

2018-2019 PARENT HANDBOOK



THE WESTMONT MONTESSORI SCHOOL

An accredited school for children 15 months—6 years

577 Route 24, Mendham, NJ 07945

(908) 879-6355

www.westmontmontessori.org

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TABLE OF CONTENTS

SUCCESS BEGINS AT WESTMONT

THE WESTMONT STORY..... Quality education since 1964

Mission Statement	1
Vision Statement	1
Westmont History	1
The Montessori Method	2
Westmont Accreditations	2
Westmont Memberships	2

THE MONTESSORI CLASSROOM

Philosophy	3
A Life Long Journey for Your Child	3
MONTESSORI & Me (M&M)	3
Little STEPS Montessori (LSM)	3
Toddler (T)	4
Early Childhood (EC)	4
Kindergarten (K)	4
After School Activities Program	4
Extended Day (ED)	4
Summer Programs	4
Philosophy of Discipline	4
Home Language Learning	5
Important Information	5
Classes / Programs	5
Phase-In	5
Age Eligibility	5
Clothing	6
Allergies	6
Nutrition	6
Lunch	6
Snack	6
Rest	6
Tote Bags	6
Cell Phones / Electronic Devices	6
Screen Time	7
Parent Communication	7
Observations	8
Student Files	8
Celebrations and Events	8
Holiday Celebrations	8
Birthday Parties	8
Field Trips	8
Social Media	8

FOR PARENTS..... Ways to learn more, ways to get involved

Parent Enrichment	9
New Parent Welcome/Orientation	9
Buddy Family Program	9
Back-to-School Night	9
Parent Education Series	9
Parent and Child Visitations	9

Local and Regional Parent Advisory Councils	9
Supporting The Westmont Montessori School	10
Financial Development Committee	10
Ray of Light (RoL) Annual Fund Drive	10
Celebration of Children Event	10
Westmont Parent's Organization (WPO)	11
United Way	11
Jason K. Jacobs Scholarship	11

COMING AND GOING..... To Westmont and home again

Extended Day	11
Extended Day Fees	12
Late Fees	12
Excusing Children from School	12
Reporting Absences	12
Release of Children	12
Arrival and Dismissal	13
Toddlers / Little STEPS Montessori	13
Early Childhood / Kindergarteners	13
Car Line	13
Security System	13
Fire and Emergency Drills	14
Emergency Evacuation	14
Listing of Approved Student Usage Rooms	14
School/Emergency Closings	14
Snow Days/Emergency Closings	14
Notification of Emergency Closings	14
Delayed Opening	15
Early Dismissal	15
In-Service/Professional Development Days	15
Private School Transportation Reimbursement (B6T Form)	15

YOUR CHILD'S HEALTH

Health Forms	16
Immunization Schedule	16
Administration of Medicine	17
When Your Child Is Sick	17
Illnesses	17
Excludable Communicable Diseases	18
Communicable Disease Reporting Guidelines	18
Medical and/or Emergency Procedures	18
Toilet Training	19
Oral Healthcare	19
Westmont's Psychologist/Consultant – Steven Tobias, Psy.D.	19
Student Support Team	19

ADMISSIONS/RE-ENROLLMENT

Admissions	19
Current Westmont Students (Re-enrollment)	19
Kindergarten	20
Class Assignment	20
Tuition/Fees	20
Enrollment Tuition	20
Scholarship/Financial Support	20
Information to Parents	20

Dismissal/Expulsion	22
Schedule of Expulsion	23
Photographs	24
Asbestos	24
Advertising/Endorsement Policy	24
Student Directory	24
Survey Programs	24
Alumni Visits	24

APPENDIX 'A'

SUCCESS BEGINS AT WESTMONT

THE WESTMONT MONTESSORI SCHOOL

Founded in 1964

MISSION STATEMENT

The Westmont Montessori School provides an environment that fosters independence, self-esteem, integrity, and personal responsibility. Our Montessori philosophy empowers each child by providing the foundation to excel academically, to develop respect for self and others, and to value the world in which we live. The Westmont graduate is a capable young person who is inspired to learn.

VISION STATEMENT

The Westmont Montessori School inspires each child, parent, and staff member to reach his or her potential.

WESTMONT HISTORY

***"A school is a gift from one generation to the next.
By these means, the torch of learning is passed forward."
(Author unknown)***

In September 1963, a small group of parents were drawn together by their mutual interest in the Montessori philosophy that young children want to learn and have the capacity to absorb more knowledge in their first six years than at any other time. They initiated steps to form a Montessori school in Morris County, which resulted in the opening of The Westmont Montessori School in rented quarters in September 1964. A successful fund-raising effort allowed Westmont to build its first facility which opened in 1972. The second drive furnished funds for the first phase of renovation in 1995. Phase II took place in the summer of 2007. We now have a modern, fully equipped school for our students, families, faculty, and staff. Westmont is a 501(c)3 not-for-profit organization governed by a Board of Trustees, a volunteer group of current and alumni parents and other interested adults, who receive no compensation for their work on behalf of the school.

Westmont exists for the benefit of children. The most important part of Montessori education is its philosophy, which is essentially directed toward the building of the whole child. Each child carries, unseen within, the person he will become. To develop themselves to the fullest, children must have a special kind of freedom, which is achieved only through order and self discipline. In a prepared environment and a non-competitive atmosphere, Westmont strives to foster the growth of each child's potential and to help the child experience the joy of learning. Through exposure to Montessori education, the child becomes self-motivated, self-assured, and develops an inner discipline and freedom. The Montessori philosophy fosters confidence and competence and inspires children to learn.

THE MONTESSORI METHOD

Dr. Maria Montessori based her entire method on her observation and understanding of the child as she is, not as adults think she might or should be. Dr. Montessori then devised an environment and a teaching method to help the child develop herself as a total human being. The method is designed to embrace a child's sensitive periods - those times when she is keenly receptive to specific areas of learning. Books by and about Dr. Montessori are available in our Resource Center, located in our lobby. Parents interested in learning more about Montessori might enjoy reading the behind the scenes theory that goes into making Westmont so effective with children.

WESTMONT ACCREDITATIONS

Westmont is proud to be accredited by:

- **American Montessori Society (AMS)** - <http://www.amshq.org>
- **Middle States Commission on Elementary Schools (MSCES)** - <http://www.msa-cess.org>
- **National Council for Private School Accreditation (NCPSA)** - <http://www.ncpsa.org>
- **Commission on International and Trans-Regional Accreditation (CITA)** - <http://www.ncpsa.org>

Accreditation is a choice and a commitment. It reflects Westmont's mission to continuously achieve educational excellence ensuring that our teachers, curriculum and facilities uphold the highest standards as designated by the accrediting organizations.

WESTMONT MEMBERSHIPS

Westmont is a member of:

- **NJMAC** - New Jersey Montessori Association Corporation - www.njmac.org
- **SSS.NAIS** - School and Student Services is an offering of the National Association of Independent Schools – <https://sssbynais.org>
- **Common Ground Speaks** – A consortium of independent schools in Northwest New Jersey dedicated to parent education – www.commongroundspeaks.org
- **Preschool Advantage** – www.preschooladvantage.org
- **Grow NJ Kids** – www.grownjkids.com

As a collaborative member of these organizations and through exchange of ideas and shared resources, The Westmont Montessori School remains abreast on best practices in Montessori education, on current trends and research in teaching and learning, and on means to help families afford quality education.

THE MONTESSORI CLASSROOM

PHILOSOPHY

“Every school has a philosophy. Westmont has a soul.” – Meg Simini, Westmont Parent

Montessori Education focuses on: The **child**, the **environment**, and the **teacher**.

Founded in the early 1900s, the Montessori philosophy sparked a worldwide revolution in educating the whole child. This innovative thinking shaped a new type of learning environment designed to kindle the individual interest of each child. Today, at The Westmont Montessori School, we continue to embrace this philosophy. From our vast curriculum to the unique multi-age classrooms, to the strength of each teacher, Westmont encourages children to think for themselves, to discover, question, build resilience, create, lead, and collaborate. Westmont’s thriving, nurturing environment leads to lifelong success in academic, emotional, and social skills.

The Child

The Montessori child builds confidence and competence as he engages in activities appropriate to his development. Cooperation and a sense of community are fostered through independence and group exercises. The child develops mutual respect and responsibility for self, others, and the environment.

The Environment

The Montessori classroom is a uniquely prepared environment which is carefully designed to allow children to "learn by doing." Each classroom is filled with specifically designed and self-correcting educational materials which are planned to encourage creativity, develop the senses, increase motor coordination, and intellectual activity. The experience-rich environment encompasses the following areas: Practical Life, Sensorial, Science, Math, Language, Geography, World Cultures, Art, and Music. Outdoor experiences include group games, physical exercise, and free play.

The Teacher

Our experienced and dedicated faculty and staff provide the expertise and guidance needed to make it possible for each child to progress to her fullest social, creative, and intellectual potential. In our child-centered environment, the teacher’s role is to nurture, guide, observe, plan, and facilitate the children's decision making. This is done through one-on-one lessons, small group explorations, and large group activities. All Westmont lead teachers hold a B.A. and Montessori certification.

A LIFE LONG JOURNEY FOR YOUR CHILD

MONTESSORI & Me

Children and caregivers happily explore and discover the inviting Montessori environment while bonding in play, song, and language. *Children 15 months and older may participate.*

Little STEPS Montessori

Children learn through play. Our cozy Little STEPS Montessori class sets children on a lifelong path of exploration created especially for the heart and mind of a young child. *Children 18-24+ months may participate.*

Toddler

Immersed in a small group setting, our Toddler class provides a safe, nurturing atmosphere, allowing for children to foster independence and the love of learning at their own pace. In this sensorial and didactic environment, children develop their fine and gross motor, language, spatial, math, and social skills while exploring hands-on activities. *Children 2 and older by October 1 may participate.*

Early Childhood

In the Early Childhood program, children ages 3-6 combine to form a community of learners. This multiyear Montessori cycle offers a unique experience for each child and provides opportunities to advance socially, emotionally, and academically. The curriculum encompasses individualized learning of mathematics, language arts, practical life skills, science, and cultural studies. *Children 3 and older by October 1 may participate.*

Kindergarten

A leadership year for every child, Kindergarten culminates from the foundation laid through the previous years at Westmont. The child solidifies essential knowledge, thinking skills, and strength of character – all necessary to flourish as capable children today and successful adults tomorrow. *Children 5 and older by October 1 may participate.*

After School Activities Program

During the school year, Westmont offers after school activities for children enrolled in our Early Childhood and Kindergarten classes.

Extended Day

A flexible and customized before and after school environment where children enjoy socialization, music, art, playground, and story time.

Summer Programs

Westmont's summer programs help students maintain academic skills in a relaxed environment filled with themed activities, creative arts, music and outdoor activities.

PHILOSOPHY OF DISCIPLINE

Self-discipline is inherent in the Montessori philosophy and is built into daily activities in terms of setting up the classroom environment. Basic tenets of Montessori Philosophy include self-respect, cooperation, care, and awareness of the environment.

Minor infractions of the ground rules might include: Misuse of the materials, running in the classroom, making hurtful statements, or interfering with another's work (non-physical activities). These will be handled gently and verbally by saying, "We don't do that here," or "What else could you do?" Usually that will be sufficient, but if reminders are needed, they will be given. If the misbehavior continues, the child may be asked to leave that activity and choose another; or if that does not work, may be asked to sit quietly and observe how others are working peacefully.

In any situation in which a child might be endangered, the first concern will be to stop the dangerous activity and provide a safe alternative for the child or children involved.

If a child is physically aggressive towards another child, staff will separate the children, discuss and/or role model peer problem solving techniques, and implement the settling of the disagreement.

Westmont's most dramatic form of discipline will be requiring the child to be removed from the classroom or situation for a short time for a "cooling off" period, during which a staff member will be in attendance. As a last resort, and only in the most extreme cases (such as biting), the parent may be called to take the child home for the rest of the day. In the situation of recurrent misbehavior, conferences with the parent will take place in order to develop strategies to teach more appropriate behavior.

In accordance with NJ State requirements, any form of corporal punishment, hitting, shaking, abusive language, frightening treatment, withholding food or emotional responses, or making children stay silent for lengthy periods, will not be allowed at Westmont.

HOME LANGUAGE LEARNING

Students with a home language other than English are taught through an immersion program that respects the child's first language. Children are encouraged to compare and contrast their languages, read books in their home language, and share their language with peers.

IMPORTANT INFORMATION

Classes/Programs

- MONTESSORI & Me for 15-24 month olds and their caregiver (MM)
- Little STEPS Montessori (LSM) for 18-24+ month olds
- Toddler
- Early Childhood
- Kindergarten
- Extended Day Care
- After School Activities Program
- Summer Programs
- Jr. Camp Counselor Program

Phase-In

Our Phase-In program is designed to help children adjust to a new school year. Phase-In schedules are made available to parents in the summer.

Age Eligibility

- MONTESSORI & Me, 15-24 months at start of program
- Little STEPS Montessori, 18 months at start of program
- Toddler students, two years old by October 1
- Early Childhood students, three years old by October 1
- Kindergarten students, five years old by October 1

On occasion, a child not meeting age eligibility in T, EC and K, but whose birthdate is close to the October 1st date, may be approved for entrance outside of the eligibility date.

Clothing

Children's clothing should be easily managed by the child. We recommend that your child come to school wearing sneakers or rubber soled, closed toed shoes. For safety purpose, **flip-flops are not permitted**. Hats, mittens, and boots should be worn on colder days. Please label all clothing.

An extra set of labeled clothing should be sent in when school begins. This should include undergarments, socks, tee shirt, pants and shoes, if possible. Please update periodically as the seasons change and your child grows.

Allergies

The Westmont Montessori School is a nut-free school. Please refer to "Your Child's Health" section of and Westmont's Allergy Information Guide, Appendix 'A', of this handbook.

Nutrition

Lunch

- Children staying for lunch bring their own lunch to school in a labeled lunch box. We encourage a balanced healthy lunch, including fresh fruit and vegetables. We recommend water to drink (reusable water bottles are encouraged). Westmont discourages sugary snacks, desserts and juices. Please read labels and refrain from foods that contain nuts, and/or may have traces of nuts or may be manufactured in a facility that processes nuts. Such food items will be returned.
- Food can be heated (not cooked) if sent in appropriate containers. We cannot refrigerate lunches and recommend ice packs.
- In an effort to be 'green' conscious, we encourage reusable cutlery and cloth napkins.
- Please let us know if you child has any religious or dietary restrictions.

Snack

The Westmont Montessori School provides a snack during class, programs, and Extended Day sessions. Water is available at all times. We do not serve juice or milk. Snacks will include a fruit or vegetable and a grain option.

Rest

Children under the age of 4 who stay for an extended period of time are required by state law to have a rest period. An established rest time is set at the beginning of each school year. Please provide a crib size sheet along with a "lovey" and/or small blanket. Sheets are returned each Friday for cleaning

Tote Bags

Students will be provided a Westmont tote bag at the beginning of the school year.

Cell Phones/Electronic Devices

We respectfully ask that upon entering the school and classrooms, parents put their phones on silent mode and, if necessary when visiting, step outside of the classroom to take a call.

Students are not allowed to use mobile cell phones, sport phone watches, or bring other electronic devices without prior permission. Any devices brought to school by students will be held in safe keeping by teachers or administrators and returned to students or parents at end of day.

Screen Time

Westmont follows the following best practices on screen time (screen time as defined by the use of television, videos, computers and video games):

- Children under two years of age – not permitted
- Children over two years of age – permitted with the following:
 - Limited to educational and instructional use
 - Age and developmentally appropriate
 - Not to be used as a substitute for planning activities or passive viewing.

PARENT COMMUNICATION

Communication between Westmont and its parent body is an integral part of The Westmont Montessori School. *Please feel free to call, email, write and/or visit as the need arises.* The following are some means of communication.

- **Email**
All faculty and staff members have access to email. We invite you to utilize this method of communication. Email is checked daily and a response sent within 24 hours.
- **Montessori Compass**
Montessori Compass is a website where you can view weekly news, photos and updates about your child, etc., from your child's teacher. Early in the school year you will receive access to the site.
- **E-Memo Blast**
Each week, you will receive an email with school-wide information that is important to know for the week. This will include events, parent meetings, after school programs, summer camp information, etc., and will link you to Westmont's website for details.
- **Westmont's Website**
The school website, www.westmontmontessori.org, has a wealth of information at your fingertips: school-wide news, school calendar, social events, forms, community resources, and contact information. We recommend that you visit our website often.
- **Social Media**
Social media has become a great tool for sharing the events happening around our school and community. We encourage all of our families to join us on Facebook and become a part of our online community.
- **The Westmont Montessori Blog**
The Westmont Blog, www.westmontmontessori.blogspot.com/, is designed to share articles of interest to parents regarding parenting, education, and much more.
- **Parent/Teacher Conferences**
Conferences provide an ideal opportunity for parents and the teachers to meet and discuss each child's goals and progress. Fall and spring conferences are in-person and winter conferences are held over the phone. Please note conference days on the school calendar. Extended Day will be available during conference days. A parent and/or teacher may initiate a conference at any time.

- **Head of School Letter**

Available monthly on the school website, www.westmontmontessori.org.

- **Honeywell Instant Alert for Schools**

Within minutes of an emergency, early dismissal, delayed opening, etc., Westmont will use the Honeywell Instant Alert System to deliver a single, clear message to the parents or guardians by home telephone, cell phone, text message, e-mail, pager, or PDA in any combination. **It is extremely important to register online and keep your contact information current. PARENTS MUST REGISTER WITH HONEYWELL BY ACCESSING <https://instantalert.honeywell.com>.**

OBSERVATIONS

Westmont's open-door policy encourages you to visit the school at your convenience.

STUDENT FILES

Student file/records are confidential. Parents and/or guardians have a right to access their child's file. Written parental permission is required for release of any information.

CELEBRATIONS AND EVENTS

Holiday Celebrations

The Westmont Montessori School is a non-sectarian school. Holidays are discussed in a cultural and seasonal context.

Birthday Parties

A child's birthday is one of the most important days of the year and it is always a pleasure to celebrate it with the rest of the class. Sharing of a healthy snack, photos, and/or special songs are part of the celebration. As it is a celebration and not a party, please do not send in invitations, favors, goody bags, etc. Westmont staff cannot distribute birthday invitations or goody bags. Check with your child's teacher for further details.

Field Trips

Annual field trips are planned for our EC and K students. For a child to participate, a signed permission slip for each trip must be completed by parent and/or guardian.

Room Parents will coordinate volunteer drivers/chaperones for each trip. Volunteers will be required to provide a copy of their current driver's license, registration, insurance, along with an updated inspection sticker. Volunteers must stay for the duration of the trip and chaperone a designated group of children. Parents who wish to drive their own child may do so. Check with your child's teacher for further details.

Social Media

Taking photos of school events such as birthday celebrations or field trips help to keep the memories of your child's years at Westmont. The Westmont Montessori School respects the right of its families to use social media. However, because of the public nature of these sites, we request that you help us

protect the safety and identify of children in our care by using good judgement and discretion online. Please do not:

- Post photographs or videos of Westmont employees, the children in our care (who are not your own) or their families to your social media site (and any sites to which you contribute) without prior written permission. This includes classroom activities, field trips, performances, graduation, etc.
- Disclose confidential information about Westmont employees, the children in our care or their families, or Westmont in general, including financial, health, or contact information.

Westmont's use of social networking and/or other websites includes our Westmont website (www.westmontmontessori.org), Facebook, Twitter, Instagram and YouTube.

FOR PARENTS...

Ways to learn more, ways to get involved

PARENT ENRICHMENT

Parents and/or guardians are invited and encouraged to attend any one of the following to help enrich their understanding of their child's school environment and the Montessori philosophy.

New Parent Welcome/Orientation

Welcoming families into the fold is imperative to the Westmont community. Early in the year, parents are invited to attend a New parent Orientation or a small group orientation with the Head of School and the Director of Admissions.

Buddy Family Program

Buddy Families are assigned in the early part of the school year to welcome and assist new families into the Westmont community, providing support, social opportunities, resources, answers to questions and a familiar face to foster a connection to the school.

Back-to-School Night

Come and visit your child's class. The teacher will give a presentation and an overview of the classroom, schedule and year ahead.

Parent Education Series

There will be several presentations/workshops/coffees throughout the year that explore the Montessori environment, trends in teaching and learning, insights on parenting, nutrition, and healthy living.

Attendance is highly recommended. Series presentations are for adults. Please refer to the school calendar for exact dates.

Parent and Child Visitations

In the spring, parents are invited to attend a Parent and Child Visitation to experience daily life in their child's Westmont Montessori classroom.

Local and Regional Parent Advisory Councils

Parents are encouraged to join parent groups or advisory councils to represent the needs of children and parents in our area. Some local groups include:

- Statewide Parent Advocacy Network, <https://www.spanadvocacy.org>

- Regional Family Support Planning Councils, <https://njcdd.org/the-regional-family-support-planning-councils>
- Advocates for Children of New Jersey, <https://acnj.org>

SUPPORTING THE WESTMONT MONTESSORI SCHOOL

“And such is our duty to the child, to give a ray of light and go on our way.”

Maria Montessori

We can measure the success of The Westmont Montessori School on so many levels, yet it is the gracious, charitable financial support of our parents, friends, and alumni that continues to fuel our exceptional growth and standards of excellence in the early education arena. Your annual support enables us to:

- Maintain tuition at affordable levels
- Provide competitive levels of salary
- Manage on-going capital needs
- Meet the increasing demands of technology
- Offer professional development opportunities for faculty
- Support our Scholarship Program

Financial Development Committee

The planning and management of each year’s fund-raising goals and agenda is the responsibility of the **Financial Development Committee**, which reports directly to the Board of Trustees. The all-volunteer Financial Development Committee successfully combines the diverse talents of parent volunteers, whose backgrounds include specialties in sales and business management, law, personnel, event planning, marketing, and merchandising. Their mandate includes:

- Creating and evaluating fund-raising opportunities
- Developing task timelines
- Setting a balanced agenda
- Recruiting chairpersons and volunteers
- Coordinating committees
- General facilitation of all sources available
- Analysis and evaluation of fund raising results

Each year the Financial Development Committee selects a program of fund-raising events for the school year, including, but not limited to;

Ray of Light Annual Fund (RoL)

Contributing financially to The Westmont Montessori School is an investment in your child’s education. The **Ray of Light** Annual Fund offers parents, grandparents, relatives, friends, Board Members, Alumni, faculty and staff the opportunity to support Westmont’s children and invest in the mission and values of our learning community. Gifts are tax-deductible as allowed by law.

Celebration of Children Event

The **Celebration of Children** is Westmont’s perennial fund-raising event. As we gather for a fun-filled evening, whereby our children’s art and community donations are presented and

auctioned, we realize yet another goal: the fruition of a labor of love by our parents, our children, our faculty and staff, our Board Members, our alumni, and our community at large, for one singular cause; to support our school, our children, and the children to come. An event not to be missed.

Westmont Parents' Organization (WPO)

As a private organization, Westmont relies on input and volunteerism from its families. The Westmont Montessori School encourages all families to participate in our **Westmont Parents' Organization**. The WPO's focus is providing social opportunities for our families, such as a Fall Social/Winter Social, faculty and staff appreciation, as well as supporting Westmont's community initiatives.

United Way

Westmont qualifies for Donor Option Status under the United Way program. This designation indicates that The Westmont Montessori School is a recognized health and human services, 501(k) not-for-profit organization. This is a wonderful opportunity to support Westmont and participate in the United Way Campaign. We would appreciate it very much if you would designate The Westmont Montessori School through United Way Donor Option Plan and notify us of your gift for our records.

Jason K. Jacob Scholarship

The cost of providing for a quality preschool education may be a strain on a family's budget. Westmont is committed to helping eligible families reduce the cost of tuition with the support of the Jason K. Jacobs Scholarship Fund. The scholarship, established in 2004, in memory of Jason K. Jacobs, father of a Westmont alumni and a victim of the 9/11 NY World Trade Center tragedy, along with other fund-raising efforts, is a means to make a Montessori education accessible to families in need of support. For consideration, please contact the Admissions Office. Eligibility for admissions is determined without regard to a student's application for financial support.

COMING AND GOING.....

To Westmont and home again

EXTENDED DAY

Currently enrolled children, their siblings, and alumni children ages 18 months - 8 years are eligible to attend our drop-in ED during the hours of 7:30 am – 6:00 pm, when not in class.

For currently enrolled children, no prior registration is required. For alumni children, prior registration **is** required and 18+ month old children, not in our Toddler class, may require a phase-in.

For children attending ED on a regular basis, parents are requested to:

- Provide a second labeled change of clothes
- Provide a labeled crib size sheet in the event the child needs to rest
- Provide duplicate medications and detailed explanation for administering medication. Refer to "Your Child's Health" section of this handbook for further details
- Children must be physically accompanied by an adult when entering or leaving the building outside of program and class hours

Extended Day Fees

An hourly fee, charged in 15-minute increments, applies from the moment a child is signed into ED. ED packages are available. A non-enrolled sibling discount is not available. Refer to current Tuition Schedule for fees or contact our Financial Manager for further details.

Extended Day Late Fees

After 6:00 pm pick-up fees:

- \$15.00 for the first 1 – 15 minutes late
- \$10.00 for every subsequent five (5) minutes

EXCUSING CHILDREN FROM SCHOOL

Children may be excused early from school upon written request from parents, or by telephoning the office, providing the request can be positively identified as coming from the parents. No child can be excused to someone other than the parent unless the person is identified in writing and/or listed on the Authorization Form. A photo ID matching the name of the alternate contact/authorized transportation form will be required. If there is the slightest doubt as to identity, the parent will be contacted before the child is released. Parents/guardians must sign for early release at the front desk.

REPORTING ABSENCES

In the case that your child will be absent or late to school, please call the school office at 908-879-6355 or email receptionist@westmontmontessori.org. Attendance records are required by law.

RELEASE OF CHILDREN

We are required by law to advise you of the following policy on the release of children:

- A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent and will assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.

If a non-custodial parent has been denied access to a child by a court order, Westmont must be provided documentation to that effect, which Westmont will maintain on file, and comply with the terms of the court order.

A child may not be visited by or released to a non-custodial parent unless the custodial parent specifically authorizes Westmont, in writing, to allow such visits or release. This written authorization will be maintained on file.

- B. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child by 6:15 we will follow this procedure:
1. The child will be supervised at all times;
 2. Westmont staff will attempt to contact the parent(s) or authorized person(s);
 3. If we are unable to reach any authorized person(s) by 7:30, the staff member, in collaboration with the Head of School, will call the Division of Children and Families (DCF) 24-hour Child Abuse Hotline (1-877-652-2873) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child.

- C. If the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgment of the Head of School and/or staff member, the child would be placed at risk of harm if released to such an individual, the following procedure will be followed:
1. The child may not be released to such an impaired individual;
 2. Staff members will attempt to contact the child's other parent or an alternate person(s) authorized by the parent(s);
 3. If we are unable to make alternative arrangements, a staff member will call the DCF Hotline to seek assistance in caring for the child.

ARRIVAL AND DISMISSAL

Toddlers / Little STEPS Montessori

Parents of Toddlers and Little STEPS Montessori must park and walk their child through the main entrance and to their respected classroom or Extended Day room.

Early Childhood / Kindergarteners

Westmont has a car line for EC and K students. The car line forms in the lane closest to the school building and is reserved solely for arrivals and dismissals. Parking is not permitted at the curb at any time, **as it is a fire lane**. Westmont personnel will greet, retrieve, and escort children into the school to help facilitate smooth transitions.

Car Line

To keep the traffic flowing and maintain **safety in all cases**, we ask you to comply with a few simple requests:

- Speed limit in the parking lot is 5 mph. Please use caution, as children may be walking, crossing, etc.
- Please follow signs for driveway safety upon entering the parking lot during arrivals and dismissals to avoid back-ups on Route 24.
- When waiting in the car line to drop off or pick up, please pull up to the end of the building.
- If you are early and waiting in the car line, please turn off your engine.
- Remain in your car so that we can keep the car line moving.
- At arrivals, children are required to **remain seat-belted** until a staff member opens the car door to receive the children for class.
- At dismissal, parents are asked to move up as far as possible on the car line so that buckling will not prevent the queue from advancing.
- It is the parent's responsibility to ensure their child is properly buckled into the car seat or seat belt.
- If you arrive after class has started, please park and accompany your child to the office. **Please do not park in the fire lane.** A staff member will escort your child to the classroom.

SECURITY SYSTEM

School doors are locked at all times. Families receive individual scan cards at the beginning of the school year. One scan card per family will be distributed. Please keep it in a safe place and share it only with the person who will be consistently picking up your child. ***Scan cards open the main door only and are active on days and times when school is in session.***

When you visit Westmont for reasons other than pick-up or drop-off to ED, for security purposes, **please sign in AND out** at receptionist desk.

FIRE AND EMERGENCY DRILLS

NJ State Law mandates the practice of fire drills monthly and emergency drills eight times a year.

EMERGENCY EVACUATION

In the case of a true emergency evacuation, Westmont students and personnel, with the guidance of the Chester/Mendham emergency responders, will be escorted to and housed across the street at the Mendham Hills Community Church.

LISTING OF APPROVED STUDENT USAGE ROOMS

First Floor

- Little STEPS Montessori classroom
- Movement and Music room
- Extended Day room
- Toddler classroom

Second Floor

- Kindergarten classroom
- Early Childhood classrooms

SCHOOL/EMERGENCY CLOSINGS

Snow Days/Emergency Closings

Westmont will use the Chester and Mendham schools' decision as a **guide** for closings or delayed openings. At times, the Head of School and/or Board Chair will make independent decisions; Westmont may be open when other schools are closed and vice versa.

Notification of Emergency Closings

Keeping parents informed helps to assure student safety. When we alter our regular schedule, you will be notified by the following means:

- **Honeywell Instant Alert for Schools** - Within minutes of an emergency, early dismissal, delayed opening, etc., Westmont will use the Honeywell Instant Alert System to deliver a single, clear message to the parents or guardians by home telephone, cell phone, text message, e-mail, pager, or PDA in any combination. **It is extremely important to register online and keep your contact information current. PARENTS MUST REGISTER WITH HONEYWELL BY ACCESSING <https://instantalert.honeywell.com>.**
- **Website** – Updates will be provided on our website: www.westmontmontessori.org.

Delayed Opening

On those occasions that a delayed opening is warranted:

- You will be notified according to our **Notification of Emergency Closings** policy as to the arrival time
- Class schedules (lunch, rest, recess, etc.) will not be altered after the delayed opening start time
- All classes and Extended Day will open at 9:45am.
- Depending on weather or situation, Westmont may open at 12 noon for afternoon sessions and Extended Day.

Early Dismissal

On those occasions that an early dismissal is warranted:

- You will be notified according to our **Notification of Emergency Closings** policy as to the dismissal time.
- Extended Day may close before 6:00 pm, pending weather conditions or type of emergency. On such days you will be notified and asked to pick up your child from Extended Day.

Contact information updates must be provided immediately to:

- **Westmont** – click here for [Student Information Change Form](#)
- **Honeywell Instant Alert for Schools** – click here for <https://instantalert.honeywell.com>

IN-SERVICE/PROFESSIONAL DEVELOPMENT DAYS

In-Service Days

In-service days are dedicated to enhancing the learning environment. Classes will not be in session, but Extended Day may be available. Please refer to the school calendar for exact dates.

Professional Development Days

Faculty and staff are required to partake in continuing education for their professional growth on designated Professional Development days. Classes will not be in session and Extended Day **will not** be available. Please refer to the school calendar for exact dates.

PRIVATE SCHOOL TRANSPORTATION REIMBURSEMENT (B6T FORM)

Children attending Kindergarten at a not-for-profit private/independent school may be eligible for a transportation refund from their local school districts. The transportation refund is granted in lieu of busing a child to and from school. Determination of the transportation re-imbursment is made yearly by the local school districts and any of the following options may occur:

- Transportation refund/aid (B6T), if you live farther than 2 miles and/or closer than 20 miles from Westmont or,
- Busing of students to and from the private/independent school or,
- None of the above.

The Westmont Montessori School encourages all eligible children returning for their Kindergarten year to complete the Transportation Refund (B6T) application provided at time of re-enrollment (January). Deadline for submission to the local school district is March 1. Failure to complete the Transportation Refund (B6T) application by the deadline date will result in ineligibility for receipt of transportation refund. It is the responsibility of the student's family to adhere to the specified deadline date.

YOUR CHILD'S HEALTH

Westmont recognizes the importance of families establishing a Medical Home with a primary care physician who knows your child and his/her medical history. Regular well-visits to a pediatrician are important to ensure your child's health and development. If you are new to the area or do not yet have a pediatrician for your child, we are happy to supply a list of nearby doctors. We also have a list of other health care providers and community resources available on our website.

The best way for your child to remain healthy is by practicing preventative care. This includes frequent hand washing and good overall hygiene. At Westmont, your child will be asked to wash hands upon entering the classroom, after using the restroom or having a diaper changed, before eating, and after wiping their nose. This will help prevent the spread of illnesses.

HEALTH FORMS

Our school and camp health forms reflect the State of New Jersey requirements. Please review, complete, and return all forms made available by date required.

Immunization forms must be up to date as of September 1st and by the beginning of camp.

According to Chapter 14 of the State Sanitary Code (NJAC 8:57-4.1 to 8:57-4.17, "Immunization of Pupils in Schools") the State of New Jersey requires all children (no matter the age) entering The Westmont Montessori School to be age appropriately immunized.

IMMUNIZATION SCHEDULE

Up to age 5:

- 4 doses DTaP
- 3 doses IPV
- 1 dose Hib (one dose given after 1st birthday)
- 1 dose MMR (administered after the 1st birthday)
- 1 dose Varivax or Varicella (administered after the 1st birthday)
- 1 Flu shot annually between September 1 and December 31

Entering Kindergarten:

- 4 doses DTaP (one dose must be given on/or after 4th birthday)
- 3 doses IPV (one dose must be given on/or after the 4th birthday)
- 2 doses MMR (administered after the 1st birthday)
- 1 dose Varivax or Varicella (administered after the 1st birthday)
- 3 doses HEPB

THE STATE OF NEW JERSEY WILL NOT ALLOW YOUR CHILD TO ATTEND CLASS OR CAMP IF THE FORM(S) IS NOT COMPLETED AND RECEIVED BY WESTMONT BY THE DATE SPECIFIED.

ADMINISTRATION OF MEDICATION

Children requiring administration of prescribed or non-prescribed (over-the-counter) medication must adhere to the following procedures.

Prescribed Medication

- Medication must be in original pharmaceutical container/package, labeled with child's name, name of medication, expiration date, prescribed date, instructions for use and storage, and accompanied by a Doctor approved Action Plan (for epi-pens and inhalers).
- Medication shall be administered only after receipt of written approval from the child's parent and the child's physician
- Medication must be hand delivered to our office staff, who will forward it to the appropriate class teacher
- Duplicate medication may be required

Non-Prescribed (Over-the-counter) Medication

- Medication must be provided in original package. Please label with your child's name
- Medication shall be administered only after receipt of written approval from the child's parent **AND** the child's physician
- Medication must be hand delivered to our office staff, who will forward it to the appropriate class teacher
- Duplicate medication may be required

We will not administer any medication if the above procedures are not followed. Parents wishing to administer medication themselves are welcomed at any time.

WHEN YOUR CHILD IS SICK

The Westmont Montessori School has the responsibility for the well-being of all the children, faculty, and staff in the school. The following NJ State Law requirements must be adhered to when your child is ill:

- If your child is ill and unable to come to school, please call the office and provide specific illness information.
- If your child becomes ill at school, we will notify you and ask that you take your child home.
- Children must be free of fever for at least 24 hours before returning to class without the need for a fever reducer.

Illnesses

If a child exhibits any of the following symptoms, the child should not attend school. If such symptoms occur at the school, the child will be removed from the group, and the parents will be called to take the child home. Once the child is symptom-free, or has a health care provider's note stating that the child no longer poses a serious health risk to himself/herself or others, the child may return to the school unless contraindicated by local health department or Department of Health.

- Severe pain or discomfort
- Acute diarrhea
- Episodes of acute vomiting

- Elevated oral temperature of 100.5 degrees Fahrenheit
- Lethargy
- Severe coughing
- Yellow eyes or jaundiced skin
- Red eyes with discharge
- Infected, untreated skin patches
- Difficult or rapid breathing
- Skin rashes in conjunction with fever or behavior changes
- Skin lesions that are weeping or bleeding
- Mouth sores with drooling
- Stiff neck

Excludable Communicable Diseases

A child or staff member who contracts an excludable communicable disease **may not** return to the center without a health care provider's note stating that the child/staff member presents no risk to himself/herself or others. These diseases include respiratory, gastrointestinal, and contact illnesses such as Impetigo, Lice, Scabies, and Shingles.

Note: If a child has chicken pox, a health care provider's note is not required for re-admitting the child to the center. A note from the parent is required stating either that at least six days has elapsed since the onset of the rash, or that all sores have dried and crusted.

If a child/staff is exposed to any excludable disease at the center, parents will be notified in writing.

Communicable Disease Reporting Guidelines

Some excludable communicable diseases must be reported to the health department by the center. The Department of Health's Reporting Requirements for Communicable Diseases and Work-Related Conditions Quick Reference Guide, a complete list of reportable excludable communicable diseases, can be found at http://www.nj.gov/health/cd/documents/reportable_disease_magnet.pdf.

MEDICAL AND/OR EMERGENCY PROCEDURES

MINOR INJURIES: (bloody nose, simple cuts, bruises, any head injury, etc.)

1. First Aid techniques will be used (washing, band-aid, ice-pack, etc.)
2. Documentation will be made in the "Accident / Incident Book" and filed in child's file.
3. The parent will be notified either by written accident report and/or phone call.

SERIOUS INJURIES: (reaction to an insect bite, serious fall, broken bone, etc.)

1. The child will be made safely comfortable.
2. One or both parents will be called for instructions and/or pick up.
3. In the event a parent cannot be reached, the child's emergency contacts as listed will be called.
4. In the event no contacts can be reached, 911 will be called for assistance. The Head of School or a staff member will stay with the child as necessary.

5. At all times, if the process of notifying the parent has been unsuccessful, staff members remaining at school will continue to try to alert them of the incident and its status.
6. If epi-pen administered, state licensing requires the school to call 911 immediately.

TOILET TRAINING

Westmont does not exclude children who are in diapers. Staff will change diapers as needed and support toilet training efforts.

ORAL HEALTHCARE

Oral health is extremely important for your children. Having children brush teeth at school is not logistically feasible; we would encourage brushing teeth before and after school each day.

WESTMONT'S PSYCHOLOGIST/CONSULTANT – STEVEN TOBIAS, PSY.D.

As part of our program to offer the best we can for each child, Westmont contracts with Dr. Steven Tobias as our school psychologist/consultant. Dr. Tobias has served in this capacity since 1998. He provides Westmont with insight and ideas regarding our children's cognitive, social, and emotional development. When appropriate, Dr. Tobias will attend meetings with our faculty/staff and parents to share his observations.

STUDENT SUPPORT TEAM

The Student Support Team (SST) process is an in-house multi-step approach to providing guidance and support, at increasing levels of intensity, to students who struggle with learning and/or behavior. The SST process is not a referral to Early Intervention, nor will it take the child out of the classroom. It is a commitment on the part of the professionals working with the children of The Westmont Montessori School to find/use the best supportive tools that will help the child succeed in the classroom.

More detailed information about the SST process is available upon request.

ADMISSIONS/RE-ENROLLMENT

ADMISSIONS

The Westmont Montessori School does not discriminate on the basis of gender, race, religion, disabilities, or national origin. All new students participate in an admissions process.

Current Westmont Students (Re-enrollment)

- Current enrolled families will be extended a re-enrollment Offer Letter for the new school year in January. Priority acceptance and/or incentives are provided to current families up until the time specified in the re-enrollment Offer Letter.
- Child visits are required for all first-time students applying for Early Childhood and/or Kindergarten. Child visits must be completed prior to issuing an Offer Letter.

- Current families not responding within the stated deadline will be considered for enrollment to the extent that openings are available thereafter.
- To secure a spot, parents are required to complete the registration forms, financial contract, make a deposit and bring any and all balance due fees up to date.

Kindergarten

Children who are five by October 1 are eligible to attend Westmont's full-day Kindergarten program which includes a half day homogenous grouping and half day multi-age grouping.

The Admission's Committee will consider certain factors in accepting applications. On occasion, a child not meeting the October 1 date may be approved for entrance outside of the eligibility date. Guidelines are in place to discern a child's development readiness.

Class Assignment

The Westmont Montessori School reserves the right to make the final decision regarding class assignments. Class assignments are made available in July/August.

TUITION/FEES

Enrollment Tuition

Students are enrolled for the entire school year and are accepted without regard to their gender, race, religion, disability, or national origin. The parent/guardian must recognize that Westmont depends on this enrollment in planning for the entire school year. In the event of the withdrawal of the student for any reason prior to the end of the school year, **the parent/guardian shall remain responsible for the entire tuition for the school year. No refunds will be made.** Tuition payments will continue to be the responsibility of the parent/guardian. **Please refer to your Financial Contract for further details.** Parents are responsible for prompt payment of all fees.

Scholarship/Financial Support

The Westmont Montessori School offers scholarship/financial support to eligible students. Please contact the Admissions Department for further details.

INFORMATION TO PARENTS

Under provisions of the Manual of Requirements for Child Care Centers (N.J.A.C. 10:122), 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 this written statement, prepared by the Office of Licensing, Chair Care & Youth Residential Licensing, in the Department of Children and Families (DCF). In keeping with this requirement, the center must secure every parent's signature attesting to his/her receipt of the information.

Our school 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 is posted in our foyer.

To be licensed, our school 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

Our school must have on 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 a copy, ask any staff member or you may view a copy of the Manual of Requirements on the DCF website at www.state.nj.us/dcf/providers/licensing/laws/index.html or obtain a copy by sending a check or money order for \$5 made payable to the "Treasurer, State of New Jersey" and mail 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 school, 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 school 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.

Westmont 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 school.

Westmont must have a policy about administering medicine and health care procedures and the management of communicable diseases. Please refer to the previous pages of the Parent Handbook.

Westmont must have a policy concerning the expulsion of children from enrollment at the school. Please refer to the following page of the Parent Handbook.

Parents are entitled to review our copy of the Office of Licensing's Inspection/Violation Reports on the school, which are issued after every State licensing inspection of our center. If there is a licensing complaint investigation, you are also entitled to review the Office's Complaint Investigation Summary Report, as well as any letters of enforcement or other actions taken against the school 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://data.nj.gov/childcare_explorer.

Westmont must cooperate with all DCF inspections/investigations. DCF staff may interview both staff members and children.

We must post our written statement of philosophy on child discipline in a prominent location and make a copy of it available to parents upon request. Westmont's philosophy may be found in this Parent Handbook and in our foyer. We encourage you to review and discuss with us any questions you may have about it.

Our school must post a listing or diagram of those rooms and areas approved by the Office for the children's use (found in this Handbook).

We are happy to offer parents of enrolled children ample opportunity to assist the school in complying with licensing requirements; and many opportunities to participate in and observe the activities of the school. If you'd like to participate in our activities, become a Board of Trustees member, be active in the WPO, or contribute time in the classroom, please discuss your interest with the Head of School, your child's teacher, or our WPO chair(s), each of whom will be happy to advise you about what opportunities are available.

Parents of enrolled children may visit our school at any time. Please feel free to do so when you can. We welcome observations from our parents.

Reminder: Each time you visit us you must sign in and out and receive a visitor's badge at the receptionist's desk.

Our school must inform parents in advance of every field trip, outing or special event away from the building and must obtain prior written consent from parents before taking a child on each such trip.

Westmont is required to provide reasonable accommodations for the 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 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 school 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 school 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/.

DISMISSAL/EXPULSION

Unfortunately, at times, there are circumstances when we have to remove a child from our program either on a short term or permanent basis. Westmont will do everything possible to work with the family of the child(ren) in order to prevent this policy from being enforced. The following are reasons we may have to remove or suspend a child from Westmont.

Causes for Immediate Removal:

- The child is at risk of causing serious injury to other children or himself/herself

- Parent threatens physical or intimidating actions towards staff members
- Parent exhibits verbal abuse to staff

Parental Actions for Child Removal:

- Failure to pay tuition or fees/or habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up a child
- Verbal abuse to staff

Child's Action for Removal:

- Failure of a child to adjust after a reasonable period of time
- Uncontrollable tantrums/angry outbursts
- Ongoing physical or verbal abuse to staff or other children
- Excessive biting

SCHEDULE OF EXPULSION

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the center. The parent/guardian will be informed regarding the length of the expulsion period and the expected behavioral changes required in order for the child or parent to return to the center. The parent/guardian will be given a specific expulsion date that allows the parent sufficient time to seek alternate child care (approximately one to two weeks' notice, depending on risk to other children's welfare or safety). Failure of the child/parent to satisfy the terms of the plan may result in permanent expulsion from the center.

A CHILD WILL NOT BE EXPELLED IF A PARENT/GUARDIAN:

- Made a complaint to the Office of Licensing regarding a center's alleged violations of the licensing requirement.
- Reported abuse or neglect occurring at the center.
- Questioned the center regarding policies and procedures.
- Without giving the parent sufficient time to make other child care arrangements.

PROACTIVE ACTIONS THAT CAN BE TAKEN IN ORDER TO PREVENT EXPULSION:

- Try to redirect child from negative behavior.
- Reassess classroom environment, appropriateness of activities, supervision.
- Always use positive methods and language while disciplining children.
- Praise appropriate behaviors
- Consistently apply consequences for rules.
- Give the child verbal warnings.
- Give the child time to regain control.
- Document the child's disruptive behavior and maintain confidentiality.
- Give the parent/guardian written copies of the disruptive behavior that might lead to expulsion.
- Schedule a conference including the director, classroom staff, and parent/guardian to discuss how to promote positive behaviors.
- Give the parent literature of other resources regarding methods of improving behavior.
- Recommend an evaluation by professional consultation on premises.
- Recommend an evaluation by local school district study team.

PHOTOGRAPHS

Throughout the year, parents, teachers, staff, and photographers document school activities and events. Throughout the year, Westmont will use these photographs in brochures, journals, web pages, press releases, and other marketing materials. No personal information about a student will be shared. Parents must notify the Assistant Head of School in writing if they do not want their child's photo to be included in any of the aforementioned.

ASBESTOS

The Westmont Montessori School is asbestos free.

ADVERTISING/ENDORSEMENT POLICY

Westmont will disseminate Public Service Announcements for not-for-profit groups if the activity or information is:

- Relevant to families with young children ages 15 months – 6 years
- Amenable to reciprocal advertising with Westmont
- Approved by the Head of School

Any for profit group, business, or individual may pay for advertising in special events programs (e.g. Celebration of Children, fundraiser).

STUDENT DIRECTORY

The Westmont Student Directory is intended for the private use of Westmont parents and students and may not be used for commercial purposes. The Student Directory is made available to parents by email request in the early part of the school year.

SURVEY PROGRAMS

The Westmont Montessori School will afford the opportunity to provide feedback by sending surveys throughout the school year to its community.

ALUMNI VISITS

We welcome alumni visits to our school. An Alumni Visit form (available in the office or [click here](#)) must be completed before or at time of visit. Visits must be planned in advance with the individual teacher. Alumni visits planned beyond class time and involving lunch will incur ED fees.

COMMON FOOD ALLERGIES

Foods which account for 90% of all allergy reactions:

Peanuts

Tree Nuts

Milk

Eggs

Seafood

Soy

Wheat

The information contained in this guide is provided for informational purposes only and is not intended as a substitute for personal care by a licensed physician. Westmont encourages caregivers to seek treatment from a licensed physician if allergy problems or any other medical conditions are suspected. By supplying information about a child's allergy status, monitoring, dietary or treatment needs, parent/guardian/caregiver represents that such information has been verified and approved by a licensed physician.

Allergy Guide



THE
WESTMONT
MONTESSORI
SCHOOL

APPENDIX 'A'



RESOURCES

American Academy of Pediatrics
www.aap.org

American Academy of Allergy and
Immunology
www.aaaai.org

Asthma & Allergy Foundation of
America
www.aafa.org

Center for Disease Control
www.cdc.gov

US Food & Drug Administration
www.fda.gov

Medic Alert
www.medicalert.org

*The Westmont Montessori School offers the above for
guidance and not for enforcement purposes.*

The Westmont Montessori School
577 Rt. 24
Mendham, NJ 07925
t. 908-879-6355
www.westmontmontessori.org

Allergies

Allergies are abnormal immune system reactions to things that are typically harmless to most people.



One's immune system mistakenly believes that a substance, such as certain foods, dust, plant pollen, medicine, etc. is harmful to the body.

Allergic reaction can be mild, such as a runny nose, or severe, such as difficulty breathing. Some allergies exhibit multiple symptoms. Anaphylaxis is the most severe reaction.

Allergy Symptoms:

- **Mouth:** itching, and swelling of lips tongue or mouth
- **Throat:** itching, sense of tightness, coughing
- **Skin:** hives, itching, rash, or swelling
- **Abdomen:** nausea, cramping, vomiting or diarrhea
- **Lungs:** shortness of breath, coughing or wheezing
- **Heart:** rapid pulse, fainting

Parent/Guardian

Communication between parent/guardian and school is the first step in protecting your child from an allergy reaction.

- Inform the school of your child's allergies prior to the opening of school (or as soon as possible after a diagnosis)
- Submit a complete assessment of child's condition from a health care provider and provide school with an individual care plan.
- Meet with your child's teacher to discuss individual child's care plan, school policies and procedures
- Provide properly labeled medication and replacement as set forth in the Parent Handbook
- Submit a safe food list to reduce the likelihood of accidental exposure
- Provide safe meals and/or snacks from home
- Begin educating your child in self-management of allergy
- Attend child's field trips, when warranted
- Medic ALERT ID bracelet, when recommended
- Notify the school with changes to allergy care plan, changes to emergency contact and statement from health provider if the student no longer has allergies

Westmont's Emergency Plan of Action



- Child exhibits allergy reaction symptoms
- Follow Allergy Protocol which includes:
 - Administer Epi-Pen(s), if needed
 - Call 911
 - Call parent and/or emergency contact
 - Transport to local hospital

Community Collaboration

As a community we can keep in mind that children with allergies need our support.