**Glenwood Springs**

**M****ntessori**

Parent Handbook

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***Mission Statement***

The mission of Glenwood Springs Montessori is to offer a rich indoor and outdoor environment paired with the proper guidance to cultivate each child's natural love of learning. Through the pure implementation of the Montessori Method, children will reach their potential in all areas of social, emotional, physical and intellectual development while fostering respect for themselves, each other and the world around them.

***Montessori Philosophy***

An authentic, multi-aged Montessori experience provides our children with a strong educational foundation while also aiding the development of the whole child, socially, emotionally, intellectually and spiritually. Maria Montessori was the first woman doctor in Italy in the late 1800s. Dr. Montessori’s work with children helped her to create an educational method based on her knowledge of human development and her observations of what children needed in order to learn. She saw that when children were given the proper environment and guidance, their inner drive to learn could bring them to their potential while keeping their natural love of learning intact.

Glenwood Springs Montessori is an early childhood program which implements the Montessori Method and is owned and operated by a certified Montessori Directress. GSM is licensed as a Child Care Center by the state of Colorado with a maximum number of 30 children between the ages of 2.5 and 7 years old.

At GSM, we strive to meet the needs of each individual child's unique learning style. Through the use of concrete materials and the acute observation of each child's development and readiness, children build upon their knowledge in areas of practical life, sensorial, language, math, science, geography and art. Gardening, cultural studies and care of the outdoor and indoor environments help to develop compassion and respect for all living things. Parents are given opportunities to learn about the Montessori philosophy through parent education literature, newsletters, book groups, or observing in the classroom. Parent education enables our program to be in partnership with, and act as a support to families while also creating consistency between home and school.

***Membership to AMS and/or CMA***

We encourage families to become familiar with the Montessori philosophy so that we can have consistency between home and school. Becoming members of the American Montessori Society, *www.amshq.org*, and/or the Colorado Montessori Association, *www.coloradomontessoriassociation.org*, is a great way to learn about the philosophy. AMS members get a quarterly magazine with very good articles for parents and teachers. CMA has a monthly newsletter that is distributed through email and has wonderful articles as well!

Glenwood Springs Montessori

Policies and Procedures

***Admissions***

1. As Part of the enrollment process, parents will set up a time to visit our facility for an initial interview and observe a class while in session. This first meeting and observation is for the parents/guardians only. After this initial observation, parents/guardians will set up another time to bring in your child/children for a school tour and visit with the Director and/or teacher.
2. Each year, returning students and siblings are given a chance to enroll prior to open enrollment for new families. The Montessori philosophy is best implemented when the children attend consistently and, therefore, a minimum of 3 Half days are required for the benefit of the child. If attending 3 days, we ask that at least 2 of the 3 days be consistent. For example, a Mon., Wed, Friday tends to be less beneficial with the lack of continuity.
3. Families are accepted according to application dates, completed paperwork, required deposits/fees and the Montessori philosophy being a good fit for the family.

***Program Days and Times***

Please designate specific days requested. We ask that at least 2 out of the 3 days be consecutive.

***Registration Fee: $50 (Non-refundable) Returning Students***

***Registration Fee: $100 (Non-refundable) New Students***

***Materials Fee: $200***

***We follow a schedule similar to the RE-1 school district. Please see the attached Calendar.***

Our tuition is based on our 9-month program which runs from September - May. Tuition may be paid in full, quarterly or on a monthly basis. **Please note:** Tuition is paid regardless of child absence or scheduled days off. Please see our School Calendar.

|  |  |  |  |
| --- | --- | --- | --- |
| **Monthly Payment Fee Schedule** | | | |
|  | **3 Days** | **4 Days** | **5 Days** |
| **Half Day**  **8:30-12:30** | **$408** | **$544** | **$680** |
| **Full Day**  **8:30 - 3:30** | **$593** | **$791** | **$989** |
| ***\**Extended Care**  **8:00 – 5pm** | **See below for rates** | **See below for rates** | **N/A** |

**\*Children enrolled in Extended Care are given priority over Drop-In Extended Care**

**DROP-IN is $25 / day and based on availability. 24-hour noticed required**.

1 Day Ext Care per week, add $80 / Month

2 Days Ext Care per week, add $160/ Month

3 Days Ext Care per week, add $240/Month

4 Days Ext Care per week, add $320 / Month

1. Once parents decide to enroll, they will need to choose between the half day or full day program, as well as the number of days wanted each week.

2. We do offer 3 half days a week as a minimum. At least 2 out of the 3 days need to be consecutive.

1. Days missed due to illness or vacations, etc. may not be made up or switched.

***Withdrawal of Service***

Each child enrolled will have a 3-week trial period to determine if the program is a good fit for the child, family and teacher.

Children may be asked to leave if:

* The program lacks goodness of fit for the child, family or teacher.
* Lack of payment.
* Discipline issues or aggressive behavior.
* The child requires one-on-one care beyond what the teacher is capable of giving.

***Attendance and Keeping Track of children at all times***

Attendance is taken daily. Parents are required to sign their child/children in and out each day as well. Teachers count the children throughout the day as an added measure of making sure all children are accounted for at all times.

***Parent Education and Book Groups***

We offer several parent education meetings for parents to learn more about the Montessori philosophy. We will also be holding a book group on Positive Discipline. Meetings are usually held in the evening. Specific dates and topics to be announced. Check to see if childcare is available.

***Volunteering***

We offer families various volunteer opportunities including:

1. Listening to children read beginning readers.

2. Washing our towels each Friday and returning on Monday.

3. Helping with special crafts.

4. Sharing a skill, culture, hobby or career with the class.

5. Ask your child's teacher for more volunteer opportunities or check our bulletin board in your child's cubby room.

***International Day***

In place of a Halloween Party, we celebrate *"International Day".*

Your child's teacher will choose a country to study during the month of October. On Halloween, or the Friday before if it falls on a weekend, we celebrate the country and culture the children had been learning about. Children dress in traditional clothes (mostly made in class), taste foods, do crafts and listen to music related to the country. Parents are invited to volunteer in various ways on that day during the celebration.

The culture and home language of our families are shared within the classroom throughout the year as well. We invite parents to share their culture and traditions with the class as part of our Geography and Cultural lessons. Many cultures are integrated into the classroom learning environment.

***Peace Education***

Peace education is part of the Montessori curriculum. Children learn to respect themselves, each other and all that is around them through songs, listening to stories and practicing positive conflict resolution using our "*Peace Rose"*.

Grace and Courtesy lessons are given and practiced on a continual basis as part of learning positive social interactions with others and respect for our environment.

***Intervention for Children In Need of Extra Support***

Behaviors requiring extra support are addressed with team meetings involving the parents, teachers and staff.

Plans to assist families and teachers in a positive approach towards reducing challenging behavior may include gaining outside professional assistance from qualified early childhood staff though the office of early childhood and other resources available to teachers and families.

***Locating a Lost Child***

* Teachers will check their classrooms and surrounding areas. The school Director and staff will be notified immediately and begin a search. Parents will be notified if their child goes missing. Emergency Personnel will be notified.
* Attendance is taken daily in addition to parents signing their child/children in and out each day. Children are counted and accounted for throughout the day. Fieldtrips or excursions away from school are posted in the office so office staff /staff know the whereabouts of students at all times.
* As a reminder, parents are required to sign their child/children in and out each day. Please make sure your child is signed out at the end of the day, and you notify the child's teacher before leaving with your child.

***Emergencies related to severe weather and fire***

* Should the weather become severe while children are in care, precautions to take cover will be followed according to state guidelines.
* In case of a fire, 911 will be called and our emergency procedure for evacuation, as practiced in our fire drill, will be followed. Parents will be notified as soon as it is safely possible.

***Toileting***

* GSM requires children to be fully bathroom independent prior to enrollment.
* Children do have bathroom accidents from time to time. When this occurs, gloves are used by the staff when changing soiled clothes and all surfaces surrounding the area are sanitized and disinfected after use.

***Conferences***

* Two conferences per school year are scheduled. (See School Calendar) \*School is closed on these days.
* Communication with teachers, staff and children is continually encouraged. Families may always set up a time to meet, call or email with any questions or concerns.

***Visitors***

* Any individuals visiting the facility will be required to sign-in at the office by writing their name, address and reason for their visit.

***Arrival and Departure***

* Parents and guardians or authorized persons are required to sign in and sign out their child each day with the time and date of drop off and pick up. Please write clearly or print.
* Parents need to fill out the names of all individuals authorized to pick up your child on the *Child Information Card,* or the *Child’s Admission Record.* Any person not listed on the *Child Information Card* or the *Child’s Admission Record*, will need to have prior written consent in order to pick up your child. ***Note*** : A phone call to the school (970) 230-9129, followed by a text (586) 215-5491 or email: [glenwoodspringsmontessori@gmail.com](mailto:glenwoodspringsmontessori@gmail.com), is acceptable.
* Texting or email is only appropriate after verbal requests have been made either in person or on the phone.
* Individuals authorized to pick up your child in writing, will need to show state issued, photo identification before your child will be released to them.
* If an authorized individual, including the parent, arrives to pick up the child and is under the influence of a controlled substance, the provider will ask the parent to make another arrangement for the child to be transported home. If the individual insists on driving the child home while under the influence of a controlled substance, the director or staff member reserves the right to call authorities and notify them of the situation.
* When dropping off your child or picking up, please allow your child as much independence as possible.

1. As part of the Montessori philosophy, children will gain independence from walking into the school and hanging up their own things.
2. Children will learn responsibility by gathering their own things and dressing themselves at the end of the day.

***Family Pets***

* As a courtesy and safety requirement, please do not bring dogs or other family pets to the school, especially during drop off and pick up times.

***Late Arrivals***

Being on time in the morning is very important to your child's success and comfort in the program. Children who arrive on time receive the message that their time in school is valued and important. When children arrive late, they don't feel as connected to the group. Most of the children will have already joined our morning circle, had a lesson and began their work for the day. Children arriving late have a harder time settling in when the class is already engaged in their work. Thank you for your efforts to arrive on time!

***Tuition and Payments***

* Please see the Enrollment Form for the tuition rates.
* Payment WILL be received regardless of child attendance or \*scheduled closures. \*Please see the attached, current school calendar.
* A qualified substitute will be asked to step in for the absence, illness or an emergency causing the teacher or assistant to be absent.
* It is also recommended to have back-up care for instances when the facility is closed for any reason, whether scheduled or not.
* A non-refundable registration fee is due upon enrollment.
* A non-refundable material fee is due upon enrollment.
* First month's tuition payment is due prior to child attendance.
* Tuition may be paid in full, quarterly or broken up into 9 monthly payments.
* Payments are due on the 1stof each month, prior to attendance for that month. If payment is received after the 10th of the month, a late payment of $30 will be added to the total tuition due.
* Cash or check accepted for payment. There will be a $25.00 fee for all returned checks.
* A signed receipt will be provided at your request.

***Colorado Child Care Assistance Program (CCCAP)***

* Glenwood Springs Montessori does accept families who are qualified for assistance through CCCAP.
* If parents are approved by Garfield county for CCCAP benefits and are given a parent fee, the parent fee is due by the 1st of the month prior to care.
* Since Glenwood Springs Montessori is a tuition based preschool program, there is a monthly rate regardless of scheduled closures or child absence. CCCAP only pays for the days a child is in attendance. ***Therefore, parents are responsible for the difference, even if the state does not require a set parent fee.*** The parent will be charged and is responsible for the days that CCCAP does not cover.

***Late Pick-up and Child Abandonment***

Being on time to pick up your child is very important to our staff. A fee of $15.00 for every 10 minutes after scheduled time of pick-up will be charged.

In an event where the child/children remain 30 minutes after the program closes and parents cannot be reached, relatives or authorized individuals will be called to pick up the child. If the child remains at the school over an hour after pick-up time, and a staff member continues to be unable to reach parents, relatives or authorized individuals, the director or staff member will then contact law enforcement.

***Snow Days***

Program closures due to severe weather conditions will follow the RE-1 school district. Please check the RE-1 website at: http://www.rfsd.k12.co.us/ or call the RE-1 snow line at: 970-384-6075, if there are any questions regarding a school closure. In the case of a facility closure due to inclement weather that follows the RE-1 school district, payment will still be received. If the weather turns severe while children are in care, please come as soon as it is safely possible to pick up your child.

***Fieldtrips and Walks***

* Fieldtrips will be restricted to within walking distance and the use of the Glenwood Local Public Bus system.
* Prior to a fieldtrip requiring bus transportation, children learn and practice safety rules related to riding on the bus such as staying in their seats, sitting safely and using soft voices.
* Parents will be notified prior to any fieldtrip or excursion away from the facility and will require a signature of permission by the parent before the outing. On the day of the excursion, your child's teacher will make sure parents have a cell phone number or way to reach the teacher during the time the children and staff are away.
* Extra fees may be asked of parents when required for various fieldtrips.
* We will need parent volunteers for fieldtrips to chaperone and assist in supervision. One parent or teacher to every 3 children will be ideal.
* Routine walks around the neighborhood require parent permission each time. Our plans to walk are listed on the sign in form and by signing your child in, you are also giving GSM permission to take children on walks around the surrounding area.

***Late Arrival or absence on scheduled fieldtrip day***

* A sign will be posted on the door for any parents arriving after the class has left for the fieldtrip. A cell phone number will be posted.
* Please inform the teacher if your child will be absent from school on a field trip day. It is important for staff to follow the schedule and they will leave at the posted time. If you arrive after the class has left, your student may remain at school with a class of similar age if the staffing ratio is appropriate. If all students and teachers are not in the school, you will need to keep your child at home. You may drive your student to the site; however, before you leave your student, please make sure the teacher knows you and your student are present, that the student's name is added to the list, the proper staff to student ratio is maintained, the appropriate permission slip has been signed, fees were collected, your child has a car seat if needed, you have the appropriate supplies, and your student has a ride back to school.

***Children with Disabilities***

Services offered for children with special needs will be in compliance with the Americans with Disabilities Act.

Children with disabilities, including temporary such as a broken leg, will be accommodated during any fire or emergency drill. For example, a wagon or stroller will be used at the school during evacuation for a child who is unable to walk with the other children.

***Extra Clothing***

Parents are asked to supply extra clothing that is to be kept at school. If it becomes wet or soiled, it will be sent home and asked to be replaced. Please be sure that the clothing is weather appropriate.

***Slippers***

We ask that children have a pair of slippers that may be kept at school. Slippers that are simple, without flashy lights or sounds, and have a grip on the bottom to prevent slipping are best.

***Family Photo***

During the first week of class, we ask that families bring in a family photo.

We will be making a poster which includes each student's family in order to begin getting to know each other and create comfort for the children during times of separation.

***Personal Items***

Each child is given a special place to store completed work, art work and extra clothes. Please do not permit your child to bring toys, stuffed animals, jewelry or dress up clothes, shoes and accessories. These items tend to be a distraction for the children, may get lost or broken and may be a safety hazard as well. Please do not allow your child to bring in valuable items, including money. We cannot be responsible for any items that may be lost, broken or stolen.

***Immunizations***

Children attending the facility will need to show record of immunization unless written documentation is provided as to the reasons for non-immunization along with a Statement of Exemption To Immunization Law from the Colorado Department of Public Health and Environment. This form needs to be updated each year.

***Glass and Small Objects***

As part of the Montessori philosophy, children will use some glass containers associated with various activities, under the direct supervision of a Montessori trained adult. Children are given a lesson on the proper and careful handling of glass containers before using them. Through the use of real materials, such as glass, children gain experience in and develop an appreciation for the conscientious use of fragile materials. In the event that the glass gets broken, children are asked to freeze until the adult can safely move the children away from the broken glass area and complete the clean-up.

Also, as part of the philosophy, many of the materials contain small objects and are in the environment for the multiple age groups attending the program. All the children are continually given lessons on the proper use of the materials by a certified Montessori teacher. Other potentially hazardous objects include, but are not limited to, small beans for pouring and spooning, push pins, small objects for language development, and golden bead materials which are an integral part of the math curriculum. The children are also given lessons on the proper use and safety of all materials, and use them under direct adult supervision by a trained Montessori teacher. ***Please inform the director/teacher if your child tends to put small objects in his/her mouth, even if older than 3 years, or if you are not comfortable with these listed or observed materials and objects in the Montessori environment.*** ***A signed acknowledgement form will need to be signed and on file prior to enrollment.***

***Media Use***

Children will not watch television while at school. Examples of media use would be listening to age appropriate classical music, or listening to age appropriate stories on CD, as well as songs for children during group activities. Children may also be offered to participate in yoga exercises that go along with a DVD, on occasion. Parents will be notified, in advance, if an educational movie is to be shown to the children.

***Food***

Parents will be required to pack lunches for children staying all day. Parents will be required to sign-up for and bring in snack for the class at least once each month. Your child's teacher will post a sign-up list each month with the list of healthy foods requested for any given day. Severe allergies, such as peanuts, will require our facility to be completely peanut-free. Please speak with your child’s teacher if you are unable to supply snack for any reason.

We ask that parents send healthy foods (low sugar) in children's lunch. No soda, hard candy, popcorn, or items that need to be cooked or prepared. We are unable to heat or prepare food.

***Discipline Policy***

The discipline used is positive and age appropriate. Children are given lessons on what is appropriate and are given an opportunity to practice the rules. (I.e. slow walking feet, etc.) This sets up each child to be successful because it is known what the rules are beforehand. Young children love to practice social graces and feel safe in an environment where they know what is expected. Reasons for the rules are always given. Positive reminders of the rule are given. If a child still does not cooperate, a logical consequence follows. No use of any type of demeaning or corporal punishment will be used. The staff members always act as role models of appropriate behavior. If a child is not following rules and is causing the environment to be unsafe for the children in care, the director, teacher and the parents will discuss whether this facility is the best fit for that child.

***Steps Prior to Withdraw of service Due to Behavior Issues***

If a child exhibits challenging behavior beyond average for the child's age and development, the following steps will be implemented to increase support for the child, teacher and families. The intent of our program is to help each child gain the ability to adapt positively to the classroom environment and acquire positive behavior skills in order to grow and thrive among peers and teachers. 1. Behavior is documented throughout the process. 2. Parents are notified of the challenging behavior/s. 3.Teachers meet to come up with strategies to aid the child in learning appropriate behavior. 4. Suggestions, accommodations and strategies are discussed and practiced with fidelity by classroom staff for 2 weeks. 5. If challenging behavior persists, parents are asked to meet with teacher and director again to go over progress. 6. Continued challenges require contacting support from outside resources with parent knowledge and approval. 7. Modifications are made and practiced with fidelity for 2 weeks. 8. Parents are asked to meet with teacher, director and support team to go over progress. 9. Added classroom support may be required or suggested in order to meet the needs of the child if it is determined the child requires one-on-one care. If accommodations for this one-on-one care cannot be made, the family may need to find a facility that can best address the needs of the child and family.

***Nap***

Full day children will be given an opportunity to nap or rest. Mats will be provided. Parents will need to bring in a blanket and sheet for nap which will be sent home weekly to be washed. Children who do not fall asleep after 40 minutes will be offered quiet, indoor activities to do while others nap. Nap time will run from about 1:30 – 3:00.

***Outdoor Play and Sunscreen***

Children will be given daily opportunities to play outside. Please make sure your child is dressed appropriately for the weather. Weather extremes may cause us to stay inside and focus on indoor, large motor activities during our regular scheduled outdoor time.

***Sunscreen should be applied by the parent before arrival to the facility.***

For reapplications, please send in sunscreen with your child's first and last name written on it.  Parents also need to give written consent and instructions for applying sunscreen to your child/children.

***Birthdays***

Your child's birthday is a great time to expose the children to the passage of time, the earth, sun and our calendar in a concrete way. If you would like us to celebrate your child's life on their birthday, let us know a day you chose around or on your child's birthday. We have parents fill out a sheet with significant events during each year of your child's life. Parents may bring in a low sugar, simple snack to share with the children. Ask your child's teacher for more details and for the form.

***Smoke Exposure***

We have a smoke-free facility. Any parent or guest who smokes will not be permitted to smoke in our facility. Children will be protected from second hand smoke outside of the facility as well.

***Illness***

Illness: Please keep your child home if he/she has:

* a fever of 100.5 degrees or higher
* green mucus from the nose or deep cough
* vomiting or diarrhea within last 24 hours
* any other type of contagious disease

Here is a link to the State Policies on "How Sick Is Too Sick" guidelines on when to keep your child home. This is also posted by out sign-in/out sheet in the entry room.

<http://www.commercechildrenscenter.com/pdffiles/pdfs_only/Illness_Policy.pdf>

**If your child becomes sick while in care, you will be called and expected to pick up your child within the hour**.

* + - In order to return your child to our program, your child needs to be symptom free and *fever free* (without the use of Tylenol, etc.) for at least 24 hours.

***Medication Administration***

For your child’s rescue medications, you must bring in a form signed by you *and* a doctor or nurse practitioner.  These forms are available from the Director, or online at <https://www.cde.state.co.us/healthandwellness/coloradoasthmacareplan-2018>  for asthma/inhalers,

and <https://www.cde.state.co.us/healthandwellness/standardanaphylaxisplan2016>  for allergic reactions/EpiPen/Benadryl.

Please take these forms with you when seeing the medical provider who will be writing the order for medications for these conditions.  They must be filled out completely in order for us to administer these medications.  Rescue medications will be kept with the child's designated teacher at all times.

* + - If you need me to administer medication, the medication will need to be in the original container and you will need to fill out a ***Medication Permission and Instruction form***. Medication given to your child will be documented in a Medication and Administration Log. The provider of this facility is currently certified in the Medication Administration course required by State Daycare Licensing.
    - Medication for your child will be stored in a locked storage area during program hours. If the medication needs to be refrigerated, it will be stored in a locked box in a separate refrigerator, not accessible to children.
    - Expired or discontinued medication will not be given to the child and will be returned to the parent.
    - Empty medication bottles or medications no longer needed, will be returned directly to the parent.
    - Rescue medications will be kept with the child's designated teacher at all times.

***Injuries***

* If your child is injured while in care and needs medical attention, the parent will be notified immediately. Minor scrapes or bumps will be reported to the parent at the end of the day, unless otherwise requested. Other injuries which require emergency care will be managed on a case by case basis.

***Safety and Emergencies***

Glenwood Springs Montessori School complies with all local and state rules and regulations by providing an environment that is free of all known health and safety hazards in accordance with the Department of Human Services and the Colorado Health Department rules. We make a conscientious effort to correct any situation that could endanger the health and safety of students and adults at our school. Please help us identify any safety hazards.

***Emergency Evacuations***

In the event that there is an emergency that causes us to evacuate the building, each teacher will have an emergency kit/pack (containing first aid kits, food, blanket, battery radio, and activities) to take out of the building with the children. Children will hear a fire alarm or loud whistle (depending on type of emergency) signaling them to stop what they are doing and line up at the designated exit. Teacher will grab the emergency pack, child attendance, and cell phone and lead the children toward the playground area. Once the children are outside, one assistant will count and check to see if all children are out while the other teacher calls 911. The procedure will be practiced monthly.

***Local and National Emergencies***

In the event that children and staff need to evacuate the building due to a national or local emergency, we will proceed to Two Rivers Community School, unless emergency personnel direct staff and children to a different location.

If the children and the staff need to evacuate the building immediately, our first option will be to walk the children over to Two Rivers Community School, which is across the street. Once staff and children are secure in this location, parents will be called, informed of the situation and our location, and asked to pick up their children. A second location, if option 1 is not possible, is inside of the Glenwood Mall in front of the Ross store.

The school will only be evacuated in the event the building is deemed not safe for occupancy by the police/fire department. Please tune into your local TV and Radio stations for more emergency information. Please ensure that all information, including health forms, telephone numbers and emergency contacts are updated and checked throughout the year. Parents will be contacted and instructed to pick up their child from the building children and staff were directed to, either the closest building as directed by police/fire department personnel or Two Rivers Community School. The school highly recommends that each family have an emergency plan for picking up your child if such a situation occurred.

If there is an emergency which causes us to take shelter in the facility, each classroom will have an emergency kit supplied with food, water, battery operated radio, cell phone, blankets, first aid kits, and activities. All blinds will be drawn, lights out and children will gather in the large storage area behind classroom 2, or the back office. The door will be shut and locked. All the children will remain quiet until the danger has passed. Thumbs up will be the signal for an "all clear" situation. This drill will be practiced on a regular basis.

***Tornadoes and High Winds***

When a tornado or high wind warning is issued, students will be taken away from

windows and into an interior hallway. Teachers will indicate that students need to get into a tucked position. For high winds, teachers will decide if it is safe for students to stay in the classroom.

***Fires, Fire Drills***

All students and staff will practice fire drill evacuations monthly. Two different

routes or evacuation plans will be posted in the hall by each classroom door. Staff will familiarize themselves with these plans and be ready to execute them when the fire alarm goes off. Fire extinguishers are readily accessible in the event a small fire breaks out. There is no smoking allowed in the building or on school grounds.

***Lock Down Drills***

The school will also conduct lockdown drills on a regular basis.

The school will send notice to families after lockdown drills and we

encourage parents to talk to their children after the drills to discuss any concerns that students may have.

***Procedure for walking to the playground***

Since we need to walk across the building parking lot to get to the playground, a detailed procedure will be practiced each day and staff will be trained on this procedure at employment to GSM and before assisting children to the playground.

Parents picking up their child from the playground, will need to walk with their child into the building to sign out and allow your child to gather their belongings. Children practice carefully walking (not running) across the parking lot in our group and also practice our procedure for looking for cars. (See our "***Walking To The Playground Procedure***" document that is given to all staff).

***Suspected Child Abuse***

Suspected or known child abuse should be initiated through Child Welfare Intake of Garfield County Human Services, which has a 24 hour hotline: 970-945-9193.

All Staff are mandated reporters of child abuse and required to report anything suspected.

***Colorado Division of Child Care***

To file a complaint about a licensed child care center, contact the county Center Licensing Specialist, at 970-945-9191 ext. 3068 or the Division of Childcare at 1-800-799-5876. The website for the Division of Childcare is: [www.Colorado.gov/CDHSchildcare](http://www.Colorado.gov/CDHSchildcare).

The official Rules Regulating Family Child Care Centers can be obtained at the DIVISION OF CHILD CARE COLORADO DEPARTMENT OF HUMAN SERVICES, 1575 Sherman Street, Denver, Colorado 80203-1714, 303-866-5958, or [www.cdhs.state.so.us/childcare](http://www.cdhs.state.so.us/childcare) or <http://www.sos.state.co.us/CCR>

***Recalls***

GSM stays up to date with the recalls of materials used in care and value information from parents pertaining to recalled toys and equipment.

***Student File Back-up***

Student files will be copied and saved on a Flash Drive in order to have back-up copies in case of fire of any other reason that would cause the files to be compromised.

***Employee and Student File Security***

To secure the files of employees and students, the filing cabinet will be locked and the door to the office will be locked at the end of the day.

***Non-Discrimination Statement***

Glenwood Springs Montessori (GSM) is a private, Montessori early childhood program. GSM does not discriminate on the basis of race, creed, age, gender, national or ethnic origin, religion, sexual orientation, economic status or disability.

**We welcome you to Glenwood Springs Montessori Program!**