



Around the Sun Montessori  
Parent Handbook

2021-2022

Revised and Updated August 23, 2021

[www.aroundthesunmontessori.com](http://www.aroundthesunmontessori.com)  
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(Tax I.D. # 20-2513747)

## Our Philosophy

We believe the first years of a child's life constitute the most critical period for his/her self-development. Further, we believe that children learn at their own rate through real-life and hands on experiences. 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 a child feels 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 each child can reach their full potential, whatever that potential may be!

## Our Mission

Around the Sun Montessori Preschool 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 the exploration of challenging materials, hands on experiences, 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, 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.

## Enrollment

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. However, placement can only be guaranteed for the student's current class assignment. For example, a parent of a child enrolled in the afternoon primary class can request that child be placed in the morning class, but **that change cannot be guaranteed.**
  - 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<sup>st</sup>.
- 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.

Please note: Although enrollment is generally filled on a first come, first served basis, the Directors will take into account the balance of the classroom and must consider factors such as age, developmental readiness, and gender when considering placement.

## Admissions Requirements

It is the policy of Around the Sun Montessori to admit students aged 2.5 - 12 without regard to race, culture, gender, or religion. Each child's health and safety is of extreme importance. Upon enrollment, there are forms needed to comply with state licensing requirements. Around the Sun Montessori does not conduct state assessments. By state law, children must be current and up to date on all immunizations on/or prior to the start of school, with exceptions to immunization requirements listed under 5104.014 ORC. Approval of exceptions are 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.

## Days/Hours of Operation and Monthly Tuition

- The morning primary class operates from 8:30 am – 11:30 am, 4 days/week (M, T, W, Th). Tuition is \$3100.00/year or \$310.00/month.
- The afternoon primary class operates from 12:30 pm – 3:00 pm, 4 days/week (M, T, W, Th). Tuition is \$2800.00/year or \$280.00/month.
- Extended Day Program (for children turning 5 before Dec 31 of the year they start the program) operates from 8:30am – 3:00 pm, 3 days/week (M, T, W) and 8:30 am – 11:30 am 1 day/week (Th). Tuition is \$4400.00/year or \$440.00/month.
- Kindergarten (for children turning 5 before August 1 of the year they start the program) operates from 8:30am – 3:00 pm on M/T/W/Th. Tuition for M-Th is \$4600.00/year or \$460.00/month.
- Elementary operates from 8:30 – 3:30 M-F. Tuition is \$6000/year or \$600/month.

## Payments and Fees

- [Registration Fee](#) - A non-refundable, yearly fee of \$55 per child or \$70 per family is due at the time of application.
- [Payments](#) - The first payment is due June 1<sup>st</sup> in order to secure your child's enrollment for the coming school year. The remaining payments will be due by the 5<sup>th</sup> of each month September thru May. Checks should be made payable to Around the Sun Montessori and can be turned in at drop off or mailed to the school address: 4797 Sharon Copley Road, Medina, OH 44256. You may also utilize your bank's bill pay features to mail a check directly to the school, but please allow extra time for those checks to be processed and delivered as there is often a delay. Payments are also accepted via PayPal on our website (a convenience fee is added to the tuition each time this service is used).
- [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 10<sup>th</sup> if payment has not been received. If a payment is not received by the 20<sup>th</sup> of the month, the child may not return to school until the tuition balance is paid in full.
- [Returned Checks](#) - A \$45 processing fee will be added for all returned checks.

## **Policy on School Closings/Delayed Openings**

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.

In the event that Medina City Schools close due to increased Covid-19 risk factors, we will evaluate how those factors impact Around the Sun. 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 Covid-19 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](#) for specific dates.

## **Teacher to Child Ratio and Group Size**

All state mandated ratios requirements are met and maintained throughout the school day.

## **General Daily Schedule**

The following schedules are a guideline of what happens in a typical day at Around the Sun. Teachers may adjust allow for changes in weather, special events, and classroom dynamics.

### **Primary Schedule**

- 8:30-8:40 (12:30-12:40) Arrival and Greeting. Children will put personal belongings away in their cubby, take off outdoor shoes and put on school shoes/slippers.
- 8:40-11:00 (12:40-2:40) Child Work Cycle. Children will use this time to choose work independently or participate in individual or small group lessons. Teachers will spend this time observing the classroom and providing lessons as necessary. Snack is available for the children to prepare and eat when they are hungry.
- 11:00-11:20 (2:30-2:50) Large group and gross motor time. 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.
- Please note, naptime is not part of our daily schedule, however there is space that can be made available for students on a needed basis.

### **Extended Day and Kindergarten Schedule**

- 8:30-11:20 Follows Primary schedule with specialized small group and individual work activities during the Work Cycle.
- 11:20-12:00 Lunch (provided by parents, please see allergen policy below, specific allergies to be sent via email to lunch families at beginning of the school year. Per ODJFS requirements, your child's meal must meet 1/3 of nutritional daily needs)
- 12:00-12:30 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 degrees and it is not actively raining.
- 12:30-2:50 follows Primary schedule with specialized small group and individual work activities during the Work Cycle.

- 2:55-3:00 Dismissal (Extended Day dismisses at 11:20 on Thursdays)

## **Elementary Schedule**

- 8:30-8:45 Arrival and Greeting. Children will put personal belongings away in their cubby, take off outdoor shoes and put on school shoes/slippers.
- 8:45-11:30 Morning Work Cycle. Children will use this time to choose work independently or participate in individual or small group lessons. Teachers will spend this time observing the classroom and providing lessons as necessary. Children will be utilizing Work Plans they have developed with the teachers to guide them in their choices for the day. Snack is available for the children to prepare and eat independently or with friends.
- 11:30-11:45 Clean up and prepare for lunch.
- 11:45-12:45 Lunch and Outdoor Exploration. We go outside most days. Please make sure your child has weather appropriate clothing, including gloves, snow or mud boots, raincoats, and possibly snow pants. We will be going outside if the “real feel” temperature is above 25° and it is not actively raining.
- 12:45-2:30 Afternoon Work Cycle. Children will continue work they have started in the morning and teachers will continue to spend this time observing and providing lessons. This time may also be spent on special projects or lessons that are extensions of classroom work.
- 2:30-2:45 Clean up, prep for the end of the day
- 2:45-3:00 Community Meeting. This is a time to gather as a group and review events of the day and plan for upcoming events.
- 3:00-3:20 Recess (weather permitting).
- 3:20-3:30 Dismissal (from the upper parking lot)

## **Allergy & Anaphylactic Policy**

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.

## **Allergy Safe Snack Policy**

To ensure the safety of all students, Around the Sun will provide a daily allergy safe and nutritious snack, including water. The snack fee is included in the \$100 materials fee with half due in October and the other half in February.

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 classrooms, and the children are given the opportunity throughout work time to prepare a snack for themselves. 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 Allergy and Nutritional 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.

ODJFS requires that lunch meals provided by parents meet 1/3 of the child's recommended daily dietary allowance as specified by the USDA (see below for specific chart). This includes 1 serving of fluid milk, 1 serving of meat or meat alternative, 2 servings of fruit and/or vegetables, and 1 serving of bread or grains. If the child's lunch does not meet the state requirements, ATS will offer supplements to meet the requirement. Exceptions will be made for any student with allergies that remove a full food group. School aged children will not be permitted to carry medications and medications/food alternative/modified diets.

ACTION: Final

ENACTED  
Appendix  
5101:2-12-22

DATE: 12/06/2016 10:23 AM

Appendix B to Rule 5101:2-12-22

### Portion Sizes for Meals

Meal	Component	Minimum Serving		
	Age of Child	1 & 2 years	3-5 years	6-12 years
Breakfast	Fluid Milk	½ cup	¾ cup	1 cup
	Juice/Fruit or Vegetable	¼ cup	½ cup	½ cup
	Grains/Breads/Dry Cereal	½ slice ¼ cup or ½ oz.	½ slice ⅓ cup or ½ oz.	½ slice ¾ cup or 1 oz.
Meal	Meat or Meat Alternative	1 oz	1 ½ oz.	2 oz.
	Fruit Or Vegetable	¼ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup	½ slice ¼ cup	1 slice ½ cup
	Fluid Milk	½ cup	¾ cup	1 cup
Snack	Meat or Meat Alternative	½ oz.	½ oz.	1 oz.
	Fruit Or Vegetable	½ cup	½ cup	¾ cup
	Grains/Breads/Pasta/Noodles (cooked)	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.	½ slice ¼ cup or ½ oz.
	Fluid Milk	½ cup	½ cup	1 cup

## **Child Guidance and Management Policy**

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.

Group discussion and role playing will be used 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, the child will be safely removed from the group until she is able to regulate her 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. A child is never punished for wetting, soiling, or not using the toilet. 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 him/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.

## **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. This 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, more adult prompting, and may sometimes 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. 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.

## **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 him/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.

## **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.

## **Health and Illness Policy**

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.

*To ensure the safety of all students and staff, especially with consideration to Covid-19, we will maintain a zero-tolerance illness policy. All children and staff exhibiting any symptoms will be asked to stay home. If symptoms present while at school, that individual will be immediately isolated. Parents/Guardians will be notified and will need to pick the child up to go home.*

In order 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 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.
- Diarrhea
- Upper respiratory illness - including congestion, uncontrolled nasal discharge, mucus in the eyes, colored mucus in the nose, uncontrolled productive cough.
- Severe or repeated coughing
- 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
- 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.

With a contagious disease, a child must be kept home and the school notified. All parents will be notified via email once a contagious disease is reported. The child may return to school once he/she has been symptom free for a minimum of 24 hours without medication. 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 and does not exhibit symptoms for at least 24 hours.

Around the Sun shall implement the following preventative practices for the management of communicable disease on a daily basis:

1. A childcare staff member with current, valid training in the management of communicable diseases shall observe each child daily upon arrival at the center.
2. The school shall provide training for all staff in the process of hand washing and disinfection procedures prior to working with children; including a thorough review of the requirements for hand washing and diapering
3. The school shall release employees who have a communicable disease or who are unable to perform their duties due to illness
4. The school shall notify parents, within the next day of center operation, when their child has been exposed to a communicable disease
5. Around the Sun shall follow the current version of the "Ohio Department of Health Communicable Disease Chart" for appropriate management of suspected illnesses. The chart can be reviewed [here](#).

Around the Sun will continue to remain vigilant with a multi-layered approach to health and safety protocols. Our goal is to keep students and staff safely in school for in-person learning. In addition to the above guidelines, Around the Sun has also developed the following **COVID-19 specific policies**:

1. In alignment with the Ohio Department of Health, the Medina County Health Department and the CDC, Around the Sun **strongly recommends** that all students and staff wear facemasks while in school, regardless of vaccination status.
2. Parents will be responsible for observing and evaluating the health of their child each day before coming to school.
3. **If you answer YES to one or both of the following questions, your child must stay home and be referred to your health care provider for testing and care.**
  - a. Has your child or anyone in your household shown any of the following signs or symptoms of illness in the past 24 hours?
    - Fever or Chills
    - Cough
    - Sore Throat
    - Diarrhea
    - Nausea or Vomiting
    - Runny or Congested Nose
    - Difficulty Breathing
    - Feeling Unusually Weak or Tired
    - Loss of Taste or Smell
    - Body Aches/Pain
    - Seems sick or like they are starting to get sick
    - Headache
  - b. Has your child been in contact with anyone who has tested positive or is suspected to have COVID –19 in the past 24 hours?
4. At Arrival/Drop Off, a staff member will visually check your child for signs of illness and will use a no touch thermometer to take your child’s temperature. Any child with a temperature of 100 degrees or higher and showing **any** other signs of illness will not be permitted to leave their vehicle or enter the building.
5. Students and staff will sanitize their hands prior to entering the classroom. Students and staff are also required to wash with soap and running water before eating, after toileting, after coming into contact with any bodily fluids, and after pet care. Students are also encouraged to wash frequently throughout the day.
6. Around the Sun will continue to follow all ODJFS guidelines regarding cleaning and disinfecting of the classroom with the addition of operating a commercial grade, cold-fogging large capacity fogger device to ensure that all areas and materials of the classroom are thoroughly sanitized after children have been dismissed. We will use BIOESQUE Botanical Disinfectant Solution. This is a broad-spectrum disinfectant registered with the EPA as effective against Covid-19.

If a student is ill, the following Exclusion/Quarantine Protocols will be followed:

- If a child has one or more illness symptoms (such as a runny nose or cough) but no known exposure to COVID-19, they can return to school with documentation from a healthcare provider after determining a non-Covid related cause. They must also be symptom free for a minimum of 24 hours without the use of medication such as fever-reducers or decongestants.
- If a child tests positive for COVID-19:
  - Stay home for a minimum of **10 days from test date or onset of symptoms** or as directed by the Medina County Health Department
  - The child must **also** be symptom free for a minimum of 24 hours without the use of medication before returning to school.
- If a child has close contact with someone who has (suspected or confirmed) COVID-19:
  - Stay home for **14 days after last exposure**
  - OR – The child can return to school after **7 days** from last exposure if they have received a negative viral (PCR or Antigen) test that was performed at least **5 days** after last exposure.

In the event that ATS needs to discontinue classroom learning (due to COVID-19 risk factors), remote learning resources will be provided, and teachers will provide developmentally appropriate virtual learning opportunities for students.

The single most important thing to do if any symptoms of COVID-19 are present is to **STAY HOME**. Our collective health relies, in part, on individual attention and responsibility. Note that some symptoms of COVID-19 are the same as the flu or a cold; please do not assume it is another condition. **WHEN IN DOUBT, STAY HOME.**

## Hand Washing and Diapering

Hand washing shall be in accordance with health department guidelines. All employees shall wash hands and under fingernails with soap and running water upon arrival at the center, after each diaper change, after assisting a child with toileting, after any contact with bodily secretions, after cleaning, after toileting, before preparing or eating food, and upon departure.

## Diapering Procedure

Diapers shall be checked a minimum of every three hours and shall be handled in conformity with the following methods:

1. At the diaper changing station, there will be a disposable separation material that acts as a barrier placed between the child and the changing surface, which is discarded after each use.
2. The center will have disposable gloves available for diapering. Teachers will wash hands with soap and water after changing a diaper.
3. The diaper changing station will be disinfected after each diaper change with an appropriate germicide.
4. Children's clothing soiled with fecal matter to be sent home with a child will not be rinsed at the center, but will be placed directly into a plastic bag, sealed, and stored away from the rest of the child's belongings and out of reach of children.
5. Soiled diapers shall be disposed of in a plastic lined, foot activated receptacle or other type of receptacle that prevents hand contamination. The receptacle shall be covered or otherwise enclosed and be inaccessible to children. These containers shall be emptied, cleaned, and disinfected daily, or more frequently as needed to eliminate odor.

Toilet training shall occur based on the child's readiness and consultation with parents or guardians regarding practices in the child's home. Around the Sun shall ensure that toilet training is never forced.

## Medications

Medications schedules should be adjusted to allow for medications to be given at home when at all possible. 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 form. 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.

## 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.

### 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 in order 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 staff member will greet your child and take his/her temperature with a no touch digital thermometer before walking them into the building. Please be respectful of those in line behind you and do not linger after your child has exited your vehicle.
- Arrival times are as follows:
  - AM Primary/Extended Day/Kindergarten/Elementary: 8:30-8:40
  - PM Primary: 12:30-12:40
- You will exit the school grounds by proceeding forward and following the green loop to the right via the main driveway (see diagram).

### Primary Class Dismissal/Pick-Up

Parents will pull up to the designated pick-up area in the lower lot and a staff member will escort children individually to their vehicle. **School staff or volunteers will not fasten the child into his or her car seat.** Parents/care givers will pull forward, well ahead of the drop off point but before leaving the lot, to fasten the child into his or her seat if they need help doing so.

Dismissal will start 10 minutes early to accommodate the flow of vehicles and to dismiss each student individually. Please plan to arrive at the following time according to your child's class and form a vehicle line in the lower parking lot:

- Morning Preschool (Extended Day Thursday): 11:20 am
- Afternoon Preschool/Extended Day (M/T/W)/Kindergarten: 2:50 pm

Children may be dismissed from either the playground or the classroom depending on their schedule and weather conditions. If someone else will be picking up your child, please inform the school as early as possible via email or text. If that person is new to us, please ask them to have a photo ID ready. We will not dismiss your child to anyone not authorized by you in writing.



**11:35 am, 3:05 pm, or 3:35 pm (depending on the class your child is enrolled in) will be applied.** For example, if a parent arrives at 3:06, a \$10 fee will be charged. The fee will increase to \$20 if a parent arrives at 3:16, 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.

## **Separation**

We understand that separation can be a very stressful time for children as well as parents. Our belief is that separation reactions in children are valid and to be expected. Children who are supported by their teachers and parents as they separate from home have the opportunity to move into new realms of learning and growth. Assuming that children will "get over it" or "grow out of it" does not provide them with the opportunity to work through their feelings. In an environment of understanding and support, children become competent and self-confident. They learn not only how to leave, but how to venture out - how to try new things. Helping children achieve a successful separation (not just physical, but emotional) and adjustment to our school is our goal. When children are able to master their separation feelings upon arriving at school, they have achieved a giant step in their growth.

Encouraging children to participate fully in saying goodbye, hugging, kissing, crying, waving and saying, "I'll miss you", are all ways of bringing feelings out in the open. Once in the open, they are easier to deal with.

## **Clothing and Shoes**

Children are encouraged to wear comfortable, practical clothes, which allow free movement, and which are suitable for art projects. Fasteners, zippers and buttons should be easily manageable for the child. 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. The school cannot be responsible for keeping track of unmarked items not clearly identifiable as belonging to your child.

## **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. Please note, there are no swimming activities at Around the Sun Montessori.
8. Transportation is not provided to and from school or to offsite activities.

## **No Smoking Policy**

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

## **Child Abuse Prevention**

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.

## **Birthdays are a Celebration of Life!**

The Celebration of Life is our way to commemorate your child's birthday in the classroom. This celebration allows us all to enjoy some happy moments and memories with your child. You will receive detailed information about your child's Celebration of Life a few weeks prior to their special day. We understand that many birthdays fall during summer months when we are not in school. We will recognize half-birthdays for those children so that each student can have an opportunity to be celebrated.

## **Parent Participation**

Parents and teachers are partners in providing a nurturing, loving environment for the growth and development of your child. We are always interested in your comments regarding the care and education that your child receives from Around the Sun.

Due to current Covid-19 protocols, classroom visitation will be restricted to ensure the safety of our school community. We are hopeful that this will change during the course of the school year and will notify you of this in the event that happens. In the meantime, please feel free to be involved with our PTO organization, Friends of Around the Sun Montessori, for opportunities to support the children and staff of Around the Sun.

Parent/Teacher conferences will be held twice a year (see school calendar). We will provide you with a written assessment detailing your child's progress and invite you to meet with teachers for an open discussion. If at any time you have a question or concern regarding your child's care, we ask that you bring it to our attention immediately so that we can take appropriate steps to address the matter.

## **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 center will continue
5. Parents can find more information on ODJFS's website: <https://jfs.ohio.gov/>

## **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.

## **Communication**

E-Mail--The primary form of communication will be electronic. Around the Sun uses e-mail as the primary communication tool for reminders, forms, and updates. Please make sure your email address is always current to insure you do not miss any important information.

Transparent Classroom--Around the Sun uses this web-based resource to communicate with parents as well as plan and document individual and classroom activities. Teachers may also post pictures of classroom events and highlights. An invitation to set up your family's account will be emailed prior to the start of school so that you can choose your own log in information, including passwords. For more information you can visit [www.transparentclassroom.com](http://www.transparentclassroom.com).