



Around the Sun Montessori School
Elementary Parent Handbook

2023-24

Revised and Updated August 16, 2023
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General School Information

Our Philosophy

We believe the elementary-age years of a child's life constitute a critical period for his/her self-development. Further, we believe that a child-centered, prepared environment best enables a young child to learn basic concepts, skills, and values. Encouraging every child's sense of individual worth is an essential part of the learning process – if children feel good about themselves, they will feel good about learning! Children learn best by doing, with opportunities for choice, experimentation, and problem solving. Children should be guided in a predictable, yet flexible environment that allows for independence and creativity. Our goal is to encourage active, self-directed learning so that children can reach their full potential, whatever that potential may be!

Our Mission

Around the Sun Montessori School strives to form a partnership with parents to fuel their child's natural desire to learn by providing a safe, respectful, and developmentally appropriate environment, based on the teachings of Maria Montessori. We strive to bring out each child's individuality, recognizing that children carry within themselves the potential of the person they will someday become. Our mission is to serve children by offering opportunities to learn through hands-on experiences and the exploration of challenging materials, and by providing positive guidance and encouragement.

Our Goals

- To provide a safe and comfortable environment where children can appreciate their world through art, music, mathematics, science, language, practical life, cultural studies, and social experiences.
- To instill within our students a sense of responsibility, respect for each other, respect for their environment and provide an atmosphere in which children can joyfully learn and interact with one another.
- To stimulate independent, intellectual, creative, and physical growth through the use of appropriate materials with positive guidance and encouragement.
- To learn patience and cooperation with others in the classroom by using courteous social skills and appropriate behavior.

Our Non-Tax Supported, Non-Charter Status

History

In 2020, Around the Sun Montessori's elementary program (grades 1-6) was registered in Ohio as a non-chartered, non-tax supported school. As such, we are required to comply with the Ohio Standards for non-chartered, non-tax supported school.

Ohio Code

These requirements are as follows:

(A) School year. The school shall be open for instruction with pupils in attendance for nine hundred ten hours.

(B) Pupil attendance. Pupil attendance shall be reported to facilitate administration of laws relating to compulsory education and the employment of minors. Parents shall be responsible for reporting their child's school enrollment or withdrawal. An individual in charge of the non-

chartered, non-tax supported school may, as a matter of convenience, provide the report for the parents.

(1) The attendance report shall include the name, age, and place of residence of each pupil.

(2) The report shall be made to the treasurer of the board of education of the city, exempted village, or local school district in which the pupil resides.

(3) The report shall be made within the first two weeks of the beginning of each school year. In the case of pupil withdrawal or entrance during the school year, notice shall be given to the treasurer of the appropriate board(s) of education. Such notice shall be given within the first week of the next school month.

(C) Teacher and administrator qualifications. Teachers and administrators shall have received a bachelor's degree or the equivalent thereof from a recognized college or university.

(D) Courses of study. Each non-chartered, non-tax supported school shall have courses of study for the following subjects:

(1) Language arts;

(2) Geography, the history of the United States and Ohio, and national, state, and local government;

(3) Mathematics;

(4) Science;

(5) Health;

(6) Physical education;

(7) The fine arts, including music;

(8) First aid, safety, and fire prevention;

(9) Other subjects as prescribed by the non-chartered, non-tax supported school.

(E) Pupil promotion. Each non-chartered, non-tax supported school shall follow regular procedures for promotion from grade to grade of pupils who have met the school's educational requirements.

(F) Pupil health and safety. Each non-chartered, non-tax supported school shall comply with state and local health, fire, and safety laws.

(G) Pupils attending a non-chartered, non-tax supported school are not entitled to pupil transportation and pupils attending a non-chartered, non-tax supported school are not entitled to auxiliary services.

A non-chartered, non-tax supported school is not entitled to nonpublic administrative cost reimbursement.

Notification

Around the Sun Montessori does take care of the attendance reporting as per these guidelines. Parents should confirm that a student's home district has been notified or that Around the Sun has sent a records request to the student's previous school or school district.

Courses of Study and Promotion Procedure

Both formal and informal instruction address the courses of study prescribed, as reflected in our Student Progress Reports.

Teachers monitor students for grade level progress via tracking grade-level common core state standards, and they discuss reports with parents. Students are promoted into the next grade at the conclusion of our school year in May.

Office Hours and Closings

Office hours are 9:00 - 11:30 am on M/T/W. Parents can contact the office via email or phone and calls or emails outside this time will be returned no later than the next open office day. The office is closed on Fridays. Meetings with teachers or with staff outside office hours should be arranged ahead of time via phone, email, or Brightwheel messages.

Payment Schedule & Fees

- Registration Fee - A non-refundable, yearly fee of \$55 per child or \$70 per family is due at the time of application. Re-enrollment for current families is \$35/\$50.
- Materials Fee - A \$150 materials fee will be applied to student accounts in two installments of \$75, due in October and March. This fee defrays the cost of your child's snacks and other consumable supplies throughout the school year.
- Payments - Around the Sun Montessori School utilizes Brightwheel to process tuition payments for all students. The first payment is due June 1 and secures your child's enrollment for the coming school year. The remaining payments will be due by the 5th of each month September through May.
 - Tuition for elementary school is \$7,000: 10 equal payments of \$700.
- Multiple Child Family Discount - Families with more than one child receive a discount of 10%, deducted monthly from their total family tuition.
- Late Payments - A late charge of \$10.00 per child will be added to your invoice on the 10th if payment has not been received. If a payment is not received by the 20th of the month, the child may not return to school until the tuition balance is paid in full.
- Late Pick-Up Fees - A late pick-up charge of \$10.00 for every 10-minute segment or portion thereof after 3:35 pm will be applied. See "Late Pick-Up" in our policies and procedures below for details.
- Returned Checks - A \$45 processing fee will be added for all returned checks.

Around the Sun Montessori School Policies and Procedures

Enrollment

Our Enrollment Process

Around the Sun Montessori will begin the enrollment process as follows:

- Placement will begin in January with currently enrolled students.
 - Enrolled students will be given first priority to reenroll for the following year.
 - Children who are progressing to another level of learning (Kindergarten or Elementary) will be placed in the appropriate level class according to their age and/or level of development.
- Siblings of currently enrolled students are given second priority and will be placed into available openings.
- General enrollment to fill any available openings will begin February 1.

- After all openings are filled, a waiting list will be started. Your enrollment fee is required in order to be placed on the waiting list.

Admissions Requirements

It is the policy of Around the Sun Montessori to admit students aged 6 - 12 without regard to race, culture, gender, or religion. Each child's health and safety are of extreme importance. Upon enrollment, there are forms needed. Around the Sun Montessori does not conduct state assessments. By state law, children must be current and up to date on all immunizations at or prior to the start of school, with exceptions to immunization requirements listed under 5104.014 ORC.

Approval of exceptions is at the discretion of the Administrators.

- Child's Medical Statement (requires physician signatures)
- Child Enrollment and Health Information Form

We would appreciate any other information that you feel is important so that we can provide your child with the highest level of care.

Attendance Policies

Arrival and Departure

Around the Sun is located in the lower level of First Christian Church. We are proud to be part of First Christian Church's rural setting, please respect the calm of the surroundings by approaching the building slowly and safely.

Drop-off and Pick Up Map





2023-24 Drop-off and Pick Up Procedures

→ → → **Drop-off Route:** For morning primary, extended-day, kindergarten, and elementary classes, drop-off will be from **8:30 - 8:40 a.m.** Afternoon primary class drop-off will be from **12:30 - 12:40 p.m.** All students will be dropped off in the lower parking lot (★).

Primary, Extended-Day, Kindergarten, and Elementary Pick Up: All students will be released from the same location (★), please park and walk over. If the weather is agreeable, the children will be released from the playground but if it's raining, too cold, etc. they can be picked up inside, using the entrance next to the playground. Morning primary class pick up will be from **11:20 - 11:30 a.m.** Pick up for afternoon primary, extended-day, kindergarten, and elementary classes will be from **3:20 - 3:30 p.m.** (A late fee will incur if pick up is after the allotted window.)

Arrival/Drop Off

Parents/care givers will enter the school grounds via the main driveway on Sharon Copley Rd. Vehicles will form a line leading into the lower parking lot. While in the vehicle line, pull all the way to the front until traffic is stopped (see diagram). Please keep your vehicle as far to the right as possible to allow for safe departure of exiting vehicles. Please remain in your vehicle for the duration of the arrival/dismissal procedure and wait for a staff member to open your vehicle door.

- Please have your child ready to exit on the passenger side of the vehicle. A primary teacher will greet you and your child will be allowed to proceed up the sidewalk to the elementary entrance on their own. Please be respectful of those in line behind you and do not linger after your child has exited your vehicle. Also, please do not pull around cars stopped in the primary school drop-off line.
- Arrival time is 8:30 - 8:40 am. Early arrival is not permitted as teachers are preparing the classroom for the day. Please instruct any caregivers dropping children off that children must remain in vehicles until 8:30 am.
- You will exit the school grounds by proceeding forward and following the blue loop. Please stay to the right and continue out of the main driveway (see diagram).
- Please make every effort to arrive within the drop-off time frame. We understand that there are instances where you may arrive after 8:45. If this occurs, please park and walk your child to the metal door near the primary playground, where a staff member will let children in to start their day.

Dismissal/Pick-Up

Dismissal will begin a few minutes before 3:30 pm to allow for all children to be released to their parents by 3:30. Please plan to arrive and form a line either outside the playground fence or in the hallway beside the school office.

Teachers will dismiss the children, one family at a time, from the playground or classroom.

If someone else will be picking up your child, please inform the school as early as possible via the Brightwheel “approved pickup” fields, Brightwheel message, email, or text. If that person is new to us, please ask them to have a photo ID ready. Please note, families dealing with custody issues will be required to provide copies of paperwork detailing court orders. We will not dismiss your child to anyone not authorized by you in writing. These forms will be kept confidential in the child’s file.

Those making their way back to their vehicle are responsible for the safety of the children in their care the entire way back to their vehicle, and they will want to be aware of other parents' vehicles coming and going.

Please look out for each other during this pick-up time. Several families have infants or younger siblings. To help save the effort of unbuckling then buckling the younger children, please consider offering to wait by their car while they collect their children. Or consider making arrangements that you convey to the school about walking another student to their car. This could be especially helpful when the weather gets colder. Parents with younger children can also contact the school, and we will find a way to assist you with the pick-up process. Parents are also welcome to bring younger children to the line if they prefer.

Dismissal is a busy time, and teachers need to remain focused on the children's safety. If you have a question or concern to discuss with the staff, please write a note or email as opposed to asking during the dismissal process. This will avoid distractions and delays. Teachers will reply at their earliest convenience.

Late Pick-Up

Your promptness in picking your child(ren) up from school is essential to our teachers. A late pick-up charge of \$10.00 for every 10-minute segment or portion thereof after 3:35 pm will be applied. For example, if a parent arrives at 3:36, a \$10 fee will be charged. The fee will increase to \$20 if a parent arrives at 3:46, etc. This late fee will be added to the next month's tuition. If you are late for whatever reason (flat tire, appointment, traffic, etc.), a late charge will be issued. A "no exceptions" policy makes it easier for us to apply the late policy to everyone consistently and fairly. We appreciate your understanding and consideration.

Absent Day Policy

Parents should contact the school at least one week prior to a planned absence or the same day of an unexpected absence. Please use, in order of preference: 1) Brightwheel system messaging to staff (accessed on the app or online); 2) email to atselementary@gmail.com; 3) voice message or text to the school's number, (330) 350-1507. If your child has any diagnosed illness or communicable disease, parents should contact the school with that information so that we may notify other parents. ATS notifications will not specify the child or family, only the presence of the specific condition at the school.

Extensive absences should be approved by the school for record-keeping purposes pursuant to our instructional hours requirements.

While we attempt to contact parents via Brightwheel message, phone, or email when we have not received word about a child's absence, parents should not expect to be contacted immediately if a child does not arrive as expected.

Child Management Policies

Safety

To ensure the safety of your child, Around the Sun Montessori has established the following policy:

1. No child is ever left alone or unsupervised.
2. A staff member is present and records your child's arrival and dismissal times. A staff member is always aware of each child's presence while they are in attendance at Around the Sun.
3. Each staff member always has immediate access to a telephone.
4. A plan is posted explaining the action to be taken and the staff's responsibilities in case of a fire, and/or emergency.
5. First aid supplies are always available.
6. A teacher trained and certified in First Aid and CPR is always present.
7. Transportation is not provided to and from school or to offsite activities.

While our primary school does share our facility, elementary students use separate classrooms, hallways, and bathrooms.

No Smoking Policy

Around the Sun maintains a no-smoking policy during hours of operation in the building and on the property.

Child Guidance

We believe that a child in an environment of love, trust, and respect will gain self-discipline and a desire to learn and succeed in a positive way. The purpose of discipline for young children is to teach coping skills and discourage inappropriate behavior. We also believe discipline should include acknowledging the child's contributions, respecting his or her achievements, and praising his or her progress. Our guidance policy is designed to help students develop self-discipline and self-respect.

At Around the Sun, we try to arrange the environment to avoid problem-causing situations. We adapt our expectations to fit the developmental levels of the children to minimize frustrations and inappropriate behavior. We encourage children to develop their own control, autonomy, management of feelings, and problem solving. Throughout the school year, children will be made aware of appropriate and considerate behavior, and why these are necessary for the enjoyment and harmony of the group. We establish the following three "ground rules," which will provide a framework for setting appropriate boundaries and limits:

1. We will keep ourselves safe.
2. We will keep others safe.
3. We will keep the materials safe.

We use group discussion and role playing at group time to explore possible application of these three "ground rules" and the natural and logical consequence of breaking them. Children develop their abilities to control themselves at different rates. We will take into consideration the needs of the particular child involved. No single technique will work with every child every time. Through gentle reminders and consistent modeling, children become sensitive to the needs of others and develop a respect for their learning environment. When a gentle reminder is not enough, the teacher will intervene respectfully but firmly to stop the behavior.

In the rare event that a child exhibits behavior that may harm another or herself/himself, the child will be safely removed from the group until she/he is able to regulate her/his behavior and safely return to normal classroom activity. When the child is ready to return, teachers will review the reason for the separation and what behavior is expected. We do not use corporal punishment, including spanking. A child is never subjected to cruel or severe punishment, humiliation, or verbal abuse. A child is never denied food or forced food as a form of punishment. We model a sense of control in our own touch and voice. We are firm about our limitations when they are appropriate to the situation and the child's ability to understand and comply. We are consistent. We analyze possible reasons for behavior problems and make whatever adjustments in the environment that we can. We offer choices, try to redirect activity, point out natural or logical consequences of different behaviors, help the child individually or in a group to problem solve. Every effort will be made to enable the child to regain control of himself/herself through conflict resolution, redirection and/or changing the environment. All staff members have been made aware of the above policies and are trained accordingly.

Discharges

On the rare occasion that a child is consistently unable to allow others to function in the classroom on a particular day, parents may be contacted and asked to pick up their child. Should a child be an ongoing source of disruption or destruction, the parents will be notified and may be asked to schedule a conference with the staff. The health and safety of all children and staff members may require the withdrawal of any child whose behavior is determined to endanger himself/herself, other children, or staff members. A child may also be dismissed if it is found that the child's needs are not being met with the program. All efforts will be made to meet the needs of each child in the classroom. Around the Sun does not suspend students.

Special Needs

Around the Sun recognizes and honors the unique pace and abilities of each child and strives to be fully accountable for placement of a child in an environment that can fully meet that child's needs. ATS operates within the requirements of the Americans with Disabilities Act, including administering medication to children with disabilities and following altered care procedures as assigned by a physician to children with disabilities.

Serving children with special needs can sometimes mean that a child needs greater external assistance than a Montessori environment can provide. Some children may be better served in an environment that offers more adult check-ins and prompting, and they may benefit from a setting in which the entire class is moving towards the same goal. It is our intention to work with the parents of every child to achieve their maximum potential. Around the Sun will clearly communicate any related concerns or observations to the parents in conferences, both formal and informal, and through written communication. It is expected that parents will follow through with any requested outside intervention when learning discrepancies or behavior patterns that interfere with normal learning or the learning of others are routinely observed. Around the Sun staff does not diagnose or label children. Our status as a non-tax supported, non-charter school means that children who attend Around the Sun Montessori Elementary School are not eligible to receive support services that are available at public and private chartered schools. If support services are required to improve the child's situation (as determined by an outside specialist), those services must be ongoing until the professional releases the child. Ongoing enrollment at Around the Sun may be dependent upon continuation of the services.

Outdoor Play

We go outside most days. Please make sure your child has appropriate clothing, including gloves, snow boots or mud boots, raincoats, and possibly snow pants.

We will be going outside if the "real feel" temperature (air temp, plus wind chill) is above 25°F and it is not actively raining or otherwise unsafe for children to be outside. These conditions may include but are not limited to temperature, humidity, wind chill, ozone levels, pollen count, lightning, rain, or ice. Please presume that your child will be going outside and plan accordingly, including treatment of seasonal allergies or asthma, and clothing that is appropriate to the weather and potentially muddy conditions.

Food and Allergy Policies

Snack Policy

To ensure the safety of all students, Around the Sun will provide a daily allergy-safe and nutritious snack, including water. Please notify staff before the start of the school year about any special food

requirements due to allergies or cultural/religious dietary requirements. The snack fee is included in the \$150 materials fee with half due in October and the other half in February. Families are encouraged to send a clearly labeled water bottle with their student each day. If your child requires medical food, you must provide it.

Depending on specific allergies in each class, snack foods will be selected and purchased by staff. Examples of snacks provided may include items such as pretzels, popcorn, applesauce, or cheese sticks. Children learn through experience, and snack time at Around the Sun can provide an excellent opportunity to develop positive attitudes toward healthy foods. Snack will be available in the classroom mid-morning and mid-afternoon. If the child feels that he/she would like a snack, it is his/her choice when to eat. Teachers will, of course, be available to supervise and assist when needed. The children are not interrupted during their work time, and children can enjoy feeling a sense of autonomy and accomplishment by preparing their own snack!

Lunch Policy

Due to the nature of the allergies present in our classrooms, Around the Sun is a completely peanut and tree nut free environment. No peanut/tree nuts or peanut/tree nut butters or products that may contain peanuts/tree nuts or that were manufactured in a plant where peanuts/tree nuts are present can be brought into the school. Specific allergens/foods to avoid for lunch students will be sent via email at the beginning of the school year.

Allergies

Around the Sun Montessori recognizes the potentially serious consequences for children with food allergies. These allergies may include a condition known as anaphylaxis; a severe, potentially life-threatening allergic reaction brought about by exposure to certain foods or other substances (e.g., bee stings). ATS does not purport to be, nor can it be deemed to be, free of food items and nonfood items that may lead to a severe allergic or anaphylactic reaction. For example, the church community itself does not have a “no-nut policy,” so it is possible that peanuts and tree nuts may be brought into the school environment from time to time by church members. As such, we cannot claim to be “Allergen Free.” We can, however, attempt to create an “Allergen Safe” area where we make all reasonable efforts to reduce the risk to children with life threatening allergies, in accordance with this policy.

Health and Safety Policies

Each child attending Around the Sun shall secure and have on file verification of a medical exam conducted within the past 13 months as required by Ohio law. Please use the form titled “Ohio Department of Job and Family Services Child’s Medical Statement.” The form must be signed by a health care provider.

Management of Illness

There are occasions when a child is too sick or contagious and therefore should not be brought to school. The child may return to school once he/she has been symptom free for a minimum of 24 hours without medication or has written permission from a health care professional. If a doctor diagnoses an ear or throat infection, as an example, and the child is prescribed an antibiotic, the child may not be brought to school until he/she has been on the medication for at least 24 hours.

To protect children and staff, we have set up some guidelines regarding illnesses. A child with any of the following signs or symptoms of illness should not attend school. If these symptoms are observed at

school, the child shall be immediately isolated and discharged to his/her parent or guardian or person designated by the parent or guardian:

- Temperature of at least 100°F when in combination with any other sign or symptom of illness. Temperature shall be taken either with a forehead or by the axillary method with a digital thermometer.
- Diarrhea (three or more abnormally loose stools within a twenty-four hour period)
- Upper respiratory illness - including congestion, constant uncontrolled nasal discharge, mucus in the eyes, colored mucus in the nose, severe uncontrolled productive cough
- Severe coughing, causing the child to become red or blue in the face or to make a whooping sound, or repeated coughing that the child can not sufficiently cover to avoid the spread of germs
- Difficult or rapid breathing
- Yellowish skin or eyes
- Redness of the eye or eyelid, thick and purulent (pus) discharge, matted eyelashes, burning, itching or eye pain
- Untreated infected skin patches, unusual spots or rashes
- Unusually dark urine and/or gray or white stool
- Stiff neck with an elevated temperature
- Evidence of lice, scabies, or other parasitic infestations
- Sore throat or difficulty in swallowing
- Vomiting more than one time or when accompanied by any other sign or symptom of illness
- If child becomes sick without obvious symptoms. In this case, the child may look or act different. There may be an unusual paleness, tiredness, irritability, or lack of interest.

When ill, a child must be kept home and the school should be notified of any diagnoses obtained. When the child has a diagnosed communicable disease per the current version of the "Ohio Department of Health Communicable Disease Chart," all parents will be notified (by either an exposure report or a sign posted on the school door) once a contagious disease is reported.

Medications and Topical Products

Medications schedules should be adjusted to allow for medications to be given at home when at all possible, and for any medical foods to be consumed at home. Around the Sun staff will dispense medications according to guidelines outlined on a child's Medical Physical Care Plan or a Request for Administration of Medication. Emergency medications for allergic reactions or asthma (such as Epi pens or inhalers) must be kept on site and will be stored and labeled according to ODJFS regulations. Teachers and staff must be trained by the parent on the use of these medications.

Over-the-counter topical products such as lotions and lip ointments should not be sent to school with children without express permission from the teachers. Once at school, they will be stored away from children but readily available to staff.

Emergencies and Accidents

Through appropriate supervision, most accidents can be safely avoided. Our staff is appropriately trained in CPR, First Aid, Communicable Disease Recognition, and Child Abuse and Neglect Recognition. If an emergency does occur, the procedure is as follows:

- A staff member with first aid training responds to the child's immediate needs.
- If the situation warrants emergency services, another staff member will call 911, and then the parents.
- If transportation is needed, the child's individual emergency instructions listed on the Child Enrollment and Health Information form on file will be consulted. Emergency personnel or parents may transport the child. A staff member will stay with the child if a parent is not present.
- Accidents will be reported to the parent by the Accident/Incident Report Form. Minor accidents will be treated with first aid, which will be described on the Accident/Incident Report Form.

If your child has unique health needs (i.e., has food allergies, asthma, sensitivity to bee stings, etc.), please provide us with details of required treatment. Parents will be asked to complete a Medical and Physical Care Plan form so proper care and prevention can be provided.

Plan for Evacuation

- Daily attendance is recorded each day by teachers.
- Evacuation plans are posted at exits.
- Teachers lead children out of the classroom to designated "safety area."
- Children and staff gather at designated safety area. Staff will take attendance to make sure all children are accounted for.
- Administrator/Teacher takes attendance records, first aid kit/emergency medications, and parent contact information in evacuation whenever possible.
- If needed, parents are called and arrangements are made to pick up children.

Fire drills will be conducted on a monthly basis. Weather-related drills are conducted March through September. Evacuation routes and severe weather plans are posted by the exit. Quarterly lock down drills are conducted.

In the unlikely event of a terrorist-type emergency, staff and children will remain on the school property until parents (or other authorized caregivers) arrive to pick up children if deemed safe.

If it is necessary to leave the property, the Medina Fire Department and Montville Police Department will assist in transporting children to a safe location. In the event of evacuation off the premises, students will be taken to Waite Elementary School and we will utilize the communications at our disposal (email, Brightwheel, Transparent classroom, and/or phone) to contact parents. In the event of total loss of communication, the school will also post notice of this evacuation location on the main preschool entrance door.

Policy on Hours of Operation

When Medina City Schools cancel classes or have a delayed opening due to weather, Around the Sun may close for the day or a portion of the day. We will post the closings on WKYC and Transparent Classroom and send an email notification.

We will use our licensing agency, Ohio Department of Job and Family Services, and the Medina County Health Department as our guide for closing due to health risks.

Please note: Around the Sun follows a slightly different schedule than the Medina City Schools for some holidays, so please refer to the ATS school calendar, posted on the school website, for specific dates. The office is closed when there is no school.

Reporting

Child Abuse and Neglect

At Around the Sun, we will take whatever steps are necessary to protect children from abuse and neglect and to support the school's children, parents, and staff. If you suspect any child abuse or neglect in our school program, please report it immediately to the staff. Likewise, adults who work with children in this school are legally required to identify signs of suspected abuse and responsibly react to potentially abusive situations so that children may be protected. To protect the safety and well-being of all children, it is the policy of Around the Sun to report any signs of suspected abuse to the appropriate authorities.

Other Policies

Grievance Policy

If parents have any concerns, please follow this process so ATS teachers and staff can work together with you for the best resolution:

1. Communicate concern to ATS staff member.
2. Attempt to resolve through open communication. Collaboratively, we will work together to resolve the issue or concern.
3. Parents and administrators can determine if a meeting needs to be arranged.
4. If an arrangement cannot be made, both parties have the option to decide if enrollment in the school will continue.

Media Release

Unless expressly prohibited in writing, Around the Sun assumes permission to post photos of students in advertisement, marketing materials, and social media platforms. We may also utilize video conferencing platforms such as Zoom, Google Meet, or Google Classroom to allow for remote learning or sharing of special events with family. No identifying information will be shared about students in these posts.

Clothing and Shoes

We strongly encourage parents to send their children to school in comfortable, practical clothes, including shoes or slippers only to be worn in the classroom, that allow free movement and are suitable for art projects. Overall attire—including shoestrings, ties, fasteners, zippers, and buttons—should be self-managed and appropriate for each individual child's dexterity level. Children are encouraged to come to school in non-skid, closed-toe shoes, which are safe and comfortable for outdoor play.

All articles of clothing, coats, etc., brought to school must be clearly and permanently marked with your child's name. It is helpful if you point out to your child his/her name or any other identifying marks you choose to use. Children should have one labeled bag with an individually labeled, weather-appropriate change of clothes to be stored at the school at all times. The school cannot be responsible for keeping track of unmarked items not clearly identifiable as belonging to your child.