



Parent Handbook

Dear Parents,

Welcome to Over The Rainbow Montessori School. This is a handbook for reference, which will answer some questions you may have. It will be revised as needed.

Over The Rainbow Montessori is a center-based preschool that provides non-medical care and supervision for growing kids in a group setting using Montessori methods. The school serves children ages 2 years to Entry into First Grade and is open Monday through Friday from 6:30 am to 6:00 pm.

Over The Rainbow Montessori is committed to providing a nurturing environment and quality care. We offer materials and activities which promote academic, emotional, and social growth according to the capacity of each individual child. The qualities of grace, courtesy and respect are modeled and encouraged. Character development is a primary goal here. We believe that the child who displays virtues such as self-confidence, empathy, independence and compassion is able to take on academic and social challenges with relative ease. Over The Rainbow Montessori is also committed to fostering the understanding of world cultures.

Mission Statement

“Inside every child is a rainbow waiting to shine”, has been our guiding principle. We pledge to nurture these young minds and provide a safe and stimulating environment for children so they can grow to fulfill their individual potential.

Philosophy

Montessori schools begin with a deep respect for children as unique individuals. They work from a deep concern for their social and emotional development. They continuously teach children to be kind and peaceful. Staffs at Over The Rainbow are Montessori-trained and committed to the well-being of all the children. Montessori schools are warm and supportive communities of students, teachers and parents. Montessori classes bring children together in

multi-age groups. Normally, the classes span three age levels, allowing the children to stay with their teachers for three years. This allows teachers to develop close and long-term relationships with their pupils so that they will come to know each child's learning style very well and encourage a strong sense of community among the children. Students are involved in managing their own community and develop uncanny leadership skills and independence. Montessori philosophy assumes that children are born intelligent, they simply learn in different ways and progress at their own pace. The Montessori approach to education is consciously designed to recognize and address different learning styles. Dr. Montessori's research led her to conclude that intelligence is not rare among human beings. It manifests itself in the natural spontaneous curiosity of the young child from birth. Montessori observed that when children grow up in an environment that is intellectually and artistically alive, warm, and encouraging, they would spontaneously ask questions, investigate, create and explore new ideas.

Educational Goals

Over The Rainbow Montessori School aims to provide high-quality, comprehensive education under a caring and supervision environment that fosters your child's love of learning and addresses the whole child academically, emotionally, and socially. The Montessori curriculum varies by program, however the goals for our school are consistent:

- To enter a partnership with parents in the education of their children
- To lead children toward mastery of individually identified intellectual, social, physical, and daily life skills
- To foster in the children deep and persistent curiosity that will lead to lifelong pursuit of knowledge
- To help children develop self-confidence
- To assist each child develop a habit of concentration
- To instill in each child a sense of personal responsibility for the world in which we live
- To spark in our children wonder, imagination, and joy

Admissions and Enrollments

Enrollment in the Montessori program is open to children ages 2 years to Entry into First Grade who are either fully or not toilet-trained and physically and emotionally able to function in the school environment. School offers a 5-day (full time), and a 3-day (part time) program. Parents can choose and enroll kids in one of these programs. The Montessori preschool program can be a 2 or 3-year commitment. Consideration will be given to age and gender in balancing the class. Admissions are based on availability of space and determination of staff that a child will benefit from the environment. School does not discriminate on the basis of race, color, religion, family make-up or national and ethnic origin in its admissions or other program policies. Prior to

applying for admission at Over The Rainbow Montessori, parents are asked to observe the classroom while it is in session. In order to reduce disruption to the class during observations and make a visit more productive, we ask that you come by yourself.

The following are required forms that need to be completed upon enrolling your child:

Application Form
Admission Agreement & Registration Fee
Parent Information Sheet and Emergency Card
Child's Health History
Consent for Medical Treatment
Immunization Record & Physician's Report
Personal Rights Receipt (LIC 613A)
Notification of Parents' Rights (LIC 995)
Fees collected for first month

Re-enrollments

In order to reserve a place for the following year, current parents are asked to submit a completed application and a non-refundable registration fee by April 1st. Returning children will be given priority for enrollment, followed by siblings of currently enrolled children. On April 1st, enrollment will be open to the public to fill any remaining openings.

The first few days of school operate as a phase-in period for the children to help them in the transition to school. For many, it will be a very new feeling having had no previous preschool experience.

The first day, parents accompany their child and visit for only 15 to 20 minutes, meeting the teachers and other students, seeing the classroom, and trying out the materials. The following days the child comes by him/herself. Sometimes separations are difficult, but it is best if the child comes alone. The teachers will comfort the child if needed. Quick good-byes are best in the long-run. Parents are always welcome at school, but it is best if parents wait outside of the child's view. All children enter the school on a probationary basis. The health and safety of all children and staff members requires the withdrawal of any child whose behavior is determined to endanger him/herself, other children or staff members. A child may also be dismissed if it is found that the program is not meeting the child's needs.

Withdrawal

Over The Rainbow Montessori School is dedicated to maintaining a safe, harmonious classroom environment for the optimum development of all our students. Parents of children with excessively disruptive or hurtful behavior will be asked to seek professional assistance.

Enrollment Termination Process

- The teacher will consult with the Head of School at the earliest opportunity to identify an at-risk student.
- The teacher will observe the student in the classroom and/or on the playground, and provide the Lead teacher with information and recommendations to address the child's needs.
- Staff will document specific incidents of behavior that are worrisome or problematic.
- If need or problems are significant, the Head of School and teacher will meet with parents. Using observations about patterns of behavior, a plan will be created to address the needs of the child. The need for specific professional consultation may be identified. If the need for professional support is requested, parents are expected to respond in a timely manner to acquire those services.
- A written statement of goals and strategies for achieving goals will be created with parents, the School and consulting professionals. A date for a progress review will be set.
- **If support from the family is not forthcoming and/or the problems are of such severity that the climate of the classroom and safety of the other children is in jeopardy, parents will be given a date by which the student will be removed from the classroom and parents will need to obtain alternate care for their child.**
- If a family is asked to leave the school, the student will be considered withdrawn after the last date of attendance. Tuition will be prorated for time attended, and the school shall retain the deposit and fees.
- School reserves the right to ask a parent to withdraw his/her child if the parent become abusive to the staff or to other children, as determined by the school Director's/Owner's sole discretion.

Other Reasons for Withdrawal

- The school operates on the tuition and fees paid for services. If a family's account is 30 days or more past due, the child will be withdrawn from the program until the account has been brought up to current status.
- If for any reason, parent decide to withdraw your child from school, a 30 day notice is required. Parents will be responsible for tuition fees for the next 30 days following their intent to withdraw their child.

Tuition Fees Payment

Over The Rainbow Montessori tuition is an annual fee of 10 equal payments plus a registration fee. School year is from September through June. The first payment is due on September 1st. The

other 9 payments are due on the first day of each month, October through June. Equal tuition is charged for all 10 months, even though some months have more scheduled holidays. Full tuition is due for each month even if children are away for vacation, sickness or holidays not observed by school. There will be a \$20 late fee for tuition paid after the 5th of the month. The registration fee is due upon enrollment.

The summer program in the month of July and August is available at these same monthly rates.

Parents will be given at least a 30-day advance notice of any tuition increase.

Tuition Fees

Effective May 1, 2019 thru June 30, 2020

Children Not Potty Trained		Children Potty Trained	
Full Day Program (6:30 AM – 6:00 PM)	Monthly	Full Day Program (6:30 AM – 6:00 PM)	Monthly
5 Days Monthly	\$1080.00	5 Days Monthly	\$1025.00
3 Days Monthly (M/W/F)	\$ 880.00	3 Days Monthly (M/W/F)	\$ 850.00

Half Day Program (8:00 AM – 1:00 PM)		Half Day Program (8:00 AM – 1:00 PM)	
5 Days Monthly	\$ 880.00	5 Days Monthly	\$ 850.00

Kindergarten Program

5 Days Monthly	\$1025.00
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**School age kids are enrolled for full day programs only.

Morning and Afternoon snacks are included for all programs at no extra cost.

Thirty day written notice from parents are required if any change in required in their kids enrolled programs. All changes are to go through the school office using the appropriate form. Verbal changes and changes made with teachers are not acceptable. All changes will be effective at the beginning of a future month.

Holidays

Over The Rainbow Montessori school observes the following holidays:

Labor Day
 Veteran's Day
 Thanksgiving Day & Day after Thanksgiving
 New Year's Day
 Presidents Day
 Memorial Day
 Fourth of July
 Columbus Day

Martin Luther King, Jr. Day

School is closed for winter break from 23rd December till 2nd January.

Special Needs

The OTRM accepts applications for children with special needs. We realize the benefits of supporting children with special needs and attempt to accommodate these children if appropriate and helpful for them; however, OTRM can only provide such services as are reasonable and beneficial to the class as a whole and do not cause undue burden to the program, staff and other children. It may be necessary to turn down an application for enrollment or to terminate continued enrollment of a child with special needs when to do otherwise would jeopardize the safety and well-being of the child, the other children in the classroom and/or the staff.

Communication is the key aspect to successfully support a child with special needs. The parents, teachers and specialists who work with the child with a disability are all equally involved in sharing information, communicating their needs and listening to each other.

Sign-in and Sign-out Procedures

Over The Rainbow Montessori uses Kinderlime app for sign-in and sign-out placed near the main entrance door. **Parents must sign their full names** while dropping and picking up their child. This procedure is **REQUIRED BY LAW** to insure the security of each child. If a person other than a parent is to pick up your child, the school must be notified in writing in advance.

Releases

For your child's security, parents are responsible for notifying the school if someone other than the parents or individual listed on the emergency form is going to take the child from school. Children will not be released to anyone unless a phone call or note is given to the school. This person should be recognizable to the child. Over the Rainbow will check an unknown person's photo I.D. to verify the person's identity.

Attendance

The Montessori classroom is a structured environment, with the first part of the day being reserved for organizing activities and planning the students' uninterrupted work cycle. This sets the tone for their entire day.

Prompt arrival and consistent attendance are essential for your student: To self-develop; To self-educate; To succeed

Late arrival is inconsiderate and is a serious detriment to your child's and their classroom's success. Families must support their children and make sure that they arrive on time every day. This is typically the parents' responsibility.

When your child is tardy:

- It prevents your child from benefitting from the most important part of a school day when the day's work is outlined.
- It is a serious distraction for the teacher and children who are punctual, because it detracts from the progress of the class.
- It is disruptive as the other children stop their work to wonder why their friend was late.

Positive routines are important at bedtime to insure a restful night with adequate hours of sleep for young children. Children who stay up late and rise early for an active day will be fatigued at school and will not get the most out of their environment.

Parents should notify the office by 9 a.m. if a child is unable to attend school.

Absences

Every absence requires a communication stating the reason for the absence.

Schedule

Children can be dropped as early as 6:30 am till 10:30 am. Circle time begins at 9:00 as we sing a greeting song which includes each child's name. A time for sharing is also included here. Teachers use this first circle time to present new materials, reinforce appropriate behavior and discuss topics at that time. Children are free to explore all areas of the environment and make their own choices for activities (works). The areas available are Practical Life, Sensorial, Math, Language, Culture, Music, Science and Art.

Class schedules reflect the needs of the students, the school curriculum and parent participation. Refer to our "Schedule of Daily Activities" for details regarding children activities throughout the day. If you would like to know the class schedule more specific to your child's classroom, please speak to school Director.

Children must be picked up by 6:00 PM. Late fees of \$1 for every minute will be charged.

** Tuition rates remain the same irrespective of the time when kids arrive at school.

Snacks

We are a completely nut-free and low-sugar school. School provides a good variety of morning and afternoon snacks throughout the week which includes fruits, grain, vegetables or dairy. We

try to introduce your child to many new fruits and vegetables so they may discover what they enjoy. A snack menu is posted for parents. Food is prepared, served, and stored in accordance with USDA guidelines. Peanuts and any nut related foods are not allowed on the School premises.

Lunch Time

The school doesn't provide lunches. Children bring their own lunch and drinks which needs to be ready to eat. After table setting, students will be asked to remove their lunch and place their food items on a plate. Teachers will sit with the children, encouraging and modeling table manners. School staff would microwave the food if need be for children.

Parents should provide nutritious lunches (free of non-nutritional food and drinks with high fructose and empty calories). We recommend parents follow USDA Food Guidelines when preparing their lunch. Please do not provide any sugar snacks or sodas, including cookies. Flavored mineral/vitamin water is acceptable. Unacceptable lunch items will be left in the lunchbox to go home. We encourage parents to carefully consider and discuss nutritious lunches with their child. **Food sharing is not allowed for hygiene reasons and food allergies. Peanuts and any nut related foods are not allowed on the School premises.**

Naps and Quiet Time

Naps are available to all children if they need or want to rest during the day. Preschool children benefit from scheduled periods of rest. This rest may take the form of actual napping or a quiet time for children staying all day. At OTR Montessori School all children under five shall be given an opportunity to rest. Children who do not fall asleep will have a quiet rest time that may involve but is not limited to looking at books, listening to music, art or other such quiet activities.

Rest mats would be provided by school and children should bring a nap blanket and a crib sheet to cover their rest mat. Please make sure each is labeled with your kids name. They should be brought home to launder weekly or as needed. A comfort toy, doll, or stuffed animal is always welcomed for nap. Nap time is 1pm – 3pm

Health

California law requires all children enrolled in child care centers to have doctor-recommended immunizations, or receive them when they enroll. Only exception been a valid medical exemptions from a licensed physician will be accepted. Personal belief exemptions will no longer be permitted beginning January 1, 2016.

Illnesses

For the protection of all of the students at the school, the school staff reserves the right to send a child home whose health (according to Department of Health guidelines) poses a threat to other

children in the program. Children with fever, sore throat, active colds, vomiting, diarrhea or undiagnosed skin rashes should be kept at home. If your child has a communicable or highly contagious disease (chicken pox, pinkeye, head lice or impetigo), please notify the school immediately. If your child becomes ill at school, we will request that you, or your designated emergency contact take your child from school. A child must stay home for 24 hours after a fever breaks.

In situations of emergency or injury, staff will administer first aid or will call 911 as necessary. One of the most effective ways to prevent the spread of illness is by frequent hand-washing and the proper use and disposal of used tissues. Children are expected to wash their hands when soiled, before eating, after blowing their noses and after using the toilet. Reinforcement of these life skills at home and school will help the child gain independence.

Allergies

It is important to list all allergies on the emergency or medical consent forms. Advise the school immediately of any new information to be added to the forms. Children experiencing severe allergy reactions, which inhibit their ability to comfortably cope within the school setting, are asked to remain at home.

Medication and Medical Emergencies

Our staff is trained in CPR and First Aid. We treat scrapes and cuts by washing with soap and water or an antiseptic and applying a Band-Aid. No medication will be given by the school, except for life and death situations, like extreme allergic reactions, nebulizer, or diabetes.

If your child must use medication during school hours you may bring it to the office at the appointed time and administer it yourself. We do not have a nurse and are not allowed to give medication to the children. Please do not send medicine in lunch boxes, as other children will have access to it. Please refrain from sending cough drops if possible.

If your child requires an Epi-Pen for an allergy, please be sure your Pediatrician indicates as such on the Physician's report and bring two (2) Epi-Pens to the front office before the first day of school. We will keep one in the classroom's first aid kit and one in the daycare room's first aid kit. Please bring all relevant paperwork from your doctor to be included.

If your child has a medical emergency we will first call the necessary emergency services and then contact the parents. If a child needs to go to the Hospital then a staff member will accompany them if a parent is not available and stays until the parent has arrived.

For dental emergencies, the dentist will be contacted, and in case of immediate emergency, the child will be transported by a staff member with first aid training via the instructions of the dentist, unless parent information directs otherwise.

It is very important to completely fill out your emergency information paperwork so that the staff can call anyone needed in an emergency.

Medical/Dental Information

Upon enrollment, parents must provide a physician's statement, which must contain current information at all times. Special medical requests or information regarding a child's special needs should be indicated on the Medical Authorization Form, which will be provided to medical or emergency personnel.

If there is a change in medical insurance information, it must also be updated with the school office.

Birthdays

We would love to celebrate your child's birthday at school. Parents may bring in a special snack for the day, and we invite you to join us for the party. Snacks should be nutritious, such as muffins, crackers, cheese or fruit. Candy, cupcakes, cake, soda, chips and junk foods are not permitted.

Clothing/Shoes/Supplies

Children are encouraged to wear comfortable, practical clothes, which allow for free movement and which are suitable for art projects. Fasteners, zippers and buttons should be easily manageable for the child. Belts are difficult for children who wait until the last minute to get to the bathroom. Overalls can be difficult unless they practice. For spare clothes, please bring in a ziplock baggie of clothes for your child labeled with their name to keep at school including pants, top, socks, underwear. Please label all jackets and/or sweatshirts. Children must come to school in non-skid, closed-toe shoes, which are safe and comfortable for play.

Disasters

Written emergency and disaster plans are posted in each classroom and throughout the school. Each classroom has a first aid kit. We hold regular fire and earthquake drills so that your child will know exactly what to do and how to respond in an emergency situation.

Field Trips

As the children are quite young, we will not be going on field trips as a rule.

Items from Home

We know that some children feel the need to bring things from home to school, whether for comfort reasons or just to share with friends. We do understand this need but have seen the unhappy consequences of allowing this. Please discourage children from bringing anything to school from home. If something does come, we will hold it for the child outside of the classroom. Too often

others touch a child's favorite toy or animal, which will often cause the owner distress. Please avoid this by leaving all cherished items in the car while dropping kids in morning.

Toileting Policy

We are happy to offer our support in the toilet training process. We recognize that children are capable of amazing things at much younger ages than they get credit for. And toileting is one of them! We offer a loving, natural environment for a child to learn to use the toilet all by themselves. Your child will have multiple role models as there are many others who are using the toilet with success each day. Once a child acclimates to their environment we recommend sending them to school in underwear. Bring in several pairs and we'll consistently encourage and remind the child to use the toilet throughout the day. You'll be pleasantly surprised to find your child excitedly indicating when they need to use the toilet and learning how to pull down and up their pants. We want as much success and joy for your child in this development so we'll work closely with you throughout the process. Before you know it your child will be using the toilet comfortably and will have such pride and joy in their accomplishment! For your information, we use the following terms when speaking to your child about this process: pee, poop, toilet, and bottom. Please be sure to follow suit so there isn't any confusion!

Children in diapers are changed every other hour and on an as needed basis.

Children in Diapers: Parents/Guardians need to provide enough diapers, baby wipes and a change of clothes every day.

Transportation

It is the policy of the Over The Rainbow Montessori that staff does not transport children. Transportation of children to and from school is the responsibility of the parents/guardians.

If a medical emergency arises, children will be transported by ambulance unless in the reasonable judgment of the school, providing transportation is medically necessary.

Child Safety

Parent Notifications: Parents or their authorized emergency contacts will be notified immediately of any accidents, injuries, or illnesses. Behavioral incidents will be communicated on a case by case basis, depending on the seriousness of the incident (determined by Staff). You will be contacted either immediately by phone for urgent matters, or at the end of the school day for less serious matters.

Child Abuse & Neglect: All schools, child care centers, physicians and others who work with children are required by law to inform Child Protective Services at the Department of Human Services of any suspected abuse or neglect of children. By law, a suspicion of child abuse generally means that the reporter has "reasonable cause to believe" or "reasonable cause to know or suspect"

that a child is being maltreated physically, emotionally or mentally. Employees are trained in identifying abuse and neglect.

Discipline

The staff at Over The Rainbow Montessori relies greatly on the natural and logical consequences relating to behavior, consistency in reinforcing the playground and classroom rules and constructive redirection to maintain discipline within the school. We believe that children find security and direction when there is consistent adult guidance and discipline. Children explore, observe, feel, interact and learn through the process of being involved with people and things in their world. All behaviors are learned. Teachers, in their role of caring for children, model and teach appropriate behavior. Children need to know what we expect from them before they can follow the natural order of the classroom. No corporal punishment will be used at school. There is a zero-tolerance policy here at Over The Rainbow Montessori. No bullying or aggression will be tolerated.

We, therefore, expect teachers to use constructive and preventative methods of discipline and to maintain an atmosphere of love, acceptance, and order. This atmosphere is one in which children respect themselves, their peers and their teachers. The teachers plan ahead for possible areas of conflict. A teacher will redirect a child by distracting the child's attention away from the disruptive behavior and directing the child to some other activity, which is acceptable. The teacher will make sure that the child understands what will happen if he or she persists in the unacceptable behavior. This will be done using words that the child can understand with the teacher sitting or kneeling at the child's level. The outcome must be appropriate to the behavior being corrected. Our goal is to work in partnership with parents to create an environment in which the child's self-esteem and skills for expression and conflict resolution are enhanced. Time outs may be given when deemed necessary. The child might be asked to hold the teacher's hand and stroll through the classroom in order to calm the child. When the child has calmed and is ready to go back to work, the teacher will help the child find something constructive to do.

Damaged materials: Over The Rainbow Montessori beliefs support the theory of learning from mistakes, therefore if a student's breaks or damages any classroom material on purpose, parents will be notified to come up with an action plan to repair it or replace it.

Biting policy: If your child bites he/she will be sent to the office and the parent will be notified. The second time the child bites, a parent will be called and asked to take the child home for the remainder of the day; if a third time occurs they will be suspended for three days. The fourth time your child bites they will no longer be allowed to attend our school.

Inspection of Facility

Parents are allowed to visit the facility without advanced notice at any time during the normal hours of operation. However, when the parent's behavior poses a threat to the health and safety of the children, the entrance is denied. Respectful behavior is expected by everyone.

The Department of Licensing shall have the authority to interview clients, including children or staff, and to inspect and audit client or facility records without prior consent. The Department of Licensing shall have the authority to observe the physical condition of the client, including conditions which indicate abuse, neglect or inappropriate placement, and to have a licensed medical professional/physician examine the client.

The state of California requires that several health forms and medical releases be on file with the school for each child. Therefore, all forms that are issued upon acceptance of your child at the school must be returned to the school by the first day of your child's attendance.

Conferences

Unfortunately the teachers are not available to discuss in detail your child's day at arrival or dismissal time as that time is needed to say hello and goodbye to the children. If you need to speak with your teacher you may call the office to leave a message for the teacher to call you back during their break or after school. Each teacher has also made their email address available for parents to contact them. Open and ongoing communication with all our families is of the utmost importance to us.

There will be a parent meeting in the fall to acquaint parents with other parents, the teachers, and the school. Informal conferences will be held with parents when necessary. Two formal parent conferences will be scheduled, one in November and one in May. We will do our best to bring up questions or concerns as soon as we have them, and to make sure you are informed at all times of your child's progress.

Grievance Policy

If a parent is having a problem with any aspect of the classroom, then we ask that they first meet with their child's teacher to discuss the issue. If the issue cannot be resolved then a meeting should be set up with the parent, teacher and our school Director and all measures would be taken to resolve issues.

Smoking/Drugs/Alcohol

SMOKING, DRUGS OR ALCOHOL IS NOT PERMITTED ON SCHOOL PROPERTY AT ANY TIME.



Parent Handbook Agreement

Please sign and return this sheet to the office within two weeks of receiving your handbook. If you have any questions, you may address them with the office at that time.

I, _____, have read and understand the information outlined in the Over The Rainbow Montessori Parent Handbook. By signing below, I agree to follow the policies and procedures described in the Handbook.

Child Name _____

Signature _____ Date: _____ Parent/Guardian

Signature _____ Date: _____ Parent/Guardian