



Parent Handbook

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Dear River Song Families,

Attached please find the Parent Handbook for River Song Montessori, Inc.

Please review this manual carefully, since it contains important information about the way our school operates.

Sincerely,

Robin Johnson,

Director

Arrival and Departure Procedures

A parent/guardian or formally designated adult bringing the child to River Song School must remain with the child until she or he is accepted by a River Song staff member.

River Song School will only release a child to a parent or another person who is named and identified by the parent or guardian in the official enrollment form. Staff will verify the identification of that person other than the parent when they come to pick up the child.

If a school age child arrive at or leaves River Song School, there must be arrangements in advance in writing from the parent or legal guardian for the arrival and departure times as well as what to do if a child has not arrived at the center by the expected time.

Scheduled Hours

Classroom hours are typically Monday through Friday 8:30am-3:15pm (unless closed due to holiday or Bend/ La-Pine school closure). River Song also offers after hours care from 3:15p-5:30p. Please contact the River Song School Director to obtain more information and/ or to enroll your child in aftercare.

Snow Days

River Song School makes a decision to close for inclement weather based on the determination of the Bend/ La-Pine school district. We do not normally report our closure to radio or TV stations. If the Bend/ La-Pine schools are closed due to bad weather and/or hazardous road conditions, we will be as well. If Bend/La-Pine schools starting time is delayed due to bad weather and/or hazardous road conditions, River Song School will be closed for the day. In the event of snow/ice on a day that we are scheduled to be open, but the public schools are scheduled to be closed, please call River Song School to confirm that it is open prior to bringing your child in to school.

Holidays

The school will be closed the same holidays as the Bend/ La-Pine school district. The upcoming holidays are as follows:

November 11th, November 22nd-26th, December 20th-30th, January 15th, March 21st -25th, May 30th, and July 3rd. These holidays have been figured into the tuition rates, and there will be no adjustment in tuition for the months in which they fall.

Observations

Parents are welcome to observe their children in the classroom. We ask that parents wait until the second week of school to observe their children. This gives your children a chance to adjust to their new environment. We ask that parents please utilize the one way mirrors and speakers. Please do not join the classroom unless previously scheduled as to not upset the flow of the day.

Parent Conferences

Parent conferences are scheduled in the spring. We encourage communication between parents and teachers throughout the year. Please be mindful, however, that our teachers are responsible for the children during school hours. Any questions regarding school policy, tuition, or changes in schedule should be discussed with the Director.

Clothing

Montessori emphasizes the importance of hands-on learning. Even our youngest students develop the skills of pouring, spreading, polishing, and mixing by practicing these tasks until they are mastered. As you may guess, the road to perfection is paved with trial and error, much of which comes home on your child's clothing. Because of the wide range of activities available, we recommend that children be dressed in washable, comfortable clothing.

In addition, outdoor play is a critical part of your child's physical and social development. For this reason we ask that you recognize the following policies:

1. The children will play outside year round. Please be sure that your child is dressed appropriately for all weather conditions.
2. Please send your child with comfortable and easy to get on and off shoes (i.e. Crocks, Velcro strapped shoes, etc).
3. Long necklaces and other costume jewelry are not permitted. They can cause serious injury.

Extra Clothing

Water activities, painting, sand play, and occasional bathroom accidents frequently result in a need for clean, dry clothes. An extra set of clothing should be kept at the school at all times. All extra clothing should be marked with the child's name. If wet or dirty clothes are sent home, please return a clean extra set of clothes the following day. River Song School has a limited supply of clothing for emergencies, but we find that children are often embarrassed and uncomfortable wearing clothes that do not belong to them or fit poorly. Please keep a spare set of clothes here at school for your child's sake. Bear in mind that the children will go outside regardless of the weather. Please make sure your child wears suitable clothing: jackets, gloves, caps and snow shoes.

Food

The school will provide a morning and afternoon snack. The list of daily snack items will be posted the morning of each school day. If your child is allergic to any type of food, please make sure that our staff is aware of it.

Bathroom Procedures

Children will use the bathroom one at a time. If assistance is needed, a River Song School staff member of the same sex will assist the child in the bathroom.

Privacy and Personal Responsibility

As children gain greater awareness of themselves and others around them, they begin to understand that males and females are different. While it is perfectly normal for young children to be curious about these differences, family members, teachers, and friends must be careful to monitor behaviors without embarrassing or punishing the child. At River Song School, the underlying theme of respect for self and others sets the stage for protecting one's privacy and not touching others without permission. However, these are young children, and sometimes they forget. We make it a practice of speaking to the children periodically about these issues.

We explain that using the rest room is a private time, and that only one child should be in the bathroom at a time. We talk about the private areas that our bathing suits cover, and that privates should never be seen or touched by anyone at school. We discuss the possibility of children having accidents, and encourage them to clean themselves up as much as possible, but that they may request help from a teacher. They should talk to a teacher or their parents, if anyone is not respecting their privacy.

Sick Policy

We are fully committed to a healthy community and the health of your child. Please help keep your child and our community healthy. Please keep your child home from school if your child has:

- A diagnoses of a communicable disease
- A fever over 100F
- Diarrhea (more than one abnormally loose, runny stool)
- Vomiting
- Nausea
- Sever Cough
- Unusual yellow color to skin or eyes
- Skin or eye lesions or rashes that are weeping or pus filled
- Stiff neck and headache with one of the symptoms above
- Difficulty in breathing or abnormal wheezing
- Complaints of severe pain

If a child shows signs of illness during school hours, parents and then emergency contact numbers will be called immediately.

The child will be isolated in a room with a cot or mat until the parents/ emergency contact comes to pick up the child.

An outbreak of a disease or food poisoning will be reported immediately to the local health department. Parents will be e-mailed and it will be posted for the parents who attend the facility. If a child has been exposed to a contagious disease they should be kept at home and the fact of their condition should be reported to the school (strep throat, pin worms, viral infections, infected ears and/ or glands, measles, mumps, chicken pox, scarlet fever, lice, etc are among those conditions that are highly contagious).

Medications

Prescription medications to be given to your child must be handed to the staff person in charge. The parent must fill out the necessary information on the medication form (ask for one from the director). Medications may be given under the following conditions:

- The medication must be in its original container, labeled with the name of the child, the name of the drug, the name of the physician, the dosage and instructions for administering the medication.
- Non-prescription medication, such as Tylenol, cough medicine, etc., must be labeled with the child's name, instructions and dosage. Over the counter medications must also be kept in their original containers.

Medical Emergencies

In the event of a medical emergency or accident, we shall contact the parents and the doctor of the child. If it is impossible to reach both and should emergency treatment be required, the child will be taken to St. Charles Hospital. Your authorization for the school to contact your family physician and to take whatever emergency medical procedures are deemed necessary is part of this agreement.

Emergency Procedures

In case of an emergency (fire, flood, etc.), parents and/or emergency contacts will be notified by telephone. If it is necessary to evacuate the building, children, accompanied by staff members, will re-locate to the parking lot and remain at a safe distance from the emergency.

Tuition Policy

Our tuition rates are based on monthly payments due on the first of the month. There are financial incentives to pay semi-annually and annually. Please see the River Song School Director for more information.

River Song School will do its best to keep its tuition rates as reasonable and predictable as possible, however rates will be reviewed as needed and families will be notified as far in advance as possible of any changes.

Please note: Credit is not given due to absence or delinquency. If tuition is not paid by the end of the month, the tuition deposit is retained, and subsequent re-enrollment will entail payment of past due tuition, an additional \$150 deposit, and is subject to space availability.

Scholarships

River Song School may have scholarship funds available for families in need. The procedure for applying is as follows:

A letter of request must be submitted to the Director with specific details regarding need, any family contributions (time, service, etc.) to the school, and the expected duration of scholarship assistance.

Note: Scholarships will only be granted for periods of one (1) academic school year at a time.

Parent Volunteers

Studies show that when parents are active participants in their children's education, children do better in school. For this reason, we are requiring that parents and/or family members donate at least 8 hours per school year.* Volunteer time may be spent helping in the classroom, preparing materials, filing and other clerical work, cleaning, yard work and other light maintenance, etc. Volunteer opportunities will be posted in the main hall.

*If preferred, volunteer hours may be met by a tax-deductible donation of \$15.00 per hour, so that we can hire additional help if necessary.

Procedures for Volunteers

Volunteers who work directly with the children (in the classroom, on field trips, etc.) should be enrolled in the Oregon criminal history registry. Contact the River Song Director to obtain the necessary paperwork. The fee is \$3.00 for Oregon residents. Individuals living in Oregon for less than 18 months will require an FBI background check.

Classroom and field trip volunteers will be under the supervision of a River Song School staff member at all times.

Parents may take some work to complete at home, we will have projects throughout the year that may interest you.

Photographs and Contact Information

Parents will be asked to complete a release for photos and contact information. These releases will be kept on file until replaced by an updated copy for the remainder of the time your child is enrolled at River Song School. Please see the Director to obtain a release form.

School Records

It is our policy that school records are not mailed. We will gladly provide parents/guardians with copies of school records upon request, if the request is made while the child is attending River

Song School. Allow five working days for copies to be made. Copies of requested records will be held in the School Office for the parent/guardian for up to one month following the request. At the end of that time, unclaimed copies will be considered abandoned, and will be destroyed. If the request for records is received after your child is withdrawn from our school, there will be a \$10 charge for retrieving the information from our archives.

Guidance and Discipline Policy

River Song School is a place of constant respect and peace. Significant time is devoted to working with each child and the entire community to create a peaceful, safe environment for everyone.

Should guidance be needed, our plan is as follows:

- Positive guidance
- Redirection
- Clear limits
- Constant compassionate assistance in self control, self esteem, and respect for others and the environment
- Parents will be notified if these methods do not work

Only River Song School staff can provide guidance to an enrolled child.

In an effort to provide an educational environment that is free of disruption and safe for children and staff, we practice the following disciplinary procedures:

1. **Redirect** – children displaying behaviors that are mildly to moderately inappropriate will be redirected to more positive, constructive activities.
2. **Natural and logical consequences** – children displaying inappropriate behaviors will be subject to consequences for their actions that may include loss of privileges, temporary restriction from activities or peer interaction, added responsibilities to restore order, and other such measures that relate to the behavior in question.
3. **Removal from situation** – if a child is particularly destructive or hurtful; he/she is removed from the situation and asked to contemplate his/her actions.
4. **Situations requiring immediate action** – if a child displays behaviors that are deemed hazardous or overly disruptive, the staff may contact the child's parent/guardian to remove him/her from River Song School for the day. The director will then discuss the behavior with the staff involved and will determine whether further action is needed, including but not limited to: parent conference, suspension and expulsion.

Parent Conference – if the above measures prove unsuccessful in correcting inappropriate behaviors, parents will be asked to meet with staff to address the issue.

Regulation of the Behavior of Adults

For the safety and well-being of the children and staff, it is imperative that we establish parameters for appropriate behavior, not only of the children we serve, but also of the adults who accompany them. If a parent/guardian or other adult displays inappropriate, disruptive or hazardous behaviors on the grounds of River Song School while on/off the school grounds, the Director may withdraw permission for the offending individual to visit the school and has the option of removing his/her child from enrollment at River Song School. In the event of expulsion, any unapplied tuition payment(s) will be refunded within five working days.

Other

River Song School is obligated by the State of Oregon to report any suspected cases of child abuse and/or neglect. This would include children arriving or departing school without proper child safety restraints.

River Song School admits all children regardless of race, color, nationality, disability, or religious background.

We request that any parental concerns be discussed with the Director and/or Teacher.