

BRECKENRIDGE MONTESSORI

**PARENT HANDBOOK
2011-2012**

**PO BOX 1508
318 NORTH MAIN STREET
BRECKENRIDGE, CO 80424
970-547-7661
970-547-7686 (fax)
www.breckenridgemontessori.com
breckenridgemontessori@yahoo.com**

PHILOSOPHY

BRECKENRIDGE MONTESSORI IS COMMITTED TO PROVIDING A NURTURING, PEACEFUL, AND LOVING EDUCATIONAL ENVIRONMENT FOR CHILDREN. EACH CHILD IS VALUED AND ENCOURAGED TO DEVELOP A NATURAL LOVE OF LEARNING AND CURIOSITY THAT WILL GUIDE HIM/HER THROUGHOUT LIFE.

MISSION STATEMENT

BRECKENRIDGE MONTESSORI IS COMMITTED TO PROVIDING THE HIGHEST QUALITY EDUCATIONAL EXPERIENCE FOR CHILDREN AGED 2 ½ TO 7 YEARS. WE ARE DEDICATED TO OFFERING DR. MARIA MONTESSORI'S METHOD OF EDUCATION TO THE CHILDREN AND PARENTS OF SUMMIT COUNTY. ORGANIC FOODS, HEALTHY PLAY, AND THE MANY CULTURAL AND RECREATIONAL OPPORTUNITIES IN BRECKENRIDGE, FURTHER ENRICH OUR SCHOOL ENVIRONMENT.

GOALS

OUR STUDENTS WILL REALIZE A LIFE-LONG LOVE OF LEARNING AND SELF-DISCIPLINE THAT WILL GUIDE THEM IN THE PURSUIT OF THEIR HOPES AND DREAMS.

WE PROVIDE A SMALL, ORGANIC, COMMUNITY SCHOOL AS ANOTHER CHILD CARE AND EDUCATIONAL OPTION TO THE FAMILIES OF SUMMIT COUNTY.

WE MAKE OUR PROGRAM ACCESSIBLE AND AFFORDABLE TO CHILDREN AND FAMILIES OF ALL RACIAL AND SOCIO-ECONOMIC BACKGROUNDS.

“THE SECRET OF SUCCESS IN EDUCATION IS FOUND TO LIE IN THE RIGHT USE OF IMAGINATION IN AWAKENING INTEREST, AND THE STIMULATION OF SEEDS OF INTEREST ALREADY SOWN.”

DR. MARIA MONTESSORI

HISTORY

BRECKENRIDGE MONTESSORI OPENED ITS DOORS TO STUDENTS SEPTEMBER 5TH, 2006. THE SCHOOL WAS FOUNDED BY DR. ALISON PATRICELLI AND TOM NORRDIN, BRECKENRIDGE RESIDENTS WHO WANTED A SMALL COMMUNITY SCHOOL WITH AN EVIDENCE-BASED CURRICULUM FOR THE CHILDREN OF SUMMIT COUNTY.

LOCATION

BRECKENRIDGE MONTESSORI IS LOCATED IN A VICTORIAN HOME ON MAIN STREET WITHIN THE BRECKENRIDGE HISTORIC DISTRICT. THE SCHOOL IS LOCATED WITHIN WALKING DISTANCE OF THE MANY CULTURAL AND RECREATIONAL ACTIVITIES OF BRECKENRIDGE, COLORADO.

CURRICULUM/ENVIRONMENT

DR. MARIA MONTESSORI'S METHOD OF EDUCATION FORMS THE BASIS FOR THE CURRICULUM AT BRECKENRIDGE MONTESSORI. THE CHILDREN ARE THE CENTRAL FIGURES IN THEIR OWN DEVELOPMENT.

THE PREPARED ENVIRONMENT CONSISTS OF PRACTICAL LIFE ACTIVITIES, SENSORIAL MATERIALS, MATHEMATICS, LANGUAGE, ART, MUSIC, GEOGRAPHY, SCIENCE, PEACE EDUCATION, AND CULTURAL EXTENSIONS. OUR OUTDOOR ENVIRONMENT OFFERS NATURALLY BASED AND PLAY SPACES.

WE PROVIDE INSTRUCTION IN BOTH ENGLISH AND SPANISH TO FURTHER BROADEN OUR STUDENTS' CULTURAL EXPERIENCES AND LIFE SKILLS.

THROUGHOUT THE YEAR WE OFFER VARIOUS ENRICHMENT PROGRAMS INCLUDING SKI LESSONS, SWIM LESSONS, TUMBLING, THE BRECKENRIDGE NATURE SERIES, AND A PARTNERSHIP WITH THE NATIONAL REPERTORY ORCHESTRA.

EARTHLY MISSION

WE ARE COMMITTED TO SERVING ORGANIC FOODS, USING EARTH-FRIENDLY PRODUCTS, RECYCLING, AND REUSING. WE BELIEVE THAT WE CAN MAKE A DIFFERENCE FOR OUR EARTH BY MAKING SUCH SIMPLE CHOICES.

TELEVISION VIEWING

THERE IS NO TELEVISION VIEWING AT BRECKENRIDGE MONTESSORI.

AGES/COMMUNITIES

CHILDREN ENROLLED AT BRECKENRIDGE MONTESSORI JOIN OUR YOUNG CHILDREN'S COMMUNITY, OR OUR PRIMARY COMMUNITY.

THE YOUNG CHILDREN'S COMMUNITY (YCC) GENERALLY SERVES CHILDREN AGED 2 ½ -3 ½.

OUR PRIMARY COMMUNITY GENERALLY SERVES CHILDREN AGED 3 ½ -7.

IN MONTESSORI EDUCATION, EACH CHILD IS VIEWED AS AN INDIVIDUAL WITH RECOGNITION THAT THE CHILDREN ARE READY TO EXPAND THEIR LEARNING EXPERIENCES AT DIFFERENT AGES. CHILDREN ENTER THE ENVIRONMENT BEST SUITED TO THEIR DEVELOPMENTAL NEEDS.

STAFF AND STAFF/STUDENT RATIOS

AT BRECKENRIDGE MONTESSORI WE ARE AN AUTHENTIC MONTESSORI SCHOOL. WE HAVE TRAINED MONTESSORI DIRECTRESSES LEADING OUR CLASSROOMS. THE DIRECTRESSES ARE SUPPORTED BY AN ASSISTANT DEPENDING ON ENROLLMENT NUMBERS.

IN OUR YOUNG CHILDREN'S COMMUNITY, WE MAINTAIN A 1:4 STAFF TO STUDENT RATIO. IN OUR PRIMARY COMMUNITY, WE MAINTAIN A 1:7-1:8 STAFF TO STUDENT RATIO.

HOURS OF OPERATION/DROP OFF/PICK UP

BRECKENRIDGE MONTESSORI IS OPEN MONDAY THROUGH FRIDAY FROM 8:30AM TO 4:30PM.

DROP OFF: 8:00AM TO 8:30AM. WE START OUR DAY WITH OUTDOOR PLAY, SO PLEASE BE SURE YOUR CHILD IS DRESSED APPROPRIATELY FOR THE WEATHER.

TO ENCOURAGE YOUR CHILD'S INDEPENDENCE, PLEASE ESCORT HIM/HER TO THE SCHOOL DOOR OR PLAYYARD GATE, BUT DO NOT ENTER. A TEACHER WILL MEET YOU AT THE DOOR/GATE AND WILL WALK YOUR CHILD INSIDE THE SCHOOL ENVIRONMENT.

IF YOU HAVE A SPECIAL MESSAGE TO RELAY TO THE TEACHERS AT DROP OFF, SUCH AS YOUR CHILD DID NOT SLEEP WELL LAST NIGHT OR A DIFFERENT PERSON BESIDES YOU WILL BE PICKING UP, PLEASE USE A PROVIDED POST-IT NOTE BY THE SIGN IN/OUT SHEET, PUT IT IN WRITING, AND HAND THE POST-IT NOTE TO THE TEACHER AT DROP OFF.

PICK UP: 12:30 ½ DAY STUDENTS, 4:00-4:30 FULL DAY.

STUDENTS MUST BE PICKED UP ON TIME. AFTER A 15 MINUTE GRACE PERIOD, EMERGENCY CONTACTS WILL BE CALLED AND A FEE OF \$2/MINUTE WILL BE APPLIED (BARRING SPECIAL CIRCUMSTANCES TO BE DISCUSSED WITH THE STAFF). IF A CHILD IS NOT PICKED UP BY 5:30PM, AUTHORITIES WILL BE CONTACTED.

IF YOU PLAN ON PICKING YOUR CHILD UP MORE THAN 15 MINUTES EARLY, PLEASE GIVE US WRITTEN NOTICE SO THAT WE MAY HAVE YOUR CHILD READY ON TIME.

****THE SCHOOL DRIVEWAY IS ONE-WAY. PLEASE ACCESS OUR PARKING LOT VIA MAIN STREET AND EXIT VIA THE ALLEY BEHIND THE SCHOOL.****

SCHOOL CALENDAR

A SCHOOL CALENDAR WILL BE DISTRIBUTED WHEN YOUR CHILD IS ENROLLED. DURING THE SCHOOL YEAR, BRECKENRIDGE MONTESSORI FOLLOWS THE SUMMIT COUNTY PUBLIC SCHOOL CALENDAR FOR VACATIONS, CLOSURE, AND DELAYS DUE TO INCLEMENT WEATHER. FOR INFORMATION ON CLOSURES DUE TO WEATHER, PLEASE CONSIDER SIGNING UP TO RECEIVE ALERTS AT WWW.SCALERT.ORG AND/OR REMEMBER TO CHECK THE SUMMIT SCHOOL DISTRICT WEBSITE (WWW.SUMMIT.K12.CO.US/SUMMIT/SITE/DEFAULT.ASP).

WE TRY NOT TO MAKE CHANGES TO THE CALENDAR DURING THE SCHOOL YEAR. HOWEVER, IT IS OCCASIONALLY NECESSARY TO ALTER PREVIOUSLY PLANNED DATES. PARENTS AND STAFF WILL BE EMAILED THE NEW CALENDAR VERSION AND COMMENTS ARE ALWAYS APPRECIATED.

AT BRECKENRIDGE MONTESSORI, WE OFFER A YEAR-ROUND PROGRAM. YOUR CHILD WILL EXPERIENCE THE MONTESSORI CURRICULUM THROUGHOUT THE YEAR, AS WELL AS ENJOYING NUMEROUS OUTDOOR EDUCATION AND ENRICHMENT OPPORTUNITIES.

AT BRECKENRIDGE MONTESSORI WE OBSERVE THE FOLLOWING VACATIONS: 3 DAYS AT THANKSGIVING, 2 WEEKS FOR WINTER HOLIDAYS, ONE WEEK IN FEBRUARY, ONE WEEK IN APRIL, THREE WEEKS IN AUGUST, THE 4TH OF JULY, MEMORIAL DAY, AND LABOR DAY. WITH THE EXCEPTION OF OUR SUMMER MONTHS, WE FOLLOW THE SUMMIT COUNTY PUBLIC SCHOOL CALENDAR FOR VACATIONS.

WE WILL PUT A SIGN UP SHEET FOR FAMILIES PRIOR TO THE FEBRUARY, APRIL, AND AUGUST VACATIONS IN ORDER TO HELP PARENTS COORDINATE WITH EACH OTHER TO COVER CHILDCARE NEEDS DURING EACH OF THESE BREAKS.

WE HAVE THREE IN-SERVICE DAYS PER YEAR. IN-SERVICE DAYS ARE TEACHER WORK DAYS WHEN WE CHANGE OUT MATERIALS, CLEAN, AND DO OTHER TASKS. THERE ARE NO STUDENTS AT SCHOOL ON AN IN-SERVICE DAY.

THERE IS NO SCHOOL FOR THE RELEVANT COMMUNITY ON THAT COMMUNITY'S CONFERENCE DAYS. CHILDCARE IS NOT AVAILABLE DURING CONFERENCES.

THE FIRST DAY OF SCHOOL FOR THE 2011/2012 SCHOOL YEAR IS MONDAY, AUGUST 22ND FOR NEW STUDENTS, AND

WEDNESDAY, AUGUST 24TH FOR RETURNING STUDENTS. THE LAST DAY OF SCHOOL IS FRIDAY, JULY 27TH, 2012.

ADMISSION/ENROLLMENT

ADMISSION & ENROLLMENT PACKETS ARE AVAILABLE AT THE SCHOOL. CHILDREN WILL BE ADDED TO ACHIEVE A FULL CLASSROOM AT THE DISCRETION OF THE TEACHERS. IF THERE IS A WAITING LIST FOR SCHOOL ENROLLMENT, THE CHILDREN ALREADY ENROLLED AND THEIR SIBLINGS RECEIVE PRIORITY. PLEASE CALL TO SCHEDULE AN APPOINTMENT WITH THE DIRECTOR TO PICK UP ANY PAPERWORK OR TO RECEIVE PAPERWORK VIA EMAIL.

A \$50.00 NON-REFUNDABLE APPLICATION FEE IS DUE AT THE TIME OF APPLICATION. THIS PAYMENT IS THEN APPLIED TO YOUR FIRST MONTH'S TUITION. YOUR CHILD MAY HAVE A HOME VISIT AND AN APPOINTMENT TO MEET THE TEACHERS PRIOR TO ENROLLMENT.

TUITION

FULL WEEK TUITION:

5 DAYS PER WEEK, 9 HOURS PER DAY

\$1,140/MONTH

HALF-DAY TUITION:

5 DAYS PER WEEK, 4 HOURS PER DAY

\$770/MONTH

PARTIAL WEEK TUITION:

4 FULL DAYS PER WEEK, 9 HOURS PER DAY

\$930/MONTH

**4 HALF-DAYS PER WEEK, 4 HOURS PER DAY
\$670/MONTH**

HYBRID TUITION:

**2 FULL DAYS THEN 2 HALF DAYS PER WEEK
\$800/MONTH**

**3 FULL DAYS THEN 2 HALF DAYS PER WEEK
\$1,110/MONTH**

****4 DAY ENROLLMENT MUST BE 4 CONSECUTIVE DAYS:
MONDAY-THURSDAY OR TUESDAY-FRIDAY****

**YEARLY TUITION CAN BE PAID IN BULK OR IN MONTHLY
PAYMENTS.**

**EACH MONTHLY PAYMENT IS DUE ON THE FIRST OF THE
MONTH FOR THE FOLLOWING MONTH.**

**WE OFFER AUTOWITHDRAWAL OF TUITION FREE OF CHARGE.
WE ENCOURAGE ALL PARENTS TO SIGN UP FOR
AUTOWITHDRAWAL OF TUITION TO AVOID LATE PAYMENTS.
PLEASE ASK THE DIRECTOR FOR DETAILS OF THIS PROGRAM.**

****IF TUITION IS NOT RECEIVED BY THE 3RD DAY OF EACH
MONTH, A \$25.00 PER DAY LATE FEE WILL APPLY.****

****REDUCTION IN ENROLLMENT/TUITION IS NOT PERMITTED
DURING THE SCHOOL YEAR. INCREASES SUCH AS FROM HALF
TO FULL DAY ENROLLMENT WILL BE RECOMMENDED ON A
CASE-BY-CASE BASIS WHEN YOUR CHILD IS
DEVELOPMENTALLY READY****

*****TUITION IS NON-REFUNDABLE AND WE REQUIRE THREE
WEEKS NOTICE TO WITHDRAW YOUR CHILD FROM OUR
SCHOOL LIST. YOU WILL BE LIABLE FOR THAT MONTH'S**

TUITION IF YOU DO NOT GIVE THREE WEEKS NOTICE OF WITHDRAWAL REGARDLESS OF CIRCUMSTANCE.***

TO ENSURE YOUR CHILD'S PLACE IN THE NEXT YEAR'S CLASS, WE REQUIRE A NON-REFUNDABLE DEPOSIT OF \$250.00 BY THE END OF MAY/JUNE OF THE PREVIOUS SCHOOL YEAR. YOUR DEPOSIT IS APPLIED TOWARDS THE FOLLOWING SEPTEMBER'S TUITION.

DROP IN DAYS

WE OFFER LIMITED DROP IN DAYS AT BRECKENRIDGE MONTESSORI. IN ORDER FOR YOUR CHILD TO DO A DROP IN DAY, YOU MUST CALL OR EMAIL THE DIRECTOR OR THE ASSISTANT DIRECTOR, AND GET APPROVAL FOR THE DROP IN. THE TEACHERS CANNOT GIVE APPROVAL FOR DROP INS, SO PLEASE DON'T ASK THEM!!

THE DROP IN FEE IS \$75/DAY OR \$45/HALF DAY. YOU MUST BRING A CHECK WITH YOU THE DAY OF THE DROP IN.

IF A FAMILY CALLS FREQUENTLY FOR DROP INS, WE WILL INSTEAD ASK YOU TO INCREASE YOUR ENROLLMENT TO ENSURE CONSISTENCY FOR YOUR CHILD.

FINANCIAL AID/PAYMENT OPTIONS

WE STRIVE TO KEEP TUITION COSTS LOW AND IN KEEPING WITH THE REST OF THE BRECKENRIDGE COMMUNITY CHILD CARE OPTIONS.

FAMILIES THAT ENCOUNTER SPECIAL FINANCIAL CIRCUMSTANCES DURING THE SCHOOL YEAR ARE ENCOURAGED TO CONTACT THE SCHOOL DIRECTOR. EVERY EFFORT WILL BE MADE TO ACCOMMODATE YOUR SPECIFIC NEEDS.

ALL FAMILIES ARE ENCOURAGED TO APPLY FOR FINANCIAL AID. WE CURRENTLY OFFER THE TOWN OF BRECKENRIDGE CHILD CARE SCHOLARSHIP, THE COLORADO PRESCHOOL PROGRAM SCHOLARSHIP, CCAP SCHOLARSHIPS, THE FAMILY AND INTERCULTURAL RESOURCE CENTER SCHOLARSHIP, AND PRIVATE GRANT MONIES AS POSSIBLE SOURCES OF FINANCIAL AID. ALL INTERESTED FAMILIES SHOULD SPEAK WITH THE DIRECTOR ABOUT FINANCIAL AID POSSIBILITIES.

PERSONAL BELONGINGS

PLEASE HAVE YOUR CHILD BRING A SMALL BAG OR BACKPACK THAT THEY CAN CARRY THEMSELVES WITH THEIR PERSONAL BELONGINGS INSIDE. PLEASE DO NOT SEND ROLLING-BAGS OR SUITCASES. WEATHER APPROPRIATE CLOTHING INCLUDING SNOW PANTS, HATS, WATERPROOF MITTENS/GLOVES, SUNGLASSES, AND BOOTS ARE NEEDED. LABEL ALL PERSONAL ITEMS OR THE SCHOOL WILL LABEL THEM.

MULTIPLE CHANGES OF CLOTHES SHOULD BE LEFT AT THE SCHOOL FOR USE AS NEEDED. TO KEEP OUR SCHOOL CLEAN, WE WILL REMOVE OUR SHOES AT THE DOOR. A PAIR OF LABELED SCHOOL SHOES SHOULD BE LEFT UNDER YOUR CHILD'S HOOK FOR USE IN SCHOOL ONLY.

PLEASE BRING A LABELED WATER BOTTLE THAT CAN BE LEFT AT SCHOOL FOR YOUR CHILD TO USE AS NEEDED. BPA FREE PLASTIC PLEASE!

PLEASE BRING A PHOTO OF YOUR CHILD, AND ONE OF YOUR FAMILY, TO IDENTIFY HIS/HER HOOK AND FOR USE IN OUR CLASSROOM.

SNACK/LUNCH

AN ORGANIC NUTRITIOUS SNACK IS OFFERED TO STUDENTS EACH MORNING AND AFTERNOON. EACH FAMILY IS ASKED TO PAY AN ANNUAL SNACK FEE TO COVER THIS COST FOR YOUR CHILD. THE FEE IS \$95.00/ANNUM FOR ONE CHILD, AND \$190.00/ANNUM FOR TWO CHILDREN. THIS FEE IS DUE WITH THE AUGUST TUITION PAYMENT. WE PROVIDE FOODS THAT ARE LOW IN SUGAR.

YOUR CHILD NEEDS TO EAT A NUTRITIOUS BREAKFAST BEFORE COMING TO SCHOOL. OUR SNACK IS NOT A SUBSTITUTE FOR A MORNING MEAL.

ALL CHILDREN NEED TO BRING A LUNCH TO SCHOOL. HEALTHY, WELL-BALANCED MEALS IN REUSABLE CONTAINERS ARE PREFERRED. DO NOT PACK SIPPY OR STRAW CUPS. PLEASE KEEP SUGAR TO A MINIMUM. CANDY IS NOT ALLOWED AT BRECKENRIDGE MONTESSORI.

WE WILL NOTIFY PARENTS IN WRITING OF ENROLLED CHILDREN'S ALLERGIES SO THAT THEY CAN PACK SAFE AND APPROPRIATE LUNCHES.

BIRTHDAY/HOLIDAY CELEBRATIONS

IF YOU HAVE IMPORTANT FAMILY HOLIDAYS BASED ON YOUR CULTURE/HERITAGE, WE ENCOURAGE YOU TO SPEAK WITH OUR TEACHERS ABOUT INCORPORATING THEM INTO A SPECIAL CELEBRATION. IN THIS WAY, OUR STUDENTS ARE EXPOSED TO AS MANY CULTURAL TRADITIONS AND HERITAGES AS POSSIBLE.

WE WOULD LIKE TO CELEBRATE YOUR CHILD'S BIRTHDAY IN SCHOOL! FOR PRIMARY STUDENTS, AT LEAST THREE DAYS PRIOR TO YOUR CHILD'S BIRTHDAY, PLEASE BRING A PHOTO FROM EACH YEAR OF YOUR CHILD'S LIFE SO THAT HE/SHE MAY BUILD A TIMELINE. FOR YCC STUDENTS, PLEASE SEND THE PHOTOS WITH YOUR CHILD ON THE DAY OF THE CELEBRATION. USING THE PHOTOS, YOUR CHILD SHARES THE STORY OF HIS/HER LIFE WITH THE CLASS. PLEASE DO NOT BRING OR SEND TREATS.

IN YCC, PARENTS ARE WELCOME TO JOIN OUR BIRTHDAY CIRCLE—PLEASE CALL TO ARRANGE YOUR ATTENDANCE AND TO DISCUSS PROCEDURES. IN PRIMARY, BIRTHDAY CELEBRATIONS ARE FOR STUDENTS ONLY.

****PLEASE DO NOT DISTRIBUTE INVITATIONS TO PRIVATE BIRTHDAY PARTIES AT SCHOOL UNLESS EVERY CHILD IN THE SCHOOL IS INVITED.****

FIELD TRIPS (GOING OUT)

THROUGHOUT THE YEAR EDUCATIONAL GOING OUT DAYS WILL BE PLANNED. THE CHILDREN WILL BE TRANSPORTED BY

CAR, BUS, WAGON, OR ON FOOT. IF TRAVELING BY CAR, AGE APPROPRIATE CAR SEATS ARE REQUIRED. FOR EACH TRIP INVOLVING TRANSPORTATION BY CAR, THERE WILL BE A PERMISSION SLIP THAT MUST BE SIGNED BY THE PARENT/LEGAL GUARDIAN.

PARENTS/LEGAL GUARDIANS MAY BE ASKED TO DRIVE FOR FIELD TRIPS, AND THEN MUST SHOW A VALID DRIVER'S LICENSE AND PROOF OF INSURANCE AND CURRENT REGISTRATION FOR THEIR VEHICLE.

FOR WALKING AND BUS ACTIVITIES, PARENTS/LEGAL GUARDIANS WILL SIGN A ONE-TIME PERMISSION SLIP AT THE BEGINNING OF EACH SCHOOL YEAR.

FOR EACH ACTIVITY, THERE WILL BE A LIST OF EMERGENCY CONTACT INFORMATION AND A FIRST AID KIT TRAVELING WITH THE CHILDREN. IF THERE IS AN ACCIDENT, THE VEHICLE WILL PULL OFF TO THE SIDE OF THE ROAD AND PUT ON HAZARDS. EACH CAR WILL HAVE A CELL PHONE AND 911 WILL BE CALLED IF NECESSARY. ALL PARENTS/GUARDIANS WILL BE CALLED IMMEDIATELY.

ROLL CALL WILL BE TAKEN BEFORE LEAVING FOR ANY FIELD TRIP, WHEN WE REACH OUR DESTINATION, BEFORE LEAVING TO RETURN TO SCHOOL, AND WHEN WE ARRIVE BACK AT SCHOOL. WE WILL ALSO BE TAKING HEAD COUNTS THROUGHOUT THE DAY.

STUDENT SUPERVISION/CHILD RELEASE

YOUR CHILD'S SAFETY IS OUR HIGHEST PRIORITY. OUR PROCEDURE FOR IDENTIFYING WHERE CHILDREN ARE AT ALL TIMES IS AS FOLLOWS:

ADULT STAFF CONTINUOUSLY MOVE THROUGH THE SCHOOL SPACES TO ENSURE THAT EACH CHILD IS VISIBLE AND SAFE.

WE USE A SIGN IN/OUT SHEET FOR DAILY ATTENDANCE. PLEASE SIGN YOUR FULL NAME WHEN COMPLETING THE SIGN-IN/OUT PROCESS.

ALL CHILDREN ARE WITH THE DIRECTRESSES, DIRECTOR, OR ASSISTANT AT ALL TIMES.

WE WILL RELEASE YOUR CHILD ONLY TO THOSE PEOPLE FOR WHOM WE HAVE WRITTEN AUTHORIZATION. ALL NON-PARENT OR NON-LEGAL GUARDIANS MUST SHOW A CURRENT PHOTO ID IF THE STAFF HAS NOT PREVIOUSLY BEEN INTRODUCED TO THEM BY THE PARENT/LEGAL GUARDIAN.

IF PARENTS OR OTHER AUTHORIZED PERSON DOES NOT SHOW UP TO PICK UP A CHILD WITHIN THE EXPECTED TIME PERIOD, THEN EMERGENCY CONTACTS OR AUTHORITIES WILL BE CALLED.

IF A PERSON ATTEMPTS AN UNAUTHORIZED PICK-UP OF A CHILD, PARENTS OR OTHER EMERGENCY CONTACTS WILL BE IMMEDIATELY NOTIFIED AND THE PERSON WILL BE ASKED TO LEAVE SCHOOL GROUNDS. POLICE WILL BE CALLED AT THE DISCRETION OF THE STAFF.

COMMUNICATION/CONFERENCES

AT BRECKENRIDGE MONTESSORI WE ENCOURAGE OPEN COMMUNICATION BETWEEN PARENTS AND SCHOOL STAFF. WE ARE ADVOCATES FOR YOUR CHILD AND WANT TO WORK IN COOPERATION WITH YOU TO PROVIDE THE MOST POSITIVE EXPERIENCE FOR YOUR CHILD AND YOUR FAMILY.

****YOU SHOULD ALWAYS HAVE YOUR CELL PHONE TURNED ON WHEN YOUR CHILD IS IN SCHOOL SO THAT YOU CAN BE REACHED IN CASE OF EMERGENCY.****

PARENT/TEACHER CONFERENCES ARE SCHEDULED THREE TIMES PER YEAR. AT LEAST ONE PARENT/GUARDIAN FROM EACH FAMILY IS EXPECTED TO ATTEND CONFERENCES. ADDITIONAL CONFERENCES CAN BE SCHEDULED AT THE REQUEST OF THE PARENTS OR THE TEACHERS. DURING CONFERENCES, THE COMMUNITY IS CLOSED FOR THE DAY. NO CHILDCARE IS PROVIDED DURING CONFERENCES AND YOUR CHILD CANNOT ATTEND THE CONFERENCE.

PLEASE ADDRESS DAILY QUESTIONS OR CONCERNS TO STAFF IN WRITING (GIVE THEM A NOTE!) AND THEY WILL GET BACK TO YOU IN A TIMELY MANNER. THERE IS ALSO A LOCKED SUGGESTION BOX OUTSIDE OF THE SCHOOL.

IN KEEPING WITH OUR COMMITMENT TO THE ENVIRONMENT, MOST COMMUNICATION FROM THE DIRECTOR TO PARENTS OCCURS VIA EMAIL. PLEASE MAKE SURE THAT THE DIRECTOR HAS YOUR CURRENT EMAIL ADDRESS ON FILE.

PARENT EDUCATION

THROUGHOUT THE YEAR, PARENTS ARE EXPECTED TO ATTEND OUR MONTESSORI EVENINGS FOR PARENTS. THESE NIGHTS ARE FOR THE PARENTS TO LEARN ABOUT THE CURRICULUM AND PHILOSOPHIES OF THE MONTESSORI CLASSROOM. THERE IS TIME AFTER TEACHER PRESENTATIONS TO ASK QUESTIONS AND TO SOCIALIZE WITH OTHER PARENTS. LIGHT REFRESHMENTS ARE SERVED. NO CHILDCARE IS PROVIDED.

WE ALSO ENCOURAGE YOU TO BORROW BOOKS FROM OUR LENDING LIBRARY, AND TO VIEW OUR FAMILY PARTNERSHIP

NOTEBOOK. THESE RESOURCES CONTAIN INFORMATION ON MONTESSORI PHILOSOPHY, BEST PRACTICE PARENTING, SCHOOL POLICY, AND OTHER TOPICS. THE LENDING LIBRARY AND FAMILY PARTNERSHIP NOTEBOOK ARE LOCATED IN THE DIRECTOR'S OFFICE.

VOLUNTEERS

WE WELCOME AND ENCOURAGE PARENTAL SUPPORT AND PARTICIPATION THROUGHOUT THE SCHOOL YEAR. WE HAVE STANDING PARENT COMMITTEES THAT WE ENCOURAGE OUR PARENTS TO JOIN. ONE SUCH COMMITTEE IS FUNDRAISING. WE DO FUNDRAISING PROJECTS THROUGHOUT THE YEAR, AS FUNDRAISING IS PART OF OUR BUDGET AS A NON-PROFIT ORGANIZATION. ANY INVOLVEMENT YOU COULD HAVE IN THIS PROCESS WOULD BE GREATLY APPRECIATED. WE ALSO SOMETIMES ASK PARENTS TO VOLUNTEER FOR FIELD TRIPS, CLASS DUTY, AND OTHER SCHOOL EVENTS. PLEASE LET US KNOW OF YOUR IDEAS AND SPECIAL SKILLS.

****THERE ARE NO REQUIRED VOLUNTEER HOURS OR VOLUNTEER FEES AT BRECKENRIDGE MONTESSORI.****

OBSERVATIONS

OBSERVING IN OUR CLASSROOMS IS ENCOURAGED! THE CHILDREN ARE PROUD TO SHOW YOU THEIR SCHOOL AND THEIR WORK. PARENTS ARE REQUIRED TO OBSERVE THE CLASSROOM AT LEAST THREE TIMES PER YEAR.

OBSERVATIONS CAN BE SCHEDULED AFTER A 4-6 WEEK ADJUSTMENT PERIOD AFTER YOUR CHILD BEGINS SCHOOL.

PLEASE CALL TO SET UP AN APPOINTMENT TO OBSERVE AS OFTEN AS YOU LIKE.

UPON ENTERING THE BUILDING, ALL VISITORS ARE ASKED TO SIGN IN IN OUR VISITOR'S LOG BOOK. WE ASK ALL VISITORS TO RESPECT THE CHILDREN AND THEIR ENVIRONMENT BY OBSERVING IN A WAY THAT DOES NOT INTERRUPT THE DAILY SCHOOL ROUTINE. PLEASE READ OUR HANDOUT "OBSERVING AT BRECKENRIDGE MONTESSORI" BEFORE YOUR SCHEDULED OBSERVATION TIME SO THAT YOU CAN COME PREPARED.

HEALTH POLICY AND PROCEDURES

CHILDREN SHOULD NOT ATTEND SCHOOL WITH FEVER, HEAVY RUNNY NOSE, GREEN RUNNY NOSE, COUGH, SORE THROAT, VOMITING, GREEN OCULAR (EYE) DISCHARGE, DIARRHEA, OR OTHER SYMPTOMS OF ILLNESS.

****CHILDREN MUST BE WELL FOR A FULL 24 HOURS BEFORE RE-ATTENDING SCHOOL AFTER ANY ILLNESS.****

IF A CHILD BECOMES ILL AT SCHOOL, THE PARENT LEGAL GUARDIAN WILL BE CONTACTED AND ASKED TO PICK UP THE CHILD IMMEDIATELY. IF THE SICK CHILD IS NOT PICKED UP WITHIN 30 MINUTES, EMERGENCY CONTACTS WILL BE CALLED.

PLEASE NOTIFY THE SCHOOL IN WRITING IF YOUR CHILD HAS BEEN EXPOSED TO A COMMUNICABLE ILLNESS SUCH AS PINK EYE OR STREP THROAT.

ANY ALLERGIES MUST BE REPORTED TO SCHOOL STAFF IN WRITING SO THAT APPROPRIATE MEASURES CAN BE TAKEN.

ALL PRE-SCHOOL CHILDREN ARE REQUIRED BY LAW TO HAVE CURRENT IMMUNIZATIONS AND AN ANNUAL PHYSICAL EXAM. IF EXEMPT FROM IMMUNIZATIONS, A PHYSICIAN, PARENT/LEGAL GUARDIAN MUST PROVIDE WRITTEN REASON TO THE SCHOOL BEFORE ENROLLMENT, ALONG WITH A STATEMENT THAT THE CHILD IS IN GOOD HEALTH. IMMUNIZATION AND HEALTH FORMS MUST BE UPDATED ANNUALLY FOR OUR SCHOOL FILES.

****IF YOUR CHILD HAS BEEN DIAGNOSED WITH ANY TYPE OF DEVELOPMENTAL DELAY INCLUDING SPEECH, PHYSICAL, SOCIO-EMOTIONAL, OR SENSORY INTEGRATION DISORDER, WE REQUIRE THAT YOU DISCLOSE THIS INFORMATION TO US ON YOUR APPLICATION FORM. PLEASE PROVIDE COMPLETE INFORMATION SO THAT WE CAN BEST TEACH YOUR CHILD. FAILURE TO DISCLOSE RELEVANT MEDICAL INFORMATION AT THE TIME OF APPLICATION COULD RESULT IN LOSS OF ENROLLMENT FOR YOUR CHILD.****

BRECKENRIDGE MONTESSORI EMPLOYS A CHILD CARE HEALTH CONSULTANT WHO WORKS WITH OUR STAFF MONTHLY TO DEVELOP APPROPRIATE PRACTICES FOR OUR SCHOOL. PLEASE CONTACT THE DIRECTOR WITH SPECIFIC QUESTIONS OR CONCERNS REGARDING THESE HEALTH POLICIES.

WE HAVE A REFERRAL PROCESS FOR SOCIO-EMOTIONAL OR PHYSICAL/MEDICAL EVALUATION AND SERVICES IF NEEDED.

MAKE-UP DAYS

THERE ARE UP TO THREE MAKE-UP DAYS/ANNUM FOR SICKNESS AT BRECKENRIDGE MONTESSORI. WHEN YOUR CHILD HAS A DOCUMENTED SICK DAY, A CREDIT WILL BE

RECORDED. CREDITS ARE NOT AWARDED FOR PERSONAL DAYS OR VACATIONS.

ONE MAKE UP DAY IS USED WHEN YOUR CHILD ATTENDS ANYTIME WHEN HE/SHE IS NOT NORMALLY SCHEDULED. IF YOUR CHILD ATTENDS FOR A NORMALLY UNSCHEDULED HALF DAY OR FOR A FULL DAY, ONE OF THE THREE FULL MAKE UP DAYS IS USED (IE YOU DO NOT GET TO USE TWO ½ DAY CREDITS FOR MISSING A FULL DAY).

THERE IS NO GUARANTEE THAT THERE WILL BE ADEQUATE SPACE TO ALLOW CREDITED MAKE-UPS TO BE USED. PARENTS ARE NOT TO ASK THE TEACHERS ABOUT MAKE-UP DAY AVAILABILITY. ALL DISCUSSION OF MAKE-UP DAYS MUST GO THROUGH THE DIRECTOR. THE DIRECTOR WILL CALL OR EMAIL PARENTS WHO HAVE CREDITS REGARDING AVAILABILITY FOR A MAKE-UP DAY.

MEDICATIONS

AT BRECKENRIDGE MONTESSORI, WE OPERATE ACCORDING TO THE NURSE PRACTICE ACT. ANY AND ALL MEDICATIONS (INCLUDING VITAMINS AND SUPPLEMENTS) MUST BE PRE-APPROVED BY THE TEACHER TO BE GIVEN AT SCHOOL.

****YOU MUST PROVIDE A WRITTEN PARENTAL/GUARDIAN PERMISSION ALONG WITH A WRITTEN AUTHORIZATION STATEMENT FROM YOUR CHILD'S PHYSICIAN IF A MEDICATION MUST BE GIVEN AT SCHOOL.****

ALL MEDICATION MUST BE IN ITS ORIGINAL, LABELED CONTAINER. IT IS YOUR RESPONSIBILITY TO BRING THE MEDICATIONS TO SCHOOL AND GIVE THEM DIRECTLY TO OUR STAFF. MEDICATIONS WILL BE STORED IN A CLEAN, LOCKED CONTAINER, OUT OF REACH OF CHILDREN.

****NEVER PACK MEDICATIONS, VITAMINS, OR SUPPLEMENTS IN YOUR CHILD'S LUNCH.****

SUNSCREEN/WEATHER

THE COLORADO DIVISION OF CHILD CARE REQUIRES THAT ALL CHILDREN WEAR SUNSCREEN DURING OUTDOOR PLAY. THE SCHOOL WILL ADMINISTER SUNSCREEN WITH AN SPF OF 15 OR GREATER. PARENTS/LEGAL GUARDIANS MUST SIGN A PERMISSION SLIP FOR APPLICATION OF SUNSCREEN. WE ALSO ASK THAT YOU PROVIDE SUN HATS AND SUNGLASSES.

IT IS UNUSUAL FOR EXCESSIVELY HOT WEATHER IN BRECKENRIDGE, BUT IF WE DO REACH THESE TEMPERATURES, CHILDREN WILL BE PROVIDED WITH SHADE AND PLENTY OF WATER.

IN THE EVENT OF EXTREME TEMPERATURES, EITHER HOT OR COLD, THE STAFF AND/OR DIRECTOR WILL MAKE THE DECISION TO HAVE THE CHILDREN PLAY INSIDE OR OUTSIDE. THIS DECISION WILL BE BASED ON REAL TEMPERATURE, TEMPERATURE WITH WIND-CHILL, AND STRENGTH OF PRECIPITATION.

DIAPERING/TOILETING

ALL CHILDREN ENROLLED AT BRECKENRIDGE MONTESSORI MUST BE USING THE TOILET INDEPENDENTLY OR BE IN A TRANSITIONARY PERIOD FROM DIAPERS TO TOILET. WE ARE WILLING TO SUPPORT OUR CHILDREN DURING THIS TRANSITIONARY PERIOD, AND ENCOURAGE MULTIPLE SPARE CLOTHING CHANGES AS NECESSARY.

ALL DIAPERING/TOILETING IS PERFORMED IN ACCORDANCE WITH UNIVERSAL PRECAUTIONS SAFETY PROCEDURES.

STUDENTS IN THE YOUNG CHILDREN'S COMMUNITY ARE GIVEN THE OPPORTUNITY TO USE THE TOILET MULTIPLE TIMES THROUGHOUT THE DAY WITH STAFF SUPERVISION.

CHILDREN IN THE PRIMARY ENVIRONMENT ARE EXPECTED TO USE THE TOILET INDEPENDENTLY. THEY NOTIFY A TEACHER THAT THEY ARE GOING TO THE BATHROOM, AND ARE EXPECTED TO USE THE BATHROOM ONE AT A TIME.

HANDWASHING

STUDENTS ARE TAUGHT APPROPRIATE HANDWASHING PRACTICES AND MUST WASH HANDS AFTER TOILETING, DIAPERING, AFTER OUTSIDE PLAY, BEFORE EATING, AFTER NOSE BLOWING OR WIPING, AFTER ART ACTIVITIES, AND WHENEVER HANDS ARE DIRTY.

CHILDREN START OUT SUPERVISED IN THEIR HANDWASHING ACTIVITY, AND WORK TOWARDS INDEPENDENCE.

FIRST AID/CPR/UNIVERSAL PRECAUTIONS

STAFF MEMBERS WILL HAVE CURRENT FIRST AID, CPR, AND UNIVERSAL PRECAUTIONS CERTIFICATIONS. THE SCHOOL MAINTAINS FIRST AID EQUIPMENT RECOMMENDED BY THE STATE IN AN ACCESSIBLE AREA, OUT OF REACH OF THE CHILDREN. AT LEAST ONE STAFF MEMBER WILL BE CERTIFIED IN MEDICATION ADMINISTRATION.

EMERGENCY RESPONSE

FIRE: CHILDREN PRACTICE A ROUTINE FIRE DRILL ON A REGULAR BASIS. THERE IS A PLANNED EVACUATION ROUTE POSTED IN EACH ROOM OF THE SCHOOL.

MISSING CHILD: POLICE WILL BE NOTIFIED IMMEDIATELY AND THEN THE PARENTS/LEGAL GUARDIANS WILL BE NOTIFIED. ALL EFFORTS WILL BE FOCUSED ON FINDING THE CHILD AS SOON AS POSSIBLE. A LEGAL REPORT WILL BE SUBMITTED TO THE DEPARTMENT OF HUMAN RESOURCES WITHIN 48 HOURS.

ACCIDENT/INJURY: BRECKENRIDGE MONTESSORI STRIVES TO PREVENT INJURY AND ACCIDENT BY APPROPRIATE SUPERVISION AND ARRANGEMENT OF OUR ENVIRONMENT. IF, HOWEVER, AT ANY TIME A CHILD BECOMES INJURED, FIRST AID WILL BE PERFORMED AND, IF NECESSARY, EMERGENCY PERSONNEL WILL BE CALLED.

EMERGENCY EVACUATION: IN THE EVENT OF AN EMERGENCY, THE TEACHERS AND STUDENTS WILL IMMEDIATELY EVACUATE THE BUILDING IN ORDER TO GO TO THE BRECKENRIDGE FIRE DEPARTMENT NEXT DOOR. IN THE EVENT THAT THE FIRE DEPARTMENT IS NOT AVAILABLE, THE BACK UP LOCATION WILL BE THE BRECKENRIDGE COUNTY BUILDING.

INCIDENT REPORTS

SERIOUS ACCIDENTS AND INJURIES WILL BE RECORDED AND PARENTS/LEGAL GUARDIANS WILL BE NOTIFIED. PARENTS AND STAFF WILL SIGN AN INCIDENT REPORT DETAILING THE INCIDENT. A COPY OF THE INCIDENT REPORT WILL REMAIN IN THE CHILD'S SCHOOL FILE AND A COPY WILL BE GIVEN TO THE PARENT.

PLAYYARD:

ALL PLAYYARD EQUIPMENT IS VISUALLY INSPECTED DAILY BY STAFF BEFORE CHILDREN BEGIN TO PLAY ON IT. AT LEAST ONE STAFF MEMBER WILL BE OUTSIDE WITH CHILDREN AT ALL TIMES WHEN CHILDREN ARE USING THE PLAYYARD IN KEEPING WITH LICENSING REQUIREMENTS.

APPROPRIATE RESILIENT SURFACING IS INSTALLED UNDER PLAY EQUIPMENT ALLOWING FOR RECOMMENDED PROTECTION FROM FALL HEIGHTS IN ACCORDANCE WITH THE HANDBOOK OF PLAYGROUND SAFETY PUBLISHED BY THE CONSUMER PROTECTION AGENCY.

CHILDREN ARE FAMILIAR WITH RULES OF THE PLAYYARD BEFORE DURING AND AFTER USE OF PLAYYARD. AT BRECKENRIDGE MONTESSORI WE ENCOURAGE INCLUSION OF OTHERS IN GAMES AND FRIENDLY COOPERATIVE ACTIVITIES, DEVELOPMENT OF FINE AND GROSS MOTOR SKILLS THROUGH PLAY, SAND ACTIVITIES, ROLE PLAY, AND USE OF OUR PLAY EQUIPMENT.

WE DO NOT PERMIT PUSHING, HITTING, TAKING OF TOYS, WRESTLING, INAPPROPRIATE LANGUAGE, AND INTIMIDATING BEHAVIOR OF ANY KIND. WE WORK TO RESOLVE THESE ISSUES WITH OUR STUDENTS IN THE SPIRIT OF PEACE, ACCEPTANCE, AND LOVE. WE HAVE A REFERRAL PROCESS FOR SOCIO-EMOTIONAL EVALUATION IF NEEDED.

DISCIPLINE

THE MONTESSORI CLASSROOM IS BASED UPON CHILDREN WORKING SPONTANEOUSLY WITH MATERIALS THAT ARE

SELF-TEACHING AND CORRECTING, ALLOWING CHILDREN TO DEVELOP INNER DISCIPLINE.

WHEN TEACHER INTERVENTION IS NEEDED, WE WILL USE GENTLE WORDS IN HOPES OF RESOLVING THE SITUATION. WE TEACH CHILDREN THE SKILLS OF PEACEFUL CONFLICT RESOLUTION APPROPRIATE TO THEIR DEVELOPMENTAL STAGE. WE ALWAYS WORK TO RESOLVE CLASSROOM ISSUES IN THE SPIRIT OF PEACE, ACCEPTANCE, AND LOVE. WE DO NOT PERMIT CORPORAL PUNISHMENT, HUMILIATION, TEASING, OR THREATS.

AT TIMES, CHILDREN CANNOT BE REDIRECTED AND MAY NEED TO TAKE A BREAK. IF THIS OCCURS, THEY WILL BE INVITED TO FIND A SPACE WHERE THEY CAN CALM THEMSELVES DOWN AND RE-FOCUS FOR AS LONG AS THEY NEED BEFORE REJOINING THE GROUP. AT A NEUTRAL TIME, WE WILL DISCUSS THE MATTER WITH THE CHILD WHILE ALWAYS STRESSING TO THE CHILD THAT WE ACCEPT THEM AND LOVE THEM AND THAT THEY ARE WELCOME IN OUR CLASSROOM.

WE HAVE A REFERRAL PROCESS FOR SOCIO-EMOTIONAL OR PHYSICAL/MEDICAL EVALUATION AND SERVICES IF NEEDED.

IF AT ANY TIME A CHILD POSES A THREAT TO OTHER CHILDREN'S OR TO STAFF SAFETY BECAUSE OF PERSISTENT OR EXTREME BEHAVIORAL PROBLEMS, PARENTS WILL BE NOTIFIED. THE CHILD MAY BE SENT HOME FOR THE DAY, OR FOR A LONGER PERIOD IF THE BEHAVIOR IS DANGEROUS. FOR THESE CHILDREN, A MEETING WITH THE LEAD TEACHER AND THE DIRECTOR IS SCHEDULED AND THE REFERRAL PROCESS WILL BEGIN.

IF PARENTS DO NOT PURSUE THE REFERRAL AND/OR FOLLOW THE RECOMMENDATIONS OF THE TEAM AND STAFF, THEY MAY FORFEIT THEIR CHILD'S ENROLLMENT AT BRECKENRIDGE

MONTESSORI. TUITION WILL NOT BE REIMBURSED UNDER THESE CIRCUMSTANCES.

CHILD ABUSE

THE STAFF OF BRECKERIDGE MONTESSORI IS MANDATED BY LAW TO REPORT TO THE DEPARTMENT OF HUMAN SERVICES ANY INCIDENTS OF SUSPECTED CHILD ABUSE OR NEGLECT. THE PHONE NUMBER FOR THE SUMMIT COUNTY DEPARTMENT OF SOCIAL SERVICES IS (970) 668-9160.

NON-DISCRIMINATION

BRECKENRIDGE MONTESSORI IS IN FULL COMPLIANCE WITH FEDERAL AND STATE ANTI-DISCRIMINATION LEGISLATION. WE DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, NATIONAL ORIGIN, ETHNICITY, DISABILITY, GENDER, OR SEXUAL ORIENTATION.

GOVERNANCE

BRECKENRIDGE MONTESSORI IS GOVERNED BY THE BOARD OF DIRECTORS, WHICH MEETS QUARTERLY, AND THE DIRECTOR. WE WELCOME PARENT INPUT AND ATTENDANCE AT OUR BOARD OF DIRECTOR MEETINGS.

PARENT HANDBOOK

THE BRECKENRIDGE MONTESSORI PARENT HANDBOOK IS PUBLISHED ANNUALLY AND MUST BE READ BY ALL STAFF AND PARENTS/LEGAL GUARDIANS OF CHILDREN ATTENDING BRECKENRIDGE MONTESSORI.

A SIGNATURE PAGE ACKNOWLEDGING THIS PROCESS (FOUND AS LAST PAGE OF HANDBOOK) MUST BE TURNED INTO THE DIRECTOR ANNUALLY AND BEFORE YOUR CHILD CAN BEGIN SCHOOL AT BRECKENRIDGE MONTESSORI.

RARELY, THE PARENT HANDBOOK MAY BE CHANGED DURING THE SCHOOL YEAR. PARENTS AND STAFF WILL BE EMAILED THE NEW VERSION AND COMMENTS ARE ALWAYS APPRECIATED.

ACCREDITATIONS

BRECKENRIDGE MONTESSORI IS A STATE LICENSED CHILD CARE VIA THE COLORADO DEPARTMENT OF HUMAN SERVICES DIVISION OF CHILD CARE. IF, AT ANY TIME, A PARENT AT OUR SCHOOL HAS A LICENSING CONCERN REGARDING THIS FACILITY, THE DIVISION OF CHILDCARE CAN BE REACHED AT (303) 866-5958, OR 1575 SHERMAN ST., FIRST FLOOR, DENVER, CO 80203-1714.

BRECKENRIDGE MONTESSORI IS A FULL MEMBER SCHOOL OF THE AMERICAN MONTESSORI SOCIETY.

BRECKENRIDGE MONTESSORI IS AN ECO-HEALTHY CHILD CARE AS DESIGNATED BY THE OREGON ENVIRONMENTAL COUNCIL. BRECKENRIDGE MONTESSORI ACHIEVED A 3 (OUT OF 4) STAR QUALISTAR CHILD CARE RATING.

**PLEASE DETACH THIS PAGE AND RETURN TO
BRECKENRIDGE MONTESSORI**

**I HAVE READ THE BRECKENRIDGE MONTESSORI
PARENT HANDBOOK AND AGREE TO ABIDE BY
THE POLICIES AND PROCEDURES DESCRIBED
THEREIN. I UNDERSTAND THAT IF I DO NOT
COMPLY, I MAY FORFEIT MY CHILD'S
ENROLLMENT PRIVILEGES.**

PARENT/GUARDIAN SIGNATURE:

CHILD'S NAME:

DATE: