



Family Handbook 2024-2025

“The secret of success in education is found to lie in the right use of imagination in awakening interest, and the stimulation of seeds of interest already sown.”

- Dr. Maria Montessori

Philosophy

Breckenridge Montessori is committed to providing a nurturing, peaceful, and loving educational environment for children. The children are valued and encouraged to develop a natural love of learning and curiosity to guide them throughout life.

Mission Statement

Breckenridge Montessori is committed to providing the highest quality educational experience for children aged 2 ½ to 7 years. We are dedicated to offering Dr. Maria Montessori’s method of education to the children and parents of Summit County. Genuine Montessori lessons and materials, healthy play, nature and science exploration, and the many cultural and recreational opportunities in Breckenridge, further enrich our school environment.

Goals

Our students will realize a life-long love of learning and self-discipline to guide them in the pursuit of their hopes and dreams. We provide a small community school as a unique childcare and preschool to the families of Summit County. Our program is accessible and affordable to children and families of all racial and socio-economic backgrounds.

Location

Breckenridge Montessori is located in a historic Victorian home in downtown Breckenridge, CO.

Curriculum

Dr. Maria Montessori’s method of education forms the basis for the curriculum at Breckenridge Montessori. The children are the central figures in their own development. The prepared environment consists of practical life activities, sensorial materials, mathematics, language, art, music, geography, science, peace education, and cultural extensions. Our outdoor environment offers nature-based play spaces.

Minimal waste

We are committed to using earth-friendly products, reducing, reusing and recycling. We believe we can make a difference for our earth by making such simple choices.

TV/video viewing

Age-appropriate tv/video viewing may be introduced for curriculum-related activities. Parents will be notified of the video ahead of viewing and will have the choice to opt-out for their child(ren).

Media and internet usage

We do not permit or make available screen or media use related to the curriculum (i.e. we do not have iPads or other devices that the children use at school, ever). The only exception is to the tv/video viewing policy, that falls under a different category than media and internet usage.

Ages

Breckenridge Montessori is licensed to provide care for children ages 2 ½ - 7 years. In Montessori education, each child is viewed as an individual with recognition that the children are ready to expand their learning experiences at different ages.

Staff and staff/student ratios

At Breckenridge Montessori we have a qualified Early Childhood Teacher per the Colorado Department of Early Childhood (CDEC) qualification requirements who is guided by a trained Montessori and/or a trained Montessori teacher leading the classroom with an assistant supporting the teacher(s). We maintain a 1:6 to 1:10 staff to student ratio.

Hours of operation, drop-off and pickup

Breckenridge Montessori is open Monday through Thursday from 8:00 a.m. to 4:30 p.m.

Drop-off: 8:00 a.m. to 8:45 a.m.

To encourage your child's independence, please escort him/her to the school door or playground gate, a teacher will meet you at the door or gate and will walk your child inside the school environment.

We request children are dropped off by 8:45 a.m. to give them time to do their morning routine. The morning routine is hanging up one's backpack or bag, putting on inside shoes, putting lunch box in the refrigerator, using the bathroom and washing hands before joining the classroom. Dropping off by 8:45 a.m. gives the children a 15-minute transition time for to complete the tasks independently, and unhurriedly, and then join 9:00 a.m. group time on the ellipse.

If you have a special message to relay to the teachers at drop-off, such as your child did not sleep well or someone (who is authorized to pick-up) other than you will be picking up, please let us know via email or note, or call the school.

We do not offer mid-morning or afternoon drop-offs as our morning classroom interactions are meaningful and we want your child present during this important part of the day. The only exception for missing the morning session is for doctor, dentist, or other medical appointments. Please let the staff know of medical appointments by writing a note or emailing ahead of time.

Texting staff to communicate important information during school hours is not allowed per the Colorado Department of Early Childhood Licensing or Breckenridge Montessori's policies. Cell phones are not permitted in the classroom. If you have an urgent matter, call the school.

Pick-up: 12:30-12:45 p.m. half day students, 3:45-4:30 p.m. full day students

If you plan on picking your child up more than 15 minutes early, let staff know via email, voicemail or note the day of or when you know you'll need an early pick-up.

Please be considerate of our staff and respect the hours of operation. Doors open at 8:00 a.m., children will not be allowed in early. Your child must be picked up and signed out by 4:30 p.m. If you are going to be late, call the school so we know that you are safe and to know how long we may have to wait. If you are late, a \$5/minute/child fee is applied. After three late pick-ups there is a flat rate fee of \$20 per additional late pick-up. After five late pickups, you will be referred to the board for review and this could result in loss of enrollment for your child.

The last 15 minutes of the day gets busy with pick-ups, if you'd like to discuss your child's day in-depth, please pick-up before 4:15 p.m., so the staff has adequate time to communicate with you, or communicate a time, during school hours, that is better for you, such as drop-off the following morning if important information needs to be discussed. Refer to the Communication/Conferences section if you have questions on communication.

Checking in and out

Per state licensing, and to receive Universal Preschool (UPK) and Summit Pre-K Program (SPK) funding, you must check your child in and out each day. Use the Early Learning Ventures app to scan the QR code: <https://elv.earlylearningventures.org/portal/login>. The QR code will be printed each day, please feel free to remind staff if the QR code needs to be printed. If you are unable to check in/out, relay that information to staff via an email with date, check in/out time and reason you could not check in/out. After five failures to check in/out, your child's enrollment case will go to the board for review and could result in loss of enrollment for your child.

School Calendar

The school calendar is e-mailed, printed and given to all families, available at www.breckmontessori.com and via a google document link: <https://tinyurl.com/4s3vmuky>.

During the school year, Breckenridge Montessori follows the Summit School District Calendar for vacations, breaks, closures and delays due to inclement weather. Sign up to receive alerts at <http://www.co.summit.co.us/1149/Summit-County-Alert> and/or check the Summit School District website or social media for notifications. We try not to make

changes to the calendar during the school year; however, it is occasionally necessary to alter previously planned dates. Parents and staff will be notified of the new calendar version.

At Breckenridge Montessori, we observe the following days off: Labor Day, professional development days: October 31, January 6, February 3, three days for Thanksgiving, two weeks in December/January for the holiday break, Martin Luther King Jr. Day, one week in February for winter break, one week in April for spring break, Memorial Day, two days over the 4th of July, other training/in-service days, and four weeks in summer. With the exception of being open in June and July, we follow the Summit School District Calendar for breaks.

The first day of school for the 2024-25 school year is Monday, August 26, 2024. The last day of the 2024-25 school year is Thursday, July 24, 2025, the last day of school is a half day with pick-up by 12:30pm. The first day of school for the 2025-26 school year is Monday, August 25, 2025.

If requested, we will put out a sign-up sheet for families prior to vacations in order to help parents coordinate with each other to cover childcare needs during each of these breaks.

Admissions, Enrollment and Registration

Admissions: We compile applications into an applicant pool. This allows us to enroll children per the availability of our mixed-age classroom and staffing. Prior to admission, the family completes a Breckenridge Montessori Application, the staff conducts a parent/guardian tour and then schedule a playground visit with the child and parent/guardian at a later date.

Enrollment and Registration: Upon enrollment, the parent/guardian will be sent a link to Early Learning Ventures (ELV) to authorize the enrollment/registration documents needed, including, but not limited to: contact information; authorization for emergency medical treatment, non-transported field trips, tv/video viewing, photo release (optional), media release (optional), and sunscreen; and to add emergency contacts and authorized pickups. A General Health Appraisal <https://tinyurl.com/GeneralHealthAppraisal> (or hard copy available from the school) needs to be signed within thirty (30) calendar days of admission, and updated yearly per the child's wellness exam date (or within 30 days of that). Breckenridge Montessori staff accesses the Colorado Immunization Information System (CIIS) to print your child's immunization record.

Immunizations

Breckenridge Montessori accepts children who are non-immunized or under immunized; your child may be in contact with a child who is not immunized. If a child is non-immunized or under immunized a Certificate of Medical or Nonmedical Exemption must be on file at the school; information on obtaining a certificate is available here: <https://cdphe.colorado.gov/school-required-vaccine-exemptions>. Nonmedical exemption certificates expire on the 30th of June each year, so an updated certificate needs to be completed the 1st of July, or before the child returns to school in July, each year. Parents/guardians are responsible for filing a Certificate of Exemption with Breckenridge Montessori. **Students with an immunization exemption on file may be kept out of a child care facility or school during a disease outbreak.** The length of time will vary depending on the type of the disease and the circumstances of the outbreak.

Tuition and Fees

Payment is due on the 1st of each month. If you request a reduction or increase in enrollment, speak with the director about availability to do so; one month or thirty (30) day notice for reduction, increase or withdrawal in enrollment is required. Each year tuition will increase by a minimum of 3% (or more) per Breckenridge Montessori's Provider Agreement with the Town of Breckenridge and Early Childhood Options. Tuition is billed monthly, even if the school has a break scheduled with the exception of August summer tuition being prorated for the time in-session.

Monthly Tuition Pricing 2024-25

Full day \$85

Three (3) Full Days \$1,105/month

Four (4) Full Days \$1,475/month

Other fees:

Application Fee: \$50 one-time fee

Snack Fee: \$150 per year for three full days, \$200 per year for four full day

Late Pick-Up after 4:30pm: \$5 per minute, per child

After three late pick-ups there is a flat rate fee of \$20 per additional late pick-up, ~~late pick-ups accumulate year to year and will carry over each school year.~~ The director will email with late pick up dates and assign late pick-up fees. After five late pick-ups, you will be referred to the board of directors for review and could result in loss of enrollment for your child.

Withdrawal from the Program

Breckenridge Montessori requires one month or thirty (30) day advance notification, in writing, if a child will be leaving the program. This will allow for the administration to review applicants, schedule tours, and place children in the program. You are liable for one month's tuition if you do not give a month's notice of withdrawal regardless of circumstance.

If child care services are withdrawn by the school, the procedure is: the family will first be given written warning and given a chance to rectify policy infractions. If not rectified, the board will meet to discuss the infraction and determine if enrollment is withdrawn for that child(ren).

Drop-in days

We offer limited drop-in days at Breckenridge Montessori; speak with administration for approval for your child to do a drop-in day. The drop-in fees are \$85/day. Tuition assistance from the Summit Pre-K Program does not apply to drop-in days. Please bring a check with you the morning of the additional drop-in day. If a family calls frequently for drop-in days, we will ask you to increase your enrollment to ensure consistency for staffing, the classroom and your child.

Financial Assistance

We strive to keep tuition costs low and in keeping with the rest of the Breckenridge community childcare options. Families that encounter special financial circumstances during the school year are encouraged to contact the school director. Every effort will be made to accommodate your specific needs. All families are encouraged to apply for financial aid. We currently offer Summit County Tuition Assistance Programs (SCTAP): Summit First Steps (FS), Summit Pre-K Program (SPK), Universal Preschool Program (UPK) and the Colorado Child Care Assistance Program (CCCAP), as possible sources of financial aid. Here is the link for the SCTAPs: <https://www.earlychildhoodoptions.org/paying-for-childcare> and the link for UPK <https://upk.colorado.gov>.

Personal Belongings, Money and Jewelry

Please have your child bring their labeled belongings in a packable, reusable grocery bag or a backpack he/she can carry independently. Label all personal items; the school is not responsible for lost items; do not send money or items of value. One change of clothing: pants, a shirt, underwear, and socks, and a pair of inside shoes (easy to get on and off like "cros") will be left at the school.

For nap/rest time we provide a comfortable mat and sleeping bag. Your child may bring a blanket or stuffed animal for nap time, that will go home each day. Jewelry, i.e. necklaces, bracelets or other, is not available to wear per CDEC licensing and Summit County Public Health, due to choking and strangulation hazards. If you have questions or request an exemption to the policy, contact the director.

Appropriate Attire for Weather and Classroom

Weather appropriate clothing including waterproof boots, jacket, snow pants, warm layers, rain jackets, mittens/gloves, hat, and sunglasses are needed seasonally (most of the time) in Summit County. The school will send reminders on clothing needed. If your child forgets an item, the school will provide extra clothing, like snow pants, jackets, mittens and hats, to ensure all children are properly dressed for the outside elements.

For classroom clothing, please send your child in comfortable clothing and know that your child's clothing could get dirty or stained with paint, dirt, food coloring, glue, etcetera. We do take preventative measures, like using smocks, but we want families to know your child might get dirty and to be aware of that when your child is getting ready for school. We also do not allow costumes, other than planned costume days. If you would like suggestions or need help with your child's morning routine (i.e. they don't want to get dressed or they only want to wear certain clothing) communicate with the staff and we can help with suggestions and/or ideas like packing alternate clothing that we can help the child with at school.

Lunch, Snacks and Possible Food Allergies

Please pack a lunch for your child each day. Per licensing, lunches are required to meet the USDA Child and Adult Care

Food Program standards, <https://cdphe.colorado.gov/CACFP>. If you wish to send a warm/hot lunch, send it warmed up in a thermos and your child may put it on the counter, instead of the refrigerator, so it is warm for lunch time.

Healthy, well-balanced meals in reusable containers are preferred. Keep sugar to a minimum, candy is not allowed. The staff will help to communicate if your child could use larger portions or more food if they are eating their complete lunch. Due to the severe nature of food allergies, we will notify parents in writing of restricted foods so safe and appropriate lunches are packed. We will also provide a list of suggestions and acceptable foods, speak with the director if you have questions. The school provides two snacks per day that consist of an organic fruit, organic vegetable, carbohydrate (crackers, tortilla chips, pretzel) and protein (cheese, beans).

Birthday and Holiday Celebrations

We would like to celebrate your child's birthday in school. Please e-mail a photo from each year of your child's life so they may build a birthday timeline. We invite parents to join us. If your child would like to bring a gift for the school on his/her birthday, the staff has a list of ideas to share. We do not hand out thank you notes from the birthday parties.

In order to honor the child who is having the birthday celebration and to move away from sugary treats and the children expecting a treat or a gift we do not allow bringing in birthday treats (cupcakes, etcetera) or gift bags.

If you have important family holidays based on your culture/heritage, we encourage you to speak with our teachers about incorporating them into a special celebration.

Field Trips and Excursions

Throughout the year educational field trips and excursions will be planned. For each activity, there will be a list of emergency contact information and a first aid kit traveling with the children. The children will be transported by car, bus, wagon or on foot. If traveling by car, age-appropriate car seats are required. For each trip involving transportation by car, there will be a permission slip that must be signed by the parent/legal guardian. In addition to the driver, a staff member or volunteer will be present in the vehicle to supervise the children. Staff are not permitted to drive personal vehicles for field trips. Parents/legal guardians may be asked to drive for field trips and must show a valid driver's license and proof of insurance and current registration for their vehicle. If there is an accident, the vehicle will pull off to the side of the road and put on hazards. Each car will have a cell phone and 911 will be called if necessary. All parents/guardians will be called immediately. For walking and bus activities, parents/legal guardians will sign a one-time permission slip at the beginning of each school year.

Roll call will be taken before leaving for any field trip, when we reach our destination, before leaving to return to school, and when we arrive back at school. We will also take head counts throughout the day. In the case the child arrives late and the class has left on a field trip, a phone call will be made to see if the parent can meet up with the group and location, and/or the child will stay at the center with the director until the group returns.

Student Supervision

Your child's safety is our highest priority. Our procedures for identifying where children are at all times include using the ELV app for checking in/out for daily attendance, adult staff continuously moving through the school spaces to ensure that each child is visible and safe, and children are with staff members at all times. During times of transition the staff communicate on which area they will be in, i.e. someone helping the bathroom line and someone helping in the coatroom with clothing. If staff takes children who are ready before others outside, the staff members verbally communicate how many children they have at a given time to identify where the children are and to maintain licensing staff to child ratios. Staff then counts the total group once together.

Student Release

We will release your child only to a person(s) sixteen (16) years of age or older to whom the parent or guardian has given written authorization. All non-parent or non-legal guardians must show a current photo identification if the parent/legal guardian has not previously introduced the staff to them. In an emergency situation, the child may be released to a person twelve (12) years of age or older for whom the child's parents(s) or guardians(s) has given verbal authorization.

If parents or another authorized person does not show up to pick up a child within the expected time period, emergency contacts or authorities will be called. If a person attempts an unauthorized pick-up of a child, parents or other emergency contacts will be immediately notified and the person will be asked to leave school grounds. Police will be notified.

At the end of the day, staff makes sure all children are picked up by checking the sign-in/out report in the ELV system, and also does a visual inspection to make sure all children are picked up.

We want to encourage a strong sense of community and support at the school; however, we ask that families do not request staff to pick-up their children, unless in an emergency or if the request (such as a one-time pick-up) is approved by the administration. This is requested from the administration because of staffing hours, liability on the staff and/or Breckenridge Montessori's behalf, emergencies that may occur (i.e. other families are late), and to avoid increased stress on staffing responsibilities, since staff has many responsibilities as caregivers for the children throughout the day. We want staff to be able to perform their duties at Breckenridge Montessori in the best and most proficient way possible, and we believe drop-offs or pick-ups by staff interfere with our best performance of job duties.

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 Contact pick-up your child, or we may call the police to prevent potential harm to your child. Recurring situations may result in loss of enrollment for your child/children at Breckenridge Montessori.

Breckenridge Montessori Security Policy

For the safety of our students, we are not a walk-in center. Our school will remain locked during school hours. No one will be granted admission to the school without an appointment. All people who are not known to our staff will be required to show photo identification before the door is unlocked. There will be no exceptions to this rule.

Upon entering the school, all visitors must sign the 'Visitor's Log' with name, reason for visit, date, time in and time out.

Professional Behavior

Breckenridge Montessori employees have been trained to treat children and parents with respect and dignity. In return, we expect the same from all of our parents. Breckenridge Montessori will not tolerate hostile, aggressive, or disrespectful behavior from parents. If this occurs, it may result in loss of enrollment for your child/children at Breckenridge Montessori.

Communication

At Breckenridge Montessori we encourage open communication between parents and school staff.

Primary communication from the director and teachers to parents occurs via e-mail. We are an advocate for your child and want to work in cooperation with you to provide the most positive experience for your child and your family. If you have a question, concern or would like to check-in with staff about your child in general and would like to set up a time to chat via telephone, leave a note or email to set a time for the conversation. We are here to communicate, but due to the busy nature of the daily schedule, we would like to schedule a time that works for the family and director or teacher, to set aside adequate time to communicate.

If you have a concern, we need to address it in a timely manner, especially if it is an urgent matter. If it is an urgent matter, email or call the director and the director will follow-up within 24-48 business hours. In addition, please follow-up or ask questions on any question or concern you need addressed to start a dialogue of communication. We aim to provide a high level of family communication.

Please address daily questions or concerns to staff via email or in writing (give them a note you've written at home or use the family notebook by the sign in tablet) and they will get back to you in a timely manner. Texting staff to communicate important information during school hours is not allowed per the CDEC Licensing or Breckenridge Montessori's policies. Cell phones are not permitted in the classroom.

Keep your cell phone turned on and/or notifications turned on when your child is in school so you can be reached in case of emergency, we recommend adding Breckenridge Montessori's phone number, (970) 547-7661, to your phone so you know when we are calling.

If you call the school during the day for an emergency; early pick-up or anything urgent and we do not answer,

call back immediately and we will make sure to answer.

Conferences and Parent Afternoons

Parent/Teacher Conferences are scheduled two times per year (please note- these can be done in person or via Zoom or other computer communication if requested). Parents are welcome to set up an observation in the classroom when it works with the classroom's daily schedule. Conferences can be scheduled at the request of the parents or the teachers. You may also request a conference form that will detail lessons your child does in the classroom.

Throughout the year, we offer Parent Afternoons. These afternoons are for the parents to observe and interact with your child working on lessons. Details on Parent Afternoons will be emailed out a week prior to the afternoon.

Social Media

With social media (Facebook, Instagram, etcetera) we understand our families use these methods of communication and we respect your right to do so. However, please use discretion, be considerate and respectful of Breckenridge Montessori's policies within our small, tightly knit community. If you need to speak with the director or staff about a topic, issue or other, email, call or leave a note, before posting school sensitive information on social media (see Communication section). Failure to contact the administration or posting about school sensitive information could result in loss of enrollment for your child. It is also important to use discretion when posting photos on social media; contact the school to ask who has signed a photo permission. For example, if you have taken pictures while volunteering (like for field trip) or have pictures from an in-school event.

Volunteers

We welcome and encourage parental support and participation throughout the school year. Parents are welcome to join board meetings or committees, such as the fundraising committee. Fundraising is part of our budget as a non-profit organization and the grants received require fundraising to contribute to the school's budget. We will also request parents to volunteer for field trips and other school events.

Illness

Children cannot attend school with vomiting, diarrhea, fever over 100 degrees Fahrenheit (100°F) with a cough or sore throat, fever with behavior changes, illness or rash, chicken pox, pink eye and more. Refer to the "How Sick is Too Sick" link (hard copies available upon request) <https://tinyurl.com/HowSickIsTooSickStateDoc> to determine whether to keep your child at home during a sickness and call the school if you have questions on policy. Children must be well for a full 24 to 48 hours before re-attending school after any illness. If there is a question of when a child can return to care, we will consult the public health nurse for guidance and/or a health care professional if the nurse is not available. If a child becomes ill at school, the parent legal guardian will be contacted and asked to pick up the child immediately. If the sick child is not picked up within 30 minutes, emergency contacts will be called.

Please notify the school if your child has been exposed to a communicable illness, examples include but not limited to: COVID-19, RSV, strep throat, pink eye, or roseola. All preschool children are required by law to have current immunizations and an annual exam with a General Health Appraisal on file. Breckenridge Montessori accepts children who are not immunized; your child may be in contact with a child who is not immunized. (See Enrollment, Admissions and Registration section for exemption from immunization information).

If your child has been diagnosed with a developmental delay including speech, physical, socio-emotional, or sensory integration disorder, there is a section to disclose this information on your application form. We have a referral process for socio-emotional or physical/medical evaluation and services if/when needed. Admission of a child with special needs is in compliance with the Colorado Department of Early Childhood Division of Child Care Rules and Regulations. Children with special needs will be accommodated to the best of our ability.

Staff Illness and School Closure

Due to the small staff size at Breckenridge Montessori and the strict requirements of staffing ratios and Large Center Director qualification requirements per the Colorado Department of Early Childhood for Child Care Licensing, we reserve the right to close due to staff illness because of inadequate staffing (ratios and qualifications) for the classroom/school. Should Breckenridge Montessori have to close for staff illness, we will notify you via text message and e-mail when the closure is needed. Please have back-up childcare arrangements in case of an emergency; many families are also able to

help each other in this case.

Medications

At Breckenridge Montessori, we operate according to the Nurse and Nurse Aide Practice Act. You must provide written parental/guardian permission along with a written authorization statement for your child's physician if a medication is given at school. All medication must be in its original, labeled container. It is your responsibility to bring the medication to school ahead of time to allow for paperwork to be completed accurately. Medications will be stored out of reach of children. If you are packing medications (i.e. antibiotics or stool softener), vitamins (for example Emergen-C), or vitamin supplements, there needs to be a written plan from your child's physician or practitioner in place. The director and staff can guide you through this process, so please ask us questions on Medication Administration, nutrition or other medication questions.

Accidents and Injuries

The staff's number one priority is the children's safety. All staff is trained in First Aid and CPR. We provide a safe environment per CDEC Licensing Rules and Regulations, Public Health Rules and take additional measures. Additional measures include having lower staff to child ratios, extra first aid kits available in various locations throughout the school and by the playground door, and additional Health and Safety trainings taken by staff, specifically the CO Shines Playground Safety for Child Care Centers course.

If your child has an accident or injury on the playground, the staff will always call 911 in the case of an emergency and immediately notify parents/guardians. Staff use their best judgement and confer with the director to determine notification methods for minor injuries (<https://www.stanfordchildrens.org/en/topic/default?id=treating-minor-injuries-in-children-1-4078>). Serious accidents and injuries will be written out with time, explanation and action/treatment taken and parents/legal guardians will be notified. A copy of the accident report will remain in the child's school file and a copy will be given to the parent upon request. Notifying parents varies per the accident or injury. In cases when a child has a scrape or bruise/protrusion, we will notify you via phone, text or email. If the child resumes regular play, we will make the decision to write a report and call or just let you know at pick up. Please also understand the busy nature of the day and that with children playing and being active on the playground, in the classroom and on field trips, that many minor accidents can and will happen throughout the day. We assure you staff has been trained to administer the proper First Aid and CPR in certain instances and will always reach out for help and to notify parents/guardians when needed. If you have questions or input on this policy, please contact the director.

If you'd like to read further, use this link for more information on common injuries and illnesses in children <https://kidshealth.org/en/kids/ill-injure/>.

Sunscreen and Weather

For outdoor play, the school will administer Rocky Mountain Sunscreen SPF 50, or a sunscreen provided by the family. If provided by the family it must be labelled with your child's first and last name. Parents/legal guardians sign a sunscreen acknowledgement through ELV and, if the child is four years and up, can check if they allow their child to self-apply sunscreen under staff supervision. We strongly encourage you to provide sun hats and sunglasses for your child.

In the event of cold or warm extreme temperatures, the staff will make the decision to have the children play inside or outside. The decision will be based on real temperature, temperature with wind-chill and strength of precipitation. We use the 'Child Care Aware Cold and Warm Weather Temperature Guide' for guidance, copies available upon request.

Bathroom Use

Generally, children approaching three years of age should be using the toilet independently, and we do not allow diapers or pullups. Potential students need to be using the toilet independently, i.e. "potty trained", for at least two months prior to enrollment. Please guide your child to use the toilet in an encouraging, supportive environment and do not rush the toilet training process due to potential enrollment. By the time of their enrollment date, if a child is not consistently toileting independently, including managing clothes and wiping, consult with the director to set a new start date. We do not toilet/potty train children and aim to make that as clear as possible. Please contact the director if you have questions.

On Breckenridge Montessori's end, we support the children with several bathroom breaks scheduled into the routine of the day. Including, but not limited to: upon arrival at school, before morning snack, before and after lunch, before outside time or field trips, after outside time or field trips, during field trips, when getting up from nap/resting, and before

afternoon snack or going outside at the end of the day. After bowel movements, we also support younger children by giving them a 'safety wipe'. The safety wipe is done after the child has tried to wipe themselves, but would like an extra wipe from an adult so they are clean and comfortable.

We also assist the children if they have an "accident", i.e. soiling themselves, but accidents have to be infrequent occurrences (one per week, month or less). We are equipped to handle accidents; however, it affects staff to child ratios and takes away staff from classroom supervision, so accidents are a safety concern if they become frequent. If the occurrence of bathroom accidents happens once or more per day, consistently and consecutively, the director will be in touch to determine a new start date or possible dis-enrollment of your child.

Bowel movement accidents are the soiling of ones' clothing and body with fecal matter. Bowel movement accidents will be taken on a case-by-case basis as they can range from 'skid marks' that are cleaned up with a change of clothes and a wipe to 'blowouts', or larger amounts of fecal matter, when there is too much fecal matter for us to safely clean up the child. Depending on the extent of the accident, we will call to have you come pick up your child if we are worried the fecal matter contamination poses a safety concern to themselves and the other children.

After bowel movements, we also support younger children by giving them a 'safety wipe'. The safety wipe is done after the child has tried to wipe themselves but would like an extra wipe from an adult so they are clean and comfortable.

Hand Washing

Students are taught appropriate hand washing practices and wash hands upon arrival, before and after eating, after toileting, outside play, after nose blowing or wiping, before and after art activities, and whenever hands are dirty.

Emergency and Disaster Preparedness

Before working with children, all staff must complete a Department-approved training in emergency and disaster preparedness: Evacuation, Shelter in Place, Lockdown, and Active Shooter on Premises Plans for Children in Care.

Exterior doors to Breckenridge Montessori are locked at all times the children and staff are in the building. During playground time, the door to the playground is unlocked and then immediately locked when children and staff are inside.

Evacuation: In the event of an emergency evacuation, the teachers and students will immediately evacuate the building in order to go to the Breckenridge Red, White and Blue Fire Department at 316 N. Main Street, next door to the school. In the event the Fire Department is not an option, the back-up location is the Summit County Courthouse, 208 Lincoln Avenue.

Shelter in Place: means the occupants of a building seek shelter in the building from an external threat. At Breckenridge Montessori we Shelter in Place by gathering the children inside, lock all external doors and cover all windows.

Lockdown: means the occupants of a building are restricted to the interior of the building and the building is secured. At Breckenridge Montessori we Lockdown by silently gathering the children and going into the bathroom and hallway on the way to the office as this space does not have any windows and both doors to access the area can be locked. Staff is trained on methods for helping the children to stay quiet.

Active Shooter: addresses an individual actively engaged in killing or attempting to kill people in a confined space or other populated area. We will follow Shelter in Place protocol in the case of an active shooter.

Children with disabilities and those with access and functional needs: as of publication (August 2024), Breckenridge Montessori does not have children with disabilities or access or functional needs enrolled. If enrolled, a written plan will be created, published and practiced before the child/children's first day of attendance.

Fire: Children practice fire drills monthly. There is a planned evacuation route posted in each room of the school.

Missing Child: Protocol scenarios are dependent on number of staff present on field trips. State ratio of 1:10, staff to student, or less than 1:10 will be adhered to for all field trips. If a child becomes separated from the group, the protocol is:

- If the ratio allows, one teacher will stay with ten (10) or less children while one to two staff member(s) search for the missing child.
- If the ratio does not allow for one teacher to stay with ten (10) or less children, the whole group will stay together and aid in the search.
- Staff will immediately begin retracing the steps and searching for the child in the immediate area; including but not limited to: visually inspecting behind doors, in bathrooms or behind/under anything where a small child could fit or hide.
- Staff will retrieve the child's photo and parent/guardian information from the field trip folder.
- A timer will be started, staff will communicate at the time on who will do this and what method. Methods include using the timer in the backpack, one's cellphone or watch.
- Staff will ask for assistance from staff at the field trip location or bystanders to aid in the search.
- If the child is not located within five (5) minutes, 911 will be called for help with searching for the child. After 911 is called, staff will call the parents, and administration (if not present on the field trip) will also be notified.
- A "Missing Child" report will be submitted to the CDEC within 24 hours.

Playground

Appropriate resilient surfacing is installed under play equipment allowing for recommended protection from falls in accordance with the Handbook of Playground Safety published by the Consumer Protection Agency. Children are familiar with rules of the playground before, during and after use of the playground. At Breckenridge Montessori we encourage inclusion of others in games and friendly cooperative activities, development of fine and gross motor skills through play, sand activities, and use of play equipment. We do not permit pushing, hitting, taking of toys, wrestling, inappropriate language, and/or intimidating behavior of any kind. We work to resolve these issues with our students in the spirit of peace, acceptance, and love.

Positive Guidance and Challenging Behavior

The Montessori classroom is based upon children working spontaneously with materials that are self-teaching and correcting, allowing children to develop inner discipline. When teacher intervention is needed, we will use gentle words in hopes of resolving the situation. We teach children the skills of peaceful conflict resolution appropriate to their developmental stage. We always work to resolve classroom issues in the spirit of peace, acceptance, and love. We do not permit corporal punishment, humiliation, teasing, or threats.

If, on rare occasions, when children cannot be redirected, they may need to take a break. If this occurs, they will be invited to find a space where they can calm themselves down and re-focus for as long as they need before rejoining the group. At a neutral time, we will discuss the matter with the child while always stressing to the child that we accept them, believe them, love them and they are welcome in our classroom. We have a referral process for socio-emotional or physical/medical evaluation and services if needed.

The staff at Breckenridge Montessori completes the required Social-Emotional training hours per year (three (3) clock hours per year), including "Working with an Early Childhood Mental Health Consultant". Staff members use guidance from the Pyramid approach and a Social Emotional Health Liaison, who holds a certificate for the Pyramid training, is available on staff or by contacting the local early childhood mental health consultant.

Social emotional competence is a primary focus in our Montessori classroom. We aim to help children be positive, participating members of the group and we have many strategies to help the children achieve this. We read social emotional books weekly, role play positive social behaviors, role play conflict resolution and then we guide the children through conflict resolution. The staff models positive behavior, we offer free play time and classroom time to practice and observe peer interactions and we offer overall social and emotional competence in young children by being present, observing, acknowledging and being responsive to the unique development and needs of each child.

Staff observes, documents and collaborates on each child's behavior and development on a regular basis and as needed for extra observations; in addition to meeting as a staff, we may also request parent/guardian meetings outside of the scheduled parent/teacher conferences. We also encourage the parents/guardians to request meetings at any time. For screening, staff use the Ages and Stages Questionnaires (ASQ) and Ages and Stages Questionnaires – Social Emotional (ASQ-SE) on an annual basis. The ASQ screening system has been tested extensively and ASQ questionnaires are highly accurate in identifying children with developmental delays with excellent sensitivity and specificity.

www.agesandstages.com)

If challenging behavior, defined as a repeated pattern of behavior that interferes with a person's ability to learn or engage in activities, or that puts them or others at risk, is observed, the staff will document and observe, and parents will be notified to discuss their child's behavior. Challenging behaviors can range from minor to more serious and can be characterized as inappropriate, aggressive, or even destructive.

For challenging behavior, staff use the Prevent Teach Reinforce for Young Children (PTR-YC) Model to provide individualized social and emotional intervention support for children who need them. The five steps of the PTR-YC model include: 1) teaming and goal setting; 2) data collection; 3) functional behavioral assessment; 4) development and implementation of a behavior intervention plan; and 5) using data, arranging for generalization, and next steps.

Breckenridge Montessori has a trained Social Emotional Action Leader (SEAL) on staff and have the availability to work with an Early Childhood Mental Health Consultant (ECMHC) provided through Early Childhood Options, Summit County's local hub for early childhood education services.

Staff will continue to communicate with parents if there is challenging behavior. After the steps of observations, meetings and implementing solutions is not helping to alleviate the challenging behavior, the school reserves the right to implement a suspension, expulsion or request to parents or guardians to withdraw a child from care due to concerns about the child's behavioral issues.

Child Abuse Reporting

The staff of Breckenridge Montessori is mandated by law to report to the Department of Human Services any incidents of suspected child abuse or neglect. The phone number for the Summit County Department of Social Services is (970) 668-9160.

Non-discrimination and Reporting

Breckenridge Montessori is in full compliance with federal and state anti-discrimination legislation for enrollment and hiring practices. We do not discriminate on the basis of race, color, national origin, ethnicity, disability, gender, or sexual orientation. Breckenridge Montessori operates in accordance with the Americans with Disabilities Act of 1990 and does not discriminate against people with disabilities as defined under the law. Breckenridge Montessori is dedicated to promoting full inclusion of children into all aspects of program services. Every effort is made to provide comprehensive services to all children including those with special needs. We will work with your needs to the best of our ability and make accommodations.

Governance

The Board of Directors and the director govern Breckenridge Montessori. We welcome parent input and attendance at Board of Director meetings.

Family Handbook and Licensing

The Breckenridge Montessori Family Handbook is published annually and must be read by all staff and parents/legal guardians of children attending Breckenridge Montessori. A signature page acknowledging this process (found as the last page of handbook) must be turned into the director annually and before your child can begin school at Breckenridge Montessori. The parent handbook may be changed during the school year; parents and staff will be emailed the new version. Breckenridge Montessori is a state licensed childcare facility via the Colorado Department of Early Childhood. If, at any time, a parent at our school has a licensing concern regarding this facility, the Colorado Department of Early Childhood can be reached at (303) 866- 5958, or 710 S. Ash St., Denver, CO 80246.

2024-2025 Family Handbook Acknowledgement- Both parents/guardians required to sign

I have read the Breckenridge Montessori Family Handbook and agree to abide by the policies and procedures described therein. I understand that if I do not comply, I may forfeit my child/children's enrollment privileges.

Child's/children's name(s): _____

Parent/Guardian Signature: _____

Parent/Guardian Signature: _____

Date: _____

Resources:

Colorado Department of Early Childhood, General Rules Child Care Facilities:

<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=8804&fileName=12%20CCR%202509-8>

Colorado Department of Public Health and Environment, Division of Environmental Health and Sustainability, Health and Sanitation of Child Care Facilities:

<https://www.sos.state.co.us/CCR/GenerateRulePdf.do?ruleVersionId=6576&fileName=6%20CCR%201010-7>