

**Dancing Moose Montessori School
Parent Handbook
School Year 2012-2013**

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The Dancing Moose Curriculum

Montessori education focuses on the whole child. It involves sound educational practices that build upon a child's knowledge with activities that are interesting and engaging. Children learn to approach learning creatively, observing their surroundings in ways that challenge what others may see as mundane and commonplace. The Dancing Moose Montessori classroom is filled with beautiful materials designed to teach concrete lessons that precede abstract conceptualization. The environment is conducive to freedom and spontaneity because ethics of peace, order, and respect are upheld in the classroom community.

The whole child encompasses every aspect of the individual—cognitive, physical, social, and emotional development. Unlike traditional programs that may define a child narrowly (in terms of measurable objectives), the Dancing Moose curriculum customizes learning to get the most out of children's experiences. It supports meaningful and complex lessons that build upon one another.

The programs at Dancing Moose recognize that children learn differently and at a different pace. They value what education theorist Howard Gardner termed multiple intelligences, including aptitudes in music, art, movement, as well as literacy, math, and science. These programs do not isolate subjects as though they are discreet units that are unrelated; rather, they combine a myriad of subjects that have thematic connections. The programs require small student-to-teacher ratios, which support individualized attention. Dancing Moose Montessori School (DMMS) was established to provide a sound education with all the ideals of individualized learning at the most critical period of a child's life—the early childhood years.

Introduction

It is important that parents read and understand this handbook before registering their child at DMMS. The policies stated in the handbook serve as a policy of operation for parents, students, and staff members of DMMS.

Policies and Procedures

Clothing

Children should come to school dressed in clothing that is appropriate for a variety of activities, including outdoor play, activities performed on the floor, painting, working with clay, glue, and other art materials that might soil clothing.

Children should have a change of clothing at school. Please make sure that clothing is appropriate for the season. If a skirt is worn, shorts should be worn underneath it. To prevent loss of personal items such as jewelry and hair accessories, please avoid bringing them to school.

It is essential for children in the preschool class to manage their own clothing. Elastic waste bands that they can pull up after using the toilet are preferred. Children should avoid buttons, zippers, and belts that they cannot manage independently. Children who cannot yet tie their own shoes should wear Velcro or other alternatives until they learn to tie their shoes independently.

Gym or tennis shoes are generally a safe choice. Shoes that are open-toes, such as "flip flops" should be avoided as they pose a potential hazard for tripping and injury.

It is required to label all clothing to avoid stock piling lost clothing, particularly sweaters and jackets.

If items are left in a lost and found area for longer than 14 days, they may be donated to a local charity.

Children age 3 and older must be 100% potty trained. If an accident occurs, a teacher may verbally assist the child, explaining how to change his or her clothes. If a child has a bowel movement accident, parents will be called to assist their child.

Health Policy

Each child must have a completed health form on file at all times. This form must be in place before a child begins attending DMMS.

If a child has symptoms that indicate that he or she has a contagious illness or disease, the child should not attend DMMS. If symptoms are present when the child is in attendance, DMMS will notify parents or a legal guardian to take the child home immediately.

These symptoms may include the following:

1. A child is too ill to participate in regular school activities.
2. A child has a **fever** above 100 degrees Fahrenheit (including the period of 24 hours after the onset of the fever).
3. A child is **vomiting** or has **diarrhea** at school or has had these symptoms within 24 hours.
4. A child shows signs of a **rash**. (Please provide a doctor's note if your physician says the rash is not contagious.)
5. A child is diagnosed or shows signs of **pink eye** or **strep throat**. A child may return to school 24 hours after beginning antibiotic therapy.
6. A child exhibits **respiratory issues** such as breathing hard or fast, wheezing, and/or the need for breathing treatments more frequently than 3 times per day.
7. A child has an unclear **mucous discharge** from nose or eyes.

Medication Administration

If a child is taking a prescribed medicine, the medicine will be dispensed to the child by an adult employee of DMMS as long as the medicine is in its original prescription container. (Please make sure to bring a dosage cup or measuring spoon.) A parent or legal guardian must also sign a release to indicate that DMMS has permission to dispense the prescription medication.

If a child has allergies, the allergies must be indicated on the enrollment health assessment form. This will guide Dancing Moose with any food restrictions that apply.

Parents or guardians must complete a medication release for each child receiving medications at DMMS that contain the following:

- (a) the name of the medication;
- (b) the dosage;
- (c) the route of administration;
- (d) the times and dates to be administered;
- (e) the illness or condition being treated; and
- (f) the parent or guardian signature.

Medication records will be maintained for six weeks and include the following:

- (a) the times, dates, and dosages of the medications given;

(b) the signature or initials of the teacher or director who administered the medication; and

(c) documentation of any errors in administration or adverse reactions.

Parents must check in all medication at the front desk, including prescription and non-prescription medication. Creams, cough drops, cough medicine, asthma treatments are examples of medications that must be checked in at the front desk to be secured from children.

The oral over-the-counter and all prescription medications must be in the original or pharmacy container, have the original label, include the child's name, have child-proof caps, and have written instructions for administration provided by the parents or guardians.

Medication stored in refrigerators must have a covered container with a tight fitting lid. The director will return unused prescriptions and over-the-counter medications to the parents or guardians. The director will destroy out-of-date medications or return the medications to the parent or guardian.

Birthdays

Classes will devote special attention to the celebration of children's birthdays with songs and greetings from classmates. Parents may bring a treat to school if desired, but it is not necessary. Preferred treats are items such as fresh fruit, yogurt, pudding, popsicles, fruit snacks, pencils and erasers. The kitchen staff will prepare special treats once each month in honor of children whose birthdays fall within the month.

If parents bring in outside treats, they must purchase them from a commercial store with a nut-free environment, such as Harmons. All treats must be delivered to the front desk to double check ingredients. Dancing Moose is cautious about maintaining a safe environment for children with nut and other allergies.

In respect and recognition of all children's feelings, invitations to parties outside of Dancing Moose may be distributed in the classroom ONLY if every child is invited. If parents would like a specific child's phone number, they should write a note with their phone number and leave it in that child's cubby.

Parent Visits and Volunteer Opportunities

DMMS welcomes parents at any time. Monitors are situated in the greeting area to allow parents to view their child's activities without their child knowing they are there. The monitors are a wonderful tool to allow parents to see their children in action. If parents wish to join their child in the classroom, they can make arrangements in

advance with the front office to do so. If parents bring children after school has begun, or would like to pick up children early, they should allow someone from the front office to escort their child to and from class.

Conferences

Three-way conferences with the administrative staff, teachers, and parents may be scheduled at the request of the parents or teachers.

Parents are encouraged to stay current with their child's progress by reading the records that teachers are constantly updating. Parents may schedule individual appointments with teachers to view their child's progress and learn how to read their child's records. Parent teacher conferences for elementary students will be held once in the fall and once in the spring.

Check-in and Check-out Policy

Children must be officially checked in or out of school by an adult identified on the enrollment form. When authorized pick-up individuals come to the school, they must show photo identification. When a visitor picks up a child the process is as follows:

- Ring the doorbell to allow entrance into the school.
Present picture ID (name must be on the authorized pickup list of that child).

The receptionist will check out the child for the visitor. If the visitor will be picking up the child frequently, the receptionist will give an individual code to that person.

Parents should make drop-off a brief, routine procedure. If class is already in session, parents should allow a front office person to accompany their child to class, or parents should drop off a child in the hall outside the classroom. Entering the classroom once class has started disrupts the instructional environment, and is a hardship on children and teachers. (Please keep in mind that if parents make drop-off a prolonged event, it can be more difficult for their child.)

Releasing Children and Accident Procedure

DMMS is open to parents and guardians of enrolled children at all times during business hours. Persons bringing or picking up a child must sign the child in and out of the school. Only parents or persons with written authorization from the parents may take a child from the school. Verbal authorization may be used in an emergency if the verbal authorization can be confirmed.

All injuries and accidents to a child must be documented and submitted to the director designee for review. The report must then be signed by the teacher and director designee. In the case of a life threatening injury to a child, the director designee will contact emergency personnel before contacting the parents or legal guardians. If the parents or legal guardians cannot be reached, the director will attempt to contact the child's emergency contact person.

Discipline

DMMS will communicate standards of discipline to all teachers, administrators, parents, and children.

Disciplinary measures will be implemented to encourage a child's self-control to reduce risk of injury and any adverse health effects to self or others. Positive discipline measures include but are not limited to

- (a) positive guidance;
- (b) redirection;
- (c) positive behavior rewards (on a limited basis);
- (d) thinking time (duration dependent on age and readiness);

Disciplinary measures will **not** include any of the following:

- (a) corporal punishment, including hitting, shaking, biting,, or spanking;
- (b) restraint of a child's movement by binding or tying;
- (c) use of abusive, demeaning or profane language;
- (d) force or withholding of food, rest, or toileting;
- (e) confining a child in a locked closet, room, or similar area.

Children with Special Needs

Dancing Moose is committed to providing the best academic environment it can, diligently adhering to small teacher-to-student ratios. These ratios are significant because they indicate the amount of time that a teacher can spend with individual children and with small group instructional sessions. In order to maintain the integrity of the small teacher-to-student ratios, students must be able to effectively work within the instructional design of the classroom.

Dancing Moose is not staffed with teachers who have special education degrees. If a student requires more attention or expertise than Dancing Moose can provide, parents may be notified that they should seek an educational

setting that better fits their child's needs. These decisions are made by the Dancing Moose Board of Directors through consultations with teachers and administration.

In some cases, parents may choose to independently hire a shadow teacher who can assist with instruction of a student with special needs.

If a child exhibits difficult behavior that compromises the instructional environment, the classroom teacher may design a behavior plan to assist the child; however, when difficult behavior continues and is a major disruption to the classroom environment, parents will be urged to find a setting with more qualified behavioral interventionists. If a child demonstrates behavior that interferes with instruction, a parent may be called to take the child home immediately.

Termination of Enrollment

A two-week notice is required if a parent wishes to withdraw their child from DMMS's program. Failure to provide a two-week notice will result in a two-week tuition charge. Deposits, including enrollment and materials fees, will guarantee a spot for up to 30 days. To reserve placement beyond 30 days, the full monthly tuition must be paid in advance.

If a child must be gone for a prolonged period of time, he or she may disenroll and then reenroll by paying the \$65 enrollment fee; however, Dancing Moose will not guarantee a spot if another child enrolls during the period of absence.

Dancing Moose Montessori School (DMMS) reserves the right to terminate a child's enrollment if at any time DMMS determines that a child's best interest is not served or the child in some way hinders the best interest of another child or children in the school. Monthly payments are due on the first day of each month. A late fee of \$25 applies after the 15th of each month. If payments are not up to date, a child will not be allowed to continue enrollment at DMMS.

Enrollment may also be terminated if in DMMS's sole judgment a parent or guardian fails to support DMMS's programmatic goals and services and/or behaves in a manner that is uncooperative or in any way abusive to staff and/or administration.

Policies for Germ Control

Personal hygiene items, such as combs, hair accessories, and toothbrushes may not be shared between children.

Indoor activity equipment and materials will be cleaned and sanitized daily or more often as necessary. If some equipment is not cleanable, such as paper books or cardboard puzzles, children and teachers need to wash their hands prior to using them.

Blankets, sheets, and worn clothing must be machine-washed weekly. The following hand washing policies will apply school wide:

All individuals will wash and scrub their hands for 20 seconds with liquid soap and warm-running water.

The use of hand sanitizers will not replace hand washing, except during off-site activities.

Teachers will teach children proper hand washing techniques and oversee hand washing whenever possible.

Teachers and children will wash their hands after using the toilet, before and after eating, upon returning from outdoor playtime, after wiping noses, after handling animals, and before and after food preparation.

Only single use towels from a covered dispenser may be used to dry hands.

Food Service

DMMS food service will comply with the Utah Department of Health Food Service Sanitation Regulations and with the health department food service regulations.

All food that is brought from home and shared with children in the class, and all food served at DMMS, must be commercially prepared.

Due to the prevalence and severity of nut allergies, Dancing Moose will strive to keep all nuts out of the school.

Food and drink brought in by parents for a child's use must be labeled with the child's full name.

DMMS food service will meet the following requirements:

- (a) a different menu will be planned for each day of the week;
- (b) the current week's menu will be posted for review by parents and guardians;
- (c) menus will comply with the USDA Child and Adult Care Food Program guidelines;
- (d) DMMS may use standard approved menus;
- (e) menus will be individually approved by the Department of Health or a registered dietitian;
- (f) the director will post a list of children's food allergies and sensitivities in the food preparation area and communicate special needs to staff serving food to the children unless otherwise requested in writing by the parents.

Parents may not bring food prepared at home to share with classmates under any circumstances.

Naptime Procedures

All full-day preschool children are required to participate in a two-hour naptime. With soft music in the background, children will rest or sleep on their cots during naptime. Teachers may rub children's backs to help them fall asleep.

Children who are kindergarten age and older are not required to take a nap.

Eating and Sleeping Procedures

Bottles and sippy cups may not be used to put children to sleep. Pacifiers may be used for children under three only and on a limited basis only at naptime.

Outdoor Play

Dancing Moose checks weather quality on a regular basis to avoid children's exposure to poor quality air. When weather temperatures are extreme, teachers limit the time that children play outside. Nevertheless, Dancing Moose strives to allow children to play outdoors daily. If a child is recovering from an illness and is unable to go outside, the staff urges families to keep them at home. The school does not have adequate staff to provide for the care of one or two children while the other children are outdoors.

Please ensure that children bring appropriate clothing for weather conditions. Children often play outside in the snow for short periods of time. Please apply sunscreen as needed before bringing your child to school.

School Shutdowns

If it is required for Dancing Moose to shut down due to weather or other disasters, an email will be sent to all parents on the master email list. Parents should make sure that their email address is on this master list.

Evacuation

If Dancing Moose is required to evacuate, the entire school will evacuate across the parking lot to the Stonebridge Clubhouse.

Parents should have an emergency plan for picking up their child at school.

Items Needed for First Day of Class

Toddlers:

Diapers (enough for the week only)

Wipes (in a gallon zip lock bag for the week only)

Change of clothing labeled with name placed in a zip lock bag with the child's name on it

Blanket labeled with name (toddler size only)

Crib sheet labeled with name (to fit over cot)

Preschool:

Change of clothing labeled with name placed in a zip lock bag with the child's name on it (to be on hand if needed)

Blanket labeled with name (child size only)

Crib sheet labeled with name (to fit over cot)

Elementary:

Change of clothing labeled with name placed in a zip lock bag with the child's name on it (to be on hand if needed)

School supplies as designated by the child's teacher

All clothing should be labeled. It will be kept in children's personal storage bin.

Children should not bring dishes, pillows, or diaper bags to school.

Children should also avoid bringing stuffed animals, snacks, security blankets, etc. If children need one of these items, their teacher will gently encourage them to relinquish the item as soon as they are ready.

Tuition Schedule

Dancing Moose conducts school year around. The monthly fee does not vary according to attendance or holidays because children are charged only for the official school days as indicated on the calendar. Annual tuition is broken down into 12 equal installments.

The annual fee applies to a 12-month calendar and reflects a 5% discount if paid in one lump sum.

Monthly payments are due on the first day of each month. A late fee of \$25 applies after the 15th of each month. If payments are not up to date, a child will not be allowed to continue enrollment at DMMS.

DMMS will remain open year round for those desiring summer programs for their children. All closure dates are indicated on the academic calendar.

The annual tuition is divided into twelve equal installments, which means a full monthly payment is due regardless of holidays that occur during a given month or children's absences due to illness, vacation, etc. (Partial months are not prorated.)

Full-day programs run from 8:30 am to 3:30 pm.
 Morning sessions run from 9:00 a.m. to 12:00 p.m.
 Afternoon sessions run from 1:00 p.m. to 4:00 p.m.

Tuition 2013-2014

K-2nd Tuition			School Days	Monthly Rate	Daily Rate	Annual Rate*
Full Day	8:30 am - 3:30 pm	5 days	236	\$710.00	\$36.10	\$8,094.00

3 - 5 Year Old Tuition

Full Day	8:30 am - 3:30 pm	5 days	236	\$710.00	\$36.10	\$8,094.00
Full Day	8:30 am - 3:30 pm	3 days	140	\$500.00	\$42.86	\$5,700.00
Full Day	8:30 am - 3:30 pm	2 days	96	\$350.00	\$43.75	\$3,990.00
Half Day	9am-12pm or 1pm-4pm	5 days	236	\$400.00	\$20.34	\$4,560.00
Half Day	9am-12pm or 1pm-4pm	3 days	140	\$260.00	\$22.29	\$2,964.00
Half Day	9am-12pm or 1pm-4pm	2 days	96	\$180.00	\$22.50	\$2,052.00

Two-Year-Old Tuition

Full Day	8:30 am - 3:30 pm	5 days	236	\$815.00	\$41.44	\$9,291.00
Full Day	8:30 am - 3:30 pm	3 days	140	\$560.00	\$48.00	\$6,384.00
Full Day	8:30 am - 3:30 pm	2 days	96	\$400.00	\$50.00	\$4,560.00

Toddler Tuition

Full Day	8:30 am - 3:30 pm	5 days	236	\$850.00	\$43.22	\$9,690.00
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*Annual rate takes into account a 5% discount.

Extended Care

Extended care is available from 7:00 a.m. to 8:30 a.m. and from 3:30 p.m. to 6:00 p.m. Parents need to sign up for this service. In order to plan for teacher ratios and create a quality program, parents must choose a consistent schedule and pay per hour of extended care. A parent must give a two-week notice before changing the time of drop-off and pick-up. The flexible plan allows extended hours to change from day-to-day. A child may not attend more than 10 hours per day.

Extended Care	
Hours Per Day	Total per Month
0.5	\$ 22.00
1.0	\$ 44.00
1.5	\$ 66.00
2.0	\$ 88.00
2.5	\$ 110.00
3.0	\$ 132.00
Flexible	\$ 135.00

Check-in and Check-out Policy

Children must be officially checked in or out of school by an adult identified on the enrollment form.

Late Pick up Fee

An early/ late fee of \$1 per minute will be charged after a grace period:

School day grace period—8:15-8:30 a.m. and 3:30-3:45 p.m.

Extended hours grace period –5 minutes before and after scheduled time.

Enrollment and Admission

All students must complete the following forms for admission:

- Completed **Enrollment Application** * Parents must sign that they have read and agree to abide by stipulations in the parent handbook.
- Completed and signed **Health Assessment**
- **Immunization Record** (two options for submission)
 - Completed and signed by parents, including an official copy immunization record OR
 - Copy of immunization record is faxed from doctor’s office (Dancing Moose fax is 801-966-1135)
- **\$65 Registration Fee** (a one-time, nonrefundable fee)
- **Annual Materials Fee** (varies based on date of enrollment and program)

Calendar

The Dancing Moose calendar is a 12 month calendar with a summer program running from the middle of June to the middle of August. The academic school year focuses on core curricular goals, whereas the summer program focuses on thematic units that incorporate special events. Both programs are supported by Montessori methods and materials.

2013—2014 Academic School Year

○ Begins Monday, August 19, 2013

○ Ends Friday, June 6, 2014

2014 Summer Program

○ Begins Monday, June 9, 2014

○ Ends Friday, August 15, 2014

Dancing Moose will be **closed** on the following dates in observance of national and state holidays:

September 2 (Labor Day), October 18 (teacher education retreat), November 28, 29 (Thanksgiving Holiday), December 24, 25 (Christmas Holiday), December 31, January 1 (New Year’s Holiday), January 20 (Martin Luther King Day), February 17 (Presidents Day), May 26 (Memorial Day), July 4 (Independence Day)

Dancing Moose will **not hold regular school sessions** on the following dates:

December 23, 26, 27, 30 January 2, 3 (Christmas Break), July 24 (Pioneer Day)

*For families who require child care on these dates, they may reserve a child care space in advance for \$25 per day.

Teachers and children will take a **one-week break** in April.

Half of the school will take a break March 31st April 4th (even numbered classes).

Half of the school will take a break April 14th to April 18th (odd numbered classes).

*For families who require child care on these dates, they may reserve a child care space in advance for \$25 per day.