, stomach ache or multiple episodes of diarrhea.
- Vomiting.
- Severe fall with significant apparent damage to head or limbs.
- Significant increase in urination with or without pain.
- Evidence for a contagious condition; head lice, impetigo, pink eye.
- Persistent discomfort: severe itching from rash, runny nose, or **anything which makes the child uncomfortable and unable to participate in school activities.**

### **ALLERGIES:**

It is essential that you inform the school of your child's allergies so that we do not mistake those symptoms for something of a contagious nature.

# DIABLO VALLEY MONTESSORI SCHOOL

## Health Policies (CONT'D)

### **POLICY ON ADMINISTERING MEDICATION AT SCHOOL:**

The school will administer medication only if the following guidelines are followed:

1. All medication to be administered by the school must be accompanied with a dated, signed note, given directly to the child's head teacher, stating:
  1. Name of the medication
  2. Purpose of medication
  3. Dosage
2. All medications must be sent in marked, closed containers.
3. Do not place medication in a child's lunch box. All medications must be given directly to the child's head teacher.
4. If a child must be given regular medication during school hours throughout the school year, a note from the prescribing physician detailing dosage and schedule should be kept on file.

### **FIRST AID:**

If during the course of the school day your child was treated for anything other than a minor cut, bump, or bruise, you will be notified either by the teacher directly or by a note. Children in Extended Care will have the notes placed in their files. Each class has a complete first aid kit.

### **INJURIES REQUIRING MEDICAL OR DENTAL TREATMENT:**

If your child has been injured at school and requires medical or dental treatment you will be called immediately. In the event we cannot reach you or any of the other people you have designated on your EMERGENCY FORM, we will contact your child's physician/dentist and provide transportation to their offices or to the hospital. Please inform us immediately of any changes to the information on your Emergency Form.

### **FAMILY SITUATIONS:**

We are here to serve each child and will be able to do a better job if we are kept informed about any change in your family situation such as pregnancy, birth of a sibling, separations, divorce, business trips, moving, death of a family member or friend, death of a pet, house guests, or any other unusual circumstances.

# DIABLO VALLEY MONTESSORI SCHOOL

## Food and Nutrition

### **BREAKFAST:**

If your child arrives at school before 8:00am you may pack a breakfast snack.

### **LUNCH:**

We ask that lunches be nutritionally balanced and that foods high in sugar, fat and salt be avoided. All food must be ready to eat. We are unable to prepare foods.

### **SNACKS SERVED AT SCHOOL:**

Snacks are prepared and served each day in each classroom. In accordance with state law, two food groups will be included in each snack.

### **SPECIAL DIETARY NEEDS:**

If your child has dietary restrictions, please inform the head teacher so that accommodations can be made.

### **PARTY TREATS FROM HOME:**

Simple, natural food treats, low in sugar and free of artificial additives are ideal for any class time celebrations. Please consult with your child's head teacher in advance to schedule a celebration.

## Discipline

DVMS Staff members use methods of positive discipline, rather than punishment, in responding to children's behavior. Corporal punishment (spanking, hitting, shaking, or pushing) is not only philosophically inappropriate, it is prohibited by law.

We communicate clear limitations, boundaries and guidelines to children. We encourage children to work out conflicts together verbally and we teach them how to do this. Occasionally a child may be removed from a situation in order to redirect his/her energies. If so the child will always be monitored by an adult.

In cases of recurring problems, every effort will be made to work with the child and his or her family to correct the problem.

# DIABLO VALLEY MONTESSORI SCHOOL

## Special Needs

### **SPECIAL NEEDS:**

As soon as a teacher sees indications that a child has special needs (whether these appear as physical or behavioral) she/he shall keep careful daily notes on the incidents in which the child is involved and/or the specific circumstances that concern him/her. A documented record is then available for consideration and discussion. The school administrator shall then be notified and asked to make a special observation of the child.

### **PROCEDURE FOR CHILDREN WITH SPECIAL NEEDS:**

When a head teacher suspects a child has needs beyond that which he/she can handle, he/she shall bring this to the attention of the school administrator and the following steps shall be taken:

1. The school administrator shall come to the classroom to observe the child. These observations shall be followed by a consultation between the head teacher and the school administrator.
2. The parents of the child shall then be called in for a conference with the head teacher and the school administrator. They shall be told what observations have been made, what the concerns of the school are and what the recommendations are in this situation.
3. These recommendations shall be reviewed at a designated later date with the head teacher, school administrator and parents to ensure that appropriate action has been initiated.

If, after the aforementioned steps have been completed, the administrator determines that the special needs of the child cannot be met, DVMS may cancel the enrollment agreement with 30 days written notice.

## Injurious Behavior

Our policy is to intervene immediately. Children whose behavior is injurious to others are helped to gain control over their behavior, to learn positive ways of dealing with their emotions and impulses, and to learn positive and appropriate choices in difficult situations.

When a child is unusually aggressive, cannot control his/her impulses, or does not respond to our guidance, we will request a conference to discuss the situation. Obtaining outside professional help may be required. It is our goal that all the children within our environment are comfortable and feel confident in their ability to function within the expectations of a group setting.

It is in the child's best interest to find the most appropriate setting where he or she can function successfully.

Children who intentionally destroy school equipment or another's possessions, may be asked to pay for a replacement as a consequence of such behavior.

If the administrator determines that a child or anyone associated with a child compromises the effectiveness of a program or endangers the welfare of another child or a staff member, the administrator can terminate an enrollment agreement immediately.

# DIABLO VALLEY MONTESSORI SCHOOL

## Traffic and Parking Regulations

Our use permit and the safety of other drivers and children are dependent upon DVMS parents and staff keeping the following traffic and parking regulations. The license numbers of violators will be recorded and action will be taken if violations continue. Children of drivers violating these regulations may be subject to dismissal from the school.

1. Left hand turns are not permitted at the crest of the hill into our eastern entrance. Left hand turns may only be made into the western entrance.
2. Exiting is not permitted from our eastern entrance.
3. Left hand turns are not permitted into the private driveways or streets to the east of the school. Left hand turns are only permitted at our western driveway.
4. Right hand turns are not permitted into our western entrance. Right hand turns are to be made at the crest of the hill into our eastern entrance.
5. Cars are not permitted to park in the bike lane on Deer Hill Road in front of campus. Children may not be loaded or unloaded on the street.
6. Parents are asked to parallel park under the eucalyptus trees in the east parking lot whenever possible except between 11:40am and 12:00 noon.
7. **The designated Disabled parking stall and adjacent cross hatch pattern in front of the Infant/Toddler building is for the exclusive use of anyone with a disabled plaque. Please honor this and be a good role model for your child and fellow parents.**

**The following actions may be taken when ever there is a violation:**

**Letter to the parent**

**\$50 fine for a first time offense**

**\$100 fine for a second time offense**

**Possible expulsion for additional offenses**

**The following actions will be taken when ever there is unauthorized use of disabled parking. CAV code # 22507.8:**

**Letter to the parent and letter to the police department**

**California Superior Court has determined that the fine is \$275.00.**

# DIABLO VALLEY MONTESSORI SCHOOL

## Pre-School/ Kindergarten Carpool Procedures

### DRIVERS APPROACHING FROM THE EAST:

#### **Morning arrival (8:35 am - 8:55 am)**

Turn right into the eastern entrance and proceed to the main gate where your child will be greeted and helped from the car.

#### **Pick-up (11:40 am - 11:55 am)**

Turn right into the eastern entrance and form two lanes. Have your carpool number clearly displayed in the right hand corner of your windshield. This will enable the teachers to have your child ready to be walked to your car when you reach the gate.

#### **NOTE:**

There is no parking under the eucalyptus trees between 11:40am and 12:00 noon.

**Please do not line up prior to 8:35 am or 11:40 am. Doing so prevents parents dropping in our two year old half day class from exiting our lot.**

### DRIVERS APPROACHING FROM THE WEST:

#### **Morning arrival (8:35 am - 8:55 am)**

Turn left into the western driveway (Infant/Toddler Lot) and proceed up the hill toward the infant/toddler house. Pull to the right so that the left lane is free for other cars to pass. Your child will be greeted and helped from the car.

#### **Pick-up (11:40 am - 11:5 am)**

Turn left into the western driveway and park your car without blocking anyone else. Walk to the pick-up area at the front gate and identify yourself to a carpool teacher.

# **DIABLO VALLEY MONTESSORI SCHOOL**

## **Emergency Disaster Plans**

DVMS has an Emergency Preparedness Plan that addresses procedures to be followed after an emergency or crisis. The implementation of this plan involves the Board of Directors, Administration, staff, and parents. A copy of the complete plan is available in the office and is updated yearly.

Our facilities have the ability to care for children for 72 hours should the need arise. The school is equipped with blankets, fresh water, first aid kits, flashlights, radios, extra batteries and emergency food. Staff members have taken first aid courses and have been shown where and how to shut off all utilities. Our classes are drilled in fire evacuation and earthquake strategies.

In case of severe earthquake, we will remain on campus waiting for parents to pick up children as quickly as possible. If our buildings become unsafe, we will evacuate to the closest mass care center, determined by emergency personnel at that time. Please confirm our location by tuning into radio broadcasts on KATD-990 AM, KABN-1480 AM, or KFJO-92.1 FM. If we have evacuated, our location will be posted on the gates or a staff member will remain behind to guide people.

Yearly contact is made with local emergency planning committees to update our information. If we are one of the few ordered to evacuate, the city has contracted with Durham Transportation to evacuate our children and staff to a safer location. If the situation is city wide then staff vehicles will be used if possible. The only reasons for evacuation would be unsafe buildings, fire, or chemical contamination. Otherwise, we will remain here where we have resources.

# DIABLO VALLEY MONTESSORI SCHOOL

## Campus Security

Acts of violence and /or strangers in and around the DVMS campus are potential concerns. DVMS is committed to ensuring the safety of all students, teachers, administrators, and visitors to the facility. Violent acts can be defined as acts in which a person or persons verbally and/or physically threaten or endanger another person's safety. In such circumstances, notification of parents will be carried out in the most expedient manner as each situation warrants.

DVMS is a closed campus. The facility is not available for use outside of school hours without the approval of administration. This includes the use of our playgrounds. The only exceptions are school events or functions. All buildings are equipped with an alarm system that is armed when we are closed. Our students are taught that opening and closing gates are adult "jobs" and students are never allowed to do this themselves. For the safety of your child and all others on our campus, please enforce this with your child.

**Please note that the play equipment in the front of the campus is specifically designed and installed for the use of children 3 – 6 years, including the half bucket seats on the swings. None is to be used by infants and toddlers or older children; if you choose otherwise, you use at your own risk. On sunny days, the plastic slides and metal surfaces can retain heat, so no child should ever be allowed to use the play equipment without an adult checking the heat factor first. If you allow your child to play in a yard, they must be supervised at all times and please make sure your child cleans up any toys used and covers the sandbox.**

**NEVER IN ANY CIRCUMSTANCE SHOULD A CHILD OR CHILDREN BE LEFT IN A VEHICLE UNATTENDED. Each year we seem to have one car broken into and a purse or other item of value stolen by someone driving through our lots or walking along the curb~ we never want this to involve a child.**

## DIABLO VALLEY MONTESSORI SCHOOL

### School Calendar 2011/2012

Openings and Closings

For a complete list of school wide events please consult the DVMS Web Site

#### August & September

Aug. 29 – Sept. 2 Teacher Work Week (**no students on campus**)

September 5 Labor Day (**all programs closed**)

September 6 All programs resume (transition week for Pre-School/Kindergarten)

#### November

November 10 Staff In-service (**all programs closed**)

November 11 Veterans' Day (**all programs closed**)

November 23 - 25 Thanksgiving Holiday (**all programs closed**)

#### December

December 19 - 2 Winter Break for Half-Day 2's & Pre-School/Kindergarten  
**IT House open December 19, 20, 21, 28, 29**  
**Extended Care for Pre-School/Kindergarten open by reservation - December 19, 20, 21, 28, 29**

#### January

January 3 Programs Resume

January 16 Martin Luther King Jr. Day (**all programs closed**)

#### February

February 17 - 20 Presidents' Holidays (**all programs closed**)

#### March

March 16 Teacher In-Service (**all programs closed**)

#### April

April 2-6 Spring Break for Half-day 2's & Pre-School/Kindergarten  
**IT House Open**  
**Extended Care for Pre-School/Kindergarten open by reservation**

## **DIABLO VALLEY MONTESSORI SCHOOL**

### **May**

May 28                      Memorial Day

### **June**

June 6                      Last Day for all programs

June 11                     I/T Resume classes

June 14                     First Day Pre-School/Kindergarten Summer School

### **July**

July 4 & 5                   Independence Day (all programs closed)

### **August**

August 24                   Last Day Summer

August 27                   Teacher Work Week

### **September**

September 3               Labor Day Holiday (all programs closed)

September 4               First Day of School