

Cozy Pine Montessori



**Policy and Procedures
Handbook
303-840-2533**

What we as a provider should expect form you, the parent

Open Communication. Please provide updates on problems or progress that your child is making at home. This will allow us to work together in the best interest of your child. Please feel free to call, email, or ask for a conference if you wish to discuss anything in greater detail. The Lead Teacher and Director will work together to best meet the needs of every child and family.

Ages of Children Accepted

Cozy Pine, Inc. accepts children who are 2 ½ to 6 years old during the school year. If your child is 2 ½, we do not require he / she to be potty trained. If your child is entering Cozy Pine as a 3 year old, we will work with you on getting your child potty trained. All necessary diapers and pull ups will need to be provided. Our hope that is all children ages 4 and up are potty trained. Please keep a change of clothes in a zip lock bag in your child's backpack.

Hours of Operation

Cozy Pine, Inc. is open from 9:00 to 1:00 Monday through Friday for Preschool and Pre-Kindergarten programs. Hours are 9:00 to 2:00 Monday through Friday for the Junior – K and Kindergarten programs.

Holiday and School Closings

Labor Day

Fall Break / October (5 days)

Thanksgiving Break / November (2 days)

Winter Break / December (8 day)

Spring Break / March (5 days)

Memorial Day

2 in-service Days

1 Staff Development Day

***see school calendar for more detail**

Inclement Weather

Temperatures will always be monitored to determine outside play. In excessively hot weather, Cozy Pine will take the children out at cooler hours of the day to make sure that plenty of shade and drinking water is available. If the temperatures are not comfortable and safe for the children, planned indoor movement will be organized. Always send children with appropriate clothing for outside play. ***In cases of Inclement Weather which cause school closings or delays, we will follow Pine Lane Elementary in Douglas County.** Cozy Pine will also send out a school wide email letting families know about delays or closings. In cases of a one or two hour delay, the school day will continue to follow the same pick-up times and procedures. **There will not be an extension to the day because of the delayed start.**

Admissions and Registration

Cozy Pine, Inc. does take new students throughout the school year if spaces are available. All students / families coming into Cozy Pine, Inc. will be required to interview with the owner, take a school tour, go over the Handbook, and fill out all pertinent information on the child attending. We expect the Health Form to be faxed to us promptly. We **have** to have Immunization Forms on your child's first day of school.

Cozy Pine, Inc. Fees and Tuition

Cozy Pine, Inc. is set up on per – month tuition prices. Tuition is to be paid the first week of each ne month. (1st-7th) Cozy Pine does except credit/debit, cash and checks. (Can be done over the phone if you are out of town) Clients can keep a Credit Card information sheet on file to be run the first of each new month.

Note: If tuition comes in after the 7th it is considered late. Do make every attempt to pay tuition on time.

- Tuition may be paid every month, three months at a time, or for the entire school year. I will also work with clients who would like to pay every 2 weeks.

Special Activities That May Be Offered at Cozy Pine

If a special presentation or special class is being held at Cozy Pine, licensed staff will always be present and following student per teacher ratio. Special instructors or presenters cannot manage or monitor children in any capacity without licensed staff present.

Child Awareness

Attendance will be taken during drop – off and during pick – up. Attendance will be taken once again before going outside and again before entering the building. Cozy Pine staff will continue to take counts of all the children throughout the school day.

If an adult other than a parent is picking up, a staff member will check the child's information log to make sure that the person picking up is on the list. If the person is not on the list, the child will not be allowed to leave with the adult until a staff member gets an OK from one of the parents. The adult picking up will need to sign the child out documenting the date and time and show a picture ID to the staff member in charge.

Child not Picked up at All

If a child is not picked up by the designated late time, and if there has been no contact or call from a parent – that might be running late – the proper phone numbers will be called (in the designated order). ***If Cozy Pine cannot reach parents or the designated contacts for the child, the Parker Police Department will be called.***

Sunscreen Policy

All parents have the option of bringing in their own sunscreen clearly marked with their child's name on it. A SCHOOL SUNSCREEN will also be provided for the children. However, we do ask the parents to apply sunscreen each morning before school. Parents can sign yes on using the school sunscreen on the form located in their registration packet. Cozy Pine will have the school sunscreen located in the office so that parents can view it and make their decision. We are only outside for short times so it is helpful if parents of little ones apply the sunscreen before arriving at school.

End of Day Closings to Ensure all Children Have Been Picked Up

At the end of the school day, before closing the building, and after all children have been signed out, the teacher will check the school. All closets, kitchen, bathrooms, office areas, and small corners will be checked. Once the check has been complete, the teacher will initial at the bottom of the Sign-In / Sign-Out Log for their classroom which will be kept on file in the school.

Child has Arrived Late and Children are Out

A sign will be posted outside the school building anytime all students and teachers are away from Cozy Pine (at the play area). This way the family arriving late will be able to easily locate the class so that their child can be dropped off. Someone will always be in the office to assist the child arriving late.

Children's Personal Belongings

If a child brings special items from home such as money or toys, these items will be taken up by the teacher and placed

in a marked box in the front office. All items will be passed out and given to the child or parent at the end of the school day. If items are not claimed, these items will be placed in a marked lost and found box for parents to look through at their convenience. This lost and found box is located in the front office area.

Discipline

At Cozy Pine, Inc. we believe in treating children with courtesy and respect. In most cases, when children are in an environment where everyone is respectful and courteous, very few behavior problems pop up. When basic issues do pop up, we use the "thinking chair." We give the child a few minutes to think about what it is he/she did and how it can be handled differently the next time. This chair is always in the classroom and within the teacher's direct sight. The "thinking chair" is always followed up by a conference with the two children involved. We work hard at teaching the children to use their words and express their thoughts and feelings through language.

If a child is hitting, biting, kicking, or deliberately causing harm to another child, Cozy Pine, Inc. will write up an incident report which will go home with the child. A second copy will go in the child's folder for documentation. If an incident comes up again, a second letter of documentation will be sent home and filed. If the same child has a third incident, the parents will be asked to come in for a family conference. Cozy Pine, Inc. has the right to dismiss the family at this time or write up a discipline policy plan. Cozy Pine, Inc. reserves the right to dismiss any child that is directly causing harm to the other students or showing extreme disrespect to the staff. The owner will not budge on this matter. Please talk with your children about hitting, kicking, biting, scratching, or being disrespectful.

Notification of Illness, Accidents, or Injuries

Under no circumstance is a sick child to attend Cozy Pine, Inc. Please be courteous to the other children and families and make sure that your child is healthy and ready for his/her school day. If we detect any signs of illness, we will call you to pick up your child promptly. The child will be isolated to a comfortable location and provided with a soft mat while waiting for a parent to arrive.

If your child has an accident or injury, Cozy Pine, Inc. will handle the emergency situation as they see fit and make sure that the child is taken care of. Immediate calls will be made to the family to make them aware of the situation. If the child has a minor injury that can be taken care of through the use of the First Aid box, Cozy Pine, Inc. will treat the child and send home documentation of the incident.

Emergencies

Fire: There are fire extinguishers located in the center which are regularly inspected by the fire department to ensure compliance. If there is a fire, the child will be evacuated immediately before calling 911. We will practice fire drills monthly so that the children will be prepared in the event of a fire. These fire drill practices will be documented on a log that is kept on the main information board at the center. The fire evacuation plan will be hanging in a visible spot.

Tornado: In the event of a tornado warning, the children will gather in the center of the facility. We will remain there until the inclement weather has passed. No one will be allowed to leave the premises for any reason. Tornado drills will also be practiced monthly. A documentation of these drills will be posted. The tornado plan will be in a visible spot for parents to view.

Power Outage: In case of a power outage, flashlights are located in the top cabinet in the kitchen. This cabinet is also stocked full of non-perishables that will be used to eat. If the weather is inclement and the center is getting too cold

for the children, parents will be notified and asked to pick up their child.

Lost Child: Attendance is taken after each large group time. If a child is not accounted for, two assistants will look around the facility until the child is found. One staff member will always remain with the other classrooms. If the child is not found, staff will make the necessary phone calls to help locate the child. Documentation of the incident will be filed and sent home to the parents. Exit doors do need to remain unlocked during the school day. Therefore, Cozy Pine has placed alarms on the back doors to alert the staff if a child pushes the door open for any reason.

Cozy Pine has also installed a chain linked fence with gates outside of both back doors. This way the children are in a holding area at all times. While traveling to the playground, children are always assisted by a teacher. If a child is at the playground and needs to use the restroom, a teacher will take the child into the classroom nearest the playground. The children will be monitored at all times. Starting January 2010 the main office will be the only door that parents/other can come through. This door will be on an intercom system and closely monitored by Chelley.

Transportation / Field Trips

Cozy Pine, Inc. does not transport children in vehicles. If this ever changes, Cozy Pine will send home all paperwork, rules, and regulations concerning transport of children. If Cozy Pine ever goes on a walking field trip, all forms will be sent home way in advance asking parent's permission and detailing the extent of the walking fieldtrip.

Television, Video Viewing

Cozy Pine does not view video or television for relaxation or recreational purposes. On special occasions a Science or Nature video may be shown to go along with a unit of study. A permission form will be sent home in advance outlining the

video content and what the goals and objectives will be after viewing the video. Children's staying for "Cozy Time" may view Disney movies. See "Cozy Time" teacher for details and questions.

Children's Safety

The children at Cozy Pine, Inc. will not be riding in a vehicle at anytime. If this changes in the future, all proper channels will be taken to install safety and compliance with the Division of Child Care.

Releasing a Child from Cozy Pine, Inc and Unauthorized Pick-up Attempts

If a student is being picked up by a person not on the designated pick-up list, a phone call will be made to the legal guardian for verification and approval. The person must have a photo ID and will be closely checked by the director. The child may not go home with the person if the parent cannot be reached to verify this contact. Staff members will be directed to not release the child. If the person attempting to pick up the child makes threats of bodily harm staff members will call 911 in this case.

Medications

Prescription and non-prescription medications for eyes or ears, all oral medications, topical medications, inhaled medications, and certain emergency injections can be administered only with the written order of a person with prescriptive authority and with written parental consent. Cozy Pine may administer medications or chronic health conditions or emergency situations. If a medication needs to be given on an ongoing, long term basis, the proper authorization and consent forms must be filled out and on file. These forms will need to be updated on an annual basis. Staff members must have training and have current first aid

and universal precautions to administer medication to a child.

Medical Emergencies:

Supervision is constantly given, although we cannot stop every accident from happening. Children will fall, trip, and bump into each other and things. If the child is injured in a non-life threatening way, we will assess the child and provide first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor. (needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent, unless we have been found to be negligent. In case of a true medical emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach you or your emergency contacts, we will transport your child to his/her doctor or to the closest hospital. If immediate intervention is required, a staff member working will always be certified in infant, child, and adult CPR and First Aid and will take the appropriate action including calling 911 and having your child transported to the hospital listed on your emergency contact information page.

Meal and Snacks

Cozy Pine does not provide snack or lunch. Many of our students have special food allergies and needs. If your child stays during "Cozy Time" we do provide these children with a snack.

Birthday Parties

Due to several food allergies and special food needs we do not serve any outside treats. All invitations go through email or mail. Thank you notes are ok to put in backpacks at school. Great ideas for parent's are-class craft, read a book

to the class-donate a book in your child's name to the Cozy Pine Library.

Diapering and Toilet Training

We will work with all children who are 2 1/2 to 3 years old on toilet training. Our hope is that all children who are turning 4 are potty trained. If you have a child who is 3 and not potty trained, because of Health Department regulations, the child will need to be in the preschool classroom until potty trained.

Cozy Pine does have 3 diaper changing stations. Two are located in the unit #104 classroom and one is in a private area in the teacher bathroom of unit #107. We do provide wipes at Cozy Pine but will need at least 10 diapers at all times for your child. We also need a full change of clothes marked with your child's name and placed in a zip lock bag for easy viewing kept in your child's backpack. At no time will your child be disciplined for having an accident. We are sensitive to the small child and are always available for helping out and making the child as comfortable as possible. Any staff member changing a diaper will be required to wear disposable gloves. All diapers, gloves, wipes, and paper towels will be sealed in a zip lock bag and placed in a designated trash site. The diaper changing area is immediately cleaned with proper Health Department approved sanitizers. Teacher immediately washes hands following the diaper changing procedure.

Visitors

All visitors will need to report to a staff member in the front office area. A staff member will check the visitor and give he/she a badge to wear while at the facility. A record will be kept of all visitors entering and leaving Cozy Pine. This visitor log is kept in the front office.

Conferences

All students at Cozy Pine will have a mid-year conference and an exit conference. These children will also be assessed three times throughout the school year to track growth. All assessment packets stay at Cozy Pine until the child leaves.

Complaints

If a family would like to file a complaint against Cozy Pine, Inc., the contact names and numbers are posted for easy viewing and access in the front office area. All parents will also receive a list of phone numbers that can be called anytime in the case that a parent needs to file a complaint or report signs of child abuse. All numbers are clearly marked next to the designated area of concern. Keep this for your records.

Child Abuse and Neglect

We are required by law to report any suspected signs of child abuse and/or neglect.

Notification of Withdraw

Cozy Pine, Inc. does ask that you give the center one month's notice before withdrawing your child. This way, the center has time to fill the available spot. If Cozy Pines, Inc. makes the decision to terminate care for your child, Cozy Pine, Inc. will reimburse the remaining unused tuition for the month. Of course, we hope that the notification of withdraw and termination policy are used only in rare situations. We want a friendly, open, and professional relationship with our families.

Supplies

Cozy Pine, Inc. does provide all school supplies. Your child only needs to bring a backpack and lunch box. Please make

sure that both items are marked with your child's first and last name. During the winter months, it really helps to have your child's name in jackets and coats as well.

Drop Off

The drop off time is: 8:45 to 9:00. The school doors will be opened at this time. **Please hold your child's hand in the parking lot at all times.**

Pick Up

Children will be ready and waiting for pick up at 1:00 in their designated classrooms. Children will be ready and waiting at 2:00 in the Junior-K and Kindergarten classroom. Anytime after 1:10/2:10 (depending on what program your child is doing) is considered late. The children will be waiting behind the child/safe door with the dismissal teacher. On nice days, the children may be on the playground for pick-up. Please make sure that you sign your child out and hold your child's hand in the parking lot. Once the parent arrives and has contact with the child, the parent is fully responsible for the child. There will be a lot of movement at the end of the school day and a lot of busy moms trying to get out and in.

Cozy Time

Cozy Time is held from 1:00-4:00. Parents can choose to stay one hour, two hours or three hours. The price is \$7.00 per hour and needs to be paid/planned through the office.