



Parent Handbook

1116 Echo Hollow Rd.
Eugene, OR 97402
(541) 214-3575

Revised September 2019

TABLE OF CONTENTS

| | |
|---------------------------------------------------|----|
| Welcome..... | 6 |
| Mission Statement | 7 |
| Values: | 7 |
| Beliefs: | 7 |
| Goals: | 7 |
| Anti-Bias/Anti-Racism (ABAR) Statement..... | 8 |
| Philosophy and Inclusion Statement | 9 |
| Enrollment | 12 |
| Supplies | 13 |
| Infant Classroom | 13 |
| Pre-Primary Classroom..... | 13 |
| Primary Classroom | 14 |
| Arrival/Departure..... | 14 |
| Transparent Classroom | 14 |
| Transitions | 16 |
| Infant to Pre-Primary | 16 |
| Pre-Primary to Primary..... | 16 |
| Classroom/Transition Readiness | 16 |
| Pre-Primary Classroom..... | 17 |
| Primary Classroom | 17 |
| Birthday Celebrations | 18 |
| Summer Camps..... | 18 |
| Student Evaluations & Screenings | 18 |
| Family Surveys | 19 |
| Observations | 19 |
| Transportation/Alternate People for Pick Ups..... | 20 |
| Clothing | 21 |
| Extra Clothing..... | 22 |
| Wet Bag..... | 22 |
| Diaper and Wipes | 22 |
| Community Space..... | 23 |

| | |
|-------------------------------------------|----|
| Parent Conferences | 23 |
| Privacy and Personal Responsibility | 23 |
| Field Trips | 24 |
| Newsletter..... | 24 |
| Screen Time..... | 24 |
| Diaper Rash Cream..... | 24 |
| Sunscreen..... | 25 |
| Animals in the Center | 25 |
| School Records | 26 |
| Bathroom Procedures..... | 27 |
| Consent Statement | 28 |
| Parent Involvement | 29 |
| Montessori 101 | 29 |
| Wish Lists..... | 30 |
| Classroom/Field Trip Volunteers | 30 |
| Food..... | 31 |
| Discipline..... | 33 |
| Biting..... | 34 |
| Adult Expectations..... | 34 |
| Social Media Policy | 35 |
| Photographs and Publicity | 35 |
| Regulation of the Behavior of Adult | 35 |
| Oregon’s Illness or Injury Policy | 36 |
| Zora Montessori’s Illness Policy..... | 38 |
| Medicines | 39 |
| Medical Emergencies..... | 39 |
| Incident Reports..... | 39 |
| Head Injury | 40 |
| Emergency Procedures..... | 40 |
| Door Code | 40 |
| Lockdown Policy | 41 |
| Weather | 42 |
| Air Quality..... | 42 |
| Snow Days..... | 42 |
| Holidays | 43 |
| Tuition and Late Payment/NSF Fees..... | 44 |

| | |
|--------------------------------------------------------|----|
| Employment Related Day Care | 45 |
| Recurring Payments | 45 |
| Scheduled Hours, Closing Time, Late Pick-Up Fees | 45 |
| Other | 46 |
| Contact Information | 47 |
| New Student Checklist..... | 48 |

Welcome

Welcome to Zora Montessori! We are excited to get to know all our families and children during this school year. Our mission is to provide quality education and care for every child we encounter. We recognize that children don't thrive in a vacuum. Education, interpersonal relationships, home, community, and culture all play a role. Zora Montessori combines all of them to provide quality Montessori education that activates inquisitive minds, prepares children for a lifetime of independence, and inspires learning.

This handbook includes information about enrollment procedures, illness policies, volunteer requirements, and other important details. Zora Montessori is licensed by the Office of Office of Childcare. Our license number is CC503495. Our provider number, for Employment Related Day Care is KYS00015. All documents related to licenses are available for review at the school. For any questions of concerns about our license, you may contact the Early Learning Division at 800-566-6616.

Mission Statement

Zora Montessori is committed to the Montessori pedagogy and philosophy for the education of children in the first plane of development. Our school fosters learning through concrete, sensorial, reality-based experiences, and are unique to each child in our care. We believe that children are individuals and their education must be catered to their specific developmental needs. Our school cultivates self-expression, functional independence, self-confidence, self-esteem, and collaboration. We encourage our students to grow and be challenged to become empathetic members of the global community.

Values:

- Holistic Education
- Anti-Bias/Anti-Racism Examination
- Respect
- Self-Reflection

Beliefs:

- Provide real tools with real purpose
- Accessibility to all materials and furniture scaled down to the appropriate size for young children
- Order, everything having a place, limited clutter
- A space for beauty and intrinsic motivation to flourish

Goals:

- Support the Montessori philosophy in allowing all children to develop on their own time
- Use gentle and clear language which is developmentally appropriate
- Providing safe opportunities to exercise will in order to create self-regulation
- Foster and cultivate the love of learning
- To build connections with families through schoolwide community events, daily interactions, Montessori 101 and individual meetings on children's progress

Anti-Bias/Anti-Racism (ABAR) Statement

Zora Montessori recognizes that biases are inherent in our world. That can include biases for or against racial/ethnic backgrounds, culture, language, gender expression, sexual orientation, family structure, cognitive or physical ability, economic class, and religion. We recognize that every person—staff, parent, child—at Zora Montessori experiences privilege and oppression differently. It is our duty as Montessori early educators to prepare our staff and environment to provide an inclusive space for every member of our community.

Zora Montessori is committed to taking a proactive approach to eliminating biases and/or racism in our environment. To that end, Zora Montessori is committed to:

- Engaging in yearly ABAR training for all staff members
- Recognizing the biases and privilege that permeate our interactions with families, staff, and children
- Supporting each other in understanding and dismantling our personal biases and privilege
- Restructuring our systems to eliminate barriers to accessing quality education
- Incorporating lessons that teach how to acknowledge, honor, and celebrate our students, staff, and family differences

Anti-bias/anti-racism work is ongoing due to the changing nature of a school community. It focuses on uplifting individuals to be proud of their uniqueness while honoring other individual's differences. Zora Montessori is dedicated to integrating ABAR education at all levels of the school community.

Philosophy and Inclusion Statement

Inclusion means everyone is included, regardless of ability, age, race, ethnicity, gender, sexual orientation, social and economic status. Everyone has the chance to participate and no one is excluded. The benefits of inclusion vary for the children, families, childcare staff, and everyone benefits from meaningful inclusion practices. The children learn to acknowledge and how to approach differences in everyone, develop mutual respect, learn different ways to socialize with peers, and engage in real-life experience on functioning in a community. The families have access to quality childcare while expanding their expectations for their children through recognizing and appreciating individual differences. The childcare staff gain valuable knowledge on how to work with children with individual needs, establish different learning techniques that benefit all children, and grow practical skills of how to work with different people with complex abilities. They also share knowledge about child development with other families or childcare providers. Children with special needs will be accepted into our program under the guidelines of the Americans with Disabilities Act (ADA).

STUDENT/CLASSROOM

Montessori philosophy believes that the classroom belongs to the children. The environment is arranged for children of all abilities to move freely through each classroom. All items, art, materials, furniture, bathrooms, and more are at the children's level to allow them to manipulate, explore, and rearrange according to their needs. There are various work surfaces: tables, floor work rugs, and lap tables. At the table a child may stand, sit or move furniture around to meet their needs. With rugs or lap tables a child may sit or kneel when working with the materials.

Montessori curriculum and classrooms are individualized to meet the needs of the children in the classroom. Inclusion is woven into every part of our day. Once a child is given a lesson on the material, they can choose that material anytime they would like. They can use the materials repeatedly and once they are finished, they return it to the shelf exactly the way it looked when it was taken off the shelf. This means it is ready for the next child to use. The routines vary according to age and abilities in the classrooms. Activities can be done individually or in small groups. Throughout the day children interact with each other to work collaboratively or to get their needs met. The Montessori classroom is built for the individual child as well as the community of children.

FAMILY

Zora Montessori understands and is aware that children are the number one priority in their families and these priorities are based on unique family values. Families are encouraged to share their priorities with lead teachers to allow collaborative successful support for children, families and staff. We accept every child because Montessori education is for the whole family, school and community. When our classrooms are full, we create a waitlist, on a first come, first served basis. If there is a child with Special Needs identified on the enrollment application, the lead teacher will meet with the family to develop a Special Health and Emergency Information plan.

To help parents stay engaged with the school, we provide monthly e-newsletters and parenting classes the second Saturday of every month during the school year. We use an online record keeping system, called Transparent Classroom, which allows the families to see daily progress of their child's work choices. In the Pre-Primary and Infant classroom, the information about snacks, toileting, bottles, and meals are recorded. This information is emailed to the family at the end of the day. We schedule parent teacher conferences in the fall and spring. We require ten hours of volunteer time from families. We ask what their strengths are and how they can contribute to the school. The more involved a child's family is in the contribution of the school, through volunteer work, the larger sense of community is fostered and instilled within the child.

After forty-five days of enrollment, the Ages and Stages Questionnaires (ASQs) are sent home with the families to complete. ASQs are sent again after the child has been enrolled for six months. If there are any concerns, we meet with the family to provide them with local resources in our community to seek outside sources to meet the medical and behavioral needs of all children. If Early Childhood Cares, or any other early intervention agencies, are involved we ask questions about and follow the child's individualized plan, to find the best way to support the children experiencing delays.

STAFF

Zora Montessori keeps all information regarding children confidential to protect the privacy of the child and the family. Confidential means, all current, potential, and formerly enrolled children will only be discussed between staff on-site. Written records are stored out of common spaces in the individual file belonging to the child/family. The staff will not release information, to another school or agency, about a child unless there is written permission

from the parent or guardian of the child. The confidential policy does not apply to the suspicion of abuse or neglect. All staff are mandatory reporters of child abuse and neglect.

Within the first two weeks of employment, the staff are given an orientation on the expectations at Zora Montessori. During the orientation we discuss our Anti-Bias/Anti-Racism statement, inclusion statement, and review the emergency plans. Once a year we close the school for an in-service day and review of procedures at the school. Once a month, all staff meet for a two-hour staff meeting and minutes are taken. During the meeting, diversity and inclusive practices, appropriate language, school policies, and debriefs on trainings the staff have attended are discussed.

The staff are sent the quarterly trainings offered through Quality Care Connections. We encourage staff to attend trainings related to Special Needs, Diversity and any other Core Knowledge Category they are lacking to move up in the Oregon Step Registry. We require staff to complete twenty-four hours of extended teacher training each year. We are members of Oregon Montessori Association and the information on their trainings is available by email to the staff. The lead teachers have scheduled preparation time every day and meet every other month. The Infant and Pre-Primary Teachers have time scheduled between 12:30 PM and 1:00 PM daily to collaborate or work independently.

OTHER

The staff at Zora Montessori will do everything we can to make exceptions and accommodations for children with temporary or ongoing special health needs. We will protect the identity of all children in our care and will remove a child's name when consulting health care professional or other similar service personnel.

Enrollment

We are licensed to care for children six weeks to twelve years of age. On your child's first day we ask families to arrive ten to fifteen minutes earlier than the scheduled drop off time, to allow the teachers to get the children's belongings into cubbies and settle into school. We have three age groups and classrooms during the school year. With opportunities for school age children to join us in the summer, depending on space in the Primary Classroom. Our age groups are as follow:

- **Nido (Infant Classroom):** Our infant room includes children as young as six weeks old to as old as eighteen months. Ratio of one teacher for every four children, no more than eight children enrolled in class.
- **Infant Community (Pre-Primary Classroom):** Children as young as fifteen months to as old as three years. Ratio of one teacher for every four children, no more than eight children enrolled in class.
- **Casa dei Bambini (Primary Classroom):** Children who are five years old by September 1st can complete their kindergarten year at Zora Montessori, after meeting with the lead teacher and director. Ratio of one teacher for every ten children*, no more than fifteen children enrolled in class. *Morning Work period, ratio drops to one teacher for every five children.

Supplies

Infant Classroom

Three to four full sets of clothes – no onesies for walking children

One sweater or jacket

One rain proof jacket

One pair of crib shoes or slippers for established walkers

One pair of water-resistant outdoor shoes

One hat or beanie (optional)

One crib sheet

One blanket

Anything else that may help your child feel more comfortable

Pacifier, stuffed animal, an item of clothing that smells like home, etc.

A package of diapers

A package of wipes

Diaper rash cream

Labeled breast milk and/or formula with first name, last initial

Three to four bottles

Pre-Primary Classroom

Three to four full sets of clothes - no onesies, overalls, or jeans

T-shirt, pants/shorts, underwear, and socks

One sweater or jacket

One rain proof jacket

One pair of shoes or slippers

One pair of water-resistant outdoor shoes

One hat or beanie (optional)

One crib sheet

One blanket

Anything else that may help your child feel more comfortable

One stuffed animal and/or pillow

A package of diapers

A package of wipes

Diaper rash cream

Primary Classroom

Three to four full sets of clothes - no overalls

T-shirt, pants/shorts, underwear, and socks

One sweater or jacket

One rain proof jacket

One pair of shoes or slippers

One pair of water-resistant outdoor shoes

One hat or beanie (optional)

One crib sheet

One blanket

Anything else that may help your child feel more comfortable

One stuffed animal and/or pillow

Arrival/Departure

All students will arrive and depart through our front door. All children must be escorted into the school by an adult and acknowledged by a staff member before the adult can leave. We use Transparent Classroom for attendance. Please remember to sign in and out on the iPad in each classroom.

Our school day begins at 8:30, please have your child(ren) at school by 8:20 to allow time for transition to the school day. If you are going to be late, please call, text, or email the school and let us know. **If you are arriving after 9:00 AM, you must call the school to let us know. We will not allow children to arrive after 9:30 AM as it disrupts the other children in class.** Exceptions are made, only after contacting the lead teacher, for approval of a late drop off.

During departures, if we are in the classroom, we ask that you wait in the entry way for your child. If we are outside, you may come out to retrieve your child.

Transparent Classroom

Transparent classroom is an online record keeping tool to connect the Montessori classroom with your home. Each lesson is compiled by lead teachers to describe what the work is, why

we do it and if applicable how to support the work at home. All aspects of Montessori education are about furthering development. If you ever have questions on your child's progress contact the lead teacher of your child's classroom. **Do not change the classroom pages on the iPad, please toggle between tabs to find your child's classroom.**

Aspects of Transparent Classroom:

- An account to access the directory of the children enrolled in your child's classroom
- Update or remove approved adults
- Daily or weekly updates on lessons and photographs
- The information tracked will follow your child during their whole time at Zora Montessori and keeps information from classroom to classroom
- For children under the age of three, daily tracking information about diaper changes, meals, snacks, bottles, and naps
- Online access to conference reports, attendance records, and more
- New student questionnaires will be sent to all families to help gather information about your child's home life in order to best suit their needs while they are enrolled in our school.
- Emails about your child will come from zoramontessori@gmail.com, if you respond to an email from Transparent Classroom please carbon copy the lead teacher of the classroom on your response.

Transitions

While there is some overlap of ages between the classrooms, there are set times when children will transition between the classrooms.

Infant to Pre-Primary

Children who are twelve months old on September 1st will remain in the infant classroom through the school year. They will visit the Pre-Primary classroom over the summer and transition into the Pre-Primary Classroom at the start of the new school year. A child who is showing developmental readiness, **AND** if there is a space available in the new classroom may transition earlier, after meeting with the lead teacher.

Pre-Primary to Primary

Children must be three years of age to transition to the primary classroom. Children who turn three between September 1st and January 1st of the following year will transition on their birthday (**provided they are developmentally ready for the primary classroom**), and after meeting with the lead teacher. Children who turn three after January 1st will remain in the Pre-Primary classroom through the school year. Depending on space, they can visit the Primary classroom over the summer.

Classroom/Transition Readiness

Around two to three months before a child is old enough to transition to the next classroom, the teachers will review the child's readiness to transition. They will work with the children to prepare them for the new classroom.

Here are some of the signs we look for to see if your child is ready to transition:

Pre-Primary Classroom

- At least eighteen months old
- Eating independently (weaned from bottle and sippy cups, able to feed oneself, learning how to use utensils)
- One nap a day (we nap in the afternoon)
- Practicing dressing/undressing themselves (pulling pants up/down, pulling tabs on the diaper, learning to put shoes on/take them off)
- Weaned from pacifier

Primary Classroom

- Independently toileting (no pullups or diapers) at home and school. (Your child cannot transition to the primary classroom if they are in diapers/pullups. We are not licensed to have any diapers/pullups in the primary classroom.)
 - Using the toilet at will with little reminders
 - Toileting independent of adults at home and at school
- Able to complete a work cycle (choosing work, restoring it to the shelf, respecting others workspace)
- Communication skills (understanding and following simple directions/signs, using sign language and/or clear words to communicate with peers/adults)
- Able to rest quietly on a mat for forty-five minutes.

Birthday Celebrations

At Zora, we talk about the children's trips around the sun. We ask that you please provide a picture, or more, from each year of your child's life, printed or emailed to the classroom lead teacher. We'll share details about each year of your child's life with the class. Please include information about where they were born, first words, when they walked, likes and dislikes, friends, family members, when they started school, etc. on the back of each picture or included in the email. We'll display the timeline in our classroom for one week for all our friends to enjoy. We appreciate your help in this meaningful history lesson of your child.

You can also choose to bring a low sugar snack to share with the class. Families may join us for the celebration by contacting the classroom lead to coordinate your visit.

Summer Camps

Intent to enroll will be emailed out to families in February. This gives the teachers an opportunity to see who will be at school for our summer camp program. We will resend the intent to enroll at the end of May to finalize our attendance and allow the teachers to take time off for summer trips.

Currently enrolled students have priority for camp signup. If there are any left-over slots, they will be opened to incoming students and/or the larger community.

All camps will have a onetime supply fee due at the start of each camp theme. These fees will be invoices within the two weeks prior to the start of each camp.

Student Evaluations & Screenings

The staff at Zora Montessori will do ongoing evaluations, observations, and record keeping, the first evaluation being within the first forty-five days of school. We ask that the nationally recognized "Ages & Stages Questionnaire" (ASQ) be completed by the parents, and then again annually when parents update paperwork. Please return it within fourteen days of the date you receive it. If there are any concerns about your child's development please call Early Childhood Cares, 541-346-2578, or Connect the Dots, 541-255-2681, for a free developmental screening and assessment. Or contact your child's pediatrician. If a referral needs to be made from the school, we will schedule a meeting with families and help

setup screening and assessment options for children in our care from the locations listed above. The school will contact the services on behalf of the family after receiving verbal or written consent.

Family Surveys

At enrollment, a Quality Rating and Improvement System Family Survey will be included with packets. Please take this survey home and return it after forty-five days of your child's enrollment. For current families, please return this survey within two weeks. This survey will be distributed annually and can be made in the preferred language spoken at home. The information collected from surveys will help guide the process of receiving input from families about our program. How to support the needs of the children in our care. How to contact families about children's interests and progress. To be accessible with program documents and forms. To feel welcome to observe or participate in the school's activities. To encourage families to share their culture freely. To allow opportunities for families to share skills with the classes which reflect their cultural backgrounds. Access to local community resources. To share educational occasions within the school and community at large. Access to the school's philosophy. Work on implementing family practices gathered from advisory groups with parents and lead teachers to help guide the school's program. These meetings will be held quarterly and announced in our newsletters, on our public Facebook page and webpage.

Observations

If you wish to observe your child in the classroom, we request that you make an appointment with the classroom teacher and respect the classroom rules for observers. We also request that you wait a minimum of six weeks after initial enrollment to observe your child in class. This will allow enough time for your child to adapt to the environment, learn the routine, and separate you from their time in the classroom.

Transportation/Alternate People for Pick Ups

Anyone picking up a child from school must be authorized by the parent or guardian. Parents must list first and last name of any adult authorized to pick up the child(ren) on the enrollment form. This list will be checked against the adult's ID to confirm parent authorization. Those deemed to be unauthorized will not be permitted to take the child unless the parent is contacted, and the arrangement is confirmed.

If there is to be a one-time pickup, parents can inform the classroom teacher of the adult's first and last name who will be picking up that day. That verbal authorization is only good for one pickup for the day in question. You may also log onto Transparent Classroom and add authorized pick up people at any time.

Children who are transported to and from school by bus or other vehicle that is not sponsored by Zora Montessori must plan directly with the individuals responsible for providing the transportation. Zora Montessori shall not be held liable for any incidents associated with transportation provided by outside entities.

Clothing

Montessori emphasized the importance of hands-on learning. Even our youngest students develop the skills of pouring juice, spreading butter, polishing shoes and mixing colors by practicing these tasks until they are mastered. As you may guess, the road to perfection is paved with trial and error, much of which comes home on your child's clothing. Because of the wide range of activities available, we recommend that children be dressed in washable, comfortable clothing.

In addition, outdoor play is a critical part of your child's physical and social development. For this reason, we ask that you recognize the following policies:

1. The children will play outside year-round. Please be sure that your child is dressed appropriately for all weather conditions.
2. Do NOT send your child(ren) in shoes without a heel strap.
3. Umbrellas must be left at the door.
4. Long necklaces and other costume jewelry are not permitted. They can cause serious injury.
5. No costume attire (hoods, masks, clothing, etc.) These are often distracting and non-conducive to our learning environment.

Bear in mind that the children will go outside regardless of the weather. Please make sure your child wears suitable clothing: jackets, gloves, and hats.

Please send your child with a pair of "inside shoes" to keep at school to wear during class time. These should be something that the child can easily put on and take off independently. No "big heads", characters, or light-ups please.

Clothing must be able to be put on and off by the child or allow for the child to receive limited help from an adult. No tied shoes, no overalls, or body suits unless your child can independently put these articles of clothing on and off by themselves without needing assistance from an adult.

Extra Clothing

Water activities, painting, sand play and occasional bathroom accidents frequently result in a need for clean, dry clothes. Three to four sets of clothing should ALWAYS be kept at the school. All extra clothing should be marked with the child's name. If wet or dirty clothes are sent home, please return a clean extra set of clothes the following day. An email will be sent once a week to update families on the clothing supply for your children.

Zora Montessori has a very limited supply of clothing for emergencies, but we find that children are often embarrassed and uncomfortable wearing clothes that do not belong to them or fit poorly. Please keep a spare set of clothes here at school for your child's sake.

Wet Bag

The school provides wet bags for each child enrolled. They need to be washed and returned as soon as possible as we will only provide one bag per child. A note will be made in Transparent Classroom to check for your child's soiled clothing. If the wet bag is lost, we will invoice families for ten dollars to replace the bag.

Diaper and Wipes

The staff at Zora will email or put a note in Transparent Classroom when your child is running low on diapers, wipes and diaper rash cream. If you do not replenish the diapers or wipes, and your child runs out of supplies, there will a fifty-cent charge per school diaper and school wipe.

Community Space

After a lot of hard work and donations our Community Space is now open to all families. If your family is in need of clothing, books, toys or shoes, everything in the space is available, and free, for the families to take. This space was created by and will be maintained by parent volunteers. Please restore items and clothing before you leave this space. This means folding clothing and returning correct sizes to corresponding bins.

We are still accepting donations of clothing (all sizes), blankets, diapers, stuffed animals, toys, shoes, books and more. Donations can be sorted into the bins in the community space at drop off or given to a teacher in bags to be stored until another parent can sort them into the bins. Be sure to check in with a teacher to receive credit for your donation. One bag equals one volunteer hour. Sorting and organizing your own bag equal two volunteer hours.

Parent Conferences

Parent conferences are scheduled once a year, and before the transition to the next classroom. These times are set aside for discussing your child's goals and transferring important information about child's success, for both at school and home. We also encourage communication between parents and teachers throughout the year. Please be mindful, however, that our teachers are responsible for the children during school hours.

We would appreciate it if you schedule a conference time before or after school. Any questions regarding school policy, tuition or changes in schedule should be discussed with the Director, April-Kay Williams

Privacy and Personal Responsibility

As children gain greater awareness of themselves and others around them, they begin to understand that males and females are different. While it is perfectly normal for young children to be curious about these differences, family members, teachers and friends must be careful to monitor behaviors without embarrassing or punishing the child. At Zora Montessori, the underlying theme of respect for self and others sets the stage for protecting one's privacy and not touching others without permission. However, these are young

children, and sometimes they forget. We make it a practice of speaking to the children periodically about these issues.

Staff members may only talk about your child with you. No staff members may talk about other children enrolled at Zora Montessori. This includes about illnesses, injuries, drop off or pick up times, etc.

Field Trips

Field trips and nature walks are considered an important part of the educational program. We will use the local transit buses for transportation on occasion. Upcoming field trip notices will be posted on the door and emailed.

Newsletter

Zora Montessori emails a monthly newsletter for parents and families of children enrolled at our school. An electronic copy of the newsletter will be emailed. We encourage you to read this publication, as it will help you stay on top of your child's education.

Screen Time

We have extremely limited "screen time", that is, use of computer or TV screens. From time to time we will use a computer/tablet to view pertinent information related to a topic of study (i.e. show a brief clip of a volcanic eruption while learning about volcanoes) or for a student to share a special talent or ability (student's violin performance, ballet recital, etc.). Screen use is limited in duration (not to exceed thirty minutes) and is only used on occasion (not more than once a week). Children under the age of two will not be allowed any screen time in our school. The screen time will be free of advertisements and product brand placement.

Watching movies or shows or playing any type of computer games are not part of our program at any time.

Diaper Rash Cream

All families who provide diaper rash cream must have a signed release on file. The staff will apply the cream as needed or upon request from the family. A note will be made in Transparent Classroom when the children are running low on cream.

Sunscreen

During the summer, or when the UV index is three or above, we will have sunscreen available for the children. We ask that you apply sunscreen in the morning before school. We will re-apply every two hours while outside and again in the afternoon. If your child is allergic to sunscreen, it is your responsibility to provide one that does not cause a reaction. The brand of sunscreen the school provides is Banana Boat Ultra Sport Sunscreen Lotion SPF fifty plus. If your child is under six months old, we ask you provide sunscreen. A sunscreen release must be noted with sunscreen coming from home, to use the school's or not to apply. The release must be signed, dated, and on file.

Animals in the Center

We are required by law to let you of animals in our program. Currently, there are no animals in the center. A notice will be placed in the student files at least two weeks before any animal is added to the center.

School Records

Zora Montessori retains records for two years after a child is withdrawn from our school. Written verification from a parent or legal guardian is required to compile records for any student, past or present. It is our policy that school records are not mailed.

Allow five working days for copies to be made. Copies of requested records will be held in the School Office for the parent/guardian for up to one month following the request. At the end of that time, unclaimed copies will be considered abandoned and will be destroyed.

- We will gladly provide parents/guardians with copies of school records upon request *if the request is made while the child is attending Zora Montessori*. There is no fee for requests made while the student is still attending Zora Montessori.

If the request for records is received after your child is withdrawn from our school, there will be a twenty-dollar charge for retrieving information from our archives.

Bathroom Procedures

The staff at Zora provides positive support and instruction regarding toileting and bathroom hygiene in a positive manner using naturally occurring opportunities on an individual basis.

In the Infant classroom, every time on the toilet or diaper change is documented in Transparent Classroom. As soon as the child shows that they can sit with strong trunk control they will be given the opportunity to sit on the toilet. The children who show signs of being ready for underwear will transition into wearing school underwear at drop off and changed back into a diaper at the end of our school day at 3:30 PM. The underwear has a liner and when they are sleeping or outside an additional plastic cover.

In the Pre-Primary Classroom, teachers note the content of the diaper, attempted or declined in Transparent Classroom after the drop off diaper change and after the school day ends at 3:30 PM. The children can say no their turn on the toilet, the teachers respect the choices of the children, toileting is not forced on any children. During the school day the class is in underwear, the children are allowed many opportunities to use the toilet and can still say no to their turn. If they have an accident the children are taken to the bathroom with a teacher and they change into new underwear. This toileting during our school day is not tracked in Transparent Classroom due to the activity level of our class. The underwear has a liner and a cover during rest and outside time.

In the Infant and Pre-Primary Classrooms, we group toilet the children as they are still learning how to use the toilet successfully and independently. It is important that they observe their peers. A teacher remains in the bathroom to monitor the children and assist when needed.

In Primary, we explain that using the restroom is a private time and that only one child should be in the bathroom at a time. We talk about the private areas that our bathing suits cover and that privates should never be seen or touched by anyone at school. We discuss the possibility of children having accidents and encourage them to clean themselves up as much as possible but that they may request help from a teacher. They should talk to a teacher or their parents if anyone is not respecting their privacy.

While children are on the playground, the teachers outside will monitor the use of the bathrooms. Children will use the bathroom one at a time as the teachers supervise from the

classroom door. On field trips, students under five will always be accompanied by a staff member while using the restrooms.

Consent Statement

At Zora Montessori we believe children have autonomy over their own bodies. We encourage children to use their words or gestures when someone comes into their personal space. We support the children by using language, which is person first, clear, firm and kind when redirecting other children away from those who need space.

We ask and tell children what we are doing before we do it. We wait for a response or a gesture before proceeding. For non-verbal children we use implicit consent to proceed with diaper changes. If the child looks away or refuses, we stop and ask again later.

We ask that the children ask each other for hugs or from adults. We tell children it is okay if the other person refuses the hug. They have the right to deny contact with one another.

When children are being dropped off or picked up, we ask that they are not forced to say hello or goodbye to the teachers. We feel the children are capable of making their own decisions about their bodies and if they choose to greet us, we will accept it. We will always greet them.

During toileting and changes we all use anatomically correct terms while naming body parts.

Types of Consent

- **Explicit Consent** - a person is given clear choices and may choose to agree or disagree.
- **Implicit Consent** - is understood from actions instead of verbal language in relation to a setting.
- **Nonconsensual** - one or more people in any situation do not agree.

Parent Involvement

Studies show that when parents are active participants in their children's education, children do better in school. Research shows that parent involvement has a greater effect on the child's education than the economic class of the family and the parent's education.

For this reason, we are requiring that parents and/or family members donate at least **ten hours** per school year of Family Volunteer Time or FVT. The volunteer hours start at the beginning of the school year and run until the last day of school in June before the start of summer camp. Volunteer time may be spent helping in the classroom, preparing materials, filing and other clerical work, cleaning, yard work and other light maintenance, etc. Please check our newsletters for FVT opportunities. Parents may take some work to complete at home. We will have projects throughout the year that may interest you.

If preferred, volunteer hours may be met by a donation of fifteen dollars per hour, so that we can hire additional help if necessary.

On or before January 31st, families will receive their statement for tuition payments for the previous year as well as the up-to-date completed volunteer hours. On June 1st, an invoice will be billed for all remaining incomplete volunteer hours.

Montessori 101

Zora Montessori offers parenting classes held on the third Saturday of every month starting in September until the end of the school year in June. Families can RSVP with a teacher, online via Facebook or email with our Google Form.

We will be providing various opportunities to learn more about Montessori, how to support it in your home, how it compares to other philosophies, guidance and discipline techniques and more.

Children are welcome we are asking for ten dollars per family to cover childcare during the two-hour session. These classes count for two volunteer hours and are open to the public. Children are welcome to attend, there is a teacher on site to allow them to play outside while the class is in session.

Wish Lists

Zora Montessori is the only Montessori school located in West Eugene, Oregon. We started with a dream to provide children with many opportunities to reach their full potential. Within a year we opened three classrooms which serve ages six weeks to six years old.

In order to serve the needs of children from all backgrounds we need materials that serve their abilities, allow them to use their senses to learn, and to use the knowledge from within to build self-confidence, self-esteem, independence and more.

You can help us and the children at our school by reviewing our wish lists. If you see something on the wish list that you have at your home but no longer use, you are welcome to donate it as well. Our wish lists can be found online on our website.

Note: We are always looking for more wooden baskets/trays and glass/ceramic wear. Pitchers, small cups (with/without handles), dessert plates, etc. are always welcome. Montessori emphasizes natural materials coupled with the age of the children it means things break regularly.

Classroom/Field Trip Volunteers

Volunteers who work directly with the children (in the classroom, on field trips, etc.) should be enrolled in the Oregon central history registry. Applications are available in the office and the fee is **thirty-five dollars**. All applicants will be fingerprinted which will be an addition cost. More information is available at oregonearlylearning.com.

Classroom and field trip volunteers will always be under the supervision of a Zora Montessori staff member.

Food

Zora Montessori complies with the USDA program's nutritional guidelines. The school will meet the child's nutritional needs for the day by providing a morning snack, a well-balanced lunch and an afternoon snack. You may choose to bring in a ready-to-eat breakfast for your child(ren) to eat between 7:00 AM and 8:00 AM in a lunch bag.

Our lunches and snacks are low in sugar and fats, with one serving of fresh fruits and vegetables daily. For children under the age of one, only breastmilk or formula is served as needed on their individual feeding schedule. The school provides Parent's Choice Advantage formula. Children ages one to twenty-three months old, only whole milk is served at lunch. Children twenty-four months and older are served one percent milk with lunch each day. **We must have a milk substitution request from a parent, adult participant or state licensed health care professional to serve any type of milk substitute.** All children have access to water all day long.

If your child is allergic to any type of food, please make sure that our staff is aware of it. Zora Montessori will work with the parents and any necessary outside specialists to create a specific plan for that child. **We must have written notice of a medical statement from a licensed health care professional to serve any type of food substitution.**

If you send a lunch from home, please include a protein, bread or grain product, and fruits or vegetables. Sweets will be confiscated.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at:

http://www.ascr.usda.gov/complaint_filing_cust.html and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

1. mail: U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights 1400 Independence Avenue, SW Washington, D.C. 20250-9410;
2. fax: (202) 690-7442; or
3. email: program.intake@usda.gov

This institution is an equal opportunity provider.

Discipline

To provide an educational environment that is free of disruption and safe for children and staff, we practice the following disciplinary procedures:

- 1. Redirect** – Children displaying behaviors that are mildly to moderately inappropriate will be redirected to more positive, constructive activities.
- 2. Natural and Logical Consequences** – Children displaying inappropriate behaviors will be subject to consequences for their actions that may include loss of privileges, temporary restriction from activities or peer interaction, added responsibilities to restore order and other such measures that relate to the behavior in question.
- 3. Removal from Situation** – If a child is particularly destructive or hurtful, they are removed from the situation and asked to contemplate their actions. A child may be asked to sit in the classroom, on the playground, or in more serious cases, in the office under a teacher's supervision.
- 4. Parent Conference** – If the above measures prove unsuccessful in correcting inappropriate behaviors, parents will be asked to meet with staff to address the issue. In some instances, parents may be requested or required to seek assistance from a professional in the form of counseling, behavior management or instruction in parenting. If collaborative efforts of this nature do not produce measurable improvement, the child may be asked to leave the school.
- 5. Situations Requiring Immediate Action** – If a child displays behaviors that are deemed hazardous or overly disruptive, the staff may contact the child's parent/guardian to remove them from Zora Montessori for the day. The director will then discuss the behavior with the staff involved and will determine whether further action is needed, including but not limited to a parent conference, suspension and expulsion.
- 6. Expulsion** - Zora Montessori reserves the right to expel any child we deem is unsafe to others, or behaviors cause the school to change its philosophy in order to accommodate the child over the needs of the other children enrolled at this school.

Note: In all disciplinary situations, the staff discusses the behaviors with the child to verify the child's understanding of the reasons behind the disciplinary action and to help the child develop the ability to control their actions. We will always work with families in order to keep children in our care.

Biting

Children under the age of three years old, can and may bite other children. It is developmentally appropriate, due to the different language development some children may or may not have. At Zora Montessori, we will work with all children on language development; through the use of modeling appropriate language when frustrated and baby sign language (all directed to the child and making eye contact with the child before speaking or signing). A teacher will be closely monitoring the children, by being within arm's reach of a child, we know bites or has bitten. An incident report will be written for the child who was bitten and for the child who bit. The child who was bitten will have an incident report filled out and placed into the parent file on the day of the bite. The child who bit will have an incident report filled out and filed in their student file in the office.

Children over the age of three who bite should have the language to express their needs. After the second bite in the same day occurs, the parents will be notified by phone and a parent teacher conference will be scheduled to address the child's behavior. The child will be sent home if three bites occur in one day. If the child repeats this behavior and is sent home two more times the child will no longer be allowed to attend Zora Montessori for the safety of the other children. An incident report will be written for the child who was bitten and for the child who bit. The child who was bitten and the child who bit will have an incident report filled out and placed into the parent file on the day of the bite.

Adult Expectations

Adults should drop off and pick up children promptly from our school. Our parking lot does not accommodate cars left for parents who give extended goodbyes. At pick up, we will do our best to have your child ready to go, check with a teacher before allowing your child to stay and play longer. If you need to take a phone call or use a cellphone, we ask that you remain in the parking lot until you complete you call. No adult is allowed to touch or start a conversation with a child that is not theirs. If children who are not yours come up and engage you it is ok to respond as long as it is appropriate and respectful to the child. Belittling, name calling, or harassment towards any children will never be tolerated, a warning will be emailed about the adults conduct and a meeting with the director will be scheduled. Once a child is signed out for the day, they are no longer under the care of the staff at Zora Montessori. It is the adult's responsibility to monitor their child within sight and sound until they have exited our school.

Social Media Policy

No teacher from Zora Montessori can accept a social media request from a child currently enrolled at the school. Teachers who were already connected on social media with families may remain connected.

Photographs and Publicity

Photographs of the children participating in our programs may be taken from time to time, and may appear in newspapers, magazines, brochures, or other publicity materials. Your permission for photographs of your child to be used without compensation is part of the agreement.

Zora Montessori will not use any child's photo for internal or external publicity without parent's permission. Permission is requested on the application for enrollment. Zora Montessori is not responsible for photos posted on social media by others.

Regulation of the Behavior of Adult

For the safety and well-being of the children and staff of Zora Montessori, it is imperative that we establish parameters for appropriate behavior, not only of the children we serve, but also of the adults who accompany them. If a parent/guardian or other adult displays inappropriate, disruptive or hazardous behaviors while on/off school grounds, the Director may withdraw permission for the offending individual to visit the school and has the option of removing their child from enrollment at Zora Montessori. In the event of expulsion, any unapplied tuition payment(s) will be refunded within five working days.

Oregon's Illness or Injury Policy

Oregon Department of Education, Early Learning Division - Chapter 414, Division 300,
Certified Child Care Centers, 414-300-0220

(1) Illness:

(a) A center shall not admit or retain in care, except with the written approval of the local health officer, a child who:

(A) Is diagnosed as having or being a carrier of a childcare-restrictable disease, as defined in Health Division administrative rules, OAR 333-019-0010; or

(B) Has one of the following symptoms, or combination of symptoms, of illness:

(i) Fever over 100 degrees F taken under the arm;

(ii) Diarrhea (more than one abnormally loose, runny, watery or bloody stool);

(iii) Vomiting;

(iv) Nausea;

(v) Severe cough;

(vi) Unusual yellow color to skin or eyes;

(vii) Skin or eye lesions or rashes that are severe, weeping, or pus-filled;

(viii) Stiff neck and headache with one or more of the symptoms listed above;

(ix) Difficult breathing or abnormal wheezing; or

(x) Complaints of severe pain.

(b) A child who shows signs of illness, as defined in this rule, shall be isolated and the parent(s) notified and asked to remove the child from the center as soon as possible;

(c) If a child has mild cold symptoms that do not impair their functioning, the child may remain in the center and the parent(s) notified when they pick up their child;

(d) A specific place for isolating a child who becomes ill shall be provided. The isolation area:

(A) Shall be located where the child can be seen and heard by staff; and

(B) Shall be equipped with a cot, mat, or bed for each sick child.

(e) An outbreak of a childcare restrictable disease, as defined in OAR 333-019-0010, or food poisoning shall be reported immediately to the local health department and posted for the parents of all children who attend the facility.

(f) If a child with allergies is enrolled who needs a specific plan for caring for that child, such a plan shall be developed in writing between center staff, parents, and if necessary, outside specialists. All staff who come in contact with that child shall be fully aware of the plan.

(2) Injuries:

(a) All caregivers shall take appropriate precautions to prevent shaken baby syndrome and abusive head trauma.

(b) The operator shall have written procedures for handling injuries that shall be made known to all staff, including:

(A) Procedure for taking a child to emergency medical care;

(B) Routine for treatment of minor injuries; and

(C) First aid measures for serious accidents.

(c) First aid supplies and a chart or handbook of first aid instructions shall be maintained in one identified place away from food and food-contact surfaces and be available for staff use but kept out of reach of children:

(A) The first aid supplies shall include Band-Aids, adhesive tape, sterile gauze pads, soap or sealed antiseptic towelettes or solution to be used as a wound cleaning agent, scissors, disposable plastic gloves for handling blood spills, chlorine bleach for sanitizing after a blood spill, and a sanitary temperature-taking device;

(B) Separate first aid supplies and a copy of each child's medical release form shall be taken on all field trips away from the immediate neighborhood.

(d) Injuries or accidents shall be reported to the child's parent(s) on the day of occurrence:

(A) A written report of the injury or accident shall be maintained on file;

(B) The report shall include the date, child's full name, nature of the injury, witnesses, action taken, and the signatures of reporting staff and parent(s).

(e) The injury to or death of a child shall be reported to OCC in accordance with OAR 414-300-0030(5)(a) and (c).

(3) Emergency Medical Care:

(a) The operator shall identify a licensed physician, hospital, or clinic to be used for emergency medical care;

(b) In the event of an illness or injury which requires immediate medical care, the director or the substitute director is responsible for securing such care and notifying the parent(s).

Zora Montessori's Illness Policy

For the protection of all the children, your child should be kept at home if they show any of the above symptoms. Parents should exercise every caution and keep their child home should other unusual symptoms occur.

If a child becomes ill during the day, they will be placed in isolation and parents will be contacted with the request to take the child home at their earliest convenience. We are prohibited by law from caring for sick children. Because fevers can leave and return quickly, we asked that your child be fever free without the use of fever reducers for twenty-four hours. Please notify us if your child has been given cold medicine or pain relievers within six hours of attending school.

If a child has been exposed to a contagious disease, they should be kept at home and **THE FACT OF THEIR CONDITION SHOULD BE REPORTED TO THE SCHOOL**. Examples of highly contagious diseases that require children to stay home include, but are not limited to:

- strep throat
- pin worms
- viral infections
- infected ears and/or glands
- measles, mumps, rubella
- scabies
- chicken pox
- diphtheria
- pertussis
- scarlet fever
- lice

Medicines

Prescription medicines to be given to your child must be handed to the staff person in charge. The parent must fill out the necessary information on the medication form which can be requested from a staff member. Medications may be given under the following conditions:

- The medication must be in its original container, labeled with the name of the child, the name of the drug, the name of the physician, the dosage and instructions for administering the medication.
- Non-prescription medication, such as Tylenol, cough medicine, etc., must be labeled with the child's name, instructions and dosage. Over the counter medications must also be kept in their original containers. We are prohibited from giving any more than the recommended dosage, by child's weight, as directed and printed on container label.

Medical Emergencies

In the event of a medical emergency or accident, we shall contact the parents. If it is impossible to reach either parent and emergency treatment be required, we will call 911. You authorize for the school to contact your family physician/dentist and to take whatever emergency medical procedures are deemed necessary is part of this agreement. Please make sure to keep us current on all updated info, names, and phone numbers. Feel free to ask to see your child's file to verify that the info is correct.

Incident Reports

The staff at Zora Montessori are required to fill out an incident report when a child is hurt or injured at our school. The form will have the child's name, the date and time. The incident will be described with the what happened and where it happened, the location of the injury on the child's body and if there was another child involved, they will be kept anonymous. Injury and medical services will be listed along with what the staff member did to comfort the child. If there are any adult witnesses they will be named, if the child told the teacher what happened this line will read not applicable. The staff member filling out the report will sign and date below. The report will be filed in your parent file to be signed and returned to

the file. We make copies of incident reports upon request, do not take original incident reports home we need these for our records. A note will be made in Transparent Classroom to check parent file for incident report.

Head Injury

If a child falls and hits their head hard enough to leave a mark a call to the family will be made to come and pick up your child. They will need to be cleared by a doctor before returning on the same day or home for twenty-four hours. An incident report will be filled out for all head injuries.

Emergency Procedures

In case of an emergency (fire, flood, earthquake, etc.), parents and/or emergency contacts will be notified by telephone. If it is necessary to evacuate the building, staff will follow emergency exit procedures and relocate to the meeting space in the front corner of our lot.

If it is necessary to evacuate the location completely, children, accompanied by staff members, will re-locate to Crossfire West Eugene Campus (1310 Echo Hollow Rd) or Bethesda Lutheran Church and Preschool (4445 Royal Ave). In the event of a total evacuation, parents will be instructed to pick up their children immediately.

Door Code

When new families start, an email will be sent after the first drop off with the door code to access the school. This door code is only to be given out by the director and to people who consistently pick up on a regular basis. No extended family members, friends of the family, or occasional pick up people will be given this door code. This door code allows access to our school and it is extremely important that this code is kept secret and kept safe to protect all children who attend this school.

Lockdown Policy

Information

In case of a lockdown, we will notify parents by email and post information to our Facebook page. The following information will be relayed throughout the lockdown period:

- The start of the lockdown
- Major updates as they come in
- A final email of the lockdown ending and/or notice to pick up your child

During the Lockdown

Staff will put on the lock out code for the doors with keypad entry. All other doors are locked during the day. All windows will be closed, and curtains drawn.

When we are in lockdown, all staff and children will shelter in place away from the windows and doors. Food, songs, and toys will be available for the children to use.

Pickup

During the lockdown, our policy is for parents to stay out of the area until the lockdown is lifted so that the police can complete their investigation. We will maintain our regular hours unless notified by the police that the children need to be picked up/evacuated from the area. You are welcome to pick up your children early once the lockdown has ended.

Weather

Zora Montessori follows the weather listed on weather.com for Eugene Oregon. If the temperature is at thirty-two degrees or colder, ninety degrees or hotter, we will keep all children inside and alternate our gross motor time in the mat room.

Air Quality

Zora Montessori follows the air quality listed on Irapa.org/216/Todays-Current-Air-Quality. If the air quality index goes over one-hundred-one we will keep the children indoors.

Snow Days

Zora Montessori decides to close for inclement weather based on the determination of the Bethel School District. We do not normally report our closure to radio or TV stations. If public schools are closed due to bad weather and/or hazardous road conditions, we will be as well. In the event of snow/ice on a day that we are scheduled to be open, but the public schools are scheduled to be closed (as during winter break), please listen to radio station KLCC, check www.flashalerteugene.net, we will post a message to our public Facebook page, and send an email. Email Zora Montessori prior to bringing your child(ren) into school, if you have any questions about delays or closures. In the event of a two-hour delay, we will open at 9:00 AM.

Holidays

The school will be closed the following days:

Labor Day

Day after Labor Day

November 1st

Veterans Day

Thanksgiving

Day after Thanksgiving

Two weeks between Christmas and New Year's Day

Martin Luther King Jr Day

Presidents' Day

Spring Break

Memorial Day

Independence Day

*TBD one in-service week

These holidays have been figured into the tuition rates and there will be no adjustment in tuition for the months in which they fall.

Due to unforeseen circumstances the school may be required to close. In the event of an undisclosed closure, an email will be sent to all families and signs will be posted on the door.

Holidays are not typically celebrated in the Montessori classroom for a variety of reasons, one being, if it isn't appropriate to teach the origin of it, it isn't appropriate to observe at school. In addition, these things are extremely distracting to the learning environment and we also want to be respectful to those that have different beliefs and observances (or non-observances) of such days.

Tuition and Late Payment/NSF Fees

A one-hundred-dollar non-refundable deposit is required prior to the first day of class attendance. Parents wishing to withdraw their child but who fail to provide a two-week notice will forfeit the month's remaining tuition. No portion of the tuition shall be refunded if the child is withdrawn during the first thirty days of enrollment.

We do not charge by the hour. Our rates are based upon class schedules agreed upon at the time of enrollment. Our tuition rate is based on an annual tuition rate for the academic year and is calculated according to how many days we are open. The monthly rate reflects this and does not change according to seasonal breaks or closure days. If a family chooses to take a vacation the tuition rate will remain the same. We do not pro-rate tuition for vacations. If a family chooses to scale back their child's schedule the tuition rate will remain the same. For example, going from five days anything less days a week, the tuition rate remains the same. We do not pro-rate for a couple of days a week schedule.

Statements will be sent on the 25th of the month and payment is due on or before the 1st of the following month. A late fee of twenty-five dollars will be assessed on the 5th. If tuition is not paid by the 15th, your child will not be able to attend until tuition is paid in full.

Any tuition that is returned for nonsufficient funds (NSF) will be assessed a twenty-five-dollar fee. Tuition for that month must then be paid in cash, money order, or cashier's check.

Please note: Credit is not given due to absence or delinquency. If tuition is not paid by the 15th of the month end of the month, the tuition deposit is retained, and subsequent re-enrollment will entail payment of past due tuition, an additional one-hundred-dollar deposit, and is subject to space availability.

Employment Related Day Care

Starting April 1st, 2019, the state has allowed providers to send in vouchers without a parent's signature at the beginning of the month for the current month's childcare. The state has allowed us to use the first day the child is in our care to use as an average to calculate anticipated care for the rest of the month.

On the 25th of every month, ERDC families you will receive an invoice from Zora Montessori for the full month's tuition amount. Within the first two weeks of the following month, the invoice will be adjusted when the state pays the school. A reminder email will be sent with the reduced amount, if any, that is due.

The remaining balance, if applicable, is due on the 15th of each month. Any previous outstanding balances will be included on new invoices. If you have a co-pay, it is due on the 1st of the month. If families miss two co-payments a statement will be placed in the parent file. **If families miss three co-payments, we will report the lack of payments to the state.**

If you have questions about co-pay and hours covered please contact the Direct Pay Unit (800) 699-9074.

Recurring Payments

Zora Montessori can setup recurring payments for families via bank transfers or credit cards. **These forms are available upon request by emailing admin@zoramontessori.com**

Scheduled Hours, Closing Time, Late Pick-Up Fees

Zora Montessori is open from 7:00 AM – 6:00 PM. Please do not drop off or pick up your children outside of those scheduled hours.

It is expected that children will be picked up at the scheduled time. If circumstances require a child to stay beyond their scheduled time, please notify the director.

Please note: In the absence of an approved schedule change, a late charge of thirty dollars* will be assessed beginning **one minute** after the scheduled time for pick-up. A late charge of **thirty dollars per child per quarter hour (one hundred twenty dollars per child per**

hour) will be assessed and an invoice will be emailed with late charges. Any late fees are payable immediately. **One late pick up between 6:00 PM - 6:05 PM per month will be waived unless there are two or more late pickups (after 6:00 PM) which occur in the same calendar month.*

Other

Zora Montessori is obligated by the State of Oregon to report any suspected cases of child abuse and/or neglect. This would include children arriving or departing school without proper child safety restraints.

Zora Montessori admits all children regardless of race, color, nationality, disability, ethnic origin, sexual orientation, gender identity, or religious background.

We request that any parental concerns be discussed with the Director and/or Teacher.

Parents who are dissatisfied with the outcome of such discussion may contact the Office of Child Care Eugene Field Office at (888) 556-6616. The Office of Child Care does not address tuition, billing or other financial issues.

We, at Zora Montessori, are committed to assisting parents access resources in whatever format is most easily understood and then make the resources accessible to our families. This includes but is not limited to finding interpreters, translators, making documents available online and in print.

Contact Information

| | |
|------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| Address | 1116 Echo Hollow Rd Eugene, OR 97402 |
| Phone Number | 541-214-3575 |
| Transparent Classroom | zoramontessori@gmail.com |
| Questions/Concerns ~ Cook Monthly Menu | kitchen@zoramontessori.com |
| Billing Scheduling or Schedule Changes Withdrawal for Students Complaints Vacations | admin@zoramontessori.com |
| Questions/Concerns ~ Infant Classroom Attendance Monthly Newsletters | infant@zoramontessori.com |
| Questions/Concerns ~ Pre-Primary Classroom Attendance Monthly Newsletters | toddler@zoramontessori.com |
| Questions/Concerns ~ Primary Classroom Attendance Monthly Newsletters | primary@zoramontessori.com |

New Student Checklist

- Enrollment form
- CIS and CEF forms for USDA
- Feeding schedule and plan for children under twelve months old
- Tuition forms for current classroom and transition classrooms
- Recurring Payment Form
- Parent acknowledgement of handbook
- Parent acknowledgement of volunteer hours
- Parent acknowledgement of current license
- Parent acknowledgement of illnesses and Zora's illness policy
- Diaper and wipes release
- Diaper rash cream release
- Sunscreen release
- Wet bag release
- Family Survey
- Emailed invitation to Transparent Classroom
- Emailed a copy of new student questionnaire
- Classroom schedule
- School calendar
- WIC Flyer

April-Kay Williams
Owner, Director, Pre-Primary Lead Teacher

Date