



## **Montessori at Mountain School**

### **General Information**

Montessori at Mountain School is the preschool and kindergarten program for Telluride Mountain School, Telluride's fully accredited, independent school serving children from preschool through high school. The Montessori program provides traditional Montessori education and fulfills the mission of Telluride Mountain School, a not-for-profit, 501(c) 3 organization dependent on tuition and voluntary contributions for support.

#### **History**

Montessori at Mountain School ("M@MS") was established in 1995 by a small group of dedicated parents committed to providing Montessori education in Telluride and was known as Telluride Montessori School. In 2002, the program moved to the Mountain Village to accommodate a growing school population and more comprehensive programming. In January of 2004, the Montessori completed a formal merger with the Telluride Mountain School. The school purchased a new facility at Lawson Hill in June, 2005. Telluride Mountain School, including the M@MS program, received full accreditation through the Association of Colorado Independent Schools in May 2006. The school moved into its new facility and was accepted for membership in the National Association of Independent Schools in the fall of 2006.

#### **School Mission**

Telluride Mountain School is an innovative learning community where strong academics, enriching experiences and meaningful relationships develop confident, curious students who passionately contribute to the world.

#### **Montessori Program Objectives**

In designing early education that matches the school mission, M@MS:

- Creates a carefully prepared environment where children are free to learn
- Offers a complete collection of the finest quality Montessori learning materials
- Employs a certified teaching staff who demonstrate high standards and growth
- Provides children an excellent foundation for a lifelong love of learning
- Prepares children to respect individuals, diverse cultures, and the natural world
- Builds a committed community that supports the school's mission

#### **Notice of Nondiscriminatory Policy as to Students**

Montessori at Mountain School admits students of any race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school administered programs.

## **Maria Montessori**

Dr. Maria Montessori (1870-1952) was Italy's first female M.D. whose lifelong, world-wide study of children and advocacy for their needs led to historic advances in education. The "Casa de Bambini" or Children's Houses she established were based on her appreciation of the importance of the child's own activity in education. Through her deep respect for children and her outstanding skills of observation, she originated child-centered education. Today, many of the practices and principles of Montessori education have been incorporated into conventional "best practices."

## **The Montessori at Mountain School Approach**

At Montessori at Mountain School, we offer a supportive early learning program for children of two and a half to six years of age. Our beautiful classrooms are filled with an extensive collection of the finest Montessori learning materials, and our teachers are certified Montessori educators who love working with children and demonstrate the highest standards of personal and professional growth. Inspiring an early love of learning, our teachers assist young children to learn to care for themselves, others and their environment in a manner that builds core values, including respect, love of learning, responsibility, and integrity.

## **Lower School at Telluride Mountain School**

Children completing the primary program at Montessori at Mountain School will be ready to attend first grade anywhere but are uniquely suited to continuing their education in Mountain School programs. The small class sizes combined with comprehensive learning materials and best practices from Montessori and other traditions enable children to learn in an optimal environment that supports and extends their early learning.

## **Governance**

Telluride Mountain School is governed by a board of directors. For more information on board members visit the website at: <https://www.telluridemtnschool.org/>

## **Administration**

The Montessori Program Coordinator and Admissions Director, Tara Barnett, is responsible for the day-to-day operations and the oversight of the programs, facility, and staff. She may be reached through the main school number at 728-1969 x 14. Pamela Sante, Business Manager, is responsible for tuition billing, bookkeeping and other financial aspects of the school. She may be reached at 728-1969 x13.

## **Faculty**

TMS is very proud of its faculty members. Please refer to the school website for individual qualifications and profiles. The faculty comprises knowledgeable professionals who are dedicated to nurturing awareness, respect, responsibility, independence, and achievement in the children.

# **Programs**

## **School Programs Offered at M@MS**

We offer programs for children from two and a half through six years of age during the school year and observe holidays on a typical school calendar. We offer a four or five-day program for preschoolers. Children of kindergarten age attend a five-day program.

## **Primary Program**

Our Primary Program for children aged three through six operates from 8:30 to 1:30 each day. Drop off is between 8:30-8:40 and school activities begin promptly at 8:45. Parents may arrange

directly with the teacher to pick up their child any time between the end of the work cycle and 1:30. Our primary program is offered five days a week, and parents may choose either a four (Tuesday – Friday) or a five-day program.

The Primary Program includes group activities, time to work independently or in small groups with the Montessori materials, lunch, outdoor play time and enrichment activities including art, music, movement, cooking, crafts and other selections. All children also participate in Spanish language instruction. Occasionally we benefit from local specialists in Drama, yoga or dance for movement.

The Primary Program is a three-year program and provides the greatest benefit to those who complete the entire cycle, including the kindergarten year. Families choosing to enroll children at age two years, nine months, understand that the program is then a four-year program. Starting early does not enable the student to complete the curriculum ahead of schedule. Children can be accepted into the Montessori when they are four or even five, particularly when the family indicates an intention to continue with Mountain School programs.

### **Nap/Rest Program**

Parents requiring that their preschool aged child attend a longer school day may register their child for the Nap Program, which extends the child's day and includes time for a nap, listening quietly to music, a story or a recording, or looking at a picture book.

### **The Kindergarten Program**

The kindergarten year is an integral and vital part of the Montessori curriculum, and families entering the program indicating that they intend to attend kindergarten with M@MS and continue in the Mountain School for first grade receive priority in admissions. We strongly believe in the importance of completing the Montessori cycle and offer challenging work for children from five through six years of age that supports their early academic and social learning in a developmentally appropriate setting. Children who are of an age eligible to enter kindergarten in the local schools (currently five by October 1) are also eligible for the kindergarten year at M@MS. Children may be accepted early or late as described below in Exceptional Admissions.

Kindergartners participate in the Primary Program with extra Montessori programming in the afternoon five days a week. While the morning work cycle provides individual lessons to every child based on their personal development, afternoon instruction offers small group lessons in academic skills, including reading, writing, math, and Spanish.

### **After School Care**

Aftercare is offered Monday through Thursday from 2:45-5:00. This service is available upon weekly request and charged \$20 per day. Please sign your child up either at the beginning of the week or in the morning so we can staff accordingly.

### **Financial Aid**

Financial Aid is available for those who qualify. The school sponsors a Financial Aid Program, funded by grants and contributions and makes awards to families in the school community. Interested families must submit a Parents' Financial Statement to School and Student Service for Financial Aid. Awards are based on the recommendation of SSS. The deadline for applying is April 30 of the year prior to enrolling; exceptions may be made in certain circumstances, but funds are limited and a timely application helps ensure an adequate award.

## Admissions & Enrollment

### Ages

We generally accept children who are three years old in our Primary Program; children who are within a few months of three may also be accepted on a space available basis and provided the child is ready for school. Parents must recognize that early admission to the program will not speed up their child's development, and children who are not yet three will spend four rather than three years in the Montessori program and progress to first grade along with their peers.

### Older Children

M@MS accepts a limited number of newly applying four and five year old children into the program. Children with Montessori experience are given priority as are children who will be attending kindergarten and enrolling in Mountain School programs for the elementary years. The primary program is most beneficial to those completing the entire cycle, including the kindergarten year.

### Exceptional Placements

A child must be 5 by October 1 to enter kindergarten. If parents want to pursue the placement of a child who does not meet this deadline they must:

- Have developmental testing done at their expense (acceptable tests include the Brigance Inventory of Early Development II, Gesell Developmental Observation, the Woodcock Johnson III or other test that provides developmental age). Test results must demonstrate adequate readiness levels in the areas of cognitive, physical, social and emotional development for placement in kindergarten.
- Agree to two years of kindergarten if this is the decision of the school.

All placement decisions are entirely at the discretion of the school and are final.

### First Grade Placement

Children successfully completing the kindergarten year at M@MS will be offered a seat in the first-second grade classroom, provided there is adequate space, the family is in good standing with the school, and the student may optimally benefit from the academic program. Students will be offered a contract for first grade in the February prior to the fall of first grade.

### Special Needs Children

Montessori at Mountain School is a wonderful setting for children of diverse abilities but does not offer special services for children with exceptional needs. Our teachers do not have training in special education. We urge parents, professional consultants and support staff to work together with our teachers to determine if Montessori at Mountain School is the optimal placement or if another program is more appropriate.

Parents, school administration and professional advisors also determine if the rigorous academic program of Telluride Mountain School, grades 1 – 12, represents the best placement for children with significant learning disabilities.

### Toileting

Generally, children approaching three years of age should be using the toilet, and we do not permit diapers in the Primary Program (exceptions may be made for certain medical or other conditions). If a child is not consistently toileting independently, including managing clothes and wiping, by the time of their enrollment date, please consult with the classroom teacher to set a new start date.

### Application and Admission

Please contact Tara Barnett (970-728-1969 xt 14), Admissions Director, for admissions inquiries or visit our website [telluridemtnschool.org](http://telluridemtnschool.org). Parents of children applying to the school should first make an appointment with the admissions director to observe a classroom without your child. There is a \$50 non-refundable registration fee levied during the application process. The deadline for applying is March 1 for the following school year, and on a rolling, space available basis thereafter.

Some of the criteria for admissions are a balance of age and gender in the classroom, family interview, diversity of community, and fit of the family and child into the school community.

During the spring before each new school year, the program's admissions committee will determine how many of the existing students will be offered a re-enrollment contract and will be attending. Then children from the application pool will be considered for admission. We mail admissions decisions by the end of March indicating if your child has been accepted, declined admission or placed into a waiting pool. Waiting pool applicants are often seated well before the start of the school year. Please do not contact the school or admissions personnel regarding the status of your application before you have received a decision. Admissions decisions are final.

### Enrollment Deposit

A non-refundable \$750 enrollment deposit is required by April 15. All deposits must be accompanied by a signed Enrollment Contract included in the enrollment packet. For returning students the enrollment deposit will be rolled over to the following school year.

The deposit may only be applied against the final tuition bill of the kindergarten year and will not be refunded for voluntary withdrawal of the student under any circumstance.

### Enrollment Contract

With the Enrollment Contract, parents assure the school that they understand M@MS accepts children who intend to stay for more than one year and who plan to attend kindergarten at the school. It also promises that the child will attend the full year and assures that tuition for the full year will be paid, even if the child is taken out of school voluntarily for lengths of time. Credit is not offered and makeup days are not available for missed days of school.

## Admissions Dates

- **September:** School begins the last Tuesday of August.
- **November - March:** Applications are sent out to prospective new students
- **February 15 :** Current students sign up for the following school year.
- **March 1:** Completed applications are due from prospective new students for September enrollment.
- **March 30:** Notifications of admissions decisions are mailed
- **April :** The following year's deposit is due from new students
- **April - August:** New applications are considered on a space available basis

### Withdrawal of Child

For students enrolled for the first time at M@MS there is a 6-week grace period after initial enrollment during which your child may be withdrawn from the school without any additional payment beyond the non-refundable enrollment deposit and any tuition due for the period of actual enrollment. Should you wish to withdraw your child at any time, written notification is required. Should you withdraw your child after the 6-week grace period then you are responsible for tuition for the full school year.

Throughout the year, we reserve the right to withdraw educational services to your child if: (1) you do not pay your tuition bill; (2) in our judgment, we lack the special resources to serve a special need of your child properly; (3) we do not receive your cooperation in dealing with a problem concerning your child; (4) you do not provide the school with immunization documents; (5) you do not provide the school with other required forms. In the event that M@MS elects to withdraw services for any of the above reasons, the administration will notify the parents in writing.

### **Tuition and Late Fees**

Tuition may be paid annually, semi-annually or monthly over a ten-month period. The monthly tuition payments are due the first day of every month commencing on July 1st and ending April 1st. Please note that the July and August payments each represent one tenth of the annual tuition and does not reflect attendance for those months.

Tuition may be prorated for families admitted during the school year, provided that a place is not held that would otherwise be filled by a student with a year-long contract.

A late fee of \$10 will be added to unpaid balances when they are more than 10 days late. A charge of 1-1/2% (18% per year) will be added to accounts 30 days overdue.

A return check charge of \$25 will be added for checks returned for “not sufficient funds” or for any other reason.

After the 10th of the second month of tuition delinquency, a letter must be submitted by the family in question to the business office outlining a payment plan. If a family has not paid or contacted the school in writing for two full months, the child may not attend school, and the school will notify the family in writing that it has withdrawn services. A record of late tuition may affect future enrollment.

If your child misses school, you must still pay tuition.

### **Visiting Children**

Occasionally, we welcome children into our classroom on a short-term basis when they are alumni or have Montessori experience. These children attend without an Enrollment Contract. This arrangement is offered provided the visiting child does not displace a child with a year long commitment to the school, attends a regular four or five day program, is current with tuition payments, has the approval of the teacher and the administrator, and abides by all the usual school Policies and Procedures. Families with visiting children will be billed in advance on a prorated basis for the projected period of their enrollment.

## **Parent Support**

### **Volunteers**

M@MS is dependent upon your volunteer support. If you have a special interest or skill to share with the school then speak with the classroom teacher or administrator. We welcome your participation and thank you in advance for your help.

### **Parent Responsibility**

We expect our parents to uphold the mission of the school. In addition to supporting the school through tuition payments, parents may expect to:

- Make voluntary donations to our Annual Fund and participate in fundraising efforts
- Attend twice annual parent teacher conferences
- Attend a back to school meeting



- Observe twice annually in the classroom
- Attend occasional all-school events or celebrations
- Participate in occasional parent education events
- Promptly read all school correspondence, including weekly “Friday Letters”

### Fundraising & The Annual Fund

Telluride Mountain School, including M@MS, is a 501 (c) (3) non-profit corporation. Fundraising events take place throughout the year. Tuition revenues cover approximately three-quarters of the cost of the M@MS program. The school has an annual giving program that is an important part of the school’s continued operation. Every school family, faculty, and staff member will be asked to donate to the Annual Fund on a level that matches their means and values. All Annual Fund contributions received from Montessori families are applied to the costs of the M@MS program. Additionally, funds for financial aid must be raised through events, donations and grants. Donations beyond tuition are tax deductible, greatly needed and sincerely appreciated.

Contributions to M@MS are currently eligible for both Federal tax credit and the Colorado Child Care Tax Credit, which may make contributions cost as little as twenty-five cents on the dollar after tax benefits. Please consider carefully your ability to give and support the valuable work of early childhood education.

## The Classrooms

### Our Classrooms and Teachers

Our program is located at 200 San Miguel River Drive and offers beautiful, spacious classrooms filled with natural light and views of the surrounding peaks, river and valley. Along with the connected outdoor play area, staff offices and lobby, the facilities are specifically designed as safe and supportive Montessori learning environments for children from 2.5 to 6.

By filling our space with enticing Montessori materials, we provide children with a highly enriched environment in which they choose the direction and pace of their early education. There is always a certified Montessori teacher present during the Montessori work cycle, accompanied by an assistant when classroom numbers require it per state regulations. The teacher is trained to observe each child’s development and introduces new materials as the child becomes ready to absorb them. Conversely to group lessons, children learn from the concrete, self-correcting Montessori materials that have been presented by the teacher. Since the classroom is multi-aged, they also learn by watching more experienced children. Later, they reinforce what they know by showing others the materials they are familiar with. The teacher is continually introducing more challenging and we have materials that can satisfy even the most precocious six-year-old.

### Lunch and Snack

Parents provide a nutritious lunch daily for their students. Students will take uneaten food home, instead of throwing it away. This will help you determine how much your child is eating at lunch time. Please, do not send:

- Junk food, sweets or treats; desserts
- Highly packaged foods such as Lunchables
- Candy or gum
- Lunchboxes with commercial motifs (such as characters from a popular movie).

Also, please keep waste to a minimum with reusable containers.

Parents will also provide their child with a morning snack, in addition to their lunch. Snack is to be packed either in a lunchbox or in a separate container that is easily accessible to the child.

### Field Trips

On occasions when a field trip is appropriate, the following guidelines apply:

- Parents or guardians will be notified at least 2 days in advance of any field trip.
- Parents or guardians must have a signed Field Trip Authorization Form on file.
- An accurate itinerary will be posted at the school.
- A list of all children and staff on a field trip will be kept at the school.
- Adult-child ratio of 1:8 (1 adult with 8 children)
- At no time will there be fewer than 2 adults accompanying a group of children leaving the school.
- Children will be actively supervised at all times.
- No child will be in a public restroom without an adult supervising.
- No field trip will take place using private vehicles.
- A buddy system will be used. Each child will be paired with a partner and coached on being responsible to and for others.
- All children will walk together as a group in pairs with adults in the lead and at the rear of the group. The group will stop together at street crossings and proceed safely. An adult will be positioned in the center of the street to hold traffic while all children cross.
- The staff will have with them on a field trip the Emergency Contact and Emergency Medical Care Authorization information for each child.
- Staff will take a first aid kit in a portable carrying case.

Parents must provide their own transportation to and from the school.

In the event of a late arrival on the day of an outing, we do not offer care at the school and the parent will have to make another arrangement.

### Visitation and Observation

You are always welcome to visit. Our environment is unique, and it is wonderful to watch the children learning in a space made just for them. Please make arrangements with the administrator or teacher. All visitors to the school must sign-in.

Formal observations are scheduled two times each school year in the spring and fall. You will be asked to schedule a specific time for your observation.

### Arrival

Children can be dropped off at the circle or classrooms from **8:30 to 8:40**. Early arrivals may wait with parents in the lobby or outside (outside during the COVID-19 restrictions). After 8:45, a closed door means that class time has begun, and you should send your child quietly into the classroom. An assistant or teacher will help your child undress and join activities in progress.

Please be on time! Our days are short and the learning time is valuable. An uninterrupted three-hour work cycle is important to the Montessori approach. Parents are requested not to bring children into the middle of a school session and to schedule extracurricular activities around school time whenever possible. Speak to the teacher or administrator if you have a situation that requires special scheduling.



### **Dismissal**

Children should be picked up at the conclusion of their program at 1:30 or 2:45. Pick-ups between 11:45 and 1:30 may be arranged on an as-needed basis with your child's teacher after the work cycle or lunch or during recess on any day. For regular pick-ups, there is a grace period of ten minutes after the scheduled pick up time. After that, there will be an extra charge of \$1 per minute added to your bill with the date noted. Staff will continue to supervise children until they are picked up. In the event that a parent does not arrive to pick up a child, the school personnel will attempt to contact the parents, guardians or emergency contacts to arrange to gather the child. In the event that no one can be located over the period of an hour, the school personnel will release the child to the custody the San Miguel Sheriff's Department.

### **Elevator**

The elevator is available to persons needing assistance in the M@MS program with some guidelines for use. Children should not ride the elevator without an adult, and children (and parents) riding the elevator should not "race" those using the stairwells. Please help us maintain a safe and respectful school environment by upholding this policy and remember that other students are still working when Montessori dismisses.

## **Student Information**

### **Assessment of Student Progress**

Teachers keep a record of each student's progress. Parent and teacher conferences are held in the late fall and in the spring, along with a written report of student progress. Informal conferences may be held at your request. Please call to our attention any area of development you feel is important so that we may help your child grow.

### **Testing**

Beginning in kindergarten, the school uses some standardized testing to screen for adequate progress in the acquisition of basic literacy and numeracy concepts. In the event that a student is not making adequate progress, the teacher will meet with the family to implement various strategies to increase achievement, including school activities and activities for families at home, such as counting, playing cards, rhyming, and reading together.

### **Learning or Behavioral Referral Policy**

Occasionally, our teachers encounter a suspected learning or behavioral difficulty. Montessori at Mountain School reserves the right to require the parents to seek appropriate educational or psychological testing to help determine the nature and scope of the child's difficulty. Based on test results and professional advice, the child's parents, teachers, and the consulting professional will determine what, if any, changes will be made in the child's educational program or if outside support is necessary. The teachers, director and parents will meet collaboratively to devise a behavioral plan. If the child is not able to adhere to the behavioral plan within two weeks, the child may be asked to be dismissed from M@MS. In some cases, the teachers and administration of the school may determine that Montessori at Mountain School does not have the necessary resources to offer.

### **Student Forms**

Each student is required to have a current school year Health Form, Emergency & Child Release Form, Immunization Form, and Field Trip Permission Form for the student's files. Forms are part of the enrollment process and are for the safety and well being of all M@MS students. The release form is due before the child may attend, and medical forms must be submitted within 30 days of enrollment. If these forms are not received, the student will not be allowed to attend school until

the forms are submitted. You must notify the office immediately if there is a change in your address, home phone number, or daytime emergency phone number.

### **The Health and Safety of Your Child & Immunization Exemption**

Your child's health is a matter of major importance to all of us. Upon enrollment a Health Form, which is a statement of the child's current health status, must be completed and signed by a health care professional within the last 12 months. Information and instruction on the care of each child who has an identified health condition or development concern, such as seizures, asthma, diabetes, allergies, heart or respiratory conditions and physical disabilities must be provided by the parents and health care provider.

We also require that the child have certain standard immunizations, and a current immunization record must be on file at the school. Immunizations must be recorded on the Certificate of Immunization supplied by the Colorado Department of Public Health and Environment (CDPHE) or certificate approved by the CDPHE. Tracking of immunizations is done in accordance with state regulations and is due on the first day of attendance.

If immunizations are not given due to medical, personal or religious reasons, the appropriate exemption must be signed and dated. Parents of a child who is not immunized must be aware that the risk of spread of preventable disease exists as does the risk of exclusion from school in the event of certain outbreaks.

Your child may be sent home if any symptoms of illness appear during the day. In such cases, your child will be isolated from the others and you will be contacted.

There are four main reasons to keep children and adults at home:

1. The child is at risk of infecting others with COVID-19 or another contagious illness, either because of symptoms or recent close contact.
2. The child does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child has specific symptoms or an illness and staying home is required. These include but are not limited to: fever, vomiting, diarrhea, etc.

**Please refer to the "[How Sick Is Too Sick](#)" document from the Colorado Department of Public Health and Environment for complete guidelines.**

Frequent and thorough hand washing is important in keeping our school environment clean and our students healthy. Your child will be asked to wash his/her hands during the school day, including before lunch and snack.

In case of accidental injury we will make an immediate attempt to contact a parent. If we cannot reach you, we will call the child's emergency contact. If necessary, we will also call an ambulance or paramedics. Until the arrival of a parent, the physician, and ambulance, or paramedics, the director or an assistant will be in charge and make all decisions about the care of the child. You will be expected to assume responsibility for any resulting expense. The school will maintain a parents' signed Emergency Information form. It is to your child's benefit that you keep the school up-to-date on phone numbers, emergency numbers, and other pertinent information.

For many reasons, it is important that you call for your child on time.

Medications cannot be administered at school; we ask that you give any needed medications before or after school. School personnel will apply sunscreen only with written permission and a personal supply of sunscreen.

### Absences

All absences must be called in by 9:00 am. It is important for the school to know if your child is ill, if the illness is communicable, if your child is taking a day off, or if your child is on vacation. Please leave the message on the teachers' phone 728-1969 x14.

### Discipline and Guidance

When discipline is necessary, we use measures that show love and kindness but also firmness and consistency. We attempt to help children gain the confidence and knowledge they need in order to develop self-control. We do not allow children to hurt themselves or others or to destroy property. We do not use physical punishment or language intended to hurt children's feelings. Rather, we try to resolve conflicts respectfully in a positive, cooperative way.

Your child's caregiver will only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. The positive guidance techniques used by the Montessori @ Mountain School staff include, but are not limited to:

- Recognizing, encouraging and praising appropriate behaviors rather than focusing only upon unacceptable behavior
- Developing reasonable and clear rules and expectations in each group
- Explaining the consequences of inappropriate behaviors
- Redirecting children into positive behaviors using positive statements
- Modeling pro-social behaviors
- Enforcing limits and rules consistently and fairly
- Helping children to identify and express feelings in acceptable ways

**Please discuss with your child's teacher specific guidance techniques that work best with your child.** Changes at home may affect a child's behavior at the center. The center staff will be available to work with you regarding behavior problems at the center or home. In cases of continued behavior that is potentially harmful to your child, other children or property, you will be notified immediately to schedule a conference and to develop a suitable plan of action.

### Daily Policies and Procedures

#### Playground

Adult to child ratios must be strictly observed at all times on the playground (1:10). If the ratios are ever inadequate, teachers take immediate steps to get assistance. Children are never to be left unattended on the playground.

Teachers actively engage and observe children while on the playground. Staff members will arrange themselves strategically to provide good supervision and oversight of children's play.

#### Bathroom

We have two child-sized bathrooms to accommodate preschool-aged children. Bathroom A is used for Classroom A and Bathroom B is used for Classroom B. One child at a time may use the corresponding bathroom. If a child requires assistance from an adult in the bathroom, the bathroom log will be filled out by the teacher.

### Cases of Suspected Child Abuse

In compliance with the laws of the State of Colorado, all TMS staff members have a legal and moral obligation to report suspected child abuse. All cases of suspected abuse shall be brought to the attention of the administrator and reported to Child Protective Services at 844-264-5437 and San Miguel County Department of Social Services at 728-4411.

The school's reporting procedure is as follows:

1. **If there are any signs of abuse, immediately contact the Montessori Director; Tara Barnett**
2. Prepare a professional and thorough report using the guidelines below;
3. The faculty member and the Head will discuss the appropriate steps to take, and if necessary, a formal report of suspected child abuse will be made from the Head's office to the appropriate authorities.

When reporting abuse, or suspected abuse, you should include in your report, if possible:

1. The name, address, age, sex, date of birth, and race of the child;
2. The name and address of the person responsible for the suspected abuse or neglect;
3. The nature and extent of the child's injuries, including any evidence of previous cases of known or suspected abuse or neglect of the child or the child's siblings;
4. The family composition;
5. The source of the report and the name, address and occupation of the person making the report;
6. Any action taken by the reporting source;
7. Any other information that the person making the report believes may be helpful.

*All reports of suspected abuse/neglect are confidential; please do not discuss any suspicions with anyone, including other faculty, unless directed to do so by the Head.*

### **Safety at School**

Please help us maintain a safe and orderly school environment. Once you pick up your child, please supervise him or her on the premises, and do not allow children to go onto the playground, down the stairs, around the building, or into the parking lot unsupervised. Please be aware that once a parent arrives, the parent assumes primary responsibility for the child. This includes periods when teachers may still be supervising other children. Thank you for helping us to maintain consistent expectations, such as no running or yelling within the school building. Other children are still learning!

## **Miscellaneous**

### **Vacations and Change of Environment**

If for any reason there is a change occurring at home, please tell us. We need to know about illness of other family members, deaths of pets or relatives, mom or dad off on a business trip, etc. These changes can affect how your child will behave on a particular day. We need to be

aware so that we can give the support your child may need. Please let us know in advance of family trips. When children are not present we miss them and the other children ask.

### **Clothing and Children's Items**

It is most important that your child can manipulate his or her own clothing. Please allow children to dress in clothing of their own choosing, but avoiding costumes and clothing with motifs of mass commercial appeal. Costumes and clothes with commercial messages distract from the purpose of our educational environment. Simple, easy to handle clothing is the best. Children do get messy at school, and though we purchase washable paint and art supplies, sometimes they stain.

Please keep a set of extra clothes at the school, and LABEL EVERYTHING. In the winter, children need boots, snowsuits, hats and mittens every day. In the classroom children should wear indoor shoes, slippers or something similar. At school, children keep their possessions in an individual cubby.

### **Toys**

We do not allow toys from home as they detract from the learning experience and create stress and conflict. Exceptions are security objects, books and, on a schedule made out for the whole class, educational things for sharing. Toys replicating weapons are not ever permitted.

### **Birthdays and Holidays**

We love to celebrate! If your child wants to share his/her birthday or half birthday at school, we would be most delighted. Please speak to the teacher, and we will plan together. The birthday child may bring a nutritious snack to school to share, or a special book or show and tell item.

Please be sensitive to children's feelings when planning birthday celebrations. Avoid hurting feelings by mailing invitations unless you plan to invite the entire class. If your child chooses not to include everyone in his or her class, try to schedule the party for a weekend and arrange for presents to be dropped off at the party location.

### **Television**

Montessori at Mountain School does not use a television as part of its educational program.

### **Evacuations & Emergencies**

Teachers will conduct regular fire and emergency evacuation and lockdown drills. In the event of a real emergency, including a lost child, flood, etc, school personnel will contact parents and emergency dispatch for immediate assistance. In the event of an emergency or disaster, families will be notified via the school's emergency notification text system.

In the event of a disaster or emergency, children will be moved to designated areas for a lockdown, when appropriate or evacuated via the back stairwell to the front lot along the fence in the case of a fire or evacuation. Children with special needs will be escorted by a teacher to the appropriate and/or designated areas. Parents/guardians will be contacted with instructions for reuniting families via the school's emergency notification texting system.

During and following an emergency or disaster, staff will assume their roles with the lead teachers directing/assisting children and assistant teachers facilitating the continuity of operations.

In the event of an evacuation and/or lockdown, all confidential staff and children's files and financial records will be locked by the director and business manager.

In the event of broken glass in the classroom, children are taken to another area of the classroom where they will remain, supervised by an adult, while another adult sweeps and mops the glass and exposed area.

### **Complaints and Compliments**

Complaints or concerns regarding your child may be addressed to the teachers or the administrator. If you wish a formal response, please submit your concerns in writing. We also welcome compliments! To file a formal complaint about licensed child care, write the Department of Human Services, Div. of Child Care, 1575 Sherman St. 1st fl, Denver, CO 80203-1714; 303-866-5958 or 970-259-5465. Copies of the school inspections are available upon request.

## **Communication**

Thank you for sharing your children with us. We strive to provide the best environment possible for your child. We acknowledge how difficult it is at times to be a parent and wish to support you in any way we can. Please keep communication open and flowing. The staff at M@MS is always available to talk about your child's needs. Let us hear from you. We want to know your thoughts, concerns and ideas.

### **Friday Letter**

You will receive letters from the school most weeks with information about school events, reminders about school policies and procedures and information on practice and principles of the educational program at Telluride Mountain School. Please read your weekly letter as it often contains important information and keeps you in touch with the classrooms.

### **Parent Education**

Parent education events are scheduled during the year to provide parents with an overview of Montessori education and other matters of child development and general interest. In addition, we offer a lending library of educational materials for parents to use.

### **Phone Messages**

Messages for classroom teachers, including absence and tardy messages, should be referred to the Montessori Director, Tara Barnett at 970-728-1969 xt 14. In the event that you have an emergency message or unscheduled change in plans, please ensure that a live person gets your message to deliver it. Please do not send communication to teachers via text, as their focus is on the students and their learning.

### **Phone Trees**

Occasionally, we will ask parents to participate in a phone tree to disseminate current information about unexpected changes in schedules or other last minute information.