



GREAT BEGINNINGS

Montessori School

PARENT MANUAL 2017-2018



*“We must help the child act, think, and will for himself.
This is the art of serving the spirit, an art which can be practiced to perfection only when working with children.”
-Maria Montessori*

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WELCOME TO GREAT BEGINNINGS

MONTESSORI SCHOOL!

We are truly excited about our school and are pleased to have you join us in our Montessori community where we will forge close bonds of work and friendship. Please read through this manual to learn our policies and procedures, and keep it handy for quick reference.

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MISSION STATEMENT

Developing the potential of the whole child: The spirit, the body and the mind.

GREAT BEGINNINGS Montessori School is a nurturing environment of educators and families which aims to support, through the prepared Montessori environment, the development of each child's potential through activities that promote independence, physical coordination, emotional growth, social competence, cognitive preparation, academic excellence, and spiritual nourishment.

GOALS

- to provide an environment that encourages independence, self-initiated activities and self-discipline
- to encourage freedom of movement and activities that promote the physical coordination of both small and large motor movements, self-help skills, and eye-hand coordination
- to maintain an environment where children are competent individuals who can solve their own problems, learn at their own pace and in their own style, and achieve self-confidence in their own abilities
- to create a mixed aged social environment where the children learn cooperation, sharing and respect for one another and their environment

- to provide cognitive experiences that stimulate the child's curiosity, sensory development, thinking and reasoning skills, memory, language development, and knowledge of the world around him/her
- to foster intellectual growth by providing an environment that allows for a child's natural love of learning
- to provide children with a rich academic and cultural curriculum that respects their own abilities, needs and interests
- to nourish a spiritual sense of wonder and respect for our world and its life forms.
- to create a Montessori community that shares knowledge of Montessori practice and principles between teachers, parents and the wider community

WHY MONTESSORI?

Philosophy: Children enter the world as unformed beings. While born with potentialities, they also possess amazing powers that will allow them to complete the difficult work of their own construction - developing into fully formed, fulfilled and responsible individuals. Unlike adults, they cannot accomplish this task sitting still, but rather through purposeful movement, exploration and discovery. The adult's crucial role is to foster and protect this all-important endeavor. The student's building of their own mental lives is a delicate labor that no one else can do for them.

The Montessori classroom is an environment prepared by the teacher which allows the children to encounter the qualities and facts of the world as presented through the classroom materials. The teacher is the link between each child and this prepared environment. The role alternates between a direct and indirect one, as the teacher closely observes each child and watches for the next manifestation of interest. The role of the teacher is a participant/observer in a community of children.

History: Dr. Maria Montessori graduated from Medical School in Italy in 1896. She began her work with children as a physician and later studied education and anthropology. She believed strongly in observation of children to determine what helped them develop, grow, and learn. Studying children in all conditions throughout the world, she discovered universal principles underlying the development of all children. The Montessori Method, with its unique set of materials, training and philosophy, is practiced today world-wide.

THREE YEAR COMMITMENT TO THE PRIMARY PROGRAM

When parents enroll their child at the Primary level (3-6), they should understand the importance of the third year to the education and life of their child. Like all Montessori schools, it is expected that the child will remain in the school for the third year when the child is five. Following the three-year primary program the child may enroll in first grade in GREAT BEGINNINGS Montessori Elementary program or move on to public, parochial or other private schools.

RESPONSIBILITIES

Of the School:

- to provide an environment that is clean, safe, and attractive
- to maintain the standards and licensing required by state, county and city agencies
- to maintain affiliation with a professional Montessori Association
- to provide a program that is stimulating, developmentally appropriate and the best possible according to our resources
- to provide teachers who are exceptional in their capacities for guiding and caring for children and who demonstrate excellent professional skills
- to remain committed to professional growth and openness to new ideas and verifications
- to communicate information regarding a child's progress and development

- To provide educational programs for parents about Montessori philosophy and methods of education

Of the Parent:

- to bring the child on time
- to communicate with the school any factors at home that may affect the child's behavior or performance
- to read communications and emails from the school and to refer to the school calendar.
- to fulfill financial and legal obligations to the school promptly
- to commit to the three year Primary Montessori program for children 3-6 years of age
- to attend parent meetings and conferences, read communications and keep informed about goals and policies of the school
- to volunteer time and effort when possible to keep costs down and to assist with fund raising
- to reinforce the Montessori philosophy of independence at home
- to ensure the continuation of the school for their own child by actively helping to build enrollment

Of the Child:

- to construct the adult he or she will become

ENROLLMENT PROCESS

- Parents are invited to observe a Montessori classroom and meet with the Director to see if their goals are consistent with the Montessori system of education.
- If they wish to enroll their child, they must fill out an application and pay the application fee.
- We will make an appointment for an "interview" to meet the child and parents. At this time, a teacher will meet with the child and the Director will talk with the parents. The purpose of this meeting is to insure a good fit between the school, the child and the parents, and that our philosophy and goals are in harmony.
- Following the interview process, the school will call parents as soon as possible to tell them their child has been accepted, wait listed or not accepted. A letter of acceptance will be mailed to the families.

- Parents are asked to send in a non-refundable \$500 registration fee and signed contract within 2 weeks of receiving a letter of acceptance. This will hold their child's position in September. Wait-listed parents will be notified should a vacancy open in the program.
- During the summer before new children start in the Primary Program, class placements will be determined. Twins and siblings are generally placed in different classrooms rather than together with the same teacher. This allows each child to develop their own friendships, personalities and independence apart from their sibling. Requests for teachers or classrooms will be taken into consideration but final decisions are made by the Director. When the Director determines class membership she takes into consideration the ages, sex, personality and temperament of all the children in an attempt to create a balanced group
- Children who are transitioning from the Primary School to the Elementary School will make several visits to the Elementary class in the spring before the end of their third year.
- There is a provisional enrollment period of 8 weeks. If at the end of that time the child has not adjusted to the school setting and parents or teachers are not pleased with the arrangement then the child can be withdrawn and prorated tuition will be refunded

FINANCIAL AID

GREAT BEGINNINGS Montessori School (GBMS) is a not-for-profit organization that depends on funds from tuition revenue, grants, donations and fundraising events to meet its annual budget requirements. The Board of Advisors of GBMS has given financial aid to families in the GBMS community since 1998. The purposes of the tuition assistance program are:

- to promote socio-economic diversity in the GBMS community
- to assist families, in need, who are already in the school who have demonstrated a commitment to the school
- to give special consideration to maintaining Third Year students in the Primary program

Families with children enrolled in the Primary and Elementary Programs may apply for financial assistance. Students in the Toddler Program are not eligible for tuition assistance grants. The eligibility for financial aid is based on a needs analysis of the family's information

concerning taxable income, assets, and expenses indicated on a standard application form and the family's current Federal 1040 form (including all schedules). This information is kept in strictest confidence. The review committee will be two non-parent members of the GBMS board, an independent financial consultant, and the GBMS Director and Business Manager. Recommendations by all committee members will be considered.

Awards will be made by consensus decisions of the committee and constrained by the tuition grant line of the annual budget even though the demand for financial aid by qualified applicants may exceed available funds. Awards are made for the current year only and GBMS does not guarantee funds for future years of schooling or for succeeding family members. If parents are separated or divorced, it is important that both parties submit a financial statement. Generally, it is expected that both parents will contribute to their child's educational expenses.

TUITION PAYMENTS

Student accounts must be kept up-to-date. As a not-for-profit program, Great Beginnings depends on tuition as its primary source of income to make our payments for business expenses, including staff payroll. GBMS uses FACTS Tuition Management Service to collect tuition. Families will be asked to enroll with FACTS after completing the registration process. Tuition payments will be collected electronically according to each family's payment schedule. A service fee will be added to accounts more than 15 days overdue. Tuition payments more than 60 days past due will result in your child being withdrawn from enrollment until payments can be made. Failure to make timely payments will result in GBMS pursuing its rights by law including, but not limited to, tuition reimbursements, attorney's fees and costs. Parents must contact the Business Affairs Manager or Director regarding any special circumstances. The school understands that families may experience some financial difficulties and we are committed to working with any family to make acceptable arrangements for payment.

DISENROLLMENT

Great Beginnings recognizes that business transfers, relocation and illness happen and are valid reasons for withdrawal from the school. We will prorate and return tuitions paid in advance when written notice of such changes are received by the Board of Advisors.

Voluntary withdrawal from the school is not considered a valid reason for tuition refund. If tuition payment is more than two months past due and alternative arrangements have not been made with the Great Beginnings Business Manager then the parents will be asked to withdraw their child until the situation is resolved. Great Beginnings reserves the right to dis-enroll students when their difficult behavior is too severe for the school to modify, as defined in the Behavior Policy.

If a child does not attend their third year of the Montessori Primary program, their siblings will not be enrolled in the school. The one exception to this policy is when a child has been assessed by their local public-school district as a special needs student (hearing, speech, processing disorders, etc.) In that instance, we will enroll siblings and the 3rd year student will attend public school kindergarten where the appropriate services are available.

BEHAVIOR POLICY

Children are expected to show respect for each other, the teachers and the environment. We provide the children with clear, developmentally appropriate examples of positive behavior and how to act in specific situations through our Grace and Courtesy exercises and modeled behavior. Through gentle redirection, the setting of clear limits, teaching conflict resolution, and having classroom meetings with older children, the discipline of the classroom is maintained. These methods encourage children to develop self-control, self-discipline and positive self-esteem.

If these measures do not work and a child lacks self-control, a teacher will separate the child from the group and sit with him or her in the classroom or take a walk out of the classroom, until they regain their control to resume normal class activity. At all times, positive discipline

methods will be implemented. It is understood that children need to learn to respond to their emotions in a positive and constructive manner. One function of the school is to guide children through this process of developing self-discipline and awareness of their role in a group.

We understand that all children need time to adjust to new environments and expectations. After thirty days, parents will be notified of any behavior issues that have been observed (please see list below). Teachers will meet with parents and provide suggestions for behavior modification techniques that the parents and teachers will utilize to support the child in the classroom and at home.

However, if, after sixty days, a child continues to have difficulty with self-control and demonstrates an inability to access the school curriculum, despite techniques implemented by the teachers, we will invite our social service consultant to do an onsite observation to further assist our staff in helping the child. We utilize our consultants to further analyze the child's behavior to gain a deeper insight into its root causes and subsequent impact on the classroom dynamic.

Parents may be asked at any time to reduce the child's schedule, withdraw the child until a later date or withdraw the child from the school if the following behaviors cannot be ameliorated.

- Being overly aggressive
- Repeated physical assaults to children and/or teachers
- Constant over activity, undirected toward any specific activity
- No attention span for any activity or encounter during the day
- Inability to follow a simple request
- Uncontrolled emotional state when spoken to
- Destructive to the room and the materials
- Unable to separate from the parents after one month in the school setting

Our goal is for your child to thrive and grow in a positive classroom environment. Therefore, these measures are taken in the best interests of the child, the parents and the other children. School readiness and stress in social situations can sometimes only be evaluated after a child is present in these programs. Sometimes the behavior is only temporary in the child's life but the school cannot be responsible to modify difficult behavior patterns. This task can only be handled by the parents. Early intervention may be needed to assist the child. Great Beginnings will provide you with support, therapeutic recommendations and basic advice.

PARENT COMMUNICATION

One of the special features of belonging to a Montessori School is the sense of community and sharing that parents and teachers feel in caring for the children. We try to achieve this through various channels. *We urge you to attend meetings, read the newsletters and participate fully.*

Toddler and Primary Mail Pockets: Your child has a “pocket” on the classroom door. They are for the school to use to distribute notices and your child's “work”. Check them in the morning at drop-off. Please do not use them to send party invitations.

Elementary mail-pockets are outside the classroom door; the children are responsible for bringing notices home to their parents.

Parent Education: During the year, we plan several parent education meetings both in the mornings and the evenings. We share with you Montessori philosophy and practices to help you to better understand what we are doing, what your child is experiencing and how you can do the same at home.

Silent Journey of Discovery: Parents are encouraged to attend at least one Silent Journey of Discovery during their child's attendance at GBMS. The Silent Journey gives parents a hands-on understanding of the Montessori experience. We hold at least one Silent Journey a year.

PARENTSQUARE: GREAT BEGINNINGS Montessori School uses ParentSquare, a school communication software that will keep parents informed. ParentSquare provides newsletters, class information, our school directory, sign ups, photos, important dates, alerts and RSVPs for events that take place throughout the year. ParentSquare is also a tool for parents and administration to communicate with each other.

GREAT BEGINNINGS Montessori School Website: www.greatmontessori.com includes our school calendar as well as notices of upcoming events.

Social Media: Staff members do not engage with current families on social media networking sites. For example, they may not “friend” current families on *Facebook*. Check out our own Facebook page for pics and Montessori information.

Parent Observations: Parents are welcome to observe the classroom and their child in action. In the beginning of the year we ask that you wait at least 6 weeks to do so. We will schedule observations in January and throughout the year as needed. As with any observer, we ask that you sit quietly and simply watch without engaging the children in conversation or play. At first the children may be self-conscious that someone is watching them but a quiet observer is eventually forgotten and the children begin to act naturally.

Parent/Teacher Conferences are scheduled to discuss your child’s development at home and in school. School is closed in the afternoons during conference weeks. We will address their social, emotional and cognitive growth. Please check your calendar for the week of your conference and sign up on ParentSquare.

Childcare will be available during your afternoon conference time for all levels. The elementary school will hold one evening for conference appointments so that both parents can attend. However, there will be no childcare in the evening. Conferences for all levels are held in November and March.

Parent Association is an organization open to all parents to help the school with fund-raising and social events. They also provide support at times of life changes (such as births or deaths) for families through the “Sunshine Committee”. The PA chair is also a liaison with the administration and can bring concerns to the office.

Fathers' Morning, Mothers' Morning and Grandparents' Morning are held once a year on a Friday morning in March and May. The Grandparents' Morning is held the Tuesday before Thanksgiving. Your child invites you to attend a morning in their class when he/she can show you the work they do with the Montessori materials. It is an ideal time to see up close what your child does in school and experience their delights.

ARRIVALS AND DISMISSALS

Arrivals and Dismissals: Parents please bring and pick up your child promptly. It matters to the smooth functioning of the classrooms and to your child that they don't miss anything in the morning and they feel valued that you pick them up on time.

Toddler Community Hours : 8:45-11:15

Primary School Hours: 8:45-11:45 Morning

8:45-1:00 Lunch bunch

8:45-3:00 Extended day

Elementary School hours: 8:45-3:00

Before and After School Care for Primary and Elementary Students:

8:00-8:45 Early Bird

1:00-3:00 After Care for 3's and 4's

3:00-5:00 Late Day

Primary and Toddler Students: Children arrive at 8:45. Late morning toddlers arrive at 11:30. There is a 15-minute leeway for arrivals. After 9:00 the entry doors to the Primary wing will be locked. All children who arrive after 9:00 must be buzzed in and brought to the office before they enter their classrooms. A staff person will bring them to their classrooms. When children are chronically late (three times or more), the administration reserves the right to address the issue with the parents.

Toddler and Primary dismissals will be from the playground during fair weather. Primary lunch boxes will be at the playground. Please plan to check your child's door pocket in the

mornings at drop-off. With inclement weather, dismissals will be from the classrooms. Please be prompt picking up your child according to their schedule.

Elementary students should arrive and be dismissed through the Elementary School entrance. Students will sign themselves in/out in the Attendance Binder. Late students come to the office and a staff member will bring them to class.

Parking: Please do not park in the disabled spaces unless you have a disabled parking pass. We recognize that it is tempting to do so when you are just dropping your child off but the church has asked us not to use these spaces. Thank you for your cooperation.

Running: Please do not allow your child to run in the hall of the church or on the walkways or parking lot outside. We are located in a public place and there are others who use the halls and walks, many who are elderly or infirm.

Farewells: Parents should say good-bye to their child at the entrance to the classroom. A teacher will greet them and bring them inside the room. Once inside, your child will change their shoes and hang up their coats under the supervision of the teacher or assistant.

Separation problems happen from time to time, particularly at the beginning of the school year. Although it may break your heart, we find that a speedy goodbye is easier for your child – one kiss and one hug! If you are concerned, please call us a half-hour after dropping off, or we will call you if your child is still crying after a half hour.

Care of a Child Not Picked up at Dismissal Time: *If you are going to be late please contact the school.* The administration will call the parents' home and work place and the listed emergency numbers after fifteen minutes, if a parent hasn't contacted the office. Children not picked up by 3:00 will go to the Late Day Room. A late fee of \$25/hour will be assessed for children not registered. Parents can either pay the amount then or they will be asked to sign a form stating they understand they will be billed for the amount. If a child is still at school at 5 p.m., and no arrangements have been made with parents or emergency contacts, an administrator will call the Fairfield Police Department.



STUDENT RECORDS

Once a student is enrolled at GREAT BEGINNINGS Montessori School we keep a record of the child's attendance, health and emergency information, developmental and academic progress reports, accident reports, and parental authorization for various school activities. We maintain the records of previously enrolled students for five years.

Confidentiality of student records and parental rights: GREAT BEGINNINGS Montessori School protects the rights and privacy of children, their families and our teachers. It is a basic, ethical policy of early childhood education that all verbal and written information be maintained confidentially. Therefore, no volunteer parent working in the class or office is ever permitted any access to any records pertaining to a child or children other than the child of that volunteer.

Legal parents and guardians have the right to inspect and review all records directly related to their children. A director or the teacher responsible for your child will be happy to review the records with you.

If families fail to settle accounts with the school, the school will withhold records of the child until all accounts are settled.

ILLNESS

A child may not attend school if he/she is not feeling well, has a fever, upset stomach, diarrhea, hacking cough or a very runny nose. If your child is not well enough to play outside at recess, your child should not come to school- with the exception of asthma. Children do not enjoy being in school when they feel poorly and they are much more contagious at this point.

Please let the school know if you give your child medication before they come to school. Even a simple cough syrup can affect a child's behavior.

Please contact the school if your child has any contagious disease such as:

- Chicken pox
- Strep throat
- Pneumonia
- Pinkeye/Conjunctivitis
- Influenza
- Fifth's Disease
- Coxsackie
- Head Lice

Lice: If your child or any member of your family has lice or nits please do not bring them to school until they have received treatment for lice. Please notify the school.

24 hour policy: Your child must be free of fever (without the use of fever-reducing medicine), diarrhea and/or vomiting for 24 hours before they return to school.

Therefore, if your child leaves school one day with one of the above, they may not return the next school day if it is within a 24-hour period.

48 hour policy: If your child has had the flu, do not return until 48 hours after their symptoms have subsided.

If your child falls ill during the day, we will have him/her lie down and rest in the office while we get in touch with you or your emergency contact.

Medications Policy:

- It is the policy of GBMS to administer only those drugs necessary for chronic, life threatening conditions, including but not limited to inhalers and Epipens. In order for the personnel at GBMS to administer medications we must, according to the Connecticut State Law and Regulations, be provided with the *health care provider's written order and parent permission to administer medication. Prescription medications must be in the original box, in a child resistant pharmacy prepared container and labeled with the name of the child, the name of the drug, strength, dosage, frequency and the name and date of the original prescription.*
- This policy means that we will not administer ANY kind of other meds (such as Tylenol, diaper cream, sunscreen, first-aid cream, vitamins, or supplements). If a child has an acute case of diaper rash and needs the staff to apply diaper cream then you need to get written orders from their pediatrician and follow the procedures as stated above.
- If your child has been prescribed medications for an acute illness, please ask your pediatrician to adjust the dosages so that it may be taken outside of school hours, or make arrangements to administer medications yourself during school hours

Dental Health:

Great Beginnings has a healthy food policy. For snacks, we serve only fruits, vegetables, whole grains and dairy products like cheese and yogurt. Candy, nuts, vitamins or prepackaged foods are not admissible in the school. Birthday snacks are limited to homemade cupcakes, cookies or fruit kabobs. We believe that teaching healthy eating habits to children at a young age will lay the groundwork for dental health all their lives.

Kid's First Dentistry comes to the school once a year to conduct a dental health program with children. They are available to us for consultation and emergencies.

CLOTHING

Dress: Please dress your child in comfortable clothes that are easy for them to manage independently and which they can get dirty. Paints and outdoor play may make it impossible to stay completely clean. Elasticized waist or pull up sweat pants are ideal for younger children. Please do not dress in costumes or cartoon clothing or oversize cartoon slippers.

Dressing for the weather: Please be sure your child is prepared to play outside whatever the weather. In the winter send warm, sturdy, waterproof snow gear. The children will play outside as long as the temperature is above 20 degrees. In the warm weather send a hat and apply sunblock at home.

Shoes: Children need to have a pair of simple “indoor shoes” that are light weight and soft-soled. Crocs, over-size slippers or loose-fitting shoes such as flip-flops are strongly discouraged for toddler and primary students. They do not provide adequate support to the child’s feet and often cause accidents. When the children come into school they change their shoes and hang up their coats.

Change of Clothing: Please supply a change of clothing for your child that is appropriate for the season. Send the clothing to school the first day in a plastic bag with your child’s name clearly marked on it. We will store these at school for emergencies. As the season changes and your child grows, please refresh their clothing to be sure it still fits.

Labels: Please put your child’s name in his/her clothing including coats, jackets, snowsuits, boots, shoes.

Toilet Training: The Toddler Program incorporates toilet training as part of the curriculum. The Primary children are expected to be toilet trained before beginning school. Children are expected to meet their own toileting needs independently. We can deal with occasional accidents but we are not equipped to handle diaper changes.

Toys and Belongings: We ask that children’s toys be left at home. Cultural or educational objects may be brought in to share at circle time.

FOOD

Snacks: For the Primary and Elementary Programs, we ask each family to help the school by taking turns doing the weekly grocery shopping. We assign each family one or two weeks each year to bring in the groceries and supplies that the class will use to make snacks. Foods are generally limited to fruits, vegetables, whole grain breads and dairy products like cheese and yogurt. Because of food allergies we do not allow nuts or peanuts. *We are a nut free school.* Other food allergies are dealt with on an as needed basis.

Lunches: Children who stay for lunch bring their own lunch in reusable plastic containers. We suggest sandwiches, dinner leftovers, pasta, vegetables and fruits. Absolutely no candy, nuts, vitamins, supplements or pre-packaged foods are allowed. Cookies and chips should be limited. The school provides water for the children to drink with lunch. In this way, the children eat only healthy, whole foods and we greatly reduce the amount of garbage. Parents, please pack a lunch box with a cold pack, napkin and silverware.

Please remember: *No peanut butter sandwiches!*

Birthdays: On your child's birthday, we ask you to supply a special snack. Homemade cookies, fruit kabobs, small muffins, small cupcakes or mini bagels work best.

FIELD TRIPS AND ENRICHMENT IN THE PRIMARY SCHOOL

Field Trips: When field trips are planned during the year, we will send information and permission slips home before each event.

Parent Drivers: We ask parents to provide the transportation and to chaperone our field trips. A sign up will be posted on ParentSquare a week prior to the event. Drivers need to give their classroom teachers a copy of their driver's license and their automobile insurance card to keep on file.

Parent Presenters: Parents enjoy sharing their interests and talents with the children in short demonstrations. Playing musical instruments, listening to children read, cooking projects, arts and crafts, gardening, storytelling and cultural holidays are some of the ways parents can enrich our class and widen everyone's experience. Please don't be shy – we love these special occasions.

Holidays: The many holidays and celebrations, national and international, religious and secular that come throughout the year are occasions for us to have a party, plan entertainment and teach cultural practices of peoples around the world. We learn new songs and dances and try different foods and costumes. We do not attempt to teach religion on these occasions but rather to impart a cultural respect and understanding of others.

Enrichment in the classroom: In the winter we may plan extra activities in the classroom. In the past, we have enjoyed the Audubon and Save the Sound Programs, a Native American dancer and storyteller and others.

Spanish: Beginning Spanish is offered each week to all classes.

Music: Music instruction is offered each week to all classes.



FIELD TRIPS AND ENRICHMENT IN THE ELEMENTARY SCHOOL

Field Trips and “Going Out”: The teacher and children collaborate to choose where they want to go for field trips and going out to gather research information. The teacher and children walk to the library every 2 weeks to take out books of their choice. All students need a Fairfield Library card.

Physical Education: A program of physical education is designed each year around the students’ interests. The students have participated in sessions of field and gym sports, tennis, dance, gymnastics and Tae Kwon Do.

Spanish: A Spanish teacher comes to the elementary classroom once a week for an hour of instruction.

Art and Drama: The students receive art and drama instruction on alternate weeks.

Music: A music instructor will work with the students once a week.

SUSPECTED CHILD ABUSE OR NEGLECT

In the event of suspected child abuse or neglect, the staff members of GREAT BEGINNINGS Montessori School must, by law, report *directly* to the Department of Children and Families (DCF). Child abuse is defined as a child who has had non-accidental physical injuries inflicted upon him/her or had injuries which are at variance with the history given of him, or is in a condition which is the result of maltreatment, such as, but not limited to, malnutrition, sexual molestation or exploitation, deprivation of necessities, emotional maltreatment or cruel punishment (CT General Statutes 46b-120). Child neglect is defined as a child who has been abandoned, is being denied proper care and attention physically, emotionally, or morally or is being permitted to live under conditions, circumstances or associations injurious to his/her well-being (CT General Statutes 46b-120).

GBMS conducts a staff training session in recognizing and preventing child abuse and neglect at the beginning of September before the start of each school year.

INCLEMENT WEATHER

Great Beginnings follows the Fairfield Public Schools closing and delayed openings. You can get information on closings or delays from:

ParentSquare alert (email and text)

TV: Channels 8 & 12

Internet: www.wtnh.com

Fairfield Public School number: 203-255-TALK

Sign up for CODERED alerts from the town of Fairfield – www.public.coderedweb.com

Early closing will be at 11:45am. If we need to close early we will contact you at home, office or emergency contact number. It is wise to check in with us if there is a snowstorm or other circumstance that might cause us to close.

Delayed openings are 2 hours. School opens at 10:45 a.m. *No Toddler classes.*

The school reserves the right to call a closing or delay and will notify parents directly via phone and email.

The school will make up missed days after 5 snow days.

EMERGENCY PLANS

Medical Emergency: In the event of a medical emergency or an accident the staff will follow this procedure:

- A first aid/CPR certified staff member will treat the condition on site as needed until medical assistance arrives if needed
- Check the child's level of consciousness, breathing, temperature and symptoms
- Decide if medical assistance is needed
- Call 911 if the condition is serious

- Call the child’s physician as listed in the record
- Call the child’s parents

Dental Emergency: In the event of a dental emergency the school will call the parent immediately so they can contact their dentist. If a tooth is knocked out, we will rinse the tooth gently in cool water and place it in a paper cup of milk or water to bring to the dentist.

Emergency Numbers:

Bridgeport Hospital Emergency	203-384-3566
Bridgeport Hospital General	203-384-3000
St. Vincent’s Hospital Emergency	203-576-6000
St. Vincent’s Hospital General	203-576-6000
Dentist – Kids First Dentistry	203-571-4491
Poison Control	1-800-222-1222
Child Abuse, Emergency and Central Registry– all hours	1-800-842-2288

Weather or Building Emergencies:

If the Fairfield Public Schools close early due to weather conditions, e.g. snowstorm, or if there is an emergency in the GBMS building, the parents will be notified and the children will be picked up as soon as possible.

If parents cannot be reached and emergency numbers do not answer, two staff members will wait with the child in the School Office.