



# Parent Policies and Handbook

2020-21

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# ✧ Introduction ✧

**San Anselmo Montessori School was founded in 1971**

## **Mission Statement**

*San Anselmo Montessori School is dedicated to fostering a love of learning in children and providing a solid foundation for future learning. In an enriching and challenging educational environment each child is encouraged to grow to their fullest academic, emotional, and social potential. Consistent with Montessori philosophy, children have the freedom to progress at their own pace, explore their world, make discoveries, and draw their own conclusions with the gentle guidance of a highly qualified Montessori credentialed staff. Children gain knowledge, confidence, and leadership skills that enable them to offer a positive contribution to their community.*

## **Ground Rules**

*The purpose of these ground rules is to aid the children in acquiring self respect, respect for others, and respect for the environment.*

We respect each other

We respect our teachers

We listen and follow directions

We respect the work of others

We may not misuse the materials

We take care of our environment

We walk in the classroom

We use inside voices in the classroom

We are kind and loving to each other

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

The San Anselmo Montessori School does not discriminate on the basis of race, color, gender, gender orientation, religion, national and/or ethnic origin in the admissions process, administration of its educational policies, scholarship programs and other school administered programs.

## American Montessori Society Standards of Excellence

SAMS is a proud member of the American Montessori Society and follows their nine quality Montessori School Standards, as stated below.

1. The mission and vision are student-centered and guided by Montessori philosophy. The school establishes and communicates a shared philosophy that informs all facets of the school's culture, daily operations, and instructional decisions.
2. Promotes student learning and school effectiveness through strong governance and leadership that are aligned with the school's mission and vision. It establishes, implements, monitors, and refines a strategic planning process to demonstrate continuous improvement.
3. Implements a Montessori curriculum based on clear and measurable learner outcomes. Students actively engage in the learning process, exhibit joy in learning, and apply their knowledge and skills to real-world situations.
4. Enacts an ongoing assessment system that monitors and documents learner outcomes and uses these results to improve educational effectiveness.
5. Has policies and practices in place to ensure that employees are well qualified and are assigned professional responsibilities based on their qualifications (i.e., professional preparation, ability, knowledge, and experience). Employees are provided support through ongoing evaluation and professional development and are sufficient in number to support the school's mission and vision. The school states and follows fair, ethical, and non-discriminatory employment practices.
6. Provides facilities, sites, and equipment that meet optimum health and safety standards conducive to a safe learning environment in alignment with the mission of the school.
7. Maintains strong and prudent financial management practices and adequate fiscal resources to support its mission and vision.
8. Has appropriate documentation, training, and human resources to meet applicable federal, state, and local regulations, assure health and safety of faculty/staff and students, and enable all students to achieve expectations for student learning.
9. Fosters effective communications and relationships with and among its stakeholders.

## ✧ Classroom Orientation ✧

### Daily Schedule

|                          |  |
|--------------------------|--|
| <b>Morning Session</b>   | 9:00 - 11:45                               |
| Drop-off time            | 9:00 - 9:15 No drop-off past 9:15          |
| Circle time              | 9:30 - 9:45                                |
| Work Time                | 9:45 - 11:00                               |
| Outside time             | 11:00 - 11:30                              |
| Circle time              | 11:30 - 11:45                              |
| Morning dismissal        | 11:45                                      |
| <br>                     |  |
| <b>Lunch</b>             | 11:45 - 12:15                              |
| Circle Time              | 12:15 - 12:30                              |
| Outside Play             | 12:30 - 1:00                               |
| Pick Up                  | 12:40 - 1:00                               |
| <br>                     |  |
| <b>Afternoon Program</b> | 11:45 - 4:00 No pick-up between 1:00-2:30. |
| Project Time / Free Play | 1:00 - 2:30                                |

For students picked up after 4:00p.m. an additional late fee of \$25 per half hour will be assessed.

### Early Care, Lunch & Afternoon Program Fees

SAMS Early Care, Lunch and Afternoon Programs are available to all students. The SAMS Lunch program, which allows students to eat lunch, have circle time, and have some additional outdoor time, is offered at a flat fee of \$16.25. The Afternoon Program ends at 4:00 p.m. Students picked up after 4pm will be charged an additional late fee of \$25 per half hour.

Time periods for these programs are as follows:

- Early Care 8:00 a.m. to 8:50 a.m. (no drop off after 8:50)
- Lunch 11:45 a.m. to 1:00 p.m.
- Afternoon Program 11:45 p.m. to 4:00 p.m. with pick up after 2:30 only\*

| Program            | Drop Off/<br>Pick Up Times               | Fee      |
|--------------------|--|----------|
| Early Care         | 8:00 to 8:30                             | \$13.00  |
|                    | 8:31 to 8:50                             | \$ 6.50  |
|                    |  |          |
| Lunch              | 11:45 with pick up between 12:40 to 1:00 | \$16.25  |
|                    |  |          |
| Afternoon Program* | 11:45 with pick up between 2:30 to 3:00  | \$42.25  |
|                    | 11:45 with pick up between 3:01 to 3:30  | \$48.75  |
|                    | 11:45 with pick up between 3:31 to 4:00  | \$55..25 |
|                    |  |          |
| Kindergartners     | Pick up between 2:45 to 3:00             | \$ 6.50  |
| Afternoon Program  | Pick up between 3:01 to 3:30             | \$13.00  |
|                    | Pick up between 3:31 to 4:00             | \$19.50  |

\* There is no pick up between 1:00 p.m. and 2:30 p.m. and all Afternoon Program fees include the \$16.25 Lunch Program.

### Napping

We do not have a designated nap time. Please make sure your child comes to school well rested. Should your child require regular afternoon naps we recommend picking them up no later than 1pm.

## **Drop-Off**

Drop-off is from 9:00-9:15. Always enter and leave the school through the front gate. **The office door is not to be used for drop-off or pick-up and is kept locked at all times.** Parents must accompany their child into the playground and/or the building every morning, **sign their child in** (this is a State licensing requirement) at the gate and drop their child off in the appropriate area. Children are not allowed to come into the building alone or to sign themselves in. (This is for their protection in the case of an emergency.) A teacher will be at the gate to greet your child until 9:15 when the upper gate will be closed.

During the dry weather, a teacher will be at the gate every morning at 9:00 to greet the children. If the teacher is delayed or you arrive a few minutes early, please wait with your child. Never leave your child on the playground unless a teacher is present.

**If you are not going to be picking up your child yourself, please write us a note on the clipboard posted by the bulletin board. Please note who will be picking up your child, the approximate time you expect them to arrive, and any other important information. This needs to be done even though the person is listed on the emergency forms.**

If someone else is dropping your child off at school please, make sure they understand the drop off procedures. The outside play period between 9:00 and 9:30 is an important part of your child's day. Please arrive promptly so that your child can take advantage of this important time.

If your child has an early morning appointment and can't get to school by 9:30, it is possible for them to come to school between 11:00-11:30 during outside time. For kindergarteners they may come to school between 11:00-11:30 or 12:30-1:00. Please arrange this with the office beforehand. When bringing your child late, make sure a teacher is aware of your child's arrival.

## **Signing In and Out**

Parents and guardians are required to sign their children in and out on the school bulletin board. A signature is required when signing the child out.

**When entering or leaving always latch the bottom gate securely.**

## **Rainy Day Drop Off:**

The sign-in board will be inside the classroom on the counter. Please sign in and quickly say your goodbyes. In order to keep the classroom running smoothly it is important for the parents to leave promptly. If you need help, please ask a teacher. Umbrellas should be left outside.

## **Pick-up**

All children must be picked up and **signed out** (this is a State licensing requirement) at the gate by an adult. Anyone who is allowed to pick the child up (this includes all parents), **must** be listed on the **Identification and Emergency Form** in order to be allowed to pick-up the child.

- It is important to be on time as it is the end of the day and your child is looking forward to seeing you.
- If you are unexpectedly detained, you can let us know by phoning the classroom emergency number, 415-457-3092.

## **Pick up at 11:45**

- Wait outside the gate and the children will be dismissed by a teacher.

**Pick up at 12:40-1:00 (No later than 1pm)**

- Come onto the playground and pick up your child.
- Get child's lunchbox from the Afternoon Program room and coat from classroom
- Please don't disturb Kindergarten if it is in progress.

**Pick up at 2:30-4:00**

- If arriving right at 2:30 wait until the teacher opens the gate, then get your child.
- Anytime after 2:30 go onto the playground or into the Afternoon Program room to get your child.

Occasionally you may wish to arrange for someone other than yourself to pick up your child from school. We ask your cooperation in ensuring a smooth pick up of your child when this occurs.

- Make a note on the school clipboard of who will be picking up your child.
- For last minute arrangements, call the classroom and let them know of the situation.
- Prepare your child, if at all possible, ahead of time by letting them know that someone else will be picking them up.
- Have authorized person be prepared to show a picture I.D.

**Rainy Day Pickup:**

If it is raining at 11:45 pick-up

- Please wait outside until 11:45 when we will promptly dismiss the children from the classroom door.
- Please make sure you sign out on the bulletin board located in the classroom on the counter or possibly outside directly by the door.

If it is raining at 12:40 - 1:00 pick-up

- In order not to disturb the circle, please go directly to the Afternoon Program room, sign out on the bulletin board in the Afternoon Program room on the counter and grab your child's lunch box.
- Walk out the Afternoon Program door and walk to the classroom door, and pick up your child who will be waiting for you with rain coat on, ready to go.

If it is raining at 2:30 - 4:00 pick-up

- Please go directly to the Afternoon Program room, sign out on the bulletin board in the Afternoon Program room on the counter and grab your child's lunch box and clothing they may have to take home with them.

Kindergartners' pick up time in the classroom is from 2:30-2:45 (please sign out on the clip board.) Pick up from 2:45-4:00 is in the Afternoon Program room.

**Lost and Found**

All items left at SAMS, that are not on hooks, in the basket, etc., are put in the Lost and Found basket located at the front entrance. Please check the Lost and Found if you are missing any articles of clothing. At the end of the school year we may donate unclaimed items to a charitable organization.

**Separation**

Though often challenging and exciting, this growth towards independence can be painful and scary, especially for young children. Parents and teachers working together, showing children that they can trust and believe in one another, offers a foundation of support when the world suddenly seems a new and different place.



**If your child has a hard time leaving you, it is especially important for you to arrive on time. Arriving after the children have gone inside will only be more difficult for your child.** It is perfectly fine to linger on the playground with your child for a few minutes if you think this will help, but once you have said goodbye please follow through by leaving. Lingering around after you've said goodbye only prolongs your child's unhappiness. Once you leave, the teachers will help your child through the transition. We know it isn't easy to leave if your child is crying, but please be assured that if continuous, hard crying lasts more than a few minutes, you will be notified. If there is a special circumstance that may be affecting your child's ability to say goodbye, please keep us informed. Keep in mind separation anxiety can happen at anytime, not just at the beginning of the school year.

### **Clothing**

- Should be comfortable and easy to slip on and off
- For more peaceful play, we ask that you do not dress your child in clothing that encourages aggressive behavior i.e. capes, super hero shirts, etc. **If your child comes to school with a shirt promoting aggressive play they will be asked to turn the shirt inside out.**
- Please do not send children to school dressed in dress-up clothing i.e. tutus, crowns, etc.
- Please put your child's change of clothing (marked with their name) in their designated clothing box located on the shelves near the bathroom. Please check periodically for replacement (size changes and seasonal clothes.)
- Shoes need to be comfortable and not hinder movement.
- **On rainy days** please make sure your child has a **raincoat with hood** and **rain boots**.

If your child uses his/her change of clothes **please bring a replacement set the next day.** Your child will appreciate having his/her own clothes to change into if the need arises.

### **Lunch – Please, no nuts of any kind in any form**

Each child needs to bring:

- a lunch box with his/her name clearly marked on the outside
- a lunch, completely prepared and placed in containers your child can open and close independently
- a placemat (cloth placemats that can be folded and fit inside your child's lunch box work best)
- a napkin
- a spoon or fork, as needed
- a beverage
- do not send candy, even around Halloween
- due to the large number of children staying for lunch we cannot microwave food

When you drop your child off at school in the morning, lunch boxes are placed on the counter opposite the coat hooks.

### **Snacks**

Healthy, organic snacks are provided throughout the school day. Filtered water is always available.

### **Field Trips**

The Kindergartners will go on a number of field trips during the school year. Transportation for these trips is provided by the kindergarten parents. Drivers must complete and have on file a SAMS Field Trip Driver Information Sheet. Parents must complete and have on file the Field Trip Permission Form. All children must use car seats as per California's Safety Seat Law. When driving on a Field Trip parents are to park on the back side of school near the swings. Entrance and exit for the children is always through the front gate.

### **Art Work and Other Paper Work**

At school your child has a drawer to put his/her paper work in. Your child may choose to bring home some work each day, but many children like to leave their work at school. You should periodically check your child's drawer and take their work home. If you find your child's drawer doesn't have much in it, keep in mind a lot of the Montessori work done at school is not intended to be taken home. Please do not use the drawers as mailboxes to put notes to other children or families.

### **Birthdays**

We will have a small birthday celebration for those children who have birthdays during the regular school year or summer school. The celebration will be at circle time **on or near** the day of your child's birthday. The school will provide cookies for the whole class as part of the celebration. **Please** do not bring treats from home as many children have allergies and we want to provide a treat that is safe for everyone.

### **Personal Items**

Toys, stuffed animals, etc. should be left at home. Explain to your child that these special items belong at home, not at school where they may get lost or broken. Please try to handle this situation before you get to the school gate. If this is an ongoing problem with your child, please let us know. We will be able to give some helpful suggestions on how to handle it. There may also be some underlying issues which we would all benefit from talking about.

### **Cell Phone Use**

We ask for parent cooperation in refraining from using cell phones while at SAMS.

## ✧ **C o m m u n i c a t i o n** ✧

Communication is very important at SAMS. We encourage you to contact a teacher either at drop off or pick up, via email or phone if you have any questions about your child or the school.

The more accurately informed we are about your child, the better we can care for him/her. Please inform the teachers of any changes at home that may have an effect on your child at school.

### **Phone**

There are two phone numbers for the school, 415-457-3428 is the office phone number. Calls should be answered all day but if no one is available, the answering machine is on and we will return calls as soon as possible.

415-457-3092 is the classroom phone number. This line is to be used if your call needs immediate attention dealing with a classroom issue i.e. late pick-up.

### **Email**

**Emails are sent out periodically as it's one of the most efficient communication methods. You will receive newsletters, calendars, updates and general information by email. Feel free to contact teachers and staff by email. They will make every effort to respond to a parent's phone call or email within 24 hours, excluding weekends.** If you have emailed and have not heard back, please re-send your email in case the message had not been received.

Michele King, Michele@samontessori.com  
Katia Escobar Valenzo, Katia@samontessori.com  
Amy Goldman, Amy@samontessori.com  
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Danielle Lange, Daniellelange@samontessori.com  
Isabela Swezy, Isabela@samontessori.com  
Sherie Shughart, Sherie@samontessori.com

### **Bulletin Board**

Sign in, sign out and Early Care/Afternoon Program sheets are posted on the bulletin board. We also use the bulletin board to post pertinent school information, please check it daily. All postings on the school bulletin board need prior approval by Michele.

### **Weekly Update**

Each Monday (or at the beginning of the week) an email is generated informing parents of upcoming events, etc.

### **Newsletters**

Teachers generate independent newsletters 4 times during the school year. You will receive these newsletters by email.

### **Rosters**

Roster will be distributed electronically in September and January. Please make sure to let someone in the office know of any changes to phone numbers, address and/or email addresses. The purpose of the roster is so you may freely communicate with other members of the SAMS community.

Use of this information, in whole or in part, for any purpose other than personal, non-business communications is strictly prohibited without specific written approval from the Head of School. Further, SAMS strictly prohibits sharing this proprietary information with anyone outside the SAMS community for any reason.

### **Parent/Teacher Conferences**

Scheduled conferences are held once a year after your parent observation, however you may request a conference at any time. This gives parents and staff an opportunity to discuss the child's social, physical, emotional and cognitive development. Both parents are encouraged to attend. Check the school calendar for specific days. Complimentary childcare is available for your SAMS student during your conference, this service does not extend to siblings (unless they are current SAMS students.)

### **Change in Plans**

If your plans change during the course of the day and someone else will be picking up your child or you will be arriving fifteen minutes later than anticipated, notify the Afternoon Program teacher by phoning the **classroom at 415-457-3092**. It is important that you speak with the Afternoon Program teacher directly. **Do not leave this information on the message machine in the office or by sending an email.**

### **Facebook Page**

To help facilitate community building at SAMS there is a special SAMS Facebook page. This group is closed, which means anyone can find the group and see who a member is, **but** only members can see posts. The group is an opportunity for parents to come together as a community, a place to organize social gatherings, find out about events, find childcare, seek out carpooling. To join simply Login to Facebook, Search for San Anselmo Montessori School's Parent Community and ask to join.

## ✧ Health and Safety ✧

### **Nut Policy**

We have children attending school who are severely allergic to peanuts and/or tree nuts. In addition to children who may experience reactions from eating or touching these foods, we have children whose sensitivity includes airborne contact with any type of nuts. We rely on the cooperation of parents, students, and staff members to make sure that no nuts or nut products are brought to school at any time. **No nuts or nut products are allowed on the school grounds at any time.**

- Please do not send nuts or nut products to school.

- Avoid any kind of nut or nut product in any food, snack, lunch, classroom treat or party food at any time in the school or on the school grounds.
- If an individual comes into contact with peanuts, other nuts, or foods containing nuts at home just before coming to school, that person should wash their hands with soap and water.
- The school will provide information to parents by distributing this statement, publishing reminders in newsletters, and responding to any questions that may arise.
- Signs are posted at school entrances.

This practice will be monitored by school personnel to provide, to the extent possible, a safe school environment for children with allergic reactions to peanuts or any other type of nuts. While we do enforce our no-nut policy we cannot guarantee SAMS is completely nut free.

Please direct questions about this statement to the school office at 415-457-3428.

### **Illnesses**

Please call 415-457-3428 or email [sherie@samontessori.com](mailto:sherie@samontessori.com) when your child is staying home ill.

It is important for the good health of our school community that a child who is ill not attend school.

If your child becomes ill while at school, we will contact you immediately and expect them to be picked up as soon as possible. Please remember to keep the information needed to contact you, as quickly as possible, up to date. In the case of chicken pox, measles, pink eye, and other contagious diseases where other parents should be notified, please notify the school immediately at 415-457-3428 or email [Sherie@samontessori.com](mailto:Sherie@samontessori.com). We are required to post notices about possible exposure to a communicable disease.

### **3 Questions to Ask About Your Sick Child**

To know whether your child should stay home from school, the American Academy of Pediatrics suggests answering these three quick questions:

1. Does your child have a fever? Fevers of 99° F or higher are generally a sign of illness, so children should stay home from school.
2. Is your child well enough to engage in class? If ill kids seem too run down to get much out of school, keep them home.
3. Do you think your child has a contagious illness, such as the flu or pinkeye? If so, keep them at home until they're no longer infectious.

### **When Children Should Stay Home From School**

- **Fever** is the body's way of destroying the germs making it sick, and it's a common symptom of infections such as flu. Keep your children home if their temperature is 99° F or higher. Wait until children are fever-free, without medication, for 24 hours before letting them return to school.
- **Diarrhea** is often the result of infection, food poisoning, or a side effect to medications like antibiotics. Keep children home until stools are formed and your doctor gives the okay. Make sure your sick child stays well-hydrated.
- **Vomiting** is another way for the body to rid itself of the germs making it sick, and is usually caused by a stomach virus or stomach infection. Keep children home if they've vomited once or more in the last 24 hours. They can return to school after symptoms clear up or your doctor says they're no longer contagious.
- **Severe cough and cold** symptoms should keep kids home from school. A serious cough could be a sign of contagious conditions like whooping cough, viral bronchitis, or croup. It can also be a sign of asthma or allergies.

- **Sore throats** can be a symptom of strep or a common cold. If your child has been diagnosed with strep throat, keep your child at home for at least 24 hours after starting antibiotics. If your child has a mild cold, it's okay to go to school.
- **Pinkeye (conjunctivitis)** is contagious, and children should stay home from school for the first 24 hours after treatment begins. Symptoms of pinkeye include eye redness, irritation, swelling, and pus.
- **Headaches** can be a symptom of contagious conditions like viral gastroenteritis, flu, meningitis, and strep throat. Opinions differ on whether a child should be kept home. If your child doesn't have any other signs of illness, and feels okay, your child can go to school.
- **Rashes** can be the sign of contagious conditions such as chickenpox, bacterial meningitis, or impetigo. Children should be kept home until they're diagnosed. They can return to school after symptoms are gone and their doctor gives the okay.
- **Earaches** aren't contagious. There's no need to keep a child with a mild earache home, as long as your child feels well enough to concentrate.
- **Mild cold or respiratory symptoms** are no reason to keep children at home so long as their nasal drainage is clear and their cough is mild.

From our experience we have learned that sick children seldom, if ever, gain anything by attending school. They are much better off at home where they are most likely to get the necessary care for recovery and early return to school. Keeping ill children at home also protects other children, their parents, and the school staff.

### **Medical Appointments**

Parents should try to schedule visits to the doctor and dentist so that they do not conflict with school hours. If this is not possible, inform the school in advance so that the staff can be prepared if your child must arrive late or leave early. If your child has an early morning medical or dental appointment, it is possible to come to school at 11:00 during outside time; however, please arrange this with the office beforehand. When bringing your child late, make sure a teacher is aware of your child's arrival.

### **Medications**

Do not send medication to school in your child's lunch box.

- A designated staff member is responsible for the administration of all medications including storing, supervising ingestion, and recording.
- Medications can be dispensed for diabetes, asthma, allergies and infections.
- A medication consent form must be completed by the child's parent in order for the school to administer medication.
- Prescription medication needs to be in its original container dispensed by a pharmacy.
- Please do not send vitamins, cough drops or ointments to school.
- **We do not give non-prescription drugs to children at school. This is a state regulation.**

### **Sunscreen**

Parents responsibly need to apply sunscreen before coming to school.

### **First Aid**

California State law dictates that we can not apply ointments, creams, lotions or medication to cuts or scrapes. If your child gets a cut or scrape at school we will wash it out and apply a bandage. Please give appropriate care at home.

**Head Injuries**

If your child has a head injury at school, the teachers will call to let you know. At that time, it will be decided if you should pick him/her up from school.

**Biting**

If your child bites another child at school you will be notified. The teachers will talk with the children and if it happens a second time the child will be sent home immediately.

**Toileting**

All children attending SAMS must be toilet trained. Toilet trained includes but is not limited to; going to the bathroom when their body tells them, pulling down and pulling up their own clothing, and wiping their own bottoms. SAMS teachers/staff will not wipe children's bottoms. Some toileting accidents are expected as a child transitions into school however if it occurs frequently then the child is not ready for our program. Accidents occurring at school take our teachers away from the classroom and the rest of the children and increase the risk of disease to the children and staff.

**Emergency and Disaster Plan**

It is everyone's hope that there will never be a need to enact the following emergency procedures. Being prepared in the event of an emergency or disaster is a responsibility SAMS has and is taken very seriously. SAMS is well prepared to deal with emergency situations. The staff is trained in CPR and First Aid and is familiar with our Safety Plan and completes drills in preparation. Thank you for taking the time to review this emergency information and procedures.

**Update Emergency Information**

It is required that all changes of phone numbers, places of employment, residence changes or changes in pick up information be turned into the office. If your home or work phone numbers change, please notify the office as soon as possible. We need your emergency forms accurate and up-to-date at all times. Please make sure to include cell phone and/or pager numbers with your emergency information.

**Safety Drills**

Fire, earthquake and unusual circumstance drills are practiced twice a year with the students. Parents are notified via weekly email when those will occur.

**Emergency Supplies**

SAMS has emergency bins stocked with first aid supplies, blankets, food, water, light search and rescue tools, etc. These supplies allow us to be self-sufficient for at least 24 hours.

**Fire/Flood**

In the case of a fire or flood, at or near the school, students will immediately exit the building and walk out to the Red Hill field. Parents will be contacted via One Call Now to pick up students immediately.

**Wildfire Smoke/Air Quality**

SAMS has been given guidelines for the Marin County Office of Education and the Public Health Office regarding air quality and outdoor activity. There is no established cut-off level for air quality for school dismissals or closures. Each school or school district is responsible to make decisions when it comes to closure. Air quality indexes are different from one area to another area and change minute to minute. SAMS will update parents as needed regarding time outside and school closure. SAMS does have air purifiers in each classroom.

## **Earthquake**

In the case of an earthquake, students will duck, cover, and hold during the earthquake. If the building is safe, students will remain in the building. If the building is not safe, students will be taken to either the Red Hill field or Red Hill Church. Parents will be contacted via One Call Now to pick up children immediately.

## **Unusual Circumstances**

In the case of an unusual circumstance, students will go into the bathroom area with the teacher(s). The doors are locked, and blinds will go down. Parents will be contacted via One Call Now to pick up students.

## **Emergency Communication**

In the event of an emergency, please do not call the school as no one will be available to answer. A call will be made from One Call Now, your caller ID will display the SAMS main office line 415-457-3428. If you do not pick up a voice mail will be left.

**THE DELIVERY OF THE MESSAGE IS ONLY AS SUCCESSFUL AS THE CONTACT INFORMATION WE HAVE FOR YOU, SO PLEASE MAKE CERTAIN THAT YOU PROVIDE US WITH THE MOST CURRENT AND UP-TO-DATE INFORMATION, INCLUDING HOME, WORK, CELL PHONE NUMBERS, AND PRIMARY EMAIL ADDRESSES FOR BOTH PARENTS. IF THIS INFORMATION CHANGES, PLEASE LET US KNOW IMMEDIATELY.**

The office staff will report school closure to the local sheriff's department (415-479-2311), KPIX Channel 5 (415-765-8610), and the Marin County Office of Education (415-472-4110).

## **Pick Up Locations**

SAMS - 100 Shaw Drive, San Anselmo

Red Hill Field - 100 Shaw Drive, San Anselmo

Red Hill Church - 921 Sir Francis Drake, San Anselmo

## **Student Release**

When parents are required to pick up students immediately from school, your child will be either in the school, the Red Hill field, or the Red Hill Church located at 821 Sir Francis Drake Boulevard in San Anselmo. While an emergency will be stressful for all involved, we ask that all individuals remain calm and patient. Students will only be released to authorized individuals after presenting proper identification. Upon pick up, authorized individuals will be asked to sign out and record their destination. Please leave the site immediately to avoid any congestion. Please keep in mind that walking may be the best mode of transportation due to traffic and emergency vehicles needing access.

## **Comfort Kits**

The purpose of these kits is to provide comfort as well as a sense of connection to your family in the event of an emergency. Please bring the following in a sandwich size zip lock bag with your student's name on the outside:

- A note of reassurance enclosed in an envelope
- Photo of your family

## **Things to Remember**

- **In any emergency, plan on coming directly to school to pick up your student, do not wait for instructions.**
- Keep information for emergency contacts at the school office up-to-date.
- While choosing friends and family authorized to pick up your child in case of an emergency, consider the following: Will my child feel safe with this person and in their home. Is the family aware of my child's medical or other needs?
- Notify the authorized individuals listed that you have granted them authorization for pick up in case of an emergency.

- Know the pickup locations.
- Keep a copy of these individuals for your own information at home, in the car and at the office.

### **Child Abuse Reporting**

In short, section 11166.5 of the California Penal Code requires that any childcare custodian (administrator, teacher, teacher's aide, etc.), who has knowledge of, or observes a child in his or her professional capacity, or within the scope of his or her employment, whom he or she knows or reasonably suspects has been the victim of child abuse or neglect, to report any known or suspected instance of child abuse or neglect to a child protection agency immediately, or as soon as practically possible, by telephone and to prepare and send a written report thereof within thirty-six hours of receiving the information concerning the incident.

### **Policy Regarding Student Conflict**

Conflict is an inevitable part of life, and we embrace moments of conflict as opportunities to learn valuable life skills and develop resiliency. Conflict can occur when a student perceives another student as being an obstacle to what they want or value. It is important to recognize that our youngest children are in the process of developing social skills. They may try on different behaviors and use words whose meanings they do not fully understand. If students are in conflict, SAMS is committed to helping these students resolve conflicts, learn from them, and move on. It is the responsibility of parents and guardians too to guide these children in appropriate ways to interact with others.

### **Contracting SAMS Staff for childcare, etc.**

SAMS staff, including substitute teachers, may not be contacted/contracted by currently enrolled families to provide services outside of their employment with SAMS. This includes, but is not limited to, after hours childcare, babysitting, house cleaning, house sitting and transportation services. We understand that you place a great deal of trust in the staff at SAMS, and we are proud to employ dedicated, trustworthy, and highly qualified individuals. However, this policy safeguards our staff and reduces the risk of creating a conflict of interest. Additionally, this policy protects the confidentiality of SAMS children, families, and staff members and ensures the highest level of professionalism and integrity in the family-teacher-child partnership that is integral to our school culture.

Exceptions are made only for school sponsored purposes, such as an auction item.

### **Parking Lot**

Always use the main parking lot during school hours. Drive slowly and carefully at all times. Please only park in designated parking spaces. Do not park in the red zones. Parking for SAMS families is **only** in the main front lot. Please closely supervise your children in the parking lot and on their way to SAMS.

### **Right to Amend Handbook**

San Anselmo Montessori School reserves the right to amend this handbook during the school year, as the Head of School and Board of Directors sees fit.



## ✧ Administrative Policies ✧

### Hours of Operation

Monday - Friday 8:00 a.m. to 4:00 p.m.

### Contact Information

#### Phone Numbers:

|                               |              |
|-------------------------------|--------------|
| Office                        | 415-457-3428 |
| Classroom & Afternoon Program | 415-457-3092 |
| Fax                           | 415-457-0106 |

#### Website:

[www.SAMontessori.com](http://www.SAMontessori.com)

#### Address:

Street: 100 Shaw Drive, San Anselmo, CA 94960  
Mailing: PO Box 707, San Anselmo, CA 94979-0707

#### Staff:

##### Administrative Staff

Michele King, Head of School  
Email: [Michele@samontessori.com](mailto:Michele@samontessori.com)  
  
Sherie Shughart, Business Manager  
Email: [Sherie@samontessori.com](mailto:Sherie@samontessori.com)

##### Teaching Staff

Michele King, Email: [Michele@samontessori.com](mailto:Michele@samontessori.com)  
Alissa Sinkler, Email: [Alissa@samontessori.com](mailto:Alissa@samontessori.com)  
Amy Goldman, Email: [Amy@samontessori.com](mailto:Amy@samontessori.com)  
Danielle Lange, Email: [Daniellelange@samontessori.com](mailto:Daniellelange@samontessori.com)  
Isabela Swezy, Email: [Isabela@samontessori.com](mailto:Isabela@samontessori.com)  
Katia Escobar Valenzo, Email: [Katia@samontessori.com](mailto:Katia@samontessori.com)

### Tuition/Payments

Tuition is an annual fee. When you register your child in the San Anselmo Montessori School, you agree to pay the tuition for the entire school year. Tuition is due and payable May 1st for the school year beginning August. Tuition will be paid in nine (9) installments commencing on May 1<sup>st</sup>, unless another option has been chosen. Each installment payment is due on the 1st of the month and is considered late on the 16th of the month. Payments received on or after the 16th of the month will be charged a late fee of \$50.

Deposits are non-refundable and non-transferable.

Tuition is not adjusted for missed days or school closures.

Each family is required to purchase \$200 in tickets and attend the spring fund-raiser.

Checks and correspondence can be placed in the purple folder marked "Correspondence" on the office bulletin board behind the copier.

### Sibling Policy

SAMS does not guarantee admittance to siblings. Admittance is subject to many factors, including each family's demonstrated commitment to the SAMS community. Since we do not guarantee your child will be accepted to SAMS we urge you to apply to other preschools, as well as, SAMS.

## **SAMS Board of Directors**

SAMS Board of Directors includes current and alumni SAMS parents, as well as the Head of School. The Board is charged with:

- Providing strategic planning and direction that supports the school's mission
- Approve the annual budget and oversee financial management
- Define governance processes and oversee compliance with school policies
- Ensure facilities and campus environment support current and future educational program needs
- Hire and support the Head of School in his/her execution of the school's mission and vision

The Board of Directors for 2019-20 are:

- Abigail Vix, Board President
- Lexie Brooks, Vice President
- Kristina Farber, Treasurer
- Jennie Liu, Member at Large

## **Events**

Family Sing-a-long – All SAMS families are invited to spend time on the SAMS playground singing and dancing with Tim Cain.

Parent Night – Once in October and then in January, parents come for a pot-luck and then are treated to presentations by the SAMS teachers, or perhaps a special guest.

Kindergarten Night – In November all parents are invited to come to SAMS and learn more about the SAMS kindergarten program.

Halloween Celebration – On or before Halloween the children are invited to come to school in their Halloween costumes.

Holiday Celebration – The Thursday before winter break parents are invited to join in on our Holiday Celebration from 11:15-11:45.

Valentine's Day – On Valentine's Day (or a designated day prior to February 14) the children will bring Valentines to school to share with the other children.

Parent Observations/Conferences – In February and March parents are scheduled to spend the morning observing in the classroom. Conferences are held in March.

Auction – The end of April or beginning of May we will have our annual Fundraiser at a local site.

Graduation and Moving-up Ceremony – This happens on a morning in early June.

## **Volunteering**

Throughout the school year there will be opportunities to volunteer at SAMS. A few examples are ... making cookies, setting up for events, updating the database for the auction, and repairing things on the school site. Volunteering supports the SAMS community, therefore we hope you will find a few opportunities to help.

## **Committees**

There are a number of parent committees to join, which is a wonderful way to become involved in the SAMS community.