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School Schedule:

Tuesday after Labor Day- Mid-May

Monday- Thursday

8:30-11:30 or 12:00-3:00

PROGRAM HANDBOOK FOR POLICIES AND PROCEDURES

CCMS is a nine-month program for children three to six years of age that provides a Montessori environment throughout the day, implementing Montessori philosophy and practices. CCMS provides opportunities for children to grow and progress in physical, social, emotional, spiritual, and cognitive development according to each child's unique pace. Children are provided with developmentally appropriate periods of work and play combined with relaxing and calming activities.

MISSION STATEMENT CCMS will partner with parents to provide quality education in a faith-based environment which fosters a child's love of learning and honors the natural development of a child's physical, mental, emotional, social, and spiritual growth.

DEFINITION CCMS is designed for children ages three to six. It is located at **138 S. 8th Street**, with a morning and afternoon session, Monday through Thursdays. CCMS typically begins the day after Labor Day. It follows the Montessori model of curriculum and instruction and is enhanced by Christian principles with appropriate daily worship.

POLICIES There shall be no discrimination due to race, creed, color, or national origin.

Registration Requirements

- The child must be three (3) years of age on or before August 31 (or receive approval from the director)
- The child must be independent using the restroom and dressing themselves.
- The child must be able to separate from the parent/guardian and engage in an age appropriate Montessori lesson for a minimum of 2 minutes.
- All enrolled children must have all KDHE paperwork and requirements turned in before the 1st day of school.

Registration is complete only when both the registration form and the registration fee of \$100 are received.

The CCMS class list is formed as registrations and readiness screenings are completed. Register your child as early as possible. Notification of acceptance and class placement will be made following the screening of your child.

First Day of School: The first day of school/ orientation day for returning children will be the Tuesday following Labor Day. All children will attend school on Wednesday with photo prop and opportunity.

Drop-Off Procedures You may park your car on 8th Street to walk with your child to the door. Encourage your child to carry his/her own belongings and walk by him/herself. A teacher will greet children at the east door. Please make drop off as brief as possible. Doors will be unlocked at 8:25 and 11:55 to start greeting children. Please monitor your child until the teacher greets them. Doors are locked at 8:45 and 12:15, please text or call a teacher if you arrive and the doors are locked, we don't always hear the doorbell. Children are to walk into school independently.

Pick-Up Procedures

Children will be dismissed promptly at 11:30 and 3:00. We will meet outside the east doors and expect children to be picked up within 5 minutes. Parents are to park on 8th street and walk to pick up their child once they see the class is outside. If a child is picked up late (more than 10 minutes) continuously, the parent's account will be charged \$15/day for each late pick up.

Schedule

Morning

8:25- 8:30 Arrival

8:30-10:30 Work Time

10:30-10:45 Circle Time

10:50-11:10 Outdoor Time

11:10-11:30 Worship Time

11:30 Dismissal

Afternoon

11:55-12:00 Arrival

12:00-2:00 Work Time

2:00-2:15 Circle Time

2:15-2:40 Outdoor Time

2:40-3:00 Worship Time

3:00 Dismissal

PROGRAMS AND GOALS

Pre-Primary Program A typical day our Montessori classroom begins with children choosing activities or lessons. The facilitator observes and gives individual lessons for approximately the first two hours. The last hour is a combination of circle time with group lessons, outdoor enrichment, and non-denominational worship using the Godly Play curriculum. During the fall and spring months one day a week will be spent primarily in our outdoor classroom, with gardening and enrichment lessons all outdoors. Also, on this day the children will end the day with worship in the Cathedral.

Montessori primary education (3 to 6 year old) is a three-year program, with the third year as an optional Kindergarten year. Goals for the Child to Develop while at CCMS are self-esteem, order, responsibility, individual work skills, independence, interpersonal skills, an awareness of community, critical thinking, large and small muscle coordination, concentration and an overall love for learning!

School Closings CCMS will email when there is a school closing due to weather or other unforeseen circumstances.

Toilet Training Children are required to be fully toilet-trained and independently able to take care of their needs. This includes knowing when to use the restroom, undressing, wiping and redressing. This also includes taking care of any independent needs in the case of an accident. If a child has an accident that requires more than 5 minutes of a teacher to be out of the classroom, parents will be called and expected to come and take care of the child's mess and needs.

Field Trips Before a child can participate in any field trip a parent or guardian must sign a permission slip. All field trips will be announced at least 1 week prior.

Tuition

The school board determines tuition annually. It is **\$2,475 annually**. (There also is a re-commitment fee of \$100 due in March if families are re-enrolling for the following year.) Tuition payments can be made in one of the following ways: direct withdrawal, monthly @\$275 for 9 months September-May, at the start of each semester September 1st and January 1st @ \$1,237.50, or in full in September. Tuition is drafted the 1st of each month and families are required to

fill out at Direct Withdrawal form upon enrollment. A 30 day notice is required before resignation, your account will be billed for the next months tuition.

CLASSROOM PROCEDURES

Absence If a child is ill or going to be absent, please let the school know ahead of time by emailing ccmssalina@gmail.com or calling 785-342-1245 and 785-493-2568

Materials

- Backpack (labeled with name), this is always fun for your child to have, but it also is important. Please choose a larger backpack because it is hard to put their artwork and/or wet clothes into the small backpacks.
- House shoes to be left at school- this may be a slipper, croc or soft shoe with grippers. Your child will be walking in the classroom with these on everyday, please make sure they are comfortable and able to move in them without being distracted.
- Extra set of clothes labeled in a Ziploc bag (please include slipper socks with rubber gripping on the sole.) Please label all clothes and slippers with your child's name or initials.
- A \$25 or more Dillon's or Wal-Mart gift card to aid in purchasing snacks **each semester** is requested. You may also give a one-time \$50 card if that is more convenient. We are dedicated to making our snacks healthy with the supervision and planning of our facilitators.
- **School supplies** are to be brought to your child's orientation or the first day of school for our returning students. A list of supplies include; ream of printer paper/cardstock, Kleenex, and paper towels.

Dress Code Dress your child in play clothes as he or she will be, gardening, painting and doing many kinds of activities using water. Paint smocks are provided for painting. Two- piece outfits must touch at the waist: students are not to wear clothing that exposes the midriff. Sandals need to have a strap around the ankles and please **no flip- flops**. Children go outside everyday. Outdoor clothing is the child's responsibility. Also, your child is to leave jewelry, and floppy hair decorations at home as we have found it is consistently a distraction and often disappears during activities. Please leave candy, gum and

pocket treasures at home. No smart watches, cell-phones or other electronic devices are allowed and will be confiscated if brought to school.

Special Days Each child will have a special day at school, either on his/her birthday, or on an alternate day chosen by the teacher. On the day of celebration your child is to bring their favorite HEALTHY snack at drop off. (No cupcakes or anything with icing, please.) Parents are encouraged to come and share with the class their child's life story and to be a part of this special lesson. On the day of celebration parents are invited to come from 10:15-11:30 or 1:45-3:00. This is a special time for your child and we ask that you make other arrangements for your other children. Your child has a special day on our calendar, please take note at parent orientation and you will be reminded at least one week prior to your child's celebration of life.

Observations Parents are welcome to come and observe upon reservation. We suggest that parents wait to visit until after September. This should give time for children and their teachers to adjust. When observing we ask that you do just that, observe. Observers are to sit in our designated observation chair. We encourage you to not just watch your child, as they will most likely be the most distracted that you are there, but observe the children working, the teachers interactions and directions with children. If a child approaches you it is fine to say hello but please tell them you are there to see them work. No more than 2 adults at a time for observations, and NO CHILDREN. We like to keep observation times at 30 minutes-1 hour.

Illness and Medication

- Keep children at home when they are feverish, nauseous or have a contagious disease.
- Your child should remain at home until he/she is fever and symptom free for 24 hours and/or has received 72 hours of antibiotic treatment.
- If a child is unable to go outside to play, he/she should stay at home.
- If a child becomes ill at school; parents will be requested to come pick up their child. If the parent cannot be reached, the designated person listed on the emergency form will be contacted. Please respond or have someone available who can pick up your child within a 20- minute time frame.

- Teachers are unable to administer medicines except in emergencies such as an allergic reaction or asthma attack. Please supply us with those means in appropriate labeled container and accompanying directions.

Ground Rules Ground rules are for everyone to follow, including teachers and parents. These rules are enforced at all times because they provide a safe environment for learning; they encourage respect and thoughtfulness of others; they aide the child in developing a sense of responsibility; and they encourage the child to accept the consequences of his/her actions. Our Ground Rules are: * We follow “The Golden Rule” treating others how we want to be treated *We speak quietly. * We walk (except during outdoor play) * We handle materials gently *We wait for our turn *We line up outside when the teacher claps her hands or rings the bell. *We say “please” and “thank you” *We are polite to one another * We wait to talk to someone who is doing his/her work *We ask permission before touching another’s work * We clean up our messes * We offer appropriate apologies and assistance when we hurt someone * We touch the teachers arm to get her attention * We are polite and cooperate with our parents when it is time to go home *We keep personal items/ toys at home *We place our hand on the teacher’s arm to talk to the teacher ***Mistakes are opportunities for learning. We do not expect perfection from children nor from adults. When new rules are needed, they are addressed. These are rules for children, teachers and parents, and encourage you to practice them at home too!***

COOPERATIVE DISCIPLINE Positive guidance techniques facilitate the development of interpersonal skills, respect for oneself and respect for others. Children learn from each other and benefit from peer stimulation. They learn to participate in group activities and develop an awareness of others. They are encouraged to solve disagreements using and learning appropriate communication techniques. These techniques are presented to the child by: *Modeling *Encouraging expected behavior *Redirecting *Setting clear limits. Our goal is to have a classroom that is a thriving community where children are treated with respect and dignity. As a result, children will want to treat others with the same respect and dignity. The teachers support the children’s emotional development by assisting them in using various strategies to deal with their feelings and solve social problems. Young children must be given the tools they need to live and communicate with the people around them. Teachers help by modeling appropriate verbal and non- verbal communication skills. If a student has difficulty following the rules of the community, the response will be age-appropriate. Personal attention, re-direction, and removal from the situation are typical approaches. Students will experience the logical consequences of their

actions (i.e. mopping up paint that has been dropped on the floor) (i.e. a friend says “Thank you” for helping them clean up paint that had been dropped on the floor). If a child continues to have difficulty being a respectful member of the community, the teacher will seek to find out the underlying reasons for the behavior. This involves talking with the parents, asking questions, and coming up with a cooperative strategy to address the behavior.

Parent’s Role Partnership with Parents

Children are largely dependent on their families for identity, security, care, and a general sense of well-being. Good communication between parents and teachers helps build mutual understanding, which provides consistent guidance for the child. Partnership between parents and teachers forms a basis for mutual problem-solving regarding concerns, behaviors and observations. It enhances the learning process in both the home and the school by strengthening ties. Parents’ input on the child’s behavior at home and changes the child may be experiencing (i.e. new baby, move to a new house, death of a loved one/pet, sickness) is crucial to the teacher’s understanding of the child. **The staff at CCMS is passionate about partnering and empowering parents as they navigate through these crucial early childhood years.**

Parent Teacher Conferences Conferences are scheduled each semester and are strongly encouraged for parents to attend. Special needs and concerns can be addressed at any time. The facilitators will meet with you for conferences in October and in February, as well as any other time that you request or when the facilitator feels it is necessary. You may sign up for October and February conference at our parent orientation meeting in August, and a reminder will be emailed at least a week before the meeting. Each conference will be scheduled for 20-30 minutes.

EMAIL/ CCMS WEBSITE/ FACEBOOK PAGE/ Teacher Communication

Our primary communication tool for newsletters, announcements, upcoming events, procedure changes, etc. is via e-mail. A weekly newsletter is emailed the end of every school week. Please check your e-mail regularly to stay up-to-date and informed. We will share photos on the CCMS Parents private facebook page and will post last minute information on this page, so please sign up for that as well. Remind Text is also used for emergencies and quick information. Stay tuned for more methods of communication. We will email, text, or call for means of communication directly with parents. Please use our email address ccmssalina@gmail.com for communication. Teachers will be available via email, text or phone call Monday-Friday between 7:00AM and 4:30PM.

CCMS EMERGENCY PLANS

Fire

In case of fire, children and staff will evacuate out of one of 3 exits. If exiting out the south or southwest door, children and staff will meet on the gazebo. If exiting out the east door, children and staff will meet at the cathedral building by the southeast red door. Parents will be notified by Remind Text and given instructions on when and where to pick up their child.

Tornado

In case of tornado or other severe weather, children and staff will go to the lower level basement area of the church and will remain there until the threat has passed or help arrives. Parents will be notified with a Remind text and given instructions on when and where to pick up their child.

Missing Child

In the event a child becomes missing from our care, the staff would immediately begin looking for the child and call 911 for assistance. Parents of the missing child would also be called and told of the situation.

Chemical Release

In the event a toxic chemical is released in the church building, children and staff would evacuate the building using one of 3 exits. If exiting out the south or southwest door, children and staff will meet on the gazebo. If exiting out the east door, children and staff will meet at the cathedral building by the southeast red door. Parents will be notified with a Remind Text and given instructions on when and where to pick up their child.

Utility Failure

In the event of a utility failure, professionals would be called to come and fix the failure. If the failure cannot be fixed the situation will be assessed and the following plans will occur:

Loss of electricity: If electricity cannot be restored within an hour, parents will be notified to come pick up their child from school.

Loss of water: If water cannot be restored within an hour, parents will be notified to come pick up their child from school.

Serious injury

If a child or staff were to have a medical emergency or suffer a serious injury, 911 would be called and CPR would be administered if needed until help arrived. Parents or staff's family would be notified of the emergency and where their loved one is being taken for medical care.

Acts of violence/Terrorism/Other Emergencies

If an act of violence or terrorism were to occur at school, children and staff would quickly go to the lower level basement area of the church and lock the door. If the basement is not an option, we will evacuate the children out of the building and go to the Ashby house located just south of the school, 150 S. 8th Street. A staff member would call 911 for help. Children and staff would remain in the basement or Ashby house until proper authorities have restored safety to the area. Once the area is deemed safe, parents would be notified with a Remind Text and given instructions on when and where to pick up their child. An email will be sent to all parents of currently enrolled students of the details of any emergency within 24 hours.