

PARENT HANDBOOK

Summer Elementary Program



4729 SW Taylors Ferry Rd, Portland, OR 97219

www.childsvie.net

(503) 293-9422

Revised 6/1/09

Table of Contents

Arrival & Departure	8
Food.....	10
Clothing.....	13
Communication.....	9
Discipline.....	13
Enrollment.....	6
Field Trips	12
Holidays.....	14
Illness	11
Items brought to School	14
Medication	12
Parent Participation.....	12
Philosophy.....	5
Tuition & Charges	7

Welcome to Child's View Montessori School! We look forward to the opportunity to share your child's summer.

Child's View offers a special summer program for children age 6 through 10, in addition to our year-round Montessori program for children 2½ (and potty-trained) through Kindergarten. We provide a specially prepared, child-oriented environment, where children are given the freedom to explore, discover, learn and grow.

Child's View is open from 7:30 am until 6:00 p.m. Monday through Friday, year-round. Either half-day or full day options are available.

Philosophy

At Child's View we follow the philosophy of Maria Montessori, who, through the careful observation and study of children, developed a method of education which follows the child's natural development. Recognizing that children's best learning takes place through their senses and through their physical activity within their environment, the classroom is an active place.

Believing that within each child is held all the potentialities of the individual s/he is meant to be, a rich learning environment is created. Care and respect for each other and the environment is stressed as the children interact

and move about the classroom.

Children in this environment are given the freedom to work at their own pace, and to choose activities which meet their own individual needs, interests and abilities. We believe that when children are given the freedom to construct themselves in an environment of caring and respect, they develop independence, enhanced social skills, a positive self-image, a natural love of learning and self-discipline.



During the summer, the classroom extends to the outdoors and the world around us. Our goal is to provide a safe and nurturing summer program which continues to encourage learning while allowing your child an opportunity to have fun and enjoy friendships. The Elementary Summer Program utilizes the basic philosophy of Montessori, with an added emphasis on enjoying the outdoors, various special projects & themes, and the many activities which present themselves during this time of year.

Enrollment Procedures

To enroll your child in the program, the Enrollment Application must be filled out and returned with the registration fee and advance tuition deposit. This reserves your child's space in the program for the weeks designated on your application. These fees are non-transferable and non-refundable, unless Child's View is unable to place your child. After we receive your application and fees, you receive an enrollment packet containing various forms and information. The forms contained in this packet must be filled out and returned on or before your child's first day. Please read through all the information so that you will be aware of policies, procedures and plans for the summer.

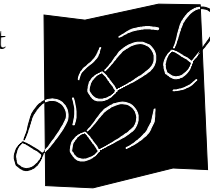
Child's View accepts children regardless of nationality, ethnicity, or religion, provided we can meet the needs of that child. Should it be determined that the program is not suitable to the needs of a child, parents will be notified and a change may need to be made.

Tuition & Charges

Please see the tuition price list for specific fees and charges, or check in at the office. The amount of tuition for the program you select will be specified on your Enrollment Contract.

To reserve a space in the program, a \$50.00 registration fee along with a one-week advance tuition deposit are required. The advance tuition deposit will be held by the school and will be deducted from the final week of your child's tuition provided all fees have been paid. These fees are non-refundable and non-transferable. We are unable to except changes to weeks of attendance. The weeks indicated on your application, and the amount of the advance tuition deposit, will be specified on your Enrollment Contract, along with your child's schedule, dates of enrollment, weekly tuition rate, payment amounts and due dates. Payments are due as specified on your Enrollment Contract.

Payments not received within 3 days of payment due date will be charged a \$25.00 late fee. If payment is not received within 10 days of payment due date, the child will be unable to remain in the program until satisfactory arrangements have been made. Interest is charged on all past due accounts in the amount of 18%. Attorney's fees and collection costs are recoverable on all past due accounts. A \$50.00 check fee is charged on all returned checks. If you have any problems or concerns



regarding tuition, please let us know immediately. This may avoid the possibility of additional fees, and we are always happy to work with you.

A 10% reduction is offered on the tuition of the second child from the same family enrolled full-time, in either the pre-school or the elementary program.

Parents are requested to follow the schedule they have specified for their Enrollment Contract. Occasionally a situation may arise requiring additional care. Should this occur, please contact the school to make arrangements. Charges for extra care must be paid in advance or at the time of the care.

School closes promptly at 6:00 p.m. There is a \$10.00 charge for every 15 minutes or portion thereof after 6:00 p.m. that you or your child remain in the building, payable directly to the staff member on duty.

Since a place is being held for your child in the program, we are unable to offer tuition credit in the event of absence for illness, changes of plans, vacation (other than that specified in your contract), holidays, weather conditions, or events beyond our control..

Arrival & Departure

The program begins at 8:30am. Morning circle begins at 9:00 am. We request that parents see to it that their child arrives before this time. Children will enjoy the program more if they are able to have a few minutes to visit with friends, and then begin with the group.



If you do happen to arrive after 9:00, please avoid going in and out of the classrooms and/or visiting in the hall area.

This is *very* disturbing to the classes!!

Children must be brought into the school and signed in by a parent or adult guardian. Please **DO NOT** drop your child off at the door or in the parking lot! Before you leave, do be sure a teacher acknowledges that your child has arrived.

Upon departure, children must be picked up and signed out by a parent. If someone other than a parent is to pick up your child, the school ***must*** receive advance notice. For your child's safety, we will not release your child to any persons without prior consent. ID may be required. In addition, Child's View will not release a child to any person who appears to be under the influence of alcohol or any other substance.

We are required by CSD to monitor lunches for nutritional content. Please include an item from each of the basic food groups in your child's lunch, and be sure the child has a lunch adequate for his/her appetite. **Children are not allowed to bring candy, gum, sodas, or other heavily sugared items to school.** We also request that you avoid items with a heavy fat or salt content. If you would like additional lunch ideas, please let us know.

Communication

We very much appreciate the trust you have placed in us to aid in your child's care and development. It is our hope that together we can provide a positive experience for your child. To do this, it is important that we keep our communication open. Please feel free to arrange a time to speak with us any time a question or concern arises. The teachers are often busy with the children, or with preparations, and at times may not be available to speak with you. If you find this to be the case, please ask to set up a more convenient time, or arrange for a phone visit. It is



important to us that your concerns and questions are answered.

Items of special interest to parents will be posted on the Parent Board. Notes may be send out periodically to keep you up to date with what is happening in the program. You will find such notes, field trip permission slips, billings, etc., in a file marked with your child's last name on the shelf in the cubby area in the classroom. Please check your file daily. Many notices are sent out via email. Please be sure we have your correct email address.

Please let us know any time there is a change in your child's routine outside of school, even if it seems minor. It is especially important for us to be aware when a parent is out of town, when there are family tensions, divorce, a death in the family, visitors in the home, or a change in family schedule. Please also help us to be aware of any developing fears, concerns about school or peers, etc. We often see behavior changes when such events are taking place and can work with your child more appropriately if we are aware of the cause behind them.

You are encouraged to call the school anytime you and your child have had a difficult morning before school, or you are concerned about how your child is doing on any particular day.

Food - Breakfast, Lunch & Snacks

Children arriving at school before 8:00 am are welcome to bring their breakfast. We will be glad to provide milk. If you will be arriving after 8:00 am, please have your child finish breakfast before coming into school.



Child's View provides a nutritious morning and afternoon snack, as well as milk for lunch. If your child does not drink milk, you may bring a non-dairy alternative to keep at school. Children bring their own lunches in a lunch box or bag, clearly labeled with their names. A refrigerator is available for lunch items needing to be kept cool. Please label perishable items with your child's name and place in the bin to be put in the refrigerator. Child's View is unable to heat items for your child's lunch. Items that need to stay warm may be brought in an insulated container. On some field trip days, a picnic (disposable) lunch will be needed with items not needing refrigeration and juice or water.

We are required by the Child Care Division to monitor lunches for nutritional content. Please include an item from each of the basic food groups in your child's lunch, and be sure your child has a lunch adequate for his/her appetite. We are required to supplement lunches without all components and a fee will be assessed. **Children are not allowed to bring candy, chocolate, gum, sodas, or other heavily sugared items to school.** We also request that you avoid items with a heavy fat or salt content. If you would like additional lunch ideas, please let us know.

Illness

Please do not expect us to accept your child into school when s/he is ill! Our licensing mandates that we may not accept children with a severe runny nose or cough, vomiting, diarrhea, fever or any communicable condition. Children must be free from these conditions for 24 hours before returning. They must be able to participate in **all** program activities—including outdoor play.



If your child is ill, please let us know. If s/he develops a communicable condition, such as chicken pox, pink eye, lice, measles, etc., it is **crucial** that you contact the school immediately so that we can alert other parents and take necessary precautions to prevent the condition from spreading.

Should your child become ill at school, develop an illness, or sustain an injury requiring medical attention, you will be contacted immediately. If we are unable to reach you, we will contact those persons listed on your emergency information/ consent form to pick up your child. If we are unable to contact a parent or other authorized person, Child's View will seek medical attention as deemed necessary. In the event of a serious illness or accident, an ambulance will be called. Any medical fees incurred will be the responsibility of the parents.

Medication

We are not permitted to administer medication without parent's written consent. All medication must be in its original container and placed in the medication box either on top of or in the refrigerator. In addition, please fill out and sign an Authorization to Administer Medication form. **DO NOT** send medicine with your child or put it in his/her lunch box or cubby!

Parent Participation

Parents are encouraged to participate in the classroom by sharing special talents, interesting professions, cultural information, or other topics or items which would be of interest to the children. In addition, Child's View depends upon parent help to make field trips and special events possible. From time to time we may post a sign-up sheet on the Parent Bulletin Board for helpers.



Field Trips

The children will be participating in various field trips throughout the summer. You will receive advance notice of such trips, and be requested to sign a permission slip in order for your child to attend. Please be sure all permission slips have been turned in with the other packet information. Transportation will be provided by vehicles of staff and volunteer parents or by Tri-met bus.. The children may also leave the premises from time to time for neighborhood walks.

Discipline

We recognize that children need and appreciate limits. It is our intent to create an environment that meets each child's individual needs and interests, eliminating a great deal of the need for redirection. When redirection is necessary, we guide the child by helping him/her find a more purposeful activity. In more difficult situations, the child may be taken aside or be asked to stay with the teacher until ready to return to appropriate activity. Corporal punishment is **never** used, nor is humiliation or belittling.

We evaluate the cause of the behavior and work to guide the child in discovering a better way to handle the situation. We do not see children as "bad," but as trying to express their needs and find their place within the group. We see discipline as guidance toward self-control, rather than as punishment. Love, understanding and acceptance of the child are crucial at all times.

Should a child repeatedly engage in inappropriate behavior, parents will be asked to work with the school in dealing with the behavior. In extreme situations, Child's View

reserves the right to request that the child not return to school.

Clothing

Your child will be involved in a variety of activities during his/her day. While we try to protect clothing, it is impossible to insure that clothing will not be soiled. Please assist your child in selecting clothing that will not restrict her/his activity or be easily ruined. We request that you not send your child to school in clothing with slogans, with excessive jewelry, costume clothing, or make-up.

Please send an extra set of clothes for your child to keep at school. In addition, s/he will need a swim suit or water play clothes and a towel, as well as water shoes. Wet clothes need to be taken home, washed and returned.

Items brought to school

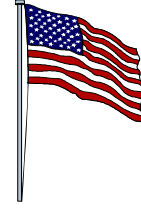
Children may bring a small blanket and/or pillow for silent reading time. Please be aware all items must fit inside your child's cubby.

We ask that toys, games, money, jewelry, make up and other personal items remain at home, with the exception of items brought to share for a special interest or study. Items must have teacher approval before being brought in.

Please label all items with your child's name!!

Holidays

Child's View will be closed in observance of the Independence Day holiday.





Have a wonderful summer!

Thank you for choosing
Child's View!



Year-round Montessori Primary Program
also available for ages 2 1/2 - 6.