



*Every Child is Gifted. Every Child Has Needs.*

# PARENT HANDBOOK 2025-2026

## TABLE OF CONTENTS

	Policy No.
Mission Statement	1
Welcome	2
Program Philosophy	3
Licensing Information	4
Governmental Licensing Information	4.1
Accreditation Information	4.2
Enrollment	5
Tuition	6
Payment Schedule	6.1
Late Payments	6.2
Subsidized Care	6.3
Multiple Child Discounts	6.4
Confidentiality	7
Mandated Reporting of Suspected Child Abuse and Neglect	8
Parent Code of Conduct	9
Swearing/Cursing	9.1
Threatening of Staff, Parents or Children	9.2
Physical/Verbal Punishment of Your Children or Other Children	9.3
Smoking	9.4
Violations of the Safety Policy	9.5
Confrontational Interactions with Employees, Other Parents, and Associates of Brookside Montessori	9.6
Violating the Confidentiality Policy	9.7
Parents Right to Immediate Access	10
Dismissal	11
Inclusion / Expulsion	11.1
Withdraw	12
Court Orders Affecting Enrolled Children	13

Arrival Procedures	14
Notification of Absence	14.1
Attendance Policy	14.2
Absences Due to a Family / Educational Trip	14.3
School's Right to Refuse Admission	14.4
Pick Up Procedures	15
Late Pick Up	15.1
Persons Appearing to be Impaired by Drugs and/or Alcohol	15.2
Emergency Contact Forms	15.3
Transportation	16
School Calendar	17
Emergency and Inclement Weather Closing Information	18
Curriculum Information	19
Daily Schedule of Activities	19.1
Staff to Child Ratios	19.2
Nap/Rest Time	19.3
Educational/Personal Care Supplies Needed	19.4
Parent/Teacher Conferences/Communication	19.5
Discipline	20
Toys from Home	21
Dress Code	22
Children	22.1
Parents	22.2
Field Trips	23
Parent Participation/Volunteering	24
Health and Safety	25
Pre-Enrollment Requirements	25.1
Children with Severe Allergies	25.2
Communicable Diseases	25.3
Biting	25.4
Dispensing of Medication	25.5
Fire/Emergency Drills	25.6
Alternate Safe Location	25.7
Incident/Accident Reports	25.8
Foods Policy	25.9

Peanut-Free Policy	25.10
Wellness Policy	25.11
Firearms and Weapons Policy	25.12
Anti-Bullying Policy	25.13
Staff Employment by Clients	26
School Contact Information	27

BROOKESIDE MONTESSORI

POLICY: MISSION STATEMENT

POLICY NO.: 1



To encourage independence, confidence, and intellectual creativity in a safe, supportive, and culturally diverse environment as guided by the philosophy of Dr. Maria Montessori.

BROOKESIDE MONTESSORI

POLICY: WELCOME LETTER

POLICY NO.: 2

\*\*\*\*\*

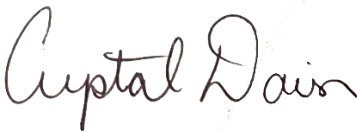
Dear Parents,

Welcome to the Brookside Montessori School. Our school is committed to providing a creative learning environment, which responds to the needs of each child. Our goal is to have the children view themselves as valuable members of a diverse, global community. We strive to create a balance between academic and social development, as well as foster responsibility and cooperation.

You are encouraged to become an active partner in your child's education. Your child's teacher will be able to answer any questions you may have regarding classroom matters. Questions regarding administrative issues should be directed to the Head of School. Additionally, our Home and School Association is very active and you will receive information regarding meetings, dates, fundraisers, etc. directly from them.

We look forward to a mutually rewarding year with your child and anticipate having your family as active members of our school community.

Sincerely,



Crystal Davis  
Head of School

# BROOKESIDE MONTESSORI

POLICY: PROGRAM PHILOSOPHY

POLICY NO.: 3

.....

The Brookside Montessori school community works to create an environment that inspires children to develop inner discipline, self-confidence, and a love of learning. We respect the uniqueness of each student by helping each child develop skills at periods of greatest readiness and sensitivity.

Our educational philosophy is guided by the teachings of Dr. Maria Montessori. We strive to inspire the development of each child in a safe, supportive, culturally diverse environment, which gives students freedom to explore, cooperate, and be creative.

The school's child-centered educational environment provides activities and a Pennsylvania state approved curriculum appropriate to each child's developmental stage. The integrated curricula are guided by a highly trained staff, who are aware of the needs of the individual child. The children are in mixed-age settings, which allow them to build long-term relationships with other children and their teachers within a caring academic community.

The child's experience is more complete when parents and family commit to an active role in their child's education. Parent educational materials and programs encourage parents' participation in the education process at each stage of the child's development. As the school and home work together, the child develops the confidence needed to venture out into the world and become involved in projects which will serve the community. This dynamic partnership of child, parent, and teacher, develops a consistent Montessori framework for learning and reinforces our core values: "Every child is gifted...every child has needs."

# BROOKESIDE MONTESSORI

POLICY: LICENSING INFORMATION

POLICY NO.: 4



## 4.1 GOVERNMENT LICENSING INFORMATION

Brookeside Montessori is licensed by the Pennsylvania State Board of Private Academic Schools to offer Nursery, Kindergarten, Elementary (grades 1 – 6), and a Summer Session in the Commonwealth of PA in accordance with the provisions of the Act approved the 28<sup>th</sup> day of January 1988. Therefore, the Department of Education has issued our license with the seal of the Commonwealth of Pennsylvania.

## 4.2 ACCREDITATION INFORMATION

Brookeside Montessori is a member of the American Montessori Society (AMS). In 2019 AMS announced the Pathway of Continuous School Improvement, a 10-step program that supports Montessori school quality. Brookeside Montessori school is on the pathway and adheres to their Code of Ethics.

BROOKESIDE MONTESSORI

POLICY: ENROLLMENT

POLICY NO.: 5

\*\*\*\*\*

Enrollment at Brookside Montessori is open to children from 2 years, 7 months to 12 years old. Enrollment shall be granted without regard to a child's race, color, creed, religion, gender which includes sexual orientation/preference and gender identity, disability and genetic information; and without regard to a parent or guardian's race, color, creed, religion, age, gender which includes sexual orientation/preference and gender identity, pregnancy, disability and genetic information.

Parents can apply for enrollment of their child in Brookside Montessori by completing the Registration Application and paying the \$150.00 Registration Fee. The Registration Fee is NON-REFUNDABLE.

Initial enrollment is contingent upon receipt of the completed registration application, tuition agreement signed by both parents, registration fee, health and immunization records, emergency contact form, and signed Parent Handbook receipt.

The Registration Application and Tuition Agreements are not meant to serve as contracts guaranteeing service for any duration.

Brookside Montessori reserves the right to dismiss any parent or child at any time with or without cause.

Continued enrollment at Brookside Montessori is contingent upon the parent's, emergency contact persons' and child's adherence to the policies and procedures of Brookside Montessori as outlined in this handbook including, but not limited to, timely payment of all fees and tuition.

Parents are required to notify Brookside Montessori immediately, should any of the information collected at the time of enrollment or any time thereafter change. Failure to do so may result in the child(ren) being dis-enrolled from the program and forfeiture of any deposit.

BROOKESIDE MONTESSORI

POLICY: TUITION

POLICY NO.: 6

\*\*\*\*\*

All custodial parents and/or legal guardians are required to sign a Tuition Agreement prior to enrollment of their child in Brookeside Montessori. Parents are required to indicate to whom all billing information and correspondence are to be addressed. For a second copy of billing information and/or correspondence, a \$.25 per page copying fee will be charged accordingly.

6.1 PAYMENT SCHEDULE

Brookeside Montessori will provide a payment plan consisting of ten (10) equal payments for those who choose not to prepay the entire tuition.

All registration fees/deposits and tuition payments are non-refundable. The Head of School and the Board of Directors reserves the right to deny, cancel, sever, or suspend any child’s enrollment if it is in the best interest of the child or the school. In this case the registration fee deposit is non-refundable but the tuition will be pro-rated based on the amount of time the child has attended school.

The Registration fees and the first month’s tuition are due on August 1<sup>st</sup>. Thereafter, each payment is due on the first of each month.

Cash, check, or money order may pay tuition. Receipts will be given for tuition payments made by cash. All cash payments must be handed directly to the Head of School. Your canceled check will serve as your receipt for payments made by check. There will be a \$25.00 fee charged for tuition checks returned by the bank. Returned Tuition checks will not be re-deposited. Parents will be responsible for re-issuing a second check. If at any future time the bank returns a parent’s check; cash, certified check, or money order must be used to make all future tuition payments.

Tuition DOES NOT include fees for field trips and other extra-curricular activities.

Should events beyond the control of Brookeside Montessori, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war, governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the school’s control, occur, Brookeside Montessori has the discretion to close the school and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods and use of distance learning. The Parent’s financial obligations under this contract remain in full force and effect. Should Brookeside Montessori close, Brookeside Montessori’s duties and obligations under this contract shall be suspended immediately without notice until such time as Brookeside

Montessori, in its sole and reasonable discretion, may safely reopen. If Brookside Montessori cannot reopen due to any event under this Paragraph, it is the sole discretion of Brookside Montessori whether to refund any portion of tuition paid.

For closures that last beyond two weeks, at the discretion of the Board of Directors, a percentage discount on the monthly tuition may be offered to hold your child's place in the school and participate in the distance learning program. For an extended closure you can choose to disenroll your child and would not be charged the tuition holding fee, however, your child would not be guaranteed enrollment once we reopen. If you want to reenroll your child once we reopen your child would not be given priority and may be placed on our waiting list.

## 6.2 LATE TUITION PAYMENTS.

All Accounts must be current in order for your child to be admitted to the first day school. All monthly payments must be made by the first day of each month, or your child may be suspended from school until the payment is made. A \$25.00 late fee will be charged to each month in arrears. Any necessary legal action regarding unpaid tuition and collection efforts thereof will be taken at the discretion of Brookside Montessori and the parents or guardian will be liable for the tuition owed, plus court costs and legal fees. Interest will be added at the rate of 18% per year.

Parents picking up children after the 3:45 PM closing time will be charged \$25.00 per child for each fifteen minutes or a portion thereof. In an emergency, parents are responsible for making arrangements for their child's pick-up. Brookside Montessori cannot be held liable for children being there after 3:45 PM due to insurance regulations.

There is no credit given for vacations, scheduled school holidays, child illness, or for closings due to emergency situations, inclement weather or acts of God.

Non-payment of tuition is grounds for immediate dismissal from the program. Timely payments are essential for continued enrollment at Brookside Montessori; however, if you anticipate difficulty with paying on time, please discuss the matter with the Head of School immediately. If alternative arrangements for payment are approved you will be notified by the Head of School.

6.3 Brookside Montessori does not accept childcare subsidies.

6.4 Brookside Montessori offers a multiple child discount for one or more siblings enrolled during the same school year. Registration of a second child entitles a family to a 10% discount off the lowest tuition figure. Registration of any additional children entitles the family to a 15% discount off of the lowest tuition figure.

BROOKESIDE MONTESSORI

POLICY: CONFIDENTIALITY

POLICY NO. : 7

\*\*\*\*\*

Within Brookeside Montessori, confidential and sensitive information will only be shared with employees of Brookeside Montessori who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents, as Brookeside Montessori strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Brookeside Montessori.

Outside of Brookeside Montessori, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents will be provided with a document detailing the information that is to be shared outside of Brookeside Montessori, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy will not be permitted on school property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing school property.

You may observe children at our School who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Brookeside Montessori are strictly prohibited from discussing anything about another child with you.

BROOKESIDE MONTESSORI

POLICY: MANDATED REPORTING OF SUSPECTED  
CHILD ABUSE AND/OR NEGLECT

POLICY NO. : 8

\*\*\*\*\*

Under the Child Protective Services Act, mandated reporters are required to report any suspicion of abuse or neglect to the appropriate authorities. The employees of Brookside Montessori are considered mandated reporters, under this law. The employees of Brookside Montessori are not required to discuss their suspicions with parents prior to reporting the matter to the appropriate authorities, nor are they required to investigate the cause of any suspicious marks, behavior or condition prior to making a report. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. We at Brookside Montessori take this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Brookside Montessori can not be held liable for reports made to Child Protective Services which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- ◆ Unusual bruising, marks, or cuts on the child's body
- ◆ Severe verbal reprimands
- ◆ Improper clothing relating to size, cleanliness, season
- ◆ Transporting a child without appropriate child restraints (e.g. car seats, seat belts, etc.)
- ◆ Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- ◆ Not providing appropriate meals including a drink for your child
- ◆ Leaving a child unattended for any amount of time
- ◆ Failure to attend to the special needs of a disabled child
- ◆ Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside.
- ◆ Children who exhibit behavior consistent with an abusive situation

BROOKESIDE MONTESSORI

POLICY: PARENT CODE OF CONDUCT

POLICY NO. : 9

\*\*\*\*\*

Brookeside Montessori requires the parents of enrolled children at all times to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Brookeside Montessori is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Brookeside Montessori but is the responsibility of each and every parent or adult who enters the school. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on school property or at school functions thereafter. Please refer to the Policy on Parent’s Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

9.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

9.2 THREATENING OF EMPLOYEES, CHILDREN, OTHER PARENTS OR ADUTLS ASSOCIATED WITH BROOKESIDE MONTESSORI:

Threats of any kind will not be tolerated. In today’s society Brookeside Montessori can not afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.

9.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT BROOKESIDE MONTESSORI:

While Brookeside Montessori does not necessarily support or condone corporal punishment of children, such acts are not permitted in the school. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish

another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or Head of School.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or the Head of School's attention. At that point, the teacher and/or the Head of School will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Head of School are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the school.

#### 9.4 SMOKING:

For the health of all Brookside Montessori employees, children and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Brookside Montessori. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

#### 9.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Brookside Montessori. Please be particularly mindful of Brookside Montessori entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the school. Holding the door open for the person following you may, in fact, be polite; however, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Head of School.

#### 9.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS OR ASSOCIATES OF BROOKESIDE MONTESSORI:

While it is understood that parents will not always agree with the employees of Brookside Montessori or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

#### 9.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Brookside Montessori takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees

associated with Brookeside Montessori. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

BROOKESIDE MONTESSORI

POLICY: PARENT’S RIGHT TO IMMEDIATE ACCESS

POLICY NO. : 10

\*\*\*\*\*

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Brookside Montessori, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order) Brookside Montessori must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Brookside Montessori, both parents shall be afforded equal access to their child as stipulated by law. Brookside Montessori cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Brookside Montessori suggests that the parent keep the child with them until a court order is issued, since our rights to retain your child are secondary to the other parent's right to immediate access. Brookside Montessori staff will contact the local police should a conflict arise.

When there is no court order in place and parents cannot agree on decisions related to the program, such as but not limited to field trip attendance, enrollment in special programs, dates and times of attendance, conference schedules etc, Brookside Montessori will follow the decision of the enrolling parent. When a court order is in place, Brookside Montessori will follow the guidelines outlined therein when a dispute arises. If the disputed issue is not addressed, then the school will follow the decision of the enrolling parent.

Visitors are asked to schedule appointments with the Head of School, and are allowed in the school only at the discretion of the Head of School. An employee of Brookside Montessori will accompany visitors at all times, throughout the school.

Brookside Montessori will dismiss any child whose parent is prohibited from entering upon school property. Due to the parents’ right to immediate access policy, as well as state and federal regulations, Brookside Montessori cannot have a child at the school when the child’s parent is prohibited access. Brookside Montessori will not agree to any request to maintain a child’s enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

BROOKESIDE MONTESSORI

POLICY: DISMISSAL

POLICY NO. : 11

\*\*\*\*\*

Brookeside Montessori reserves the right to dismiss any child at any time, with or without cause.

Parents will be refunded any unused tuition within two weeks of the dismissal. A school check will be mailed to the address indicated in the child’s file. Any past due balances must be paid within 30 days of the dismissal. An invoice detailing the past due balance will be forwarded to the address indicated in the child’s file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the school’s legal counsel for collection.

The Head of School or designee will assist the parent in gathering their child’s belongings at the time of dismissal and parents are required to leave school property in a calm and respectful manner, immediately. Brookeside Montessori will request assistance from local police should any parent become disruptive and/or uncooperative while gathering their child’s belongings upon dismissal.

A dismissed child and his/her parents are required to call and request an appointment with the Head of School if they wish to return to school property following a dismissal. Appointments are made at the discretion of the Head of School and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens or in any manner causes harm to anyone affiliated with the school by calling, writing, or any other means, will be prosecuted to the fullest extent of the law, by Brookeside Montessori.

11.1 INCLUSION / EXPULSION

Brookeside Montessori is proud of our history of working with the individual needs of our children and will work with the parents whose children may need additional support. When applicable, we will make referrals to outside support services including but not limited to, early intervention, speech, occupations and physical therapy and other types of services, and participate in IEP (Individual Educational Plan) meetings where appropriate to best meet the needs of students.

Brookeside Montessori will make reasonable accommodations to their policies, practices and procedures as appropriate in accordance with applicable federal and state laws. Brookeside Montessori is not required by law to fundamentally alter or change the services provided for a child displaying dangerous/inappropriate behavior, developmental delays and/or disabilities as defined by the Americans with Disabilities Act.

Brookeside Montessori will allow outside resources/therapists into the program to work with any child as needed, provided those services are communicated in advance, the provider of the services has the appropriate clearances to be in the building, the behavioral/therapeutic plan is shared with the administration and the resource/therapist works cooperatively with Brookeside Montessori staff to meet the needs of the child. Presence of the resource/therapist must mitigate any and all safety risks the child presents to themselves and to others and must be collaborative and complimentary to the program. Should the resource/therapist be disruptive to the program or not have the authority or ability to mitigate, through appropriate therapeutic methods, the child's dangerous behaviors, the child may be excluded from the program.

Any child who is a safety threat to themselves or to others will be subject to suspension/exclusion and/or disenrollment from the program if the dangerous behavior cannot be eliminated through reasonable accommodations provided for under applicable federal and state laws and regulations. Temporary suspension from the school may be necessary for the safety of the child or others while any appropriate evaluations are completed and/or while securing the appropriate support services from the appropriate agency. Brookeside Montessori will at all times provide written documentation to the parents of any child that is subject to referral for outside support services for any behavior, developmental delay or disability. Further, through formal and informal conferences with the teachers and administrators, written incident and accident reports and letters, Brookeside Montessori will communicate with parents/guardians of children exhibiting behaviors that are dangerous to themselves or to others, the steps taken to accommodate the child and notification that the child will not be able to return to the program until support services are in place.

BROOKESIDE MONTESSORI

POLICY: WITHDRAWAL

POLICY NO. : 12

\*\*\*\*\*

The Head of School and the Board of Directors reserves the right to deny, cancel, sever, or suspend any child's enrollment if it is in the best interest of the child or the school. In such a case, the registration fee is non-refundable but the tuition will be prorated based on the amount of time the child has attended school. Refunds will be made only if the child is withdrawn at the request of the school.

Two weeks written notice is required when withdrawing a child for any other reason (moving, parent's loss of employment, etc.) If the proper notice is given and at the discretion of the Head of School, any unused tuition will be refunded within thirty days of the withdrawal. The registration fee is non-refundable. If the required notice is not given, parents will be charged tuition for two additional weeks.

The parents and child, following their last day of enrollment, are not permitted to re-enter school property without prior permission of the Head of School. A withdrawn child and his/her parents are required to call and request an appointment with the Head of School if they wish to return to school property following the last day of enrollment at Brookside Montessori. Appointments are made at the discretion of the Head of School and are not a right of the withdrawn child or parent.

BROOKESIDE MONTESSORI

POLICY: COURT ORDERS AFFECTING  
ENROLLED CHILDREN

POLICY NO. : 13

\*\*\*\*\*

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Brookside Montessori must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

When there is no court order in place and parents cannot agree on decisions related to the program, such as but not limited to field trip attendance, enrollment in special programs, dates and times of attendance, conference schedules etc, Brookside Montessori will follow the decision of the enrolling parent. When a court order is in place, Brookside Montessori will follow the guidelines outlined therein when a dispute arises. If the disputed issue is not addressed, then the school will follow the decision of the enrolling parent.

In the absence of a court order on file with Brookside Montessori administration, both parents shall be afforded equal access to their child as stipulated by law. Brookside Montessori cannot, without a court order, limit the access of a one parent by request of the other parent, regardless of the reason. If a situation presents itself, where one parent does not want the other parent to have access to their child, Brookside Montessori suggests that the parent keep the child with them until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Brookside Montessori is obligated to follow the order for the entire period it is in affect. Employees of Brookside Montessori cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Brookside Montessori will report any violations of these orders to the court.

BROOKESIDE MONTESSORI

POLICY: ARRIVAL PROCEDURES

POLICY NO. : 14

\*\*\*\*\*

Students arriving for the regular school day should arrive at school between 8:10 and 8:30 AM. A staff member will be on duty at 8:10 to escort students to their proper classroom. Parents should enter the driveway from the south end of the lot (driveway next to the Washington Inn) and proceed to the designated drop off area. A staff member will then come to the car and escort the student from the car into the building and to their appropriate classroom. Students should not leave their car unless escorted by a staff member.

If a student arrives after 8:30 AM, the parent or person dropping them off will need to park their vehicle and bring the child to the office and a staff member will then escort the child to the classroom. The parent should not take the child directly to the classroom.

Parents are required to notify the child’s teacher or Head of School of any special instructions or needs for the child’s day. The parent must present the special instructions in the form of a letter to the classroom teacher or Head of School. These special instructions include but are not limited to: Early Pick Up, Alternative Pick Up Person, health issues over the previous night which need to be observed and/or any general issues of concern which the teachers should be aware to best meet the needs of your child throughout the day.

Brookeside Montessori does not serve or provide breakfast in the morning. Parents are required to feed their child a nutritious and filling breakfast prior to arriving at Brookeside Montessori. Parents who send their child to school without having been fed breakfast will be considered to be neglectful of their children’s nutritional needs and will be reported to the appropriate authorities as provided for in the Child Protective Services Act.

14.1 NOTIFICATION OF ABSENCE

If your child will be absent from school, please contact the school by phone or email. If your child is absent due to an illness, we request that you notify the staff not only of the absence, but also of the nature of the illness. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with staff on a “need to know” basis. If your child has a communicable disease, we ask that you share the diagnosis with the office staff, so that the parents of the children in the school may be notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Brookeside Montessori will take all

measures necessary to protect your child's confidentiality. Parents are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share, (or not) the reason for your child's absence from school.

Parents who know in advance that a child will be late, are required to notify the school by 8:30 AM so as to maintain the appropriate number of employees to ensure ratios are met when the child arrives to school.

## 14.2 ATTENDANCE POLICY

Regular school attendance is necessary to ensure students receive the instruction and support needed to demonstrate progress toward their academic, social, and physical development at school. The Pennsylvania Compulsory Attendance Law and Brookside Montessori School policy mandate school attendance for students, with exceptions for illness, approved family trips, religious holidays, healthcare, and other absences approved by the Head of School.

The following regulations pertaining to Kindergarten through Grade 6 are used by Brookside Montessori School to monitor and address student absences and late arrivals:

1. Parents/Guardians are requested to provide notification to the school for each day their child is not in attendance. Absences shall be treated as unlawful until the school receives a written excuse explaining the absence, to be submitted within three (3) days of the absence.
2. Parents/Guardians will receive written notice of any/all absences that are considered unlawful. An unlawful absence is defined as any student absence not documented by a legitimate excuse for students of compulsory age to age 18.
3. Parents/Guardians, per compulsory attendance laws, will receive written notification from the school after each incident of an unlawful absence. Parent/Guardians and the local magistrate will be notified when a student compile three (3) or more unlawful absences during one (1) school year.
4. Parents/Guardians may be required to provide excuses from a healthcare provider for additional absences if their child has received ten (10) or more days of absence (excused, unexcused and/or unlawful) during a school year. Absences previously excused through notification by a healthcare provider or approved family trips will not be included in this total.
5. The Head of School or teaching staff will attempt to facilitate meetings with parents / guardians to explore reasons for absence, determine any additional supports the student may need and offer assistance from the school in an effort to return the student to a pattern of regular school attendance.

Parents who have questions or concerns with these regulations or the attendance of their child should contact the Head of School.

### 14.3 ABSENCES DUE TO A FAMILY / EDUCATIONAL TRIP

Students may be excused from school for a family / educational trip. Parents of children in Kindergarten – Grade 6 must realize and accept responsibility for any negative impact this absence may have on their child /children’s academic growth. Parents are strongly encouraged to defer trips with their child / children to non-school days. A cumulative total of ten (10) days of such absence for trips of this nature may be approved during any single school year. A request beyond ten (10) days will require special consideration. It is understood class assignments missed by the student while on trips will be made up and a brief daily itinerary of the trip may be required upon the student’s return to school.

### 14.4 SCHOOL’S RIGHT TO REFUSE ADMISSION

Brookeside Montessori reserves the right to refuse admission to any child at any time with or without cause.

Brookeside Montessori strives to maintain an ample list of substitutes in anticipation of staff absences, however, there are times when substitutes are not available, and classrooms need to be closed to maintain compliance with licensing regulations. Refusal will be based on a “first come first served” basis when seeking to maintain appropriate staff to child ratios and/or when closing classrooms.

Possible reasons for the refusal of admission include but are not limited to:

1. Lack of staff to maintain appropriate Staff to Child Ratios as determined by State Licensing Regulations.
2. The need to maintain compliance with Licensing Regulations.
3. Staff deems the child too ill to attend.
4. Domestic Situations that present a safety risk to the child, staff or other children enrolled at Brookeside Montessori if the child were to be present at the school.
5. Parents’ failure to maintain accurate, up to date records.
6. Parents’ failure to complete and return required documentation in a timely fashion.

Parents WILL NOT be reimbursed tuition for days when their child is refused admission to the program.

BROOKESIDE MONTESSORI

POLICY: PICK UP PROCEDURES

POLICY NO. : 15

\*\*\*\*\*

Afternoon dismissal for Primary half day students begins at 12:00 PM. Full day students in Primary and Elementary students are dismissed at 3:30 PM.

For dismissal times please pull up to the crosswalk at our front door and form a line. If the line is at the entrance please continue behind the restaurant. For safety reasons we do not want vehicles waiting at the Route 100 turn off or on the hill into the parking lot. As each car pulls up to the crosswalk a staff member will bring your child to you.

15.1 LATE PICK-UP:

Children in the Primary Half Day class must be picked up at 12:00 PM, any parent arriving after 12:15 PM will be charged \$25.00 per child for each fifteen minutes or a portion thereof. All other classes dismiss at 3:30 PM and all children should be picked up no later than 3:45 PM or they will be charged \$25.00 per child for each fifteen minutes or a portion thereof. Parents are responsible for making arrangements for their child's pick-up. Brookside Montessori cannot be held liable for children being there after 4:00 PM due to insurance regulations. All measurements of time are to be according to the Brookside Montessori clock located in the school office.

A child's services may be terminated should the child be picked-up late on three occasions in one school year regardless of the reasons for the late pick-up. It is the parent's responsibility to ensure that someone (either a parent or Emergency Contact person) is available to pick up the child on time.

15.2 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of Brookside Montessori will contact local police and/or the other custodial parent should a parent appear to the staff of Brookside Montessori to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school from denying a custodial parent access to their child even if the parent is or appears to be impaired. However, Brookside Montessori staff will delay the impaired parent as long as possible, while contacting the other parent, the local police and Child Protective Services.

Any other authorized person who attempts to pick-up a child, and appears to the staff of Brookside Montessori to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Brookside Montessori will contact the child's parents, local police and Child Protective Services to notify them of the situation.

### 15.3 EMERGENCY CONTACT FORMS

At enrollment, parents will be presented with an Emergency Contact form. Parents are encouraged to include on this form any and all persons who, in the course of events, may at one time be asked to pick-up their child from Brookside Montessori. In an emergency situation the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff contact a parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. Failure of the parent to make such arrangements will result in dismissal from the program.

Parents do not need to be listed on the Emergency Contact Form. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick-up their child.

Parents will be asked to determine which persons (if any) on the Emergency Contact form has the right to act "In Loco Parentis." In Loco Parentis status affords the pick-up person the right to discuss confidential information about the child's day including but not limited to, incident/accident reports, and behavior issues. In the absence of this designation the people on the Emergency Contact Form are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

The persons on the Emergency Contact form will be required to provide a valid government issued photo ID such as a driver's license or military ID prior to the school releasing the child. There will be no exceptions to this rule.

All changes and/or additions to the Emergency Contact form must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form. Brookside Montessori reserves the right to refuse/ban any person listed on the Emergency Contact Form for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the Emergency Contact Form of the policies/procedures contained herein.

BROOKESIDE MONTESSORI

POLICY: TRANSPORTATION

POLICY NO. : 16

\*\*\*\*\*

**Bus**

Elementary and Kindergarten transportation may be obtained from the school district in which you reside if the borders of the district are not more than ten (10) miles from our school. This is guaranteed by PA Act 372 and you must contact your local school district’s transportation department if you wish to use this service.

Important: Please note that it is the parent’s responsibility to notify your district’s transportation department when there is a change in your child’s schedule due to illness, vacation, etc. This is not the school’s responsibility.

We will not allow children to go home with anyone other than a parent or person(s) listed on the Emergency Contact form. If there is to be a change of plans, a note must be sent to the school. We will strictly adhere to this rule.

**Field Trips**

Each class will conduct field trips throughout the school year that will require transportation by staff or other parents. Our insurance carrier requires us to obtain a copy of each driver’s valid PA driver’s license and also a copy of the cover page of each driver’s insurance policy showing the coverage in place on the car being used on the field trip. This information is filed in the office and updated yearly.

Parents must provide car seats for their children as required by law. If a parent is not accompanying the child on the field trip, the car seat must be left at the school with the child’s name on it. All car seats will be returned after the trip is over, as the school has no place to store car seats.

BROOKESIDE MONTESSORI

POLICY: SCHOOL CALENDAR

POLICY NO. : 17

\*\*\*\*\*

Brookeside Montessori is required by the Pennsylvania Department of Education to provide 900 hours of instruction to Elementary students. Our school calendar in general is 160 days with 6 instructional hours per day. In the event Brookeside Montessori needs to make a change to the calendar parents will be notified in writing.

September

School will begin the Tuesday after Labor Day.

October

The second Monday school is closed – Holiday.

The fourth Friday school is closed – Inservice.

November

Autumn Holiday break is 6 days beginning on the Monday before Thanksgiving and includes the Monday after Thanksgiving.

December

Winter Holiday break various in number of days.

January

The third Monday school is closed – Holiday.

February

The third Monday school is closed – Holiday.

March

The first Friday school is closed – Inservice.

March / April

Spring Holiday break is 6 days.

May

The last day of school is the Friday before Memorial Day.

Brookeside Montessori runs a summer camp program for 9 weeks in June - August

BROOKESIDE MONTESSORI

POLICY: EMERGENCY CLOSING AND INCLEMENT WEATHER INFORMATION

POLICY NO. : 18

\*\*\*\*\*

In the event of an emergency closing and/or inclement weather, parents will be notified using the One Call Now system. Parents will need to provide information for calls, texts, and emails. In addition to the One Call Now system parents may refer to the school's website or Facebook page.

If there is a delay opening children may be dropped off starting at 10:00 AM. No children may be dropped off before 10:00 AM. All children should be in their classes by 10:30 AM. Primary Half Day pick-up remains the same at 12:00 PM.

Also Note: If your child is brought to school by a bus or van provided by another school district, you will need to be aware of delays or cancellations of transportation from that district.

Should the school need to close in the middle of the day, the school staff will use the One Call Now system to alert parents. In the event the emergency requires staff and students to be evacuated from the school, parents will be given the location for pick-up. Parents or emergency contact persons should report directly to the alternate location.

Should events beyond the control of Brookside Montessori, including, but not limited to, any fire, act of God, hurricane, tornado, flood, extreme inclement weather, explosion, war, governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic, shortage or disruption of necessary utilities, or any other event beyond the school's control, occur, Brookside Montessori has the discretion to close the school and/or modify its curriculum, schedules, length of school day, length of school year, and/or means of learning and teaching methods and use of distance learning. The Parent's financial obligations under this contract remain in full force and effect. Should Brookside Montessori close, Brookside Montessori's duties and obligations under this contract shall be suspended immediately without notice until such time as Brookside Montessori, in its sole and reasonable discretion, may safely reopen. If Brookside Montessori cannot reopen due to any event under this Paragraph, it is the sole discretion of Brookside Montessori whether to refund any portion of tuition paid.

# BROOKESIDE MONTESSORI

POLICY: CURRICULUM INFORMATION

POLICY NO. : 19

\*\*\*\*\*

## 19.1 DAILY SCHEDULE OF ACTIVITIES

Classroom teachers will provide parents with a daily schedule at the beginning of the school year. Primary classroom schedules will include a period of time where children receive lessons and complete work in five Montessori areas: Math, Language, Cultural, Sensorial, and Practical Life. Elementary students will have blocks of time to receive lessons and complete work in the following subject areas: Language Arts, Math, Science, and Social Studies.

## 19.2 STAFF TO CHILD RATIOS

Guidelines regarding these ratios are established by the Pennsylvania Department of Education and are on file in the school office.

## 19.3 NAP/REST TIME

Brookeside Montessori does not require children to participate in a specified nap/rest time, however, if children in the Primary class would like to lay down, accommodations will be made for him/her.

## 19.4 EDUCATIONAL/PERSONAL CARE SUPPLIES NEEDED

Classroom teachers will provide a specific list of items needed for the school year. You will receive the list in the mail with the first month's tuition invoice in August and enrollment paperwork that will need to be completed prior to the start of the school year. The paperwork and supply list will be in the parent access area of our website. Here is a general list. Please make sure your child's belongings are clearly labeled with their name.

### Primary age students (3 years – 6 years)

Sunscreen

Filled water bottle

Art smock

Backpack

Lunch box (if staying all day)

Diapers and wipes (if child is not potty trained)

Change of clothing that is appropriate for the current season

| Elementary

Sunscreen

Filled water bottle

Art smock

Backpack

Lunch box (if staying all day)

All students staying for lunch should bring their food in a lunch box with an ice pack in it to keep food cold. All clothing, diapers, wipes, backpacks, and lunch boxes must be labeled with the student's name clearly marked on it.

#### 19.5 PARENT/TEACHER CONFERENCES/COMMUNICATION

Parent/Teacher conferences are held twice yearly in the Fall and Spring. The staff at Brookside Montessori maintains open communication with parents through written and verbal messages from each child's teacher. We welcome telephone communications; however, teachers will not be able to return calls during the school day. Additional meetings may be scheduled before or after school as parents or teachers feel necessary.

BROOKESIDE MONTESSORI

POLICY: DISCIPLINE

POLICY NO. : 20

\*\*\*\*\*

Brookeside Montessori believes in empowering children with the skills to control their own behavior. We encourage the children to find inner discipline through concentration on their work and interaction with other children and adults in the classrooms. However, we understand that there may be times when a child will need re-direction from an adult. We endeavor to give the children the skills they need to calm down and express their feelings in an appropriate manner.

Each classroom establishes a set of Classroom Rules with the students at the beginning of the school year. If these guidelines are not followed the teachers in the various classrooms will follow the procedures outlined below.

1. Verbal reminders (2) regarding inappropriate behavior.
2. Child is asked to find a chair apart from the group and sit until he/she feels ready to return to group activities.
3. If a child has a conflict with another student, we will help both children talk through the issue until a satisfactory resolution is found. Sincere and polite apologies are expected.
4. In the case of repeated behavior problems, the child will be sent to the Head of School and a telephone call made to the parents.

Withholding food/snacks/lunch will not be used as a form of discipline in any classroom or used for encouragement.

If any of the above discipline procedures are repeatedly unsuccessful, parents will be consulted to work with the teacher to create a strategy to help their child. If these strategies are unsuccessful Brookeside Montessori reserves the right to dismiss the student without cause.

BROOKESIDE MONTESSORI

POLICY: TOYS FROM HOME

POLICY NO. : 21

\*\*\*\*\*

Due to the risk of damage, sharing issues, and loss, children are not permitted to bring in toys from home, unless specifically requested by the classroom teacher for use as part of the curriculum. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the classroom teacher should they find their child is having difficulty with this policy.

If the parents fail repeatedly to enforce this policy with their children, the staff will call the parents and require that they come to the school and remove the toy.

All toys brought in for use as part of the curriculum will be inspected by Brookside Montessori staff for safety and appropriateness, and may be prohibited at the sole discretion of Brookside Montessori.

## BROOKESIDE MONTESSORI

POLICY: DRESS CODE

POLICY NO. : 22

.....

### 22.1 CHILDREN

#### Clothing:

Children are engaged in various activities during the course of the day; some of these activities can be messy, and/or athletic in nature. Additionally, children are engaged in outdoor play daily, weather permitting. Due to these activities, children are required to be dressed in seasonably appropriate, comfortable clothing.

Children may not wear overalls or clothing with difficult closures unless they can manage the closures independently. These types of clothing present particular challenges for children in relation to toileting.

Coats, hats, gloves, scarves and winter boots must be provided in the winter months. It is not necessary for the children to wear their winter boots to school. Teachers will change the children into their winter boots when they go outdoors.

Children are not permitted to wear open toed, and/or open backed shoes. The most appropriate type of shoes for participation in school activities are rubber-soled, sneakers/tennis shoes.

Children ages 2 years 7 months through 5 are required to have one seasonably and size appropriate complete change of clothing at the school at all times. A complete change of clothing includes: shirt, pants, underwear, socks, and shoes. Teachers will post reminders for parents to update changes of clothing as the weather begins to change.

All clothing items must be clearly labeled with the child's first and last name. This includes coats, hats, gloves, scarves, and boots. Brookside Montessori is not responsible for lost or damaged items of clothing. Clothes, backpacks, etc. that are not labeled at home, will be labeled by the teacher.

#### Jewelry/Accessories:

When choosing accessories for your child, be mindful of the potential safety issues they present not only for your child, but also for the older and younger children attending the school. In addition, Brookside Montessori will not be responsible for lost or stolen

valuables. It is the parents' responsibility to enforce this policy with their children.

Brookeside Montessori is not responsible for damage to or loss of any articles of clothing.

## 22.2 PARENTS

### Clothing:

Parents are required to be dressed in appropriate clothing while at Brookeside Montessori, or involved in any Brookeside Montessori sponsored events. Inappropriate clothing would include revealing, extremely short, ripped/torn (in inappropriate places), and/or see-through articles of clothing. Anything with suggestive or vulgar language is prohibited.

BROOKESIDE MONTESSORI

POLICY: FIELD TRIPS

POLICY NO. : 23

\*\*\*\*\*

Brookeside Montessori frequently supplements the in-class curriculum with off premise field trips. Parents are required to give written permission for their child to attend each field trip. Notification of a field trip will be sent home in advance of the trip, with all pertinent trip information including destination, date, time, reasons for trip, cost, and mode of transportation. Accompanying the notification paper, teachers will include a permission slip to be filled out, signed, and returned to the teacher prior to the date of the trip. The field trip permission slip must be filled out completely and accurately, and all trip costs must be paid in advance in order for your child to attend.

Parents may be requested to provide field trip transportation and/or supervision through the school year. Brookeside Montessori's insurance company requires each parent driver to provide the school with a copy of a valid Pennsylvania driver's license and the cover sheet of their auto insurance policy indicating the required coverage. The teacher will provide directions for the drivers and check to make sure that each car has a cell phone in it. The teacher will have a list of all the cell phone numbers being used that day.

If your child is not scheduled to attend on the day of a field trip and you wish for your child to participate in the trip, please discuss this with your child's teacher at least three days prior to the date of the trip. Your child will be permitted to attend if required ratios can be maintained with his/her addition to the class.

BROOKESIDE MONTESSORI

POLICY: PARENT PARTICIPATION/VOLUNTEERS

POLICY NO. : 24

\*\*\*\*\*

Parents are invited and encouraged to be involved in their child's school activities. There are many different ways in which parents can participate and volunteer at the school. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events.

Any parent who volunteers in the classroom will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Please see the Head of School for details. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Brookeside Montessori reserves the right to make Volunteer assignments. Brookeside Montessori does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

|

.....

### 25.1 PRE-ENROLLMENT REQUIREMENTS

Each child is required to complete a pre-enrollment packet of information. This packet is to be returned to the school’s office prior to the child’s first day of attendance. All children are required to have a complete up to date immunization record on file at Brookside Montessori. This is per our licensing regulations. If you have chosen not to have your child immunized, please ask the school director for an immunization waiver form. Immunizations may be waived for certain reasons. Please discuss this with the Head of School to determine whether you have the right to be enrolled and not have your child immunized. Parents are required to have a wavier on file in place of an immunization record, so that the school can maintain compliance with licensing regulations.

All children are required to have a physical examination form filled out by a licensed medical professional, in order to attend Brookside Montessori. The Physical Examination Form, indicating the child’s fitness to attend Brookside Montessori, must be completed by a licensed healthcare professional and returned to the Head of School within the first 30 days of enrollment.

### 25.2 CHILDREN WITH SEVERE ALLERGIES

For the safety of your child, parents are required to provide a signed copy of the “Authorization For Emergency Care for Children with Severe Allergies” form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child’s physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently, as needed. In addition to this form, parents must provide a copy of any additional physician’s orders and procedural guidelines relating to the prevention and treatment of the child’s allergy. This form can be obtained by request from the Head of School.

Parents must also execute a “Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies” form. This form releases Brookside Montessori from liability for administering treatment to children with severe allergies and taking other necessary actions set forth in the “Authorization for Emergency Care for children with Severe Allergies” form, provided Brookside Montessori exercises reasonable care in taking such actions. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

### 25.3 COMMUNICABLE DISEASES

Students should stay home from school if they have one of the following symptoms: a fever of 100.4 or higher; cough; shortness of breath; difficulty breathing; vomiting; diarrhea. Students should stay home from school if they have two or more of the following symptoms: sore throat, runny nose / congestion; chills; loss of taste or smell; muscle pain; headache.

Parents are required to pick up an ill child within 45 minutes of notification by phone. If a parent is reached, but cannot pick their child up within 45 minutes, it becomes the parent's responsibility to arrange for alternate pick up with someone listed on the emergency contact list once a parent is reached. If a parent cannot be reached, the staff will begin to call the people listed on the emergency contact form, until arrangements can be made for the child to be picked up.

Children will be excluded from participation in the program if they exhibit symptoms of any communicable disease. They will not be permitted to return to the program until they are no longer contagious. Guidelines for determining the contagious period for a specific illness are based on the recommendations by the American Academy of Pediatrics and the Center for Disease Control. Children must present a doctor's note stating they are no longer contagious and can return to the program. Brookside Montessori reserves the right to refuse to allow a child to return if the Head of School or designee believes the child to be too ill to participate in the program.

Children excluded from the program due to a fever may not return to the program until they are fever free, without fever reducing medication, for 24 hours. If your child is sent home due to a fever, he/she is not permitted to return to the program the following day, at a minimum. A fever is defined as a temperature reading on a thermometer of 100.4 degrees Fahrenheit or above without the use of fever-reducing medication.

Children are required to be excluded from the program for loose bowels or diarrhea which occurs 3 or more times in a 24 hours period of time. Children may return to the program when normal bowel movements resume.

If your child will be absent due to illness, we request that you notify the child's classroom teacher or the Head of School. This enables our faculty to keep track of any illnesses, which may occur at our school. This information will only be shared with faculty on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the Head of School, so that the parents of the children in the school maybe notified that a communicable disease is present. Once again, only the communicable disease information will be shared. Brookside Montessori will take all measures necessary to protect your child's confidentiality. You are not required to disclose this information by law, and your continued enrollment will not be based whatsoever on your decision to share (or not), the reason for your child's absence from school.

## 25.4 BITING

Children may occasionally be involved in a biting incident. For children who bite, the staff will use the discipline procedures outlined in the discipline section of this handbook and will observe the child to determine what provokes or elicits this inappropriate behavior. Parents are expected to cooperate with staff to help their child control this behavior. Uncooperative parents will have their child's service terminated. Furthermore, children, in the older age groups, who bite 3 times in a school year will have their services terminated since the safety of all the children in the program is of the utmost concern of Brookeside Montessori.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Brookeside Montessori can not discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

## 25.5 DISPENSING MEDICATION

At arrival, parents are required to follow the Medication Policy if a child must receive medication during the course of the day.

Brookeside Montessori will only dispense over-the counter and/or prescription medication that is in original, labeled containers, and is accompanied by a doctor's note with explicit dosage and administration instructions. Brookeside Montessori will only give medication to the child for whom the doctor's note is written and for whom the medication container is labeled. One doctor's note per course of treatment is required. If a child, for example, is to be given a course of antibiotics for 10 days, the doctor's note must identify the dates that the medication is to be given.

Parents are required to complete a Medication Form each week that medication is to be dispensed. Medication Forms can be found in the school office. Medication Forms, doctor's notes and medication are to be turned into the Head of School. Parents are responsible for ensuring that all prescription medication is properly labeled by a pharmacist and replaced prior to the expiration date.

Brookeside Montessori will apply over-the-counter sunscreen on an as needed basis as long as the parent has authorized this by signing the Application of Sunscreen Form. Parents are required to supply a bottle/tube of sunscreen clearly labeled with their child's name. Sunscreen may not be shared among the children.

## 25.6 FIRE/EMERGENCY DRILLS

Brookeside Montessori conducts monthly fire and emergency/evacuation drills.

Parents, staff and children will not be made aware of drill dates or times, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

During a fire/emergency drill or real fire/emergency situation, parents may not sign children into or out of the program. Parents must wait until the drill is complete and children have returned to the building to sign their child into the program. Parents may feel free to wait with the child's class in the designated safe-zone outside of the building until the drill is complete.

In the event of a real fire/emergency situation, the Head of School will inform each classroom teacher that the school will be closing. At this time any parents waiting to sign their child in will have to leave the premises with their child. All other parents or emergency contact persons will be notified by telephone of the situation. As with the sick child pick up policy, children must be picked up within 45 minutes of the telephone call.

Parents wishing to sign their child out of the program during a fire/emergency drill or real fire/emergency situation are expected to have patience with the staff as they are trying to maintain order during a hectic and dangerous situation. If the school is in the midst of a fire/emergency drill, parents will be required to wait until the drill is completed and the staff and children are returned to the building to sign their child out of the program. If the school is having a real fire/emergency situation, parents will be asked to wait until the director or designee has accounted for all staff and children and gives the staff permission to release children. Once again, it is important for parents and staff to work together, remain calm, and cooperate with the fire/emergency personnel and school administration during these important and critical situations.

## 25.7 ALTERNATE SAFE LOCATION

Should the administration of Brookeside Montessori or any emergency service personnel determine the building which houses the school to be too dangerous to be occupied, the staff and children will be taken to the Bally Mennonite Church, 1481 Route 100, Bally, PA (Phone 610-845-7780). Once the children are assembled there, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 45 minutes of the telephone call.

## 25.8 INCIDENT/ACCIDENT REPORTS

Should your child be involved in an incident/accident during the course of the school day, a staff member will complete an Incident/Accident Report. Parents are required to sign any incident/accident reports from the day at pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in-depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom. A telephone conference may be scheduled for

later in the day at a time when the teacher is not supervising children. If the student rides the bus home, the teacher will call the parent to report the incident. The student will then bring the report home to be signed and returned the next day.

Should a person other than the parent or one designated to act “in loco parentis” pick-up the child, a parent or person designated to act “in loco parentis” must sign the Incident/Accident Report and return a copy to the Head of School within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child’s exclusion from the program until such time as the Report is returned signed.

## 25.9 FOODS

A morning snack is given to all students. Students in the Preschool and Pre-Kindergarten/Kindergarten classes use a monthly snack calendar that assigns each child a day a child is responsible to bring in snack for his/her class. These calendars are sent home with the children on a monthly basis. Students in the Elementary class receive a 15-minute snack break in the morning at which time they are able to eat a snack they have brought from home. The staff at Brookeside Montessori monitor foods brought in for snacks and will only allow children to eat healthy foods. No soda or candy is allowed. If soda or candy is brought to the school, the staff will instruct the child to put the item in their backpack and take it home with them.

Please remember that Brookeside Montessori is a Peanut-Free School. No peanut products are allowed for snacks or in lunches brought from home.

All age groups:

Brookeside Montessori does not permit children to share or exchange food items.

For the safety of your child, parents are required to provide notification, in the form of a doctor’s note, of any allergies (food or otherwise), with instruction for treatment should a child have an allergic reaction. Please refer to the Health and Safety Policies contained herein for further information.

Parents are required to provide written notification of any food/dietary restrictions. (i.e., lactose intolerance, vegetarian diets, wheat free/gluten free diets)

Brookeside Montessori never uses food as a reward or punishment. Children will never be denied participation in lunch or snack time for behavior reasons.

Brookeside Montessori offers children a morning snack at approximately 10:00 a.m., a half-hour lunch at approximately 12:30 pm, and an afternoon snack at approximately 2:45 p.m. Brookeside Montessori DOES NOT PROVIDE breakfast.

At lunchtime the children will sit at tables to promote good manners, eating habits and

socialization skills. Staff will encourage children to eat their main entrée first, followed by healthy snacks. Candy and soda are not considered to be part of a nutritious lunch and will not be permitted.

Brookeside Montessori's curriculum focuses on developing healthy, well-balanced eating habits. Therefore, parents are required to provide a full, healthy lunch for their children each day they are in attendance. Lunches should include a sandwich (or main entrée item), healthy snack(s) and water. Brookeside Montessori will provide water for children who wish to have it with lunch and do not bring it from home. Snack food items should be healthy, such as fruit, vegetables, etc. When preparing your child's lunch please refer to the Peanut Free Policy that follows. All uneaten food will be placed back in the child's lunch so parents can see what items and how much their child consumed during the day. Parents should limit the number of choices offered in their child's lunch, as children often become distracted by the choices. Parents should provide enough food so that their child is satiated, but not so much that food is wasted.

Brookeside Montessori does not allow candy bars, sodas, or candy treats such as Skittles, Starbursts, gum, etc. in a child's lunch.

Brookeside Montessori prohibits any food item in glass containers. These can be safety hazards for the children and staff.

Lunches containing milk, cheese, yogurt, and/or other food items requiring refrigeration should include ice packs. The refrigerator may be used for classroom snacks and drinks, not for student lunches.

All lunch boxes must be labeled with the child's name.

**Birthday Snack** – Brookeside Montessori encourages parents to provide a special snack for their child's classroom birthday celebration. However, all birthday snack items should follow our healthy food and peanut free food policies. We will not serve birthday cakes / cupcakes or any birthday snack high in sugar or fat. No juice will be served for birthday snacks.

Brookeside Montessori will offer parent seminars, when funding is available, that will cover ideas on preparing and packing healthy snacks and lunches for your child. The seminars will be held after school and at no cost to parents.

**Classroom Celebration Policy** - Brookeside Montessori promotes a classroom celebration policy where achievements are celebrated with healthy foods and/or non-food items.

## 25.10 PEANUT FREE SNACKS

Please be aware when providing a class snack due to prevalent and severe peanut allergy issues, **NO SNACKS ARE PERMITTED WHICH CONTAIN PEANUTS OR**

PEANUT PRODUCTS. Brookside Montessori has compiled a list of snacks ideas for birthday, celebration, and other class snacks.

**PEANUT FREE FOOD IDEAS:**

- |                 |                        |
|-----------------|------------------------|
| Carrot Sticks   | Celery Sticks          |
| Peppers         | Crackers               |
| Broccoli        | Applesauce             |
| Dried Fruit     | Jello                  |
| Grapes          | Whole grain snacks     |
| Apples (cut-up) | Nutri-Grain fruit bars |
| Bananas         | Yogurt                 |
| Oranges         | Muffins                |
| Melon           | Raisins                |
| Graham Crackers | Cottage Cheese         |
| Plain Cheerios  | Cheese (low fat)       |
| Dried Fruit     | Cauliflower/Romanesque |
| Pretzels        | Kohlrabi               |
| Popcorn         | Pears                  |

This list is not inclusive and is only meant as a guide. Please read the labels of all food brought to the school to be sure that it does not contain peanuts and/or peanut products.

Brookside Montessori is proud to partner with Bause Catered Events, Pottstown, PA in providing children opportunities to make better snack choices. Bause Catered Events will provide local (when possible) fresh fruit and raw vegetables with low fat dip, disposable plates, napkins, and utensils along with an information sheet for each teacher with history and nutrition information for the snack being provided. A grant from the Pottstown Area Health and Wellness Foundation covers the cost of this program.

**25.11 WELLNESS POLICY**

It is the policy of the Brookside Montessori School that we are committed to provide an environment that promotes and protects children's health, well-being, and ability to learn by supporting healthy eating and physical activity.

1. All foods and beverages served at school will progressively meet the recommended nutritional guidelines published by the Pa Department of Education, Child Nutrition Division.
2. We will provide an environment that is safe, comfortable, and allows ample time and space for eating all meals.

3. The school staff will be encouraged to act as role models for good nutrition and physical activity behaviors.
4. Physical education classes will be designed to foster lifelong habits of physical activity. All students will have the opportunity, support, and encouragement, to be physically active on a regular basis.
5. Students will be encouraged to wash hands before eating snacks and meals.
6. Staff will not use food or beverages as rewards for academic performance or good behavior. Staff will not withhold food as punishment. Teachers are encouraged to use physical activity as a reward for academic performance or good behavior, as appropriate.
7. We will encourage parents to provide a healthy diet and daily physical activity for their children.
8. We will encourage parents to provide healthy lunches and snacks.
9. Brookside Montessori's Wellness Committee will develop, implement, and review as necessary, the school's Wellness Policy.

## 25.12 FIREARMS AND WEAPONS

At no time is any person permitted to carry any type of Firearm, Ammunitions and/or Weapon on school property for any reason. Violation of this policy will result in immediate dismissal from the program.

## 25.13 ANTI-BULLYING

Brookside Montessori is committed to providing all students with a safe environment in which all members of the school community are treated with dignity and respect. This school will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive of the educational process, will take steps needed to eliminate such behavior. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms, including:

- Physical bullying – when one engages in physical force against another, such as by hitting, punching, pushing, kicking, pinching, or restraining another
- Verbal bullying – when someone uses their words to hurt another, such as by belittling or calling another hurtful name.

- Nonverbal or relational bullying – when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, gossip, or intimidating another by using gestures.
- Cyberbullying – the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text messages, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:
  - o Sending mean, vulgar, or threatening messages or images;
  - o Posting sensitive, private information about another person;
  - o Pretending to be someone else in order to make that person look bad; and
  - o Intentionally excluding someone from an online group.
- Hazing – an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person’s willingness to participate.
- Sexualized bullying – when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposures of private body parts, and verbal bullying involving sexualized language or innuendos.

Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all students, school personnel, school volunteers, and school visitors.

All school personnel are required to report alleged violations of this policy to the Head of School as appropriate. All other members of the school community, including students, parents, volunteers and visitors, are encouraged to report any act that may be a violation of this policy. Retaliation of any sort against individuals who report such alleged violations is expressly prohibited. Violations of this policy shall be treated in accordance with Brookside Montessori School’s disciplinary policy.

School officials will accept and review all reports of bullying, including anonymous reports. School officials should consider the ages and maturity of the students involved, the type of behaviors, the frequency and/or pattern of behaviors, the context in which the incident occurred, and other relevant circumstances. Consequences may range from positive behavioral interventions up to and including suspension, expulsion, and/or reports to law enforcement officials.

BROOKESIDE MONTESSORI

POLICY: STAFF EMPLOYMENT BY CLIENTS POLICY

POLICY NO. : 26

\*\*\*\*\*

The staff of Brookside Montessori is prohibited from being employed by any client (current or former). Parents are prohibited from soliciting any staff member for the purpose of employment. Parents who employ Brookside Montessori staff will have their services terminated and any deposits will be forfeited. Staff who become employed by current or former clients of Brookside Montessori will have their employment with Brookside Montessori terminated.

Employment refers to any relationship outside of the school's services which involves an employee of Brookside Montessori to interact with a current or former clients of Brookside Montessori. Such relationships include but are not limited to, babysitting, house-sitting, mother's helper, nanny services, and carpooling regardless of whether or not those services are voluntary or paid.

BROOKESIDE MONTESSORI

POLICY: SCHOOL CONTACT INFORMATION

POLICY NO. : 27

\*\*\*\*\*

Brookeside Montessori School  
1075 Route 100  
Bechtelsville, PA 19505

Phone: 610-473-0408 or 610-702-2226  
Faxe: 610-702-2227  
Website: [brookside.org](http://brookside.org)

Crystal Davis, Head of School  
Email address: [headofschool@brookside.org](mailto:headofschool@brookside.org)