



RAINBOW MONTESSORI SCHOOL

FAMILY HANDBOOK

Revised 8/2025



Dear Family,

We welcome you to Rainbow Montessori School. We have compiled our parent handbook to help answer any questions that you might have about our school.

Rainbow Montessori Schools and Academy is committed to provide care and education which is individualized, striving to meet the development needs of each of the children enrolled in our program.

In our endeavors we must perform our duties with utmost professionalism being mindful of the responsibilities to our students and their families, as well as those of our fellow staff members and administration.

Thank you for choosing Rainbow Montessori School. We look forward to providing your child with a caring and enriching environment.

Sincerely,

Jacqueline Alectoridis

Owner/Director

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IMPORTANT TELEPHONE NUMBERS

CLIFTON CAMPUS - (main office) 973-772-2330

22 VARETTONI PLACE

CLIFTON, NJ 07011

FAX: 973-772-2590

SCHOOL WEBSITE: www.rainbowmontessorinj.net

SCHOOL EMAIL: admin@rainbowmontessori.net

BLOOMFIELD CAMPUS 973-338-8300

1293 BROAD STREET

BLOOMFIELD, NJ 07003 FAX: 973-338-8302

SCHOOL WEBSITE: www.rainbowmontessorinj.net

SCHOOL EMAIL: admin@rainbowmontessori.net

Billing inquiries: Please contact chanelle@rainbowmontessori.net or 201-296-1957

OUR STAFF:

- We would like to introduce you to the members of our staff. Each member of our staff plays a very important role in the care and nurturing of your children.
- Our Administrators will take care of your immediate concerns, they will relay any messages which require our attention as soon as they occur.
- Our Teacher/Directress' will be happy to answer any of your concerns regarding your children on a daily basis. They are responsible for instructing your children, preparing the environment, and the overall daily functioning of their classrooms.
- Our assistants help in all matters and are responsible for the personal needs of your children, diaper changing, toilet training, and making sure that your children have clothing changes. They are responsible for the care and maintenance of the classroom well as assisting the Directresses in the instruction of your children.

Administration/Teacher Directory

CLIFTON CAMPUS – Main Office

OWNER/DIRECTOR:	JACQUELINE ALECTORIDIS
DIRECTOR ASSISTANT :	SHEILA ARAMBULO
EXECUTIVE ADMINISTRATOR	JENNIFER EARLY
ADMINISTRATIVE ASSISTANT:	COURTNEY LICATA
ADMINISTRATIVE ASSISTANT:	KRISTEN MARQUARDT
CHILDREN'S ACCOUNTS	CHANELLE ARAMBULO
MAINTENANCE/SECURITY:	DAVID GARCIA "DJ"
HEAD INFANT CARE-GIVER:	GRISELLE ROSA
TODDLER GROUP LEADER:	STEPHANY MATTHEWS
JR. PRE-K/TODDLER	ROSE MERCADO/STACEY VARGAS
PRE-K/K DIRECTRESS:	SHEINI BONILLA
PRE-K DIRECTRESS	BRITTANY TAVAREZ
PRE-K/K DIRECTRESS:	BIANCA ARAMBULO
KINDERGARTEN DIRECTRESS:	VICTORIA DONOSO
LOWER ELEMENTARY DIRECTRESS GR. 1ST, 2ND:	JAKAIYA PETERSON
MIDDLE ELEMENTARY DIRECTRESS GR. 3RD, 4TH, 5TH:	PAULA MOGLIA
MIDDLE SCHOOL DIRECTRESS GR. 6TH,7TH & 8TH:	ANGELYNE GARCIA RIVERA

BLOOMFIELD CAMPUS

OWNER/DIRECTOR:	JACQUELINE ALECTORIDIS
ASSISTANT TO THE DIRECTOR	SHEILA ARAMBULO
EXECUTIVE ADMINISTRATOR:	JENNIFER EARLY
CAMPUS ADMINISTRATOR	AYLA GUNES
ADMINISTRATIVE ASSISTANT:	ROSE GORDON
ADMINISTRATIVE ASSISTANT	SHIRLEY PADILLA
MAINTENANCE/SECURITY:	DAVID GARCIA "DJ"
CHILDREN'S ACCOUNTS	CHANELLE ARAMBULO
HEAD INFANT CARE-GIVER:	ALAA ALSHAIKH
TODDLER GROUP TEACHERS	LAYLA SILVESTRE
PRE-K DIRECTRESS:	BLANCA LEZAMA/BEA VAZQUEZ
PRE-K/K DIRECTRESS:	SAMANTHA ADAMS

ABOUT US

Philosophy

Rainbow Montessori School is dedicated to the care, well-being, and education of the children enrolled, in the best traditions of the Montessori Method.

- Each child shall have the benefit of an individualized program developed to help the child fulfill his/her respective needs.
- At Rainbow Montessori School & Academy the children come first. All of the goals that have been developed are designed with this in mind.

Our Mission Statement

- Rainbow Montessori Schools and Academy is committed to provide care and education which is individualized, striving to meet the development needs of each of the children enrolled in our program.
- In our endeavors we must perform our duties with utmost professionalism being mindful of the responsibilities to our students and their families, as well as those of our fellow staff members and administration.

Certification

- State of NJ Department of Children and Families Child Care Center License

Definition of Family

- In this handbook we refer to a family as a parent, legal guardian, sponsor or anyone else who provides for the well-being, best-interest and responsibility of the child in our care.

Hours of Operation

- Child care services are provided from 7:00 AM to 6:30 PM Monday through Friday.

Holidays

- We are closed for certain holidays: Labor Day, Columbus Day, Thanksgiving, Winter Break, Martin Luther King Jr., Presidents Day, Good Friday, Memorial Day
- There will be early closing on June 19th for 8th Grade and Kindergarten Graduation.

SPRING DAY CARE WEEK:

- Although we are open during this week, we require pre-registration if you require care for your child/children to attend during this week. By having a pre-registration, we staff accordingly with the hopes to give some well deserved time off to our staff.

- There is no extra charge for your child/children to attend during this week, it is only for staffing purposes.
- This is the only week that we do not allow Alumni children to attend and you must adhere to your regular schedule. You can not add days
- You will be notified via ProCare when registration becomes available in early to mid February and you will have ample time to register.
- Please do not text, email, tell your child's teacher, the owners and /or administration that your child/children will be attending. **This method will not be accepted.**
- Please be advised that **NO EXCEPTIONS** will be made if you do not pre-register in the allotted time.

Admission & Enrollment

- All admission and enrollment forms must be completed and enrollment fee and first tuition payment paid prior to your child's first day of attendance. Birth certificate and proof of vaccinations must also be provided upon registration.
- An enrollment fee of \$150 for children infant - Kindergarten is due at the time of enrollment and \$200 for children in 1st – 8th Grade. **This fee is non-refundable for any reason..**
- Based on the availability and openings, our facility admits children from 6 weeks to 13 years of age.
- Children are admitted without regard to race, culture, sex, religion, national origin, or disability. We do not discriminate on the basis of special needs as long as a safe, supportive environment can be provided.

Probationary Period

- We want to ensure that our school is a good match for each child so that they may experience the fine benefits of a Montessori education. With that being said, we have a thirty (30) day probation period. If we find that this does not occur, we reserve the right to request a student be removed from our school. No refunds will be given for any reason.

Inclusion

- Rainbow Montessori School believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in child care. We will make every reasonable accommodation to encourage full and active participation of all children in our program based on his/her individual capabilities and needs.

Non-Discrimination

- At Rainbow Montessori School equal educational opportunities are available for all children, without regard to race, color, creed, national origin, gender, age, ethnicity, religion, disability, or parent/provider political beliefs, marital status, sexual orientation or special needs, or any other consideration made unlawful by federal, state or local laws. Educational programs are designed to meet the varying needs of all students.

Family Activities

- Each family is a child's first teacher. We value families as partners in the growth and development of children in our program. We encourage parents and other family members to be involved in the program, visit children's classrooms, participate in events, and provide feedback on the program. We offer a variety of ways in which families can participate in helping us establish and reach our program goals.

Confidentiality

- Unless we receive your written consent, information regarding your child will not be released with the exception of that required by our regulatory and partnering agencies. All records concerning children at our program are confidential.

Smart watch/Cell Phone/AirTags and Personal Tracking Devices Policy

Rainbow Montessori School staff continues to notice an increase in the possession of smartwatches and cellular phones amongst our student population. Please note that the use of any and all electronic communication and recording devices is not permitted during the school day.

- Electronic communication and recording device includes any device with the capability to audio or video record or is capable of receiving or transmitting any type of communication between persons. This is included but not limited to:
 - Smartwatches
 - Cellular/wireless phones
 - GPS devices
- Devices that fall under this policy are to be "off and away during the school day". This means that they will be powered off and kept in the child's backpack if brought to school. We respectfully request that smartwatches remain at home as they are difficult for the teachers to monitor and are a distraction in the classroom if worn. It is also important to note that the school is not responsible for lost or damaged devices.
- For the safety and privacy of all students and staff, personal tracking devices such as AirTags are not permitted on campus. While we understand that families may use these devices for peace of mind, they can unintentionally compromise the privacy of others.

- These tools are capable of tracking movements within the school and may send alerts to nearby individuals, which can be disruptive and raise security concerns.
- To maintain a safe, respectful, and focused learning environment, we kindly ask that all personal tracking devices be left at home. We appreciate your understanding and cooperation.

Student Information Update

To make changes to your account such as a new address, phone number or email you must submit a Student Information Update form, this form may be found in our Rainbow Montessori School Information Padlet. [Rainbow Montessori Information Padlet](#)

Staff Qualifications

- Our Directress' are hired in compliance with the state requirements and qualifications as a base minimum. Typical staff certifications are as follows:

<u>Position/Title</u>	<u>Education/Certification</u>	<u>Experience</u>
Teacher:	Associates degree in early Childhood Education and/or Montessori Teacher Certification	2 years
Assistant:	Child Development Associate	1 year

Child to Staff Ratios

- Children are supervised at all times. All caregivers receive scheduled breaks which reduce fatigue and help to ensure alertness.
- We maintain the following standards for child to staff ratios:

Age	Child to Staff	<u>Maximum Group Size</u>
6 wks.- 18 months	4/1	12
18 - 2.5-year-old	6/1	20
2.5 - 3-year-olds	10/1	23
4-year-olds	12/1	26
5 – 13-year-olds	15/1	26

Communication & Family Partnership

- **Daily Communications.** We offer several ways for you to communicate with our staff that will keep you informed about your child's activities and experiences at the center through WhatsApp, ClassDojo, ProCare, Padlet. Infant Daily report sheets will be placed into your child's backpack/lunchbox at the end of the day. Parents will be notified via WhatsApp about incidents that occur and Documentation will be sent through ProCare, that parents will need to sign that they have received the documentation.
- **Bulletin Boards.** Located throughout the center, bulletin boards provide center news, upcoming events, holiday closing dates, announcements, etc.
- **Email.** We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.
- **Family Visits.** Family participation is encouraged. Visit our classrooms, volunteer or come along on a field trip. Signing in is required for the safety and protection of our children. Each visitor must wear a visitor's badge while on premises and sign-out upon leaving.
- **Family Night.** Family nights at a local restaurant are scheduled once or twice during the school year. Family Nights allow families and children time to have fun with staff and school mates.
- **Conferences.** Family & teacher conferences occur two times a year. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Open Door Policy

- We are delighted to have family members participate in our program. Parents/Guardians are welcome to visit the program any time during regular program hours. The infant room welcomes parents/guardians to nurse or feed their infants.
- Open Door Policy does not mean the doors will be unlocked. For the safety and protection of the children, external doors will be kept locked at all times. Our team will always do their best to speak with parents/guardians. Since staff days are devoted to caring for children, it is usually not feasible to have a long discussion during regular program hours. If a situation requires a longer discussion, kindly arrange for an appointment.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website. Written permission will be obtained prior to use of photographs.

CURRICULA & LEARNING

Learning Environment

We provide a rich learning environment with curricula that are developmentally appropriate to the specific ages in each classroom. We have a flexible day routine that allows children to advance at their own pace. We strongly believe that learning happens through play. Learning and exploring are hands-on and are facilitated through interest areas. Our program is designed to enhance children's development in the following areas: creativity, self-expression, decision-making, problem-solving, responsibility, independence, and reasoning. We encourage openness to that which is different from us, and the ability to work and play with others.

Curricula & Assessment

At Rainbow Montessori School we utilize Ages & Stages Questionnaires, Third Edition (ASQ-3) as a developmental screening tool that pinpoints developmental progress in children between the ages of one month to 5 ½ years. Will be supplied if parents or teachers feel it necessary. It is an effective, efficient way to check a child's development, help parents celebrate their child's milestones and know what to look for next, and determine whether follow-up steps are needed. The results are shared with parents along with any referrals if deemed necessary.

Developmental Screening

ESL POLICY & STUDENT SCREENING:

Assessments: At Rainbow Montessori School we utilize Ages & Stages Questionnaires, Third Edition (ASQ-3) as a developmental screening tool that pinpoints developmental progress in children between the ages of one month to 5 ½ years. Will be supplied if parents or teachers feel it necessary. It is an effective, efficient way to check a child's development, help parents celebrate their child's milestones and know what to look for next, and determine whether follow-up steps are needed. The results are shared with parents along with any referrals if deemed necessary.

HOME LANGUAGE POLICY: Rainbow Montessori School also aims to assist and support families to maintain their home language while their child learns English by encouraging parents to realize that their first language and culture is something to be proud of and children who are bilingual switch between two different language systems so their brains are very active and flexible in the learning environment. We will:

- Provide opportunities for families to visit your room and talk about their language, traditions, culture and heritage.

- Constantly be on the lookout for ways children can share their heritage regularly in the program.
- Post signs in the languages of all the children in the class; Have books available in all families' languages.
- Invite families to share a story or read a book in their home language.

Program Assessment: We continually assess all aspects of our program in a variety of ways in order to maintain high quality. Throughout the year we utilize research-based assessment tools such as the Early Childhood Environment Rating Scale (ECERS) and Infant Toddler Environment Rating Scale (ITERS). These may be conducted at any time, with or without prior notice to the classroom staff.

The ECERS will be utilized in the PS/PK classes to objectively look at a variety of factors such as room arrangement, teacher child interactions, learning materials and health and safety procedures. It may be administered by a director or head teacher, or by staff from partner agencies such as Grow NJ Kids or DOE. Results are then discussed by the director and teachers, and an action plan is created to ensure we provide the best possible environment for each child. The ITERS will be utilized in the Infant/Toddler/Twos classes to objectively look at a variety of factors such as room arrangement, teacher child interactions, learning materials and health and safety procedures. It may be administered by the director or head teacher, or by staff from partner agencies such as Grow NJ Kids or First Steps. Results are then discussed by the director and teachers, and an action plan is created to ensure we provide the best possible environment for each child.

[For Parents - Ages and Stages](#)

Referral for an Evaluation:

1. If the student's teacher feels that is necessary for a child to be observed, they will contact the resource teacher and explain why an evaluation is being requested upon.
2. The resource teacher will then set a time and date for an evaluation to take place.
3. While the resource teacher is in the room, the length of the evaluation can take anywhere from thirty minutes to an hour or longer if needed.
4. The student being seen will be observed using the ASQ-3 to make sure the child's development is performing on task.
5. The resource teacher will then reach out to the student's parent to set up a conference date to go over the results.
6. If additional resources are needed, we will be able to provide information regarding early intervention, developmental evaluation locations, connections with local community resources, help contact behavioral health or developmental disability services, and help guide the student through the process of preschool special education if needed.

Outings and Field Trips

Weather permitting; we conduct 30 minutes of supervised outdoor play and/or walking trips around school property two times a day for all children. Children are accounted for at all times. A permission statement for participation in walking trips is included in the enrollment package.

From time to time, there will be supervised field trips for our Elementary students. *Permission Slips* for each trip must be signed by the child's family.

For field trips, please dress your child appropriately for the season. Walking shoes are a must. Sandals and flip-flops are not appropriate for walking and make it difficult for your child.

The safety of children and staff will be guarded in all activities of child care programs. Proper restraint systems (seat belts) and the correct use of them are critically important during travel to/from the child care program as well as during field trips.

Transitions

Your child's transition in child care should be a positive and exciting learning adventure. We will work with you and your child to ensure the smoothest possible transition occurs as new routines and new people are introduced.

Transition from home to center

Prior to your child's first day, you will have an opportunity to tour the center, meet via zoom with the owner/director, and administration, to communicate any anticipated concerns. At this time please share the best communication methods that the teacher may use to reach you.

Transition between learning programs

Transition itself takes place in stages. Your child will "visit" the new room for small but increasing amounts of time. We'll continue to communicate with you regularly to ensure you are fully aware of your child's progress. They will visit at different times of the day and for different routine times such as lunch time or rest time. Parents will be given feedback on how the transition is progressing via written and verbal reports and the final decision on the exact date their child will start in that room is decided by their family and the educators together.

Educators will:

- Assess each child's readiness to transition based on their social and emotional development.
- Discuss the transition process with the parents/guardians.
- Support the parents/guardians through the process ensuring they know their child's new educator and the room.

- Find out about each child's interests and needs before they are moved into your room
- Share stories, photos or information about particular experiences or activities the child has enjoyed during the transition process.
- Provide honest and sensitive feedback to the families about how the child is settling in the new room.
- Ensure the child and family feels comfortable and the other educators in the wider environment are welcoming and responsive to the family and the child.
- Work collaboratively with the other educators to ensure the children and family are supported throughout the transition process.

Parents will:

- Be encouraged to text within the group of administration, the owner/director and new teacher for a getting to know you period.
- Talk to the room educator and tell them about your child's routine, likes, dislikes, comfort items.
- Complete any administrative form the educator supplies them that will help the educator to get to know their child and program effectively for them.

Management will:

- Ensure families are involved in the decision making process and supported through the transition process.
- Ensure that the transition process remains flexible - if a child is not settling in their new environment cease the transition process and leave it for a few more weeks before starting again.

Electronic Media

The use of multimedia in our program will only be used as an extension of the teaching and learning that takes place in our classrooms. The children are not to watch TV, movies and/or play video games. If a teacher would like to show his/her class a movie it must be approved by the Director/Administration and coincide with either a lesson and/or Holiday or book that the class has read and you will be notified.

New Jersey rules prohibit any screen time for children under two. This includes TV, videos and computers.

Multiculturalism

Multiculturalism is vital for all children because it sets social goals and promotes respect for all people and the environment we inhabit. We utilize books, music, games, and a wide range of activities as aids to teach our children respect for our world and the diversity of life upon it.

Celebrations

Our holiday policy encourages an enhanced understanding of and respect for different cultures and beliefs of children, families, staff and community.

BIRTHDAY PARTIES

- We will be happy to celebrate your child's birthday in school. We will allow you to send in cupcakes for your child's class, however, due to having many children enrolled with severe peanut/tree nut allergies **we are asking that you only send in cupcakes/cookies that are clearly marked "School Safe" or "Peanut Free" on the package.** We will not allow munchkins, homemade cookies, cupcakes etc. and if you send in any other cakes/cookies etc. that are not clearly marked "peanut/ tree nut free" OR "School Safe" we will not be able to give them to the children and we will send them home. Pizza parties will also not be allowed. Feel free to send in goody bags for your child's class, we will be happy to send them home. Another option is a fruit/veggie platter. You can also send in pictures of your child from birth - present and the teacher will do a traditional Montessori birthday celebration which includes a reading of the book "On The Day You Were Born" . If you have any questions, please speak with your child's teacher.

Rest Time

- Infants sleep according to their own schedule and are put to sleep on their backs. Caregivers/teachers directly observe infants by sight and sound at all times and check on sleeping infants every 15 minutes.
- After lunch, all children less than four years of age, participate in a quiet rest time. Children are not required to sleep and may be given quiet activities.
- School age children, although not required, shall be provided an opportunity for a regular rest period if the child desires. For children who do not want to rest, a space and time for quiet play will be made available.

We provide sleeping equipment for each child as follows:

- For children 12 months of age and younger, a crib that complies with the Consumer Product Safety Commission's (CPSC) Federal Safety Standards for Full size and non-full size Baby Cribs.
- For children 13 months of age and older, an Office of Licensing-approved cot that shall not exceed 14 inches above floor level.

Toilet Training

Children will generally show an interest in giving up their diapers between the ages of two and three. When your child shows signs of readiness for toilet training, we will assist him/her. Communication between parents and staff is necessary to help make this transition. We need for you to bring several changes of clothing as well as training pants for your child. During the day we will take the child to the bathroom, every half hour gradually lengthening the time. We will remind your child that if he/she has to use the toilet he can at any time. Over the years we have found that children will let you know when they are ready. Until that time you may experience a lot of frustration trying to train your child before he/she is ready. When your child finally achieves control for longer periods of time, encouragement and praise go a long way.

GUIDANCE

General Procedure

Rainbow Montessori School is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our center works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Thoughtful direction and planning ahead are used to prevent problems and encourage appropriate behavior. Communicating consistent, clear rules and involving children in problem solving help children develop their ability to become self-disciplined. We encourage children to be fair, to be respectful of other people, of property, and to learn to understand the results of their actions.

Discipline Policy

We have created a discipline policy that reflects our philosophy of positive guidance with children. A copy of the discipline policy is included in your enrollment package for you to review and sign.

Challenging Behavior

Children are guided to treat each other and adults with self-control and kindness.

Each student at Rainbow Montessori School has a right to:

- Learn in a safe and friendly place
- Be treated with respect

- Receive the help and support of caring adults
- When a child becomes verbally or physically aggressive, we intervene immediately to protect all of the children. Our usual approach to helping children with challenging behaviors is to show them how to solve problems using appropriate interactions. When discipline is necessary, it is clear, consistent and understandable to the child. We maintain a zero tolerance to bullying. If you have any concerns about this at any time, please report it to the Director of the Center.

Physical Restraint

Physical restraint is not used or permitted for discipline. There are rare instances when we need to ensure a child's safety or that of others and we may restrain a child by gently holding her or him only for as long as is necessary for control of the situation.

Notification of Behavioral Issues to Families

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program.

On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued care could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Rainbow Montessori Zero Tolerance Policy Revised and effective as of 1/1/24.

Rainbow Montessori has a zero-tolerance policy and will not accept any form of insubordination, harassment, bullying, intimidation, racism, terroristic threats, physical assault upon another pupil, self-harm, physical damage or substantial damage to school property, intoxication, and/or consuming a weapon on school property. We understand that some children may have service plans or ISP's. We also understand that many students' behavior will differ depending on the diagnosis provided. Rainbow Montessori will fully take all these details into consideration when providing a consequence for the child. Please note that these behaviors might change accordingly and will always be approved by the administration prior to being given.

Rainbow Montessori has different levels of discipline depending on the severity of the situation. Depending on the offense, Rainbow Montessori has the right to enforce the student to adhere to one of the following: In School Suspension (I.S.S), Out of School Suspension (O.S.S), Expulsion. Please see below pertaining to our Zero Tolerance Policy regarding students who have accommodations.

Recess Detention: If the student accompanies either one or more of the following, the student will omit recess and will stay inside to complete a writing assignment based on the student's actions for a certain amount of time. The following will still comply with NJ State Law guidelines. Recess Detention will take place after 3 verbal warnings have been provided to the student. Please note: If three of these offenses take place, the student will have one day's worth of I.S.S. These consequences will transpire if the student displays any action of Insubordination which includes talking back to a teacher or swearing, inappropriate rough play, Non-Compliance, Elopement, Incomplete Classwork, and/or continued and willful disobedience, open defiance of authority of any teacher or person having authority over them, taking or attempting to take personal property or money, any behavior considered disruptive.

In School Suspension: If the student accompanies either one or more of the following, the student has one day's worth of In School Suspension. These consequences will transpire if the student displays any action of physical altercation toward a teacher or staff member, physical altercation towards another peer, racist comments, harassing or bullying another student. The student will complete all classwork assignments during this time. If there is any incomplete work, it will be the student's responsibility to take the unfinished classwork home and complete it for a grade. If the assignment is not turned in or incomplete, it will result in a failing grade of a zero. Please note: If any of these offenses take place THREE TIMES, the student will undergo an 'Out of School Suspension.'

Out of School Suspension: If the student accompanies either one or more of the following, the student will be suspended outside of school. These consequences will transpire if the student displays any action of sexual harassment or cyber bullying. A student will also have Out of School Suspension, if they have previously attended In School Suspension, three times precedingly. The longevity of being suspended will range accordingly and be approved by administration.

Expulsion: If the student accompanies either one or more of the following, the student will be expelled from Rainbow Montessori. These consequences will transpire if the student displays any action of possessing or giving someone else any kind of weapon (including a toy gun) or dangerous object, conduct of such character as to constitute a continuing danger to the physical well-being of other pupils, giving other students medication whether it is prescribed or over the counter, giving other students any type of alcohol or drugs while on the school premises, making terroristic threats which include writing a note that says there's a bomb in the school.

TUITION AND FEES

All payment and fee processing will be completed by Chanelle Arambulo. She will be in charge of collecting tuition and other fees and contacting families regarding payment issues. If you have a question or concern regarding a payment or fee, please contact Chanelle Arambulo 201-296-1957 or by email chanelle@rainbowmontessori.net

- Tuition fees are based on an **annual figure** divided into 10 equal payments.
- Payments may be paid on a monthly basis prior to the 20th day of the preceding month. If the 20th falls on a weekend, then your tuition is due on the Friday before.
- If your child will not be starting on the date stated on your registration form, it is your responsibility to notify us as we require 30 days' notice and you will be responsible to pay tuition.
- A \$50. fee will be charged for returned checks and to all accounts that are overdue (pd after the 25th)
- We accept all major credit cards.
- If your account falls one month behind, you may be asked to remove your child from school until payment is made. Continuing non-payment will necessitate turning your account over to our collections company. Once an account has been sent for collection, the child may no longer attend Rainbow Montessori Schools.
- No student will be admitted to the next session if there is an outstanding balance.
- A freeze will be placed on all child's records until all fees have been paid and your child will not be allowed to graduate if in kindergarten.
- Should a payment or bill cross in the mail or should an error occur, kindly call our office, and we will work with you to correct your account.
- It is necessary for you to notify the main office in writing should you change your child's days or times of attendance. **No changes to your child's schedule may be made during the months of May & June.** Changes to your child's schedule will only be made at the beginning of the following month and only during the months from Sept-April.
- Rainbow Montessori School is a non-profit privately owned school solely funded by your tuition payments. We thank you for making your payments on time.
- Please be advised that you are responsible for tuition whether or not your child attends as per your registration agreement, and **we require 30 days written notice for early withdrawal of your child.**
- Make up days are not permitted.
- **Students are enrolled for the full academic year. There will be no refunds due to Covid-19, withdrawal, vacation or dismissal.** We have a policy in effect since the school has continuing expenses such as Covid-19 requirements, PPE supplies, cleaning supplies, maintenance, insurance and faculty salaries.

STATE FUNDED PROGRAMS (EX. PROGRAMS FOR PARENTS, 4C'S, ETC.)

- Students may not start prior to his/her name being confirmed in our system and we call you.
- A \$50 NON-refundable deposit is required to hold a spot for your child.
- We will hold your child's spot for two weeks beginning the date the contract is signed by a Rainbow Montessori representative. During this time it is your responsibility to follow up with the agency and keep us updated. Should the two week deadline pass, your child will be placed on a waiting list.
- Should you require your child to begin prior to your contract being confirmed in our system, you have the option to pay our monthly rate.
- It is your responsibility to make sure your contract is renewed and active.

Methods of Payment

Several methods of payment are available for families' convenience. Families can pay by cash, check, money order, automatic electronic funds transfer or credit card. **We do not accept Zelle, Venmo or Cash App for Tuition payments.** To set up automatic, recurring payments, please contact Chanelle Aramulo by email at chanelle@rainbowmontessori.net or by phone 201-296-1957.

Late Payment Charges

Late payments can pose serious problems for our programs and as a result, the business does not have the latitude to allow families to accrue a balance equal to more than one month of tuition. **Late payments will result in the imposition of late payment fees. Failure to pay child care payments will result in child care services being terminated. If child care services are terminated due to non-payment or termination of subsidy we will only hold the child's spot for a total of 2 weeks. Re-registration will be required to continue enrollment.**

If payment is not received by the 25th day, a late fee of \$50 will be added to your next tuition payment. **Repeated late payments will result in your family being required to set up automatic payments or credit card payments.**

Any payments made will be applied to the oldest charges and late fees may still apply if the account is not paid in full by the next tuition due date.

If payment is more than one month past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees. Once an account is turned over into collections, your child care services will be terminated.

Returned Checks/Rejected Transaction Charges

All returned checks or rejected ACH (automatic debits) or credit card transactions will be charged a fee of \$50. This charge may be collected electronically. Two or more returned checks or rejected transactions will result in your account being placed on “cash only” status.

Late Pick-up Fees

Late pick-up is not a normal program option and will only be considered as an exceptional occurrence. Late fees of \$25. per 15 minutes will be assessed beginning at 6:30 PM. **Repeated late pick up may result in aftercare services being terminated.**

Other Fees

- From time-to-time there will be additional fees associated with special activities or field trips. These fees are due prior to the event, activity or trip.

Credits & No Credits

- **Families contract for a specific weekly schedule** as completed on the *Enrollment Agreement* Form. Payment for this contracted schedule is required monthly year-round whether or not your child attends; this enables us to pay teachers a stable salary every week all year. No credits are given for sick or vacation days, holidays, staff training closure or closure due to inclement weather, infectious disease, or weather-related or environmental issues.

Pandemic

- In the event of a serious crisis during which we are prohibited from operating, families shall pay:

*K/EL 65% *Pre-k 35% *Toddler 20% *Infant 15%

- Should you decide to pull your child/children out for any reason including but not limited to a pandemic, our 30-day policy will stay in effect.

Remote learning in Elementary

Due to Covid19 there are different learning options available.

Please read below and be prepared for the adapted learning experience

Programs to be accessed at home:

IXL

Raz Kids

Mystery Science

Epic

Study.com

Please be prepared to access these programs at home. Students working remotely should have access to the internet at home. They will be asked to complete assignments online so should either be accessing a laptop or computer device so that they can type efficiently. Parents and students are responsible for their logins and passwords for the different programs if needed. It is recommended that these logins are kept somewhere available to students to promote their independence with logging into these programs and working independently.

Teachers will not be available to speak to students working remotely during the school day as they will be focused on working with and giving lessons to the students present in class. Parents/students can contact teachers via google classroom, text message or email. Parent/student messages will be replied to within 24 hours. Students in Lower and Upper elementary should be supported to be responsible for messaging their teacher through google classroom or email if needed. We believe they are old enough to have this dialogue with their teacher and it is a good opportunity for them to improve their communication skills through the use of technology. We also want the students to have responsibility over their own progress and learning.

As the schedule for the school day has changed due to the demands and limitations from teaching during Covid19, each grade will have different lesson times which will be in the morning (Monday-Friday). There will also be a morning meeting where attendance and topical discussions take place.

Full time Remote Learners: Students working remotely will be expected to log on via Zoom to view these lessons and discussions. They will have their assignments available on google classroom to print and complete at home. They should have a binder with organized sections for each topic where they can organize their completed work. Work completed at home can be shared with the teachers via google classroom or email for them to check. If your child is working remotely full time then they will complete all of their work at home. They will be assigned a work plan on google classroom which they should follow to support them working efficiently.

Extra Curricular weekly lessons:

- Daily morning group lesson times will be shared with the parents individually as each student has a different schedule
- Music - Not available at this time
- Gym- K through 8th Grade
- Spanish for K-5th grade: TBD

ATTENDANCE, TARDY & WITHDRAWAL

Absence

Infants-Pre-k-Late Arrival Policy

At Rainbow Montessori our goal is to provide a consistent, safe, and enriching environment for all children. To achieve this, it is important that children arrive on time each day. Late arrivals disrupt the classroom routine, affect learning, and place additional strain on staff.

Why Timeliness Matters

Classroom Routine: Teachers prepare structured lessons and activities that begin promptly at the start of the day. Arriving late interrupts the flow of these lessons and makes it harder for children to transition smoothly.

Student Adjustment: Children benefit from the calm, predictable routine of morning arrival. Walking into a classroom already in session can cause stress and make it difficult for the child to settle in.

Staffing & Ratios: Staffing levels are carefully planned based on scheduled arrival times. Late arrivals can pull staff away from their assigned groups, which directly impacts required staff-to-child ratios and overall supervision.

Policy

Arrival Window: Children should arrive between [insert time range, e.g., 7:30 a.m. – 9:00 a.m.].

Late Arrivals: Any arrival after [specific time, e.g., 9:15 a.m.] will be considered late. Families must call or text the office if they expect to arrive late.

Cut-Off Time: Due to staffing and ratio requirements, we may not be able to accept children arriving after 10:00 a.m.. This ensures we can maintain proper supervision and limit classroom disruption.

Partnership with Families

We understand that unexpected delays may occur. Our goal is not to penalize families but to encourage consistent routines that support every child's success. We kindly ask for your cooperation in making timely arrival a priority for your child and for the smooth functioning of our school community.

K-8th Grade ATTENDANCE/TARDINESS POLICY: Any student with 18 or more excessive absences for the year may not be promoted unless acceptable documented evidence is presented to a Review Committee.

Allowed absences:

- Illnesses that last longer than four days recuperation period and have verification from a doctor's note.
- Certified hospital stays.
- Approved religious holidays.
- School approved reasons (death, field-trips, suspension, or other school related reason)

The following guidelines have been set in place to ensure attendance policies are consistently applied:

First Warning: Letter received after **5 unexcused** absences

Second Warning: Letter received after **10 unexcused** absences

Final Warning: Letter received once your child has had **15 unexcused** absences

Tardy Policy Rainbow Montessori:

Any K-8th grade student who is late after 8:30 will follow:

- 1st-4th Tardy- Verbal Warning to students.
- 5th-9th Tardy- Warning Notice home. Time taken out for recess of 15 minutes.
- 10th-15th Tardy- Warning Notice home and a full recess detention.
- 16th Tardy- Warning Notice, Full day's absence, and full recess detention.
- 18th Tardy- Possible detainment- will be reviewed by the attendance committee.

* Kindergarten children must attend at least 5 consecutive half days per week.

*First - Fifth grade children must attend 5 full days per week.

Vacation

- While we recognize the value of family vacations, the center does not provide credit for vacation days.

Withdrawal

- A written notice, 30 days in advance, is required by the center when a child is being withdrawn. Failure to notify will result in one month tuition.

Transfer of Records

- Whether transitioning to the next program setting or to a new classroom, your child's records will be transferred internally.
- If your child is transitioning to a new school, a written request from you with instructions to where the records should be sent is required.

Closing Due to Extreme Weather

If the school is closed due to inclement weather you will be notified via "ProCare", our Parent Communication System. If the Clifton Public School is closed, we will be closed. When in doubt, call the school. The voicemail message will be updated as soon as we get notified. Notices will be sent home if it becomes necessary to make a change in the school calendar.

DELAYED OPENINGS:

- Should the public school have a delayed opening; we will open at 9:30AM. Head Teachers are to arrive at 9am and assistants should be in their classrooms by 9:30am.
- If during the course of the day the weather becomes hazardous, you will be contacted by "ProCare", our Parent Communication System, to have someone pick up your child. If in doubt, call the school.
- In the event it is necessary to close school due to inclement weather, pandemic or other natural causes we will not reimburse or issue credits, since our school tuition is based on an annual budget.
- Should severe weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced via ProCare and the school voicemail will be changed.
- If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

DROP-OFF AND PICK-UP

General Procedure

- We open at 7 AM. Please do not drop-off your child prior to the opening. Parents are expected to accompany their children to the entrance.
- We close at 6:30 PM. Please allow enough time to arrive and leave by closing time.
- Please leave toys, candy, etc., in the car. You are responsible for taking it away from them prior to them coming into the building.

Cell Phone Usage

- The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center.

Authorized & Unauthorized Pick-up

- Your child will only be released to you or those persons you have listed as Emergency and Release Contacts. If you want a person who is not identified as an Emergency and Release Contact to pick-up your child, you must notify us in advance, in writing. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.
- In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.
- If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as Emergency and Release Contacts. Provisions will be made for someone to stay with your child as long as possible, but if after 1 hour we have not been able to reach you or a person listed as an Emergency and Release Contact, we will call the local child protective services agency.

Right to Refuse Child Release

- We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child or we may call the police to prevent potential harm to your child. Recurring situations may result in the release of your child from the program.

PERSONAL BELONGINGS

What to Bring

Infants:

All children should have a full-sized backpack with three changes of clothing, bibs, and extra socks inside. This bag will go home daily and should be returned each day. It is very important to check this bag every day for any notices and/or dirty clothing.

Please note: It is a state requirement that all bottles, cups, and containers be labeled with your child's full name and date. **This should be done daily at home.**

- As per State Licensing of NJ, Infants need 2 Playpen Sheets, **size 39"x27"x5"**
- 1 pack antibacterial wipes, soft pack for hands
- 2 boxes - gallon size Ziploc bags
- 2 boxes- 2 ply facial tissues
- 1 lunch box with ice packs
- Diapers/pull ups
- Baby Wipes
- Rash cream
- 1 pack of disposable bibs

Toddlers:

- All children should have a full-sized backpack with three changes of clothing, especially older toddlers who are potty training, bibs, and extra socks inside. This bag will go home daily and should be returned each day. It is very important to check this bag every day for any notices and/or dirty clothing.

Please note:

- It is a state requirement that all bottles, cups, and containers be labeled with your child's full name and date. **This should be done daily at home.**
- As per State Licensing of NJ, all children must have both, a fitted sheet size 23" x 40" (EX: Amazon: American Baby Company 100% Natural Cotton Percale Toddler Daycare/Preschool Cot Sheet, Blue, 23" x 40", Soft Breathable, for Boys and Girls) and a blanket, or an All-In-One (Ex. Amazon: Toddler Nap Mat Warm with Removable Pillow and Fleece Minky Blanket, Lightweight, Soft Perfect for Kids Preschool, Daycare, Travel Sleeping Bag Boys and Girls, Fit Standard Cot).
- Lunch box with ice packs; Children should have a complete lunch. Afternoon and Daycare snacks will be provided by the school.
- Thermos if applicable- In an effort to save time, if your child requires his/her lunch to be warmed up we are recommending that you heat it up at home and send it in a thermos.

- Refillable water bottle- should come to school full
- 1 pack antibacterial wipes, soft pack for hands
 - 2 boxes - gallon size Ziploc bags
 - 2 boxes- 2 ply facial tissues
 - Diapers/pull ups
 - Baby Wipes
 - Rash cream
 - 1 pack of disposable bibs
 - enough clean bottles for a day's use (if applicable), six diapers and at least two changes of clothes per day. All bottles must be labeled and dated.

Preschoolers:

- All children should have a full-sized backpack with three changes of clothing, especially those who are potty training, bibs, and extra socks inside. This bag will go home daily and should be returned each day. It is very important to check this bag every day for any notices and/or dirty clothing.
- As per State Licensing of NJ, all children must have both, a fitted sheet size 23" x 40" (EX: Amazon: American Baby Company 100% Natural Cotton Percale Toddler Daycare/Preschool Cot Sheet, Blue, 23" x 40", Soft Breathable, for Boys and Girls) and a blanket, or an All-In-One (Ex. Amazon: Toddler Nap Mat Warm with Removable Pillow and Fleece Minky Blanket, Lightweight, Soft Perfect for Kids Preschool, Daycare, Travel Sleeping Bag Boys and Girls, Fit Standard Cot).
- Lunch box with ice packs; Children should have a complete lunch. Afternoon and Daycare snacks will be provided by the school.
- Thermos if applicable- In an effort to save time, if your child requires his/her lunch to be warmed up we are recommending that you heat it up at home and send it in a thermos.
- Refillable water bottle- should come to school full
- 1 pack antibacterial wipes, soft pack for hands
- Diapers/pull ups
- Baby wipes
- Rash cream

Kindergarteners:

All children should have a full-sized backpack with one change of clothing. This bag will go home daily and should be returned each day. It is very important to check this bag every day for any notices and/or dirty clothing.

- Lunch box with ice packs; Children should have a complete lunch. Afternoon and Daycare snacks will be provided by the school.
- Thermos if applicable- In an effort to save time, if your child requires his/her lunch to be warmed up we are recommending that you heat it up at home and send it in a thermos.
- Refillable water bottle- should come to school full
- 1 pack antibacterial wipes, soft pack for hands.

Please label all items brought from home with your child's name (i.e., clothes, bottles, diapers, pacifiers, crib sheet, blanket, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Sheets and soiled clothing will be sent home on an as-needed basis for laundering and return to the center.

Elementary:

- All children should have a full-sized backpack
- Lunch box with ice packs; Children should have a complete lunch. Afternoon and Daycare snacks will be provided by the school.
- Thermos if applicable- In an effort to save time, if your child requires his/her lunch to be warmed up we are recommending that you heat it up at home and send it in a thermos.
- Refillable water bottle- should come to school full
- 1 pack antibacterial wipes, soft pack for hands

Lost & Found

- You can look for lost items and bring found items to the Lost-and-found Box located at the main parking lot entrance. Please note that we are not responsible for lost personal property.

Toys from Home

- We request that you do not allow your child to bring toys from home into the center unless they are part of a show-and-tell activity. Toys should remain either at home or in the car. Many children have the same toys. Unless this procedure is followed, we cannot guarantee that your child will receive his/her own toy at the end of the day. We will not be held responsible for any toys that are brought to school.

SHARING DAY:

- Sharing days and themes are posted on our ProCare Calendar. Should your child wish to bring something in for sharing it should be in a bag with your child's name clearly placed on the outside of the bag. No play weapons of any kind are allowed in school.

NUTRITION

Foods Brought from Home

- Foods should be labeled with the child's name, date, and type of food.
- **PLEASE DO NOT INCLUDE GUM, SODA OR CANDY**
- The USDA recommends a balance of fruits, vegetables, low-fat or fat-free milk, whole grains, and protein foods. For further information go to www.fns.usda.gov
- If you do not provide healthy choices or do not provide food we will provide a healthy choice for them, therefore, **it is your responsibility to update your child's allergy/health information in ProCare.**
- **IMPORTANT NOTICE: PLEASE DO NOT SEND IN PEANUT OR ANY PRODUCTS CONTAINING PEANUTS WITH YOUR CHILD FOR LUNCH OR SNACK DUE TO SEVERE ALLERGIC REACTIONS OF SOME OF OUR STUDENTS.**
- In the event there are other allergies in your child's class you will be notified immediately and asked not to send in products containing the allergen.

Meal Time

SCHOOL LUNCH and LUNCH BOX ETIQUETTE:

- We respect your child's religious/dietary restrictions. Please inform us of any dietary needs your child may have.
- When preparing your child's lunch, we realize that handy microwaveable lunches are very popular. **PLEASE REMOVE THE METAL POP LID**, cover the container with plastic wrap then replace the plastic cover. The edges are very sharp and can lead to your child's injury.
- We do not have the facilities to cook lunches therefore do not send anything that requires cooking. We can warm prepared food however we prefer if you heat the food at home and send it in a thermos. This helps us tremendously by saving the time it takes to warm up all of the children's lunches.
- Please be sure to include everything that your child will need ex., napkins, fork/spoon, drink and snack/s. Afternoon and/or Daycare snacks will be provided by the school. **Don't forget to include ice packs in the lunch box.**
- A caregiver who is trained in first-aid for choking is present at all meals.

Infant Feedings

Infant feedings follow these procedures:

- Infants will be held for bottle-feeding until able to hold his or her own bottle. Bottles will never be propped.

- Infants are fed “on cue” to the extent possible (at least every 4 hours and usually not more than hourly) and by a consistent caregiver/teacher.
- You must supply us with your child’s daily schedule and update schedule as needed.

Breastfeeding Policy for Staff /Parents:

Because breastfeeding has been shown to be the best form of infant nutrition, providing a multitude of health benefits to both infant and mother, and because employees need ongoing support from childcare. Rainbow Montessori School subscribes to the following policy:

- **Breastfeeding mothers shall be provided a place to breastfeed or express their milk.**
- Infant room in rocking chair with water source being the bathroom.
- Staci’s office with the water source being the bathroom.
- Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. This area will have an electrical outlet, comfortable chair, and nearby access to running water.
- **A refrigerator will be made available for storage of expressed breast milk**
- Breastfeeding mothers and employees may store their expressed milk in the center refrigerator. Mothers should provide their own containers, clearly labeled with name and date.
- **Sensitivity will be shown to breastfeeding mothers and their babies.**
- The childcare center is committed to providing ongoing support to breastfeeding mothers, including providing an opportunity to breastfeed their baby in the morning and evening and holding off giving a bottle, if possible, when mom is due to arrive. Artificial baby milks (formula) and solid foods will not be provided unless the mother has requested. Babies will be held closely when feeding and bottles will never be propped.
- **Staff shall be trained in handling human milk.**
- All childcare center staff will be trained in the proper storage and handling of human milk, as well as ways to support breastfeeding mothers. The center will follow guidelines from
- the American Academy of Pediatrics and Centers for Disease Control in ensuring that breastmilk is properly treated to avoid waste. Special precautions are not required in handling human milk.
- Storage Guidelines for Human Milk
- Proper Storage and Preparation of Breast Milk | Breastfeeding | CDC

Breastfeeding employees shall be provided flexible breaks to accommodate breastfeeding or milk expression.

- Breastfeeding employees shall be provided a flexible schedule for breastfeeding or provide breastmilk for their children. The time allowed would not exceed the normal time allowed to other employees for lunch and breaks. For time above and beyond normal lunch and breaks, sick/annual leave may be used, or the employee can come in a little earlier or leave a little late to make up the time.
- **Breastfeeding promotion information will be displayed.**
- The center will provide information on breastfeeding, including the names of area resources should questions or problems arise. In addition, positive promotion of breastfeeding will be on display in the center.

Children 24 Months and Older

- No child shall go more than 4 hours without a meal or snack being provided.
- Children are encouraged to self-feed to the extent that they have the skills. Children are encouraged, but not forced to eat.
- If your child will be arriving before 7:45 AM, arrangements can be made to serve your child breakfast that you send in. Otherwise, please make sure your child has had breakfast before arriving at child care and is supplied with an adequate lunch if required for school.

HEALTH

Immunizations

IMMUNIZATION REQUIREMENTS:

[FOR SCHOOLS AND PARENTS: K-12 IMMUNIZATION REQUIREMENTS | NJ Department of Health](#)

IMMUNIZATION EXEMPTIONS: Parents that have not had their children immunized due to medical or religious beliefs must obtain a form from their local Board of Health for religious/medical exemptions. We have been advised that the children with religious exemptions will also need a note from their doctor stating that they are in good health and free from any communicable diseases. These forms must be turned into the office prior to the child starting.

Physicals

Routine physicals are required according to the current recommendations of the American Academy of Pediatrics, www.aap.org. A copy of your child's physical should be received before but must be received no later than days after your child begins the program. Families are responsible for ensuring that their child's physicals are kept up-to-date and that a copy of the results of the child's health assessment is given to the program.

DENTAL, VISION, and HEARING SCREENINGS

- Dental hygiene is an important part of routine care for children. Rainbow Montessori School encourages parents to have children to begin regular dental screenings from the age of 12 months.
- By 6 months of age as part of a well-child visit, eye health, vision development, and alignment of the eyes should be checked. Rainbow Montessori School encourages you as parents to request this screening to be completed starting at 6 months of age and at each visit following to be completed by your child's healthcare provider.
- Early detection of hearing loss is critical to a child's development. Every infant should have their hearing screened at the hospital shortly after birth. Your child's pediatrician should screen for hearing issues at well visits and refer you to an audiologist if any concerns are raised. If your child is not hitting language development milestones, Rainbow Montessori School may refer your child to see an audiologist for further screening.
- It is important to share these results with Rainbow Montessori School to create the most inclusive environment for your child.

- Documentation of Vision, Hearing and Dental Screenings can be found on the Universal Healthcare forms of all of the enrolled students in the intake folders in the main office.

Illness

We understand that it is difficult for a family member to leave or miss work, but to protect other children; you may not bring a sick child to the center. The center has the right to refuse a child who appears ill. You will be called and asked to retrieve your child if your child exhibits any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable but he/she will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100.4°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written an order that a child be separated from other children.

Children who have been ill may return when:

- They are free of fever, vomiting and diarrhea for 24 hours.
- They have been treated with an antibiotic for 24 hours.
- They are able to participate comfortably in all usual activities.
- They are free of open, oozing skin conditions and drooling (not related to teething) unless:
 - The child's physician signs a note stating that the child's condition is not contagious, and;
 - The involved areas can be covered by a bandage without seepage or drainage through the bandage.
- If a child had a reportable communicable disease, a physician's note stating that the child is no longer contagious and may return to our care is required.

Allergy Prevention

Families are expected to notify us regarding children's food and environmental allergies. Families of children with diagnosed allergies are required to provide us with a letter detailing the child's symptoms, reactions, treatments and care. A list of the children's allergies will be posted in all classrooms. We are trained to familiarize ourselves and consult the list to avoid the potential of exposing children to substances to which they have known allergies.

Epi-pen Policy: Any child that requires an Epi-Pen must fill out and return our Epi-Pen release forms. Please ask the office for the document.

- We must have an "Action Plan" filled out by your doctor. We require a new "action plan" every new school year.
- All prescriptions must be in their original packaging with the child's name and must not be expired. It is the parent/guardian's responsibility to make sure we have updated information.
- If your action plan calls for other types of medicine in addition to an Epi-pen such as Benadryl for example, it is your responsibility to make sure it is sent in for your child. We will not be held responsible if you do not send in the required medicine.

Medications

- All medications should be handed to a staff member with specific written instructions for administration. Medications should never be left in the child's backpack/lunchbox or with the child to administer on their own. Our staff will ensure that the medication is recorded along with the directions and proceed to dispense the medication as directed.

- **Prescription and Narcotic medications** require a note signed by the family and a written order from the child's physician. The label on the medication meets this requirement. The medication must include your child's name, dosage, current date, frequency, and the name and phone number of the physician. All medications must be in the original container (you may request pharmacies to fill your prescription in two labeled bottles). Please specify the dosage, number of pills that are in the bottle, and time(s) to be administered for each medication.
- **Non-prescription medications** require written permission and instructions signed by the child's primary care physician. The written permission must include your child's name, dosage, current date, frequency, and all medications must be in the original container. Non-prescription medication should not be administered for more than a 3-day period unless a written order by the physician is received.
- **Non-prescription topical ointments, lotions and insect repellent** (e.g., diaper cream or teething gel, sunscreen), written and signed permission from the child's parent/guardian specifying frequency and dosage to be administered as well as the length of time the authorization is valid which cannot exceed 12 months.

Communicable Diseases

When an enrolled child or an employee of the center has a (suspected) reportable disease, it is our legal responsibility to notify the local Board of Health or Department of Public Health. We will take care to notify families about exposure so children can receive preventive treatments.

Included among the reportable illnesses are the following:

- Bacterial Meningitis
- Botulism
- Chicken Pox
- COVID-19
- Diphtheria
- Haemophilus Influenzae (invasive)
- Measles (including suspect)
- Meningococcal Infection (invasive)
- Poliomyelitis (including suspect)
- Rabies (human only)
- Rubella Congenital and Non-congenital (including suspect)
- Tetanus (including suspect)
- H1N1 Virus
- Any cluster/outbreak of illness
- Tuberculosis

FOR THE CARE & SAFETY OF YOUR CHILDREN:

- At the time a staff member is hired it is mandatory that he/she have a full FBI fingerprinting and criminal background check completed. These will be updated every three years when the center's license is being renewed.
- We also require all staff members at each campus to be CPR/AED/EPI-PEN/FIRST AID certified and to have received their Covid vaccination to help insure the safety of your children.

Clothing

Please dress your child in practical clothing that allows for freedom of movement and is appropriate for the weather. Your child will be involved in a variety of activities including: painting, outdoor play, sand, weather, and other sensory activities. Our playground is used as an extension of the center, and daily programs are conducted outside whenever weather permits. In addition to being neat, clothing should be such that the child can manage by himself or herself. This avoids accidents on the way to the bathroom.

ALL CHILDREN'S CLOTHING MUST BE LABELED:

- A permanent laundry marker works fine. Put your child's name on the manufacturer's label. This will save a lot of confusion and will help make sure your child has his/her belongings.
- **We will not be held responsible for lost clothing that is not labeled.**
- Each child must have a complete set of clothing including; underwear, socks, shirts and pants (**season appropriate**). The clothing should then be put in a Ziploc bag with the child's name. Many times, children spill their juice, or when working with a water game manage to get wet, and it is necessary to put on clean clothing.
- It is your responsibility and necessary to check frequently to make sure a supply of clothing is clean, complete, seasonally appropriate and the proper size.
- Sandals and flip-flops are not appropriate for center play and make it difficult for your child to participate in some activities.

Extreme Weather and Outdoor Play

- As per the State of NJ Division of Licensing, **all** children are required to go outside for at least 20-30 minutes two times per day weather permitting, regardless of the temperature. No child/children are allowed to stay in unless they have a doctor's note stating the reason why.

Injuries

- Children are very active, they like to run, jump, and play. Sometimes accidents do occur. Safety is a major concern in child care and so daily safety inspections are completed inside and outside the center area in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report through ProCare outlining the incident and course of action taken. If the injury is from the neck up or produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.
- In the event of a serious medical emergency, we would call 911 and your child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact. Your child's well-being is our main concern.

Biting

- Biting is a normal stage of development that is common among infants and toddlers – and sometimes even among preschoolers. It is something that most young children will try at least once. While biting is an age-appropriate behavior, it is important to remember it is also an unacceptable behavior in a childcare environment. Children bite for a variety of reasons; teething, sensory exploration, cause and effect, imitation, crowding, seeking attention, frustration and stress. Biting is not something to blame on children, their parents, or their teachers. There are a variety of strategies we implement at Rainbow Montessori School to prevent and stop biting. This is the process followed when a child bites:
- The biting child is stopped and told, "Stop biting. Biting hurts" in a firm voice. Teachers should remain calm, being careful NOT to show anger or frustration towards the child.
- The biting child is removed from the situation. Depending upon the observed motive for the bite, the separation may include re-direction or meeting the child's needs. As little attention as possible will be placed on the biting child, to avoid reinforcing the behavior
- Appropriate first aid will be provided to the child who was bitten. Bite will be washed with soap and water, cold compress will be applied to reduce pain and swelling. A bandage will be applied if necessary.

-It is important to explore the reasons for biting when it occurs. Teachers need to work with parents to gather information about the child's behavior and begin observations to determine the reasons for biting. Examples of triggers would be: communication deficits, transitions, hunger, lack of sleep, need for oral stimulation or teething pain. Once triggers are identified, staff can work on prevention strategies and start teaching replacement skills. Below are the steps the teacher will take to identify triggers and replace the behavior:

1. The teacher will examine the context in which the biting is occurring and look for patterns. The following questions should be asked:

- Was the space too crowded?
- Were there too few toys?
- Was there too little to do or too much waiting?
- Was the child who bit getting the attention and care he/she deserved at other times?

2. The teacher will change the environment, routines or activities if necessary.

3. The teacher will work with the child who is biting to resolve conflicts and frustrations in more appropriate ways.

4. The teacher will observe the child, to get an idea of why and when they are likely to bite.

5. The teacher will identify children likely to be bitten and make special efforts to reduce their chance of being bitten.

6. If biting continues the teacher will observe the group more closely and work with the parents to seek out additional resources as necessary to shadow the child who is biting.

-All information is confidential and names of the children involved in the incident are not shared between parents. In addition, biting is ALWAYS documented on an Incident/Accident Report which is completed and signed by parents in Procare.

-When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more appropriate behavior. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care.

Parent code of conduct:

Rainbow Montessori School requires that parents of enrolled children at all times:

-Respectful Communication

- Speak to and about all staff, students, and other families with respect and courtesy at all times.
- Use appropriate language and tone in all forms of communication, including in-person conversations, phone calls, emails, and social media.
- Avoid disruptive, aggressive, or intimidating behavior, whether on school grounds or during school-related events.

-Collaboration and Support

- Work in partnership with teachers and staff to support your child's education, development, and well-being.
- Attend parent-teacher conferences and respond to communications in a timely and constructive manner.
- Raise concerns or complaints through the appropriate school channels in a respectful and solution-oriented way.

-Appropriate Behavior on School Grounds

- Follow all school policies, procedures, and safety guidelines when visiting campus.
- Sign in at the main office and wear visitor identification when required.
- Supervise young children brought onto campus and ensure their behavior is respectful and safe.

-Role Modeling Positive Behavior

- Demonstrate honesty, integrity, and kindness in interaction within the school community.
- Encourage your child to follow school rules, respect school staff, and take responsibility for their actions.
- Refrain from gossip, negative commentary, or behavior that undermines the school's values.

-Social Media & Photo Sharing Responsibility

- Photos or videos shared via Class Dojo, group messaging, or any school communication platforms that include other students, staff, or children who are not your own must not be posted on social media or shared with others.
- Respect the privacy and confidentiality of all students and families within our school community.
- Address concerns directly with the school administration rather than through public or online forums.

-Attendance and Punctuality

- Ensure your child arrives at school on time and attends regularly.
- Notify the school promptly of any absences or changes in pick-up or contact information.

Parents who violate the Parent Code of Conduct will not be permitted on school property and your child will be immediately expelled.

Smoking

-The use of tobacco in any form is prohibited on the center's premises.

Prohibited Substances

-The use of alcohol or illegal drugs is prohibited on the center's premises. Possession of illegal substances or unauthorized potentially toxic substances is prohibited.

-Any adult who appears to be inebriated, intoxicated, or otherwise under the influence of mind-altering or polluting substances is required to leave the premises immediately.

Dangerous Weapons

-A dangerous weapon is a gun, knife, razor, or any other object, which by the manner it is used or intended to be used, is capable of inflicting bodily harm. Families, children, staff or guests (other than law enforcement officers) possessing a dangerous weapon will not be permitted onto the premises.

Child Custody

-Without a court document, both parents/guardians have equal rights to custody. We are legally bound to respect the wishes of the parent/guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent/guardian has legal custody where there is no court documentation.

Suspected Child Abuse

STATE MANDATES ON SUSPECTED CHILD ABUSE:

- In New Jersey, any person having reasonable cause to believe that a child has been subjected to abuse or acts of abuse should immediately report this information to the State Central Registry (SCR). If the child is in immediate danger, call 911 as well as **1-877 NJ ABUSE (1-877-652-2873)**. A concerned caller does not need proof to report an allegation of child abuse and can make the report anonymously.
- It is a staff mandatory requirement that they complete the Ministry Safe training on Sexual Abuse Awareness Training for Daycare Centers.

Department of Children and Families Office of Licensing

INFORMATION TO PARENTS

- Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 3A:52), every licensed child care center in New Jersey must provide to parents of enrolled children written information on parent visitation rights, State licensing requirements, child abuse/neglect reporting requirements and other child care matters. The center must comply with this requirement by reproducing and distributing to parents and staff this written statement, prepared by the Office of Licensing, Child Care & Youth Residential Licensing, in the Department of Children and Families. In keeping with this requirement, the center must secure every parent and staff member's signature attesting to his/her receipt of the information. Our center is required by the State Child Care Center Licensing law to be licensed by the Office of Licensing (OOL), Child Care & Youth Residential Licensing, in the Department of Children and Families (DCF). A copy of our current license must be posted in a prominent location at our center. Look for it when you're in the center. To be licensed, our center must comply with the Manual of Requirements for Child Care Centers (the official licensing regulations). The regulations cover such areas as: physical environment/life-safety; staff qualifications, supervision, and staff/child ratios; program activities and equipment; health, food and nutrition; rest and sleep requirements; parent/community participation; administrative and record keeping requirements; and others. Our center must have on the premises a copy of the Manual of Requirements for Child Care Centers and make it available to interested parents for review. If you would like to review our copy, just ask any staff member. Parents may view a copy of the Manual of Requirements on the DCF website at <http://www.nj.gov/dcf/providers/licensing/laws/CCCmanual.pdf> or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New

Jersey”, and mailing it to: NJDCF, Office of Licensing, Publication Fees, PO Box 657, Trenton, NJ 08646-0657. We encourage parents to discuss with us any questions or concerns about the policies and program of the center or the meaning, application or alleged violations of the Manual of Requirements for Child Care Centers. We will be happy to arrange a convenient opportunity for you to review and discuss these matters with us. If you suspect our center may be in violation of licensing requirements, you are entitled to report them to the Office of Licensing toll free at 1 (877) 667-9845. Of course, we would appreciate your bringing these concerns to our attention, too. Our center must have a policy concerning the release of children to parents or people authorized by parents to be responsible for the child. Please discuss with us your plans for your child’s departure from the center. Our center must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please talk to us about these policies so we can work together to keep our children healthy. Our center must have a policy concerning the expulsion of children from enrollment at the center. Please review this policy so we can work together to keep your child in our center. Parents are entitled to review the center’s copy of the OOL’s Inspection/Violation Reports on the center, which are available soon after every State licensing inspection of our center. If there is a licensing complaint Page 1 of 2 OOL/Information to Parents/May 2019 investigation, you are also entitled to review the OOL’s Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the center during the current licensing period. Let us know if you wish to review them and we will make them available for your review or you can view them online at <https://childcareexplorer.njccis.com/portal/>. Our center must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children. Our center must post its written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. We encourage you to review it and to discuss with us any questions you may have about it. Our center must post a listing or diagram of those rooms and areas approved by the OOL for the children’s use. Please talk to us if you have any questions about the center’s space. Our center must offer parents of enrolled children ample opportunity to assist the center in complying with licensing requirements; and to participate in and observe the activities of the center. Parents wishing to participate in the activities or operations of the center should discuss their interest with the center director, who can advise them of what opportunities are available. Parents of enrolled children may visit our center at any time without having to secure prior approval from the director or any staff member. Please feel free to do so when you can. We welcome visits from our parents. Our center must inform parents in advance of every field trip, outing, or special event away from the center, and must obtain prior written consent from parents before taking a child on each such trip. Our center is required to provide reasonable accommodations for children and/or parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. 12101 et seq.). Anyone who believes the

center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of Justice for information about filing an ADA claim at (800) 514-0301 (voice) or (800) 514-0383 (TTY). Our center is required, at least annually, to review the Consumer Product Safety Commission (CPSC), unsafe children's products list, ensure that items on the list are not at the center, and make the list accessible to staff and parents and/or provide parents with the CPSC website at <https://www.cpsc.gov/Recalls>. Internet access may be available at your local library. For more information call the CPSC at (800) 638-2772. Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the center or not, is required by State law to report the concern immediately to the State Central Registry Hotline, toll free at (877) NJ ABUSE/(877) 652-2873. Such reports may be made anonymously. Parents may secure information about child abuse and neglect by contacting: DCF, Office of Communications and Legislation at (609) 292 0422 or go to www.state.nj.us/dcf/. Page 2 of 2

EMERGENCIES

Lost or Missing Child

- In the unlikely event that a child becomes lost or separated from a group, all available staff will search for the child. If the child is not located within 15 minutes, the family and the police will be notified.

Fire Safety

- Our center is fully equipped with emergency evacuation cribs, alarms, and lights.
- Our fire evacuation plan is reviewed with the children and staff two times per month.

Emergency Transportation

- In the event your child needs to be transported due to a medical emergency, if no other authorized person can be contacted and the need for transportation is essential, an ambulance will be called for transportation. A proper escort will accompany and remain with the child until a family member or emergency contact arrives.

CENTER POLICIES

- Our center policies not included in this handbook are reviewed monthly and updated as needed. Updates will be shared on Padlet with parents.

Infant Daily Schedule

8:00 AM - 9:00 AM: Wash hands upon arrival, breakfast or bottles if needed, staff should wash hands in between/work period begins

9:00 AM: Start Diaper Changing (or as needed)

9:30 AM - 10:00 AM: Morning Walk/Outside Time

10:00 AM - 10:45 AM: Wash hands/Circle Time

10:45 AM - 11:00 AM: Wash hands/sit for lunch time

11:00 AM - 11:30 AM: Lunch time/Diaper changes before nap

11:30 AM - 1:30 PM: Nap time

1:30 PM: Kids get up, start diaper changing and washing hands/sit for snack time

1:30 PM - 2:00 PM: Snacktime

2: 00 PM - 2:30 PM: Afternoon Walk/Outside Time

2:30 PM - 3:00 PM: wash hands, afternoon work period, prepare for dismissal

Please Note:

- Diaper changes are as needed not only at scheduled times
- Feeding schedule differs per the child's needs

DAILY ACTIVITIES OUTLINE: (Toddler, Jr. Pre-k, and Pre-k)

The following is a basic outline of what a day in our Montessori program would look like. Please keep in mind that we are flexible in order to meet the needs of the children.

TIME ACTIVITY

8:00am-8:45am Children arrive and proceed to the line for opening exercises

8:45am-9:15am Circle begins:

- Attendance
- Pledge of a Allegiance and appropriate song
- Sound Cards (Open Court)
- Demonstration of materials, or work related “games”.

9:15am-10:15am Work Period

10:15am-10:30am Children return to the line to get ready to go outside, walking on the line may be done at this time.

10:30am-11:00am Children will use this time for outside play, weather permitting. If inclement weather, rain, snow, etc., the children may stay inside. Games, stories, songs or exercises may be permissible activities.

11:00am-11:45am Cleanup & Lunchtime

12:00pm-1:30pm Rest time (quietness is encouraged, soothing music may be played) teachers may eat lunch.

12:30pm-12:35 pm Afternoon children are admitted.

1:30pm-2:30pm Work Period

2:30pm-3:00pm Afternoon Recess

2:30 pm- Snack

2:40 pm - 3:00 pm children will be outside weather permitting

3:00pm– 3:20pm children return to the classrooms to get washed and ready to go home.

3:00pm-3:30pm Dismissal

DAILY ACTIVITIES OUTLINE: (Kindergarten & Elementary)

The following is a basic outline of what a day in our Montessori program would look like.

Please keep in mind that we are flexible in order to meet the needs of the children.

TIME ACTIVITY

8:00am-11:30am	Work period and lessons
11:30 - 12pm	Clean up/Circle Time
12:00pm - 1:00pm	Lunch & Recess
1:00pm - 2:30pm	Afternoon work period
2:30 pm	Snack
3:00pm– 3:30pm	Clean up//prepare for dismissal
3:30pm– 6:30pm	Aftercare

Social Media Policy:

- We do not use names when posting on our Social Media page for the safety of our students, and for that reason we ask that you do not “tag” photos. We also discourage our staff from friending our parents on any social media platforms.

Babysitting Policy:

- Although it is not recommended, any staff member that babysits one of our students on their personal time, outside of school hours, must have a release waiver signed by the parent/guardians **and said staff member. Completed waiver must be returned to Administration. You may not babysit/transport a student without said waiver.**

SECURITY POLICY:

Here are some guidelines we would like for you to follow in reference to our Rainbow Montessori Security Policy. We appreciate everyone’s patience and cooperation with this. We understand and do not expect that the parents are responsible for our security but cooperation with our policy helps us to be successful.

- Please remember that just because someone is familiar to you does not mean they are authorized to enter the building.
- Please ring the bell. Identify yourself, and your child and wait to be buzzed in.
- Please do not hold the door open for anyone if they have not been identified and buzzed in.
- If you see a strange or suspicious person near or around the school, please report it to the office immediately.
- If you see a parent that is violating our security policy, please report it to the office so that we can follow through with that parent.
- If you are trying to follow the Security Policy and you are met with a conflict, please do not put yourself in what could be a confrontational situation. Report it to the office immediately.

SCHOOL COUNSELOR:

- Mrs. Jennifer Brandt (Licensed clinical social worker/certified school social worker). Rainbow Montessori School offers services by a certified counselor. If we feel your child is in need of services, we offer up to 5 services through the school. If your child needs additional sessions, you will be given a referral to outside counseling.

Family Resources

The Rainbow Montessori School strives to provide families with resources and to keep you informed about the latest advances in early childhood in order to provide the best learning environment for your child(ren). Rainbow Montessori School will offer family workshops on site, send out information about family workshops being offered in the community, as well as resources in health and safety tailored to your specific needs. If you do have the opportunity to attend a workshop off site, to help us satisfy our Grow NJ Kids requirement, we ask that you please bring in a copy of the attendance sheet. If you attend virtually, this is as simple as taking a picture/screenshot of the participants and sending it to us. Topics will include the following:

Preventative Health Care

[Medical Home - HealthyChildren.org](#)

[Vaccine Schedule for Children 6 Years or Younger | CDC](#)

Mental/Behavioral Health Issues

[Children's Mental Health \(cdc.gov\)](#)

[Emotional Wellness - HealthyChildren.org](#)

[Infant and Early Childhood Mental Health • ZERO TO THREE](#)

Nutrition and Obesity

[Print Resources | MyPlate](#)

[Overweight & Obesity | CDC](#)

Medication Administration Policies and Procedures

[Administering Medication at School: Tips for Parents - HealthyChildren.org](#)

Oral Health

www.healthychildren.org/english/healthy-living/oral-health/pages/default.aspx

Communicable Disease Prevention

[Reducing the Spread of Illness in Child Care - HealthyChildren.org](#)

[COVID-19 Guidance for Operating Early Care and Education/Child Care Programs \(cdc.gov\)](#)

Early/Adult literacy

[Early Literacy • ZERO TO THREE](#)

[Read Together to Support Early Literacy | NAEYC](#)

Positive Parent Interactions

[Positive Parenting Tips | CDC](#)

[Positive Parenting Approaches • ZERO TO THREE](#)

[Communication & Discipline - HealthyChildren.org](#)

Cultural awareness

[Parenting Tips & Advice | PBS KIDS for Parents](#)

[Culture & Language | ECLKC \(hhs.gov\)](#)

Developmental issues

[Communication & Discipline - HealthyChildren.org](#)

[CDC's Developmental Milestones | CDC](#)

[What is "Early Intervention"? | CDC](#)

[Special Education Services for Preschoolers with Disabilities | Center for Parent Information and Resources \(parentcenterhub.org\)](#)

If there are any other topics you would like additional information on please feel free to speak with office Administration.



YOUR CHILD'S "MEDICAL HOME": WHAT YOU NEED TO KNOW

The American Academy of Pediatrics (AAP) and the National Center for Medical Home Implementation (NCMHI) want children, youth, and families across the country to know **that EVERY child and youth deserves a MEDICAL HOME.**

WHERE IS YOUR CHILD'S MEDICAL HOME?

A **MEDICAL HOME** is the kind of primary health care we all want and deserve. A **MEDICAL HOME** is not a place—it is the way care is provided to your child/youth and your family. At the core of a **MEDICAL HOME** is a knowledgeable, compassionate health care provider and care team chosen by a patient and their family to take care of a child/youth's health needs.

A **MEDICAL HOME** means that –

Your pediatric team...

- Knows the health history of your child/youth;
- Listens to your concerns and needs, as well as those of your child/youth;
- Follows up with any other health care providers your child receives care from, when necessary;
- Works in partnership with you to make sure that the medical and non-medical needs of your child/youth and family are met;
- Creates a trusting, collaborative relationship with you and your child/youth;
- Treats your child/youth with compassion and an understanding of his/her strengths;
- Develops a care plan with you and your child/youth when needed;
- Respects and honors your culture and traditions.

You and your child/youth...

- Are comfortable sharing concerns and questions with your pediatric team and other health care providers;
- Routinely communicate your child/youth's needs and family priorities to your pediatric team;
- Remember to tell your pediatric team about any care received between visits (eg, emergency room visits, urgent care clinics).

YOU CAN MAKE MEDICAL HOME IMPROVEMENTS

You can help your practice make changes so that it is a true **MEDICAL HOME**! The following are a few things to think about and discuss with your child/youth's primary care provider:

- How can we, as parents, help you provide an even better **MEDICAL HOME** for all patients and families in the practice?
- Does the practice have a 'family advisory council' that informs and advises the practice on how to improve their patients' experience? If not, how can we work together to create one?
- How can we work together to develop:
 - Easy-to-read, understandable information describing the practice and how patients and families can access appropriate care (eg, patient brochure, Web site)?
 - A patient satisfaction survey?
 - Improved physical access to the practice?
 - An updated list of community resources for patients/families?

Let your doctor know how important these improvements are to you and your child/youth's care.

Learn more about the **MEDICAL HOME** approach to care – what to expect and how to make the most of it – by visiting www.MedicalHomeInfo.org.

The AAP believes that EVERY child and youth deserves a **MEDICAL HOME**.



NATIONAL CENTER FOR
MEDICAL HOME
IMPLEMENTATION



We encourage all families to be active members of the community. Furthermore, if you are a member of a local or regional community or club please let us know and we will happily add it to our list. By clicking on the link, you can find out information as to when and where the meetings take place.

Below is a list of local organizations that parents may choose to become involved with:

- BOY SCOUTS OF AMERICA

www.scouting.org

- GIRLS SCOUTS OF AMERICA

www.girlscouts.org

- Clifton Chamber of Commerce

<https://northjerseychamber.org/>

- Clifton Public Library

<https://cliftonpl.org/>

- Center for Food Action

<https://www.cfanj.org/>

- Allwood community church of Clifton

<http://www.allwoodcommunitychurch.com/>

- Clifton Education Foundation

<https://cliftoneducationfoundation.org/>

- Clifton Recreation

<https://cliftonnj.myrec.com/info/default.aspx>

- Clifton Emergency Response Team

<https://www.cliftonnj.org/167/Community-Emergency-Response-Team>

Passaic County Council for Young Children (PCCYC)

<https://newdestinyfsc.org/pccyc/>

- Special Education Parent Advisory Groups in New Jersey

<https://www.nj.gov/education/specialed/parents/docs/SEPAG%20Guide-English-updated%204%2016%2019.pdf>

SCHOOL RECORDS:

In order to complete your child's records the following are necessary. **One per child and must be submitted before your child may begin.**

- **Current Signed Registration form** - Must be updated yearly for each session ex. Summer and/or September
- **Custody document (if applicable)**
- **Copy of Birth Certificate**— a copy should be sent in to the office.
- **Medical Authorization Form**
- **Immunization record (updated as required)**
- **Universal Child Health Record** - form can be downloaded from Google. **Must be updated every school year.**
- **Proof of flu vaccine** must be provided to the school prior to Dec 20th for all children ages 6 months - 59 months of age. Updated every school year.
- **Emergency Consent/Anytime pick up people** - It is the parent/guardian's responsibility to keep this information updated in ProCare.
- **Information to parents** - **Valid for the duration of your child's enrollment (found in the parent handbook)**
- **Parent Handbook Form** - **Updated when revisions are made**
- **Expulsion Policy-Valid for the duration of your child's enrollment**
- **Authorization in Exchange of Confidential Information, Fundraising contract, and Permission for walking**- Signed form
- **Photo consent** - **Valid for the duration of your child's enrollment**
- **Social Media Release form**-Valid for the duration of your child's enrollment
- **Parent Code of Conduct** - **Valid for the duration of your child's enrollment**
- **Epi-pen, Asthma, Food/Allergy Actions Plan (if applicable)** - Asthma Action Plan | AAFA.org, **Food Allergy & Anaphylaxis Emergency Care Plan** - FoodAllergy.org **Must be updated every school year or when updates are needed. Please ask the office for this document**
- **Walking permission form** - **Valid for the duration of your child's enrollment**
- **Policy on the Release of children**
- **Policy on Use of Technology and Social Media**
- **Positive Guidance and Discipline Policy**- **Valid for the duration of your child's enrollment**
- **Terms and Conditions**— Signed form **Must be completed every school year**

SCHOOL MEETINGS: All School meetings will be held via Zoom. When a school meeting is necessary, you will receive an email/text from ProCare with the login information.

Student Crisis School Clearance Policy:

- If Your child has been identified as being someone who is in need of an immediate risk assessment. Please note that the purpose of this risk assessment is to best assist the school and your family and most importantly, obtain help for your child.

You are REQUIRED to complete the following in order for your child to be readmitted to school.

1. Arrange for the student to have an immediate evaluation by one of the following unless we require an immediate hospital referral. (This will be done at your own expense)
 - Care Plus: 17-07 Romaine Street, Fairlawn, NJ. (201) 797-2660
 - Mountainside Medical Center, Montclair, NJ. (973) 249-6813
 - Palisades Medical Center, North Bergen, NJ. (201) 854-0500
 - St.Claire's Behavioral Health Services, Boonton, NJ. (973) 299-5480
 - St. Joseph's Medical Center- Emergency Room, Paterson, NJ. (973) 754-2240.
 - Any other Emergency Room of your choice.
2. Complete and return the school clearance forms which can be requested from Ms. Brittany.

These completed forms must be presented to the school prior to the student re-entering school



Parent Handbook Acknowledgement

Please sign this acknowledgement, detach it from the handbook, and return it to the center prior to enrollment.

This handbook may be updated from time-to-time, and notice will be provided as updates are implemented.

Thank you for acknowledging the policies and procedures we have established for the safety and welfare of all children in our care. We look forward to getting to know you and your family.

I have received the **Rainbow Montessori School Parent Handbook** and It is my responsibility to understand and familiarize myself with the Parent Handbook and to ask center management for clarification of any policy, procedure or information contained in the Handbook that I do not understand.

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____ Date: _____