



# Infant Handbook

Sullivan Montessori  
10 Bud Street  
Sullivan, MO 63080  
(573)468-3388

[www.sullivanmontessori.org](http://www.sullivanmontessori.org)

# WELCOME

Welcome to Sullivan Montessori School! We are glad that your child is going to be a part of our school community.

## A HISTORY OF OUR SCHOOL

Our preschool was established in 1984, by a group of parents who believed that the teaching philosophy developed by Maria Montessori was the best way to educate young children. They wanted a Montessori education for their own children, so they started a Montessori School.

Again, in 2009 the Board of Directors recognized that there was a growing demand in our community for a Toddler Program. Our toddler program was established and began operating in April of 2009.

The preschool is a not for profit corporation, Sullivan Montessori, Inc. A board of directors runs the corporation. The board members are parents of past and present children enrolled in Montessori School.

As a Montessori School, "Sullivan Montessori" adheres to the educational objectives and philosophy developed by Dr. Maria Montessori (1870-1952), An Italian physician and natural scientist whose discoveries about how children learn revolutionized teaching concepts throughout the world. Dr. Montessori realized that no human being is ever educated by another person, and felt that the goal of education should not be to fill the child with facts from a preschool course of studies, but rather to cultivate his own natural desire to learn.

## OUR GOALS AND OBJECTIVES

The main objective of The Sullivan Montessori School is to provide a carefully planned, stimulating environment which enables children to develop within themselves the foundational habits, attitudes, skills, and ideas which are essential for a lifetime of creative thinking and learning.

# YOUR CHILD WILL NEED

- Portable Size Crib Sheet—the sheets will be laundered at school each Friday unless needed sooner. If your child has a sensitivity to detergent please let your child's teacher know so that we can make other arrangements.
- Bottles—We ask that you bring your child's bottles pre-made with your child's name clearly marked each day.
- Sippy Cup—If used by child.
- Food—Please feel free to bring as much or as little nonperishable food for your child and store it in his/her cubby.
- Bowl (if needed for cereal)
- Spoon (if needed)
- Pacifiers
- Blanket(s)
- Diapers
- Wipes
- 2 Changes of clothes
- Teething Ring (if needed)
- Snacks
- Diaper ointment

Please label any and all items with your child's name.

# SULLIVAN MONTESSORI WEBSITE

As a resource and for more information about our school, forms, calendars, updates, as well as more about Maria Montessori and her method of teaching, please visit our web site at [www.sullivanmontessori.org](http://www.sullivanmontessori.org)

# NON-DISCRIMINATION POLICY

Sullivan Montessori does not discriminate on the basis of race, ethnicity, gender, religious affiliation, sexual orientation or physical able-ness.

Maria Montessori's method of education has been used successfully with 'average' children as well as the gifted, the academically challenged, the emotionally sensitive, and the physically handicapped. Montessori is a method of education used worldwide by both public and private schools. It is not religion based but does seek to inspire in the child a love of the universe and a respect for life.

# ADMISSION

Sullivan Montessori will accept for enrollment children ages 6 weeks to 6 years. The first month of preschool will be considered a trial period to ensure that the child is ready for the experience and able to benefit from the program. The teacher and director may suggest that a child who is not ready re-enroll at a later time.

It is important that a child's first school experience be a happy one. After enrollment is complete for the beginning of the school year and the first day of school has begun, should there be any drop-outs, Sullivan Montessori will enroll children from the waiting list as per enrollment protocol. Students are admitted considering these criteria on a priority basis:

- currently enrolled students
- siblings of families currently enrolled
- families with a child who previously attended Sullivan Montessori □ families new to Sullivan Montessori

# TUITION

Tuition may be placed in the mailbox in the coatroom or lower level entrance. Tuition is due on the first (1st) day of the month and is considered delinquent if not paid by the tenth (10th) day of each month. An additional fee of \$25.00 will be added to tuition paid after the 10th. If your tuition becomes delinquent, it will be necessary to drop your child from enrollment on the sixteenth (16th) day of the month until all past due amounts are paid in full. If your child has been dropped from enrollment and past due amounts have not been paid by the 1st day of the following month we will fill your child's spot from the waiting list.

# EXTRA TIME

Your child should arrive no earlier and be picked up no later than their normal scheduled time. If you need to change your child's arrival and/or dismissal time, please speak with the Director. Changes to scheduling will be made if staffing is available for the times needed.

Late fees are as follows:

Every 15 minutes \$3.00

After 5:00-\$1.00 per minute

# WITHDRAWAL

If your child will not be able to complete a full school year, we require (30) days written notice prior to withdrawal.

# WHAT TO WEAR

Casual, comfortable clothing is great for both boys and girls. All students are required to bring an extra change of clothing for accidents. Please put the extra set of clothes in a clear bag. (Label the plastic bag.) All clothing must be marked with the child's name.

# VACATION

Sullivan Montessori follows the Sullivan School District calendar, for closure days please see our current school year calendar. For families who choose to vacation at other times, please let your teacher know. Please note that we do not give tuition credits for family vacations that are taken during the regular school year.

# SUGGESTION BOX

Have a great idea? We would love to hear about it! Please place your suggestion in the suggestion box located near the main entrance.

# LUNCH

Each child in the infant program will bring their own food from home. This is particularly important since not all children at this age have been introduced to all foods. Parents will also be asked to write down a sample daily schedule for your child so that we can ensure that each child is receiving the care and routine they are use to. Parents need to inform the school of any food allergies or special dietary needs the child may have. Please be aware that due to some serious Nut-Allergies, some classrooms are NUT-FREE ENVIRONMENTS. If this is the case, please be conscious and respectful of other children's safety.

## NAPS

Naps are naturally a vital part of the children's routine at this point in development. And so children will obviously be napping here at school as part of the daily routine. Since each child's schedule may vary (some nap twice in a day and some nap once), please make sure to speak with your child's teacher to discuss the best Nap schedule for your child. We try and adjust the nap schedules in such a way to provide the longest period of uninterrupted quiet time for all children to nap in efficiently. On your child's first day, you will be asked to bring in a crib sheet and blanket to ensure each child has their own clean and hygienic set of bedding. These will be laundered every Friday (or sooner if needed). Please label with child's name.

## PERSONAL ITEMS

All of the items that you bring for your infant will be kept in a cubby marked with his or her name.

## GOOD BYES

Good-bye can be emotional for both parent and child. We have found that it is best to make good byes as quick as possible. You will find that in most cases after only a few minutes your child is fine. Simply say good-bye at the door then leave quickly. This avoids confusion and helps make the separation easier. If you are concerned about your child, please feel free to call the office at 468-3388 or check in with your child's teacher.

## RELEASE OF CHILDREN

Children will not be released to anyone except those authorized to pick up the child. Please send a written note or speak with your child's teacher in the event that you wish to have another adult pick up your child. We will need to know the adult's full name, relation to the child, and time of pick up. If possible, prepare your child ahead of time by letting them know that someone else will be there to pick them up.

# FUNDRAISING

The Sullivan Montessori School is a not for profit organization so all money raised during a fundraiser go back into the school and directly benefit our students. Each year we hold a few fundraisers in order to maintain affordable tuition rates as well as purchase learning materials and provide teacher training. We ask that each family participate in our fundraisers in order to make them successful. Letters will go home as each event nears in order to let you know what you can do to help. Your contribution to our fundraising is greatly appreciated.

# OPEN HOUSE

Our school will have a number of Open House and other events each year.

Beginning of the Year Open House

Fall Open House and Trunk R Treating

Letters about these events will go home as each date nears or will be sent through e-mail.

# COMMUNICATION

At this age, it is of great importance that there is constant communication between the home and the school. As your child grows and develops, please count on our experience and expertise to help ease and aid you through this process. Please know that we highly encourage constant communication with the staff, so please do not hesitate to contact or approach them with any topic. Additionally, to facilitate the daily communication that is often necessary at this age (i.e.; what your child ate, how long did they nap for, etc), your child's guide will prepare a form and make useful notes that will be sent back home with you on a daily basis.

# CLASSROOM MANAGEMENT

Infants need a schedule around feeding, sleeping and play or interaction with others. The schedule helps regulate autonomic functions and provides a sense of predictability and safety. Infants should not be overstimulated. They should be allowed to develop some tolerance to frustration and the ability to self-soothe. Discipline should not involve techniques such as time-outs, spanking, or consequences.

# INFANT COMMUNITY AND CURRICULUM

The Infant Community is open to children ages 6 weeks to 12 months. Our infant community focuses on giving the children the opportunity to explore movement, acquire language and develop independence in a specially prepared environment. We promote self-confidence, independence, building of self-esteem, feelings of belonging and caring for their community, social participation and a positive attitude towards exploring and learning. This nurturing environment has age appropriate furniture, and beautiful, clean, safe and inviting materials. Activities and materials that require manipulation of the hands and general body coordination promote the children's spontaneous efforts to gain control of movement. Our curriculum provides for both individual and group activities. The child-adult ratio in the Infant Community is no more than 4 children per one adult.

Sullivan Montessori Infant Curriculum is comprised of four distinct areas of concentration:

1. Practical Life enhances skills and coordination through gross and fine motor tasks. These activities serve to increase children's motor control, strength, balance, and general independence.
2. The Sensorial area exposes children to a variety of sensory activities to help them refine and develop their senses. The purpose of which is to better discriminate, categorize, and explore key concepts.
3. Language Arts includes enrichment of vocabulary, constant conversation, and general support of each child's expressive language.
4. Enrichment activities expose children to music, movement, and art.

## CLASSROOM SNACK

Snack is provided by Sullivan Montessori. Snack is self-serve and will be available before and after school. Some examples cereal, sliced fruit, crackers, yogurt, fresh vegetables, muffins, cheese sticks, graham crackers.

## EMERGENCY CONTACT

To help ensure your child's safety at school, you must provide current information on the student's emergency form of home, parent's work numbers, parents cell phone numbers and alternate emergency numbers. If your child becomes ill or injured and required medical attention, every attempt will be made to contact the parents or alternate emergency person.

## DISASTER AND FIRE

In each situation, the safety of the children is our priority we will follow each procedure, and as necessary the children will evacuate the classrooms to the playground or be taken to a safe area of the building designated by emergency personnel.

# SNOW AND WEATHER CONDITIONS

Regardless of your child's selected schedule, we will not be open if the Sullivan School District has a snow day. Please check the local news and radio stations for this information.

If the Sullivan School District has an early dismissal due to weather, we will NOT close early. In cases such as this, we ask that you do pick up your child as soon as you can in order to get both students and staff home safely.

# ILLNESS PREVENTION

"Hand washing is the single most important means of preventing the spread of infection." –U.S. Center for Disease Control

To control infection at our school, we encourage all children to wash their hands with soap and water upon arrival to the classroom. We require hand washing after toileting, and before snack and lunch. Teachers also follow the same guidelines, as well as washing their hands before food preparation. When the teacher has the student participate in food preparation during a lesson, students are required to wash their hands.

As another means to prevent illness in our school community we go outside for fresh air several times throughout the day, following these guidelines:

Winter:

- 32 degrees to 90 degrees 30 minutes
- 20 degrees to 32 degrees 10 to 15 minutes
- 10 degrees to 20 degrees 5 minutes
- 10 degrees or below we stay inside

Summer:

- Up to 90 degrees 30 minutes
- 90 degrees to 100 degrees children can stay out with sunscreen and plenty of water ☐ 100 degrees or above we stay inside.

# STAYING HEALTHY AND FEELING SICK POLICY

Please do not bring your child to school if they are sick. This is not fair to your child, the other children in our care or to our staff. We do our best to clean everything every day, and have the children wash their hands often. A sick child can spread it to other children and other parents very quickly. One child's cold or runny nose may be another child's bronchitis, asthma

attack, or worse. We all must be over-cautious to protect all the children. Your cooperation in these health matters is greatly appreciated. If ALL parents keep sick children at home, Montessori families and staff will remain healthier and happier. This will mean fewer lost work days and illnesses for parents.

**The following are the Health Care Regulations put forth by the State of MO.**

**(1) General Requirements.** The provider shall report to the local health department if any child in the facility is suspected of having a reportable disease as defined by section 210.003, RSMo. In the event of an outbreak of communicable disease in the facility, caregivers shall implement control measures recommended by a local state health authority as required by the department.

**(2) The Ill Child.**

(A) Each child shall be observed for contagious diseases and for other signs of illness on arrival and throughout the day.

(B) Each child's parent(s) shall be notified immediately when any contagious disease occurs in the facility.

(C) Unusual behavior shall be monitored closely and parent(s) shall be contacted if the behavior continues or if other symptoms develop. These behaviors include, but shall not be limited to: 1. Is cranky or less active than usual; 2. Cries more than usual; 3. Feels general discomfort or seems unwell; or 4. Has loss of appetite.

(D) The parent(s) or his/her designee shall be contacted when signs of illness are observed. Unless determined otherwise by the parent(s) or provider, a child with no more than one (1) of the following symptoms may remain in care:

1. A child with a temperature of up to one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm;
2. After an illness has been evaluated by a physician, medication has been prescribed and any period of contagion has passed as determined by a licensed physician;
3. When it has been determined that a child has a common cold unless the director and the parent(s) agree that isolation precautions should be taken;
4. When a child has vomited once with no further vomiting episodes, other symptoms, or both; or
5. When a child has experienced loose stools only one (1) time with no further problems or symptoms.

(E) If children exhibit any of the following symptoms, they must be sent home:

1. Diarrhea—more than one (1) abnormally loose stool. If a child has one (1) loose stool, s/he shall be observed for additional loose stools or other symptoms;
2. Severe coughing—if the child gets red or blue in the face or makes high-pitched croupy or whooping sounds after coughing;
3. Difficult or rapid breathing (especially important in infants under six (6) months);
4. Yellowish skin or eyes;
5. Pinkeye—tears, redness of eyelid lining, irritation, followed by swelling or discharge of pus;
6. Unusual spots or rashes;
7. Sore throat or trouble swallowing;
8. An infected skin patch(es)—crusty, bright yellow, dry or gummy areas of the skin;
9. Unusually dark, tea-colored urine;
10. Grey or white stool;
11. Fever over one hundred degrees Fahrenheit (100°F) by mouth or ninety-nine degrees Fahrenheit (99°F) under the arm;
12. Headache and stiff neck;

13. Vomiting more than once; and

14. Severe itching of the body or scalp, or scratching of the scalp. These may be symptoms of lice or scabies.

(F) Parental contact and the decision made shall be recorded and filed in the child's record.

(G) The ill child shall be kept isolated from the other children until the parent(s) arrives.

(H) The caregiver shall be in close proximity to the child until the parent(s) arrives. Close proximity means that a caregiver is close enough to hear any sounds a child might make that would indicate a need for assistance.

### **(3) Medication.**

(A) The provider is not required to administer medication but may choose to do so.

(B) All medication shall be given to a child only with the dated, written permission of the parent(s) stating the length of time medication may be given.

(C) Prescription medication shall be in the original container and labeled with the child's name, instructions for administration, including the times and amounts for dosages and the physician's name. This may include sample medication provided by a physician.

(D) All nonprescription medication shall be in the original container and labeled by the parent(s) with the child's name, and instructions for administration, including the times and amounts for dosages.

(E) All medication shall be stored out of reach of children or in a locked container.

(F) Medication shall be returned to storage immediately after use.

(G) Medication needing refrigeration shall be kept in the refrigerator in a container separate from food.

(H) Medication shall be returned to the parent(s) or disposed of immediately when no longer needed.

(I) The date and time(s) of administration, the name of the individual giving the medication and the quantity of any medication given shall be recorded promptly after administration. This information shall be filed in the child's record after the medication is no longer necessary.

### **(4) Immunizations.**

(A) No child shall be permitted to enroll in or attend any day care facility caring for ten (10) or more children unless the child has been immunized adequately against vaccine preventable childhood illnesses specified by the department in accordance with recommendations of the Immunization Practices Advisory Committee (ACIP). The parent or guardian of the child shall provide satisfactory evidence of the required immunizations. Satisfactory evidence means a statement, certificate or record from a physician or other recognized health facility or personnel, stating that the required immunizations have been given to the child and verifying the type of vaccine and the month, day and year of administration.

(B) A child who has not completed all immunizations appropriate for his/her age may enroll, if—

1. Satisfactory evidence is produced that the child has begun the process of immunization (see form at 19 CSR 40-61.185).

The child may continue to attend as long as the immunization process is being accomplished according to the ACIP/Missouri Department of Health recommended schedule; or

2. The parent(s) or guardian has signed and placed on file with the day care administrator a statement of exemption which may be either of the following: A. A medical exemption (see form at 19 CSR 40-61.185), by which the child shall be exempted from immunization requirements upon certification by a licensed physician that the immunization would seriously endanger the child's health or life; or B. A parent or guardian exemption, by which a child shall be exempted from immunization requirements if one (1) parent or guardian files a written objection to immunization with the day care administrator. Exemptions shall be accepted by the day care administrator when the necessary information as determined by the department is filed with the day care administrator by the parent or guardian. Exemption forms shall be provided by the

department (see 19 CSR 40-61.185).

(C) In the event of an outbreak or suspected outbreak of a vaccine-preventable disease in the facility, the administrator of the facility shall follow the control measures instituted by the local health authority or the department, or both the local health authority and the department.

(D) The administrator of each day care facility shall prepare a record of immunization of each child enrolled in or attending the facility. An annual summary report shall be made by January 15 showing the immunization status of each child enrolled, using forms provided by the department (see 19 CSR 4061.185). The immunization records shall be available for review by department personnel upon request.

30 CODE OF STATE REGULATIONS (3/31/16) JASON KANDER Secretary of State

19 CSR 30-62—DEPARTMENT OF HEALTH AND SENIOR SERVICES Division 30—Division of Regulation and Licensure

#### **(5) Accidents, Injuries and Emergency Medical Care.**

(A) In case of accident or injury to a child, the provider shall notify the parent(s) immediately. If the child requires emergency medical care, the provider shall follow the parent's(s') written instructions.

(B) Information regarding the date and circumstance of any accident or injury shall be noted in the child's record.

(C) When planning for activities away from the facility, the provider shall establish a procedure for handling emergencies.

#### **(6) Handwashing.**

(A) Caregivers shall wash their hands with soap and running water after toileting or assisting a child with toileting, after diapering a child, before food preparation or serving of food and at other times as needed.

(B) Caregivers shall teach children to wash their hands before eating and after toileting.

If your child contracts any of the following infectious diseases or illnesses, they must be excluded until the following occur:

- Asthma Attack – child can participate normally in classroom & outside activities
- Burns/Sun Burns – child needs to stay home until they are comfortable and can participate in all activities.
- Chicken Pox & Shingles – After all blisters have scabbed over, usually a week.
- Cold – After the child's snot is no longer colored and they can maintain their own runny nose and wash hands.
- Cold In Eye – After area around the eye is cleaned out and no crusty eyelids.
- Cold Sore/Lesions – until scab over, or covered with band aid. Child should be able to not keep picking/touching it.
- Cough – When the child's cough no longer interrupts the classroom's daily activities and they can cover their mouth with their elbow while coughing. Children that cough on friends/things or too often will be sent home.
- Diarrhea – After the child has normal stools for 24 hours without medicine and eaten a normal meal.
- Ear Infection – After three doses of medication or after 24 hours from first dose. Ear infections are not contagious, but the colds that result in ear infections are. Medication should clear up the infection and cold.
- Fever – After the fever has returned to normal without the aid of fever reducing medication for 24 hours.
- Hand, Foot & Mouth – They can return 7 days after being diagnosed. This is a painful & very catchy illness.
- Head Lice – 24 hours after they complete treatment and removal of all nits.
- Impetigo – After child has been on medication for 24 hours.
- Influenza, H1N1 or Influenza like Illness – Fever free for 72 hours.

- Pneumonia – After fever free for 24 hours and child can participate normally in classroom & outside activities.
- Pink Eye – After the child has been on medication for 24 hours and has no matter in his or her eyes.
- Rash/Scab – After it has gone away or is cleared by a doctor to come back. Place a band aid over rash/scab until heals.
- Runny Nose – the children in the preschool class must be able to maintain their runny nose.
- Roto Virus – After the child has had two “formed” stools.
- Sore Throat/Loss of Voice – until voice returns and/or been checked to not have strep.
- Strep Throat – After the child has been on medication for at least 24 hours.
- Teething – All sick rules apply.
- Throwing Up/Food Poison – 24 hours after the vomiting and nausea has stop and they have eaten a normal meal.
- Urinary Tract/Bladder Infection – After first dose of medication and they can pee without discomfort.
- Whooping Cough – 5 days after the appropriate antibiotic treatment beings.

## CHILD ABUSE/NEGLECT

It is understood that, in the event of suspected child abuse or neglect by a parent or other person, the school will notify Child Protective Services without consulting or notifying the parent as required by Missouri State Law.