

Bay Montessori School

20525 Willows Rd.
Lexington Park, MD 20653
301-737-2421

Dear Parent:

We are so glad you have chosen Bay Montessori as the school for your child and we look forward to working with you and your child. This is such an exciting time for your family and we want to make your child's transition to our school as smooth as possible. This process will begin prior to the first day at school and we are here to help in any way we can.

Attached you will find the policies and procedures of Bay Montessori School, please read and familiarize yourself with them. There will be a New Family Orientation in the first several weeks of the school year to go over these policies.

Students aged 6 weeks through Kindergarten will have an Orientation Interview in which the Teacher, Child and Parent will meet in the classroom for 30 minutes to get to know each other and to introduce the child to the environment. The teacher will contact you to schedule the Orientation several days prior to your child's start date. The Elementary and Middle School classes will have an Open House the week before school starts.

Included in this packet is the Health Inventory Form, Emergency Contact Card, Swim Permission Form, Tuition Express Form and a School Calendar. The Swim Permission Form is only needed for Kindergarten, Elementary and ANY student attending summer sessions. A uniform policy has also been included for uniform purchase if your child is in the Elementary. Please return all forms when you attend your Orientation Interview or prior to the first day of school.

If you have any further questions please feel free to call, email or stop by, we would be happy to talk with you further. We look forward to seeing you and your child soon.

Again, thank you for choosing Bay Montessori School.

Administrator

Mrs. Tammy Willen

BAY MONTESSORI SCHOOL

Statement of Purpose:

Our mission is to provide a safe and nurturing environment that stimulates a child's curiosity about themselves and our world. Each child leaving Bay Montessori School has a sense of independence, self-esteem, self-confidence, self-discipline, and responsibility. The children are prepared to meet and overcome the challenges they will encounter as they continue to grow and explore their post-Montessori opportunities.

Goals and Aims:

Bay Montessori staff will:

- Guide each child to reach his or her full potential in all areas of life.
- Provide an environment enriched with materials that meet the developmental needs of the child.
- Allow the child to learn at his or her own pace, educating each child as an individual.
- Promote the development of social skills, self-esteem, emotional growth and physical coordination.
- Prepare the environment, guide the child to it, and assist in the unfolding of the child's being.
- Maintain a strong academic base while stressing life skills like problem solving, courtesy and self-expression — thus creating happy, confident and independent children.
- Nurture the spirit of each child by promoting creativity, harmony, respect, order and education.

Policies and Procedures

Admission Policy: Bay Montessori School has no religious affiliation and is open to all children between the ages of two and fourteen years regardless of race, religion, national origin or sexual preference.

We consider the child's personality, gender, age ratios, and the make-up of the existing classes to determine which class will best suit your child.

Class Size: The average class size is as follows:

- The Infant/Toddler class serves 6 children ages 6 weeks to 23 months with two credentialed Infant/Toddler Teachers.
- The Preprimary class serves 8 children ages 24 to 36 months (or until developmentally ready) with one credentialed Montessori Infant/Toddler Teacher. If more than 8 children are enrolled an assistant will be in the classroom.
- The Primary morning program serves 20-25 children ages 3 to 6 years with one credentialed Montessori Teacher and one Assistant. Each Kindergarten class (afternoon) has 6 – 10 children, guided by a Primary Teacher.
- The Lower Elementary program serves 22 - 28 children ages 6 – 9 with a credentialed Montessori Teacher and an Assistant.
- The Upper Elementary/ Middle School program serves 10 – 15 children ages 9 – 14 with a credentialed Montessori Teacher.

Arrival: School starts at 9:00am, please work together with your child to be here on time. If you choose to escort your child to the door, please park in a parking spot. If you walk your child to class we ask that you establish a very brief drop off routine with your child so they can learn to do the morning tasks themselves and so not to distract other children in the class.

Dismissal: Children will be accompanied to their cars by a staff between 11:45 -12pm and 2:45 -3pm dismissals from the curb. During inclement weather, please park your car and pick up your child from the designated classroom. A child will not be allowed to leave with anyone except his or her parents or the person designated on the emergency contact card, unless the teacher is notified in writing.

*Infant/Toddler Arrival/Dismissal Procedures are in the Infant/Toddler section.

Dates and Hours: The academic year is from early September through early June. The school year begins on a staggered basis with the returning children starting first. This staggered basis does not apply to kindergarten, elementary and middle school students. Since Montessori provides individualized learning, a child may begin at any time during the school year. The kindergarten, elementary and middle school student must attend 170 days.

Hours of Operation:

Morning Montessori	9:00 a.m. to 12:00 p.m.
Full Day Montessori	9:00 a.m. to 3:00 p.m. (Kind., Elem. & Middle School only)
Before/After School hours	6:45 a.m. to 9:00 a.m. (all ages) 12:00 p.m. to 3:00 p.m. (2, 3, & 4 Year olds) 3:00 p.m. to 5:30 p.m. (2-14 Year olds)

*Please note that Before/After School hours are daycare and not part of the educational program.

Out of School Services: Bay Montessori School offers "Out of School (OOS)" extended care services on many days in which school is closed (professional days, Spring Break, Winter Break, Parent/Teacher Conferences and select holidays). Space in these classrooms will be limited, so advance registration is required. Space will be filled based on the order registration forms are received. If on any given day there are insufficient students signed up for care the school has the right to cancel this service and will inform parents 14 days prior to the day. Please note that child care hours for these days are condensed to 7:30am to 4:30pm. Late pick-ups will result in the same additional fees as after care during the school year.

This service is open to any student at Bay. The fee for this service is not included in the annual contracted extended care fees. The fee is \$50/day and is due with the registration form no later than August 15th. Once registered you may move or switch days within the school year (with notice and available space), but refunds will only be provided if Bay cancels your registered days' services.

Please note: On Noon Dismissal Professional Days child care will be provided until 5:30pm for all students contracted for aftercare services. The fee for these afternoons is included in the annual contracted extended care fees and is not open to students who are not enrolled in the contracted PM extended care. The last day of school is a Noon Dismissal day for all students and child care will not be provided after noon.

Infant/Toddler Calendar: The Infant/Toddler classrooms are open all days whenever school or OOS are open.

School Closing: The school will announce closings on the school message machine and it will be posted on our homepage. At times it may be necessary to close school early because of weather conditions. This will be emailed to parents, posted on facebook and placed on our homepage.

Birthdays: If you wish to have your child celebrate his or her birthday at school, please contact the teacher. Bay will not distribute birthday invitations.

Health & Wellness

Health and Emergency Information Forms: These forms must be completed and submitted to school before admission. Please notify the office, as soon as possible, of any change of address, phone number, e-mail or other information on the Emergency Contact Form. The Health Inventory Form requests health and immunization information from you and your child's physician. It is required before admission to the school. These forms may be transferred from previous schools.

Illness: Out of consideration for your child and other children, please keep your ill child home from school:

- the first day of a cold or sore throat, as this is the most contagious time
- when he or she has a persistent, deep cough
- when he or she has a heavy nasal discharge
- for twenty-four hours after his or her temperature returns to normal
- for twenty-four hours after he or she had diarrhea or vomiting, if you suspect a virus or illness.

If your child comes down with a communicable disease, please notify the teacher. During the day, the teacher will notify the parent if the child needs to leave school due to illness.

Medication: Bay Montessori will only administer medication in an emergency situation (ex Epi-Pen). If your child is well enough to come to school but must take medication through the day, parents are welcome to come to the school to administer.

Allergies: As with any medical condition, please notify the school if your child currently has or develops any allergy.

Emergency Care: In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child. The child's individual emergency instructions on file in the school office will be consulted immediately and the parents will be called. If necessary the child will be transported to the hospital by ambulance or emergency vehicle. The consent statement, signed by parents, will accompany the child so that treatment can be given immediately in the absence of the parent. *It is vital you keep the emergency contact information in the office up-to-date.*

Injuries: In the event of a minor injury, first aid will be administered by a qualified staff member and the child will be made as comfortable as possible. A written accident report will be filled out for any injury requiring first aid and the report will be given to the parent at the end of the school day. On occasion, parents will be called regarding accidents or injuries that do not require emergency care, but may require a parent's further attention, or for which a parent may want to seek non-emergency medical care.

Nutrition

Snack: Parents provide snack on a rotating basis for the preprimary and primary classes. You will receive a letter explaining this process during the first week of school. Elementary and Middle School students may bring a nutritious snack if desired. Extended day children will also be served a mid-afternoon snack, compliments of Bay Montessori. If at anytime you wish to send a special snack for the class, please do with the permission of the teacher, and make sure to follow the nut-free policy. Please inform the teacher if your child is allergic to any foods.

Lunch: If your child will be staying for lunch, please send a sandwich, fruit, and a nutritious snack to school. Please, no candy, chocolate, soda or gum. Milk is provided for all children.

Nutritious Suggestions:

- dried and fresh fruits
- cooked and raw vegetables
- granola bars
- use of different breads to make sandwiches
- salads
- crackers with spreads (jelly, peanut butter, tuna, cream cheese, cheese)
- nuts and seeds (not suitable for children under three because they may choke)

Nut free Policy: Any food served to all children at Bay Montessori School is to be nut free. This includes snacks brought in by parents, birthday treats and snacks provided by the school. Please read labels and refrain from bringing items stating "may contain nuts" or "contains nuts". We are allowing parents to bring in food which label reads "produced in a facility that also produces nuts".

A child may bring any healthy nutritious food for their own lunch if their class does not have any students with severe allergen reactions. This means they can bring peanut butter and other foods containing nuts if their class allows. All children are supervised and sharing of lunches is not permitted. If a child is enrolled with severe allergen reactions they will be placed in a nut free classroom. If you have concerns about your child eating lunch next to a child with nut products please let us know and we will make special arrangements.

*Infant/Toddler meals and snacks are in the Infant/Toddler section.

School Attire

Please dress children neatly and simply in clothes not too good to risk stains. There will be some outside activity daily, weather permitting. It is requested that your child's name be on all articles of clothing; including shirts, pants, socks, coats, hats, sweaters, mittens, etc., as several children may have identical clothing. In order to enable all children to participate in outdoor activities, appropriate outdoor shoes for running, climbing and playing should be worn. Some fasteners are frustrating to the young child. It is always a good idea to make sure your child is able to fasten (button, zip, snap, etc.) his or her own clothing. Please make sure that during the winter months and on rainy days that your child has appropriate outerwear for outdoor activities. For your child's protection, winter clothing must include coat, hat or hood and mittens or gloves.

Elementary Uniform Policy: The elementary students have a uniform policy which must be worn every day. School shirts must be purchased from Lands End and embroidered with the school logo. If Lands End will not apply our logo to a product then it is not part of our approved uniform. The shirts are available in white, red and navy blue. They must be worn every day with either navy or khaki pants, shorts, a skirt or a jumper, girls may also wear the dress. The bottoms do not have to be purchased from Lands End. You can contact Lands End at 1-800-469-2222 or www.landsend.com/school. The school code is #9000-3883-7. We have some recycled uniforms in the office next to the lost and found.

Change of Clothing: Any child under 6 years must have a complete change of labeled clothes (including underwear and socks) to be kept at school. If the change of clothes is used, please remember to send a replacement the next day. Our staff will send the soiled clothing home to you.

Toys and Things: Toys, gum, money and candy should be enjoyed at home. Please do not allow your child to bring valuables or irreplaceable items to school or daycare. DS systems, cell phones and other electronics are not permitted at school or in Before/After care. We understand that children enjoy bringing things to share with the class, and the teacher will encourage certain items to be brought from home during the school year for Show and Tell, or special school events.

Please understand that children are entirely responsible for items they bring to school. It is not the teacher's responsibility to find missing items.

Lost and Found: Mislabeled items that are found will be placed in the Lost and Found bin in the main office. At the end of the year, all items left at the school are donated to charity.

Tuition

Tuition Agreement: The school relies upon its enrollment commitments in planning for the year. Parents are required to sign the tuition agreement and return it to the school by the date requested. Please keep a copy for your records.

Tuition and Fees: Please refer to the General Fee Information Sheet for your child's tuition/extended care amount. The tuition is an annual fee and may be paid in a variety of increments depending on your preference. The school uses TUITION EXPRESS for automated monthly tuition payments. Tuition Express can debit from a checking account or a visa or mastercard.

Withdrawal: In order to maintain services over the entire year, it is essential that the annual tuition fees be assured. Therefore, if a parent signs a Tuition Agreement and then withdraws their child prior to the first day of school for any reason other than a geographical move the parent is responsible for the first two monthly payments or the equivalent of 40 school days. It is understood that no reduction or remission of fees can be allowed for absence or withdrawal unless orders dictate relocation outside of St. Mary's County area. In such case, Bay Montessori requires 30 days written notice for early withdrawals and a copy of such orders. After April 1st, no exceptions are allowed for reduction or remission of fees.

Each child enters the school on a thirty-day trial basis. During the thirty-day period, the parent or the school may recommend withdrawal without penalty. There is no refund for the 30 day trial period. After thirty-days, if the teacher decides the child would function best in another type of environment, the child may withdraw without penalty.

Late Policy: Our late pick up policy is that any child here after 12:00/3:00/5:30pm will be charged \$25.00 and the student will be taken to After School care. After 5:35pm you will be charged another \$5.00 for every 5 minutes thereafter. If you anticipate being late please call the school 301-737-2421 or the daycare house at 301-737-1398.

Communications Between Parents and School

To Families From School

Web Site: The school's web page is the main source of information for all school activity. The school calendar, photo galleries, newsletters and parent forms can be found by checking the Parent Information page on the school's website: www.baymontessori.com

Bloomz: Bloomz is an app that helps parents stay on top of what's happening in their kids' classroom. It works on both your smartphone and computer, and will help you receive quick updates from the teacher, see pictures of classroom activities, access the class calendar and more.

Email: All written notices will be sent via email. In some cases, a hard copy will also be sent home from your child's teacher (please notify the administrator if you do not have email so a hard copy will always be sent home with your child). The school relies on email to convey vital information, please let us know if this is not the best way to reach you.

Email Distribution List: On occasion parents within a class may have the need to contact other parents. For this reason we create an email list of each classroom and distribute it to each family. On special occasions a parent may contact the office and request an email address for a parent from another class. If you do not want your email on the class distribution list or given to a parent from another class, please initial on the attached form.

Newsletter: Parents will be notified of updates through the quarterly emailed newsletter. The school provides parents with information about classroom activity, upcoming events, important announcements and activities through this newsletter

Book Bags: Communications that cannot be sent via email (book orders, Montessori Services orders, etc.) will be sent home with the children in their book bag. Please check your child's book bag each night for communications from the school. For greater access to school information, please check your email regularly for messages from the school.

Message Board: Announcements and reminders will be posted on the message board/kiosk in the parking lot.

Conferences: Parent/Teacher conferences are scheduled twice during the school year. Please feel free to contact the teacher to schedule a time to discuss your child's progress outside of scheduled conferences.

To School From Families

Black Mailbox: Please deposit all communications to the office in the black mailbox that is attached to the wall just inside the front door to the office. We check the mailbox frequently.

Office: You may bring written communication, forms, book orders, etc. directly to the front office.

Email: More and more frequently, email is becoming more important as a communication tool. Please email us with questions, comments or information about your child. Though the office staff will check email frequently during the day if you have something of urgent importance, please stop by the office or call us. Teachers are working with your children throughout the day and will only check emails after the school day or in the evening. If you have an urgent message please direct your concern to the office staff and we will address your situation.

Phone: Please call us with any updates on your child or to ask questions. A staff member is in the office from 9:00 a.m. to 3:00 p.m. If you are not able to reach someone in the office and it is before 9am or after 3pm you can reach a staff in the Big House at 737-1398. At times we may step out of the office to attend to a situation on campus, so please leave a message and we will respond when we return.

Messages for teachers: If you have a message for the teacher, please write it down, as it is sometimes hard to remember verbal messages.

Discipline Policy

In our classrooms we strive for peace amongst its members as lessons of grace and courtesy encourage an atmosphere of love and respect. Children and adults alike are treated with respect. The key to this atmosphere is the prepared environment, but even in a prepared environment there will be "non-peaceful behavior." Each child may differ in their ability to make correct choices. Some may need rules or controls that another may not. Thus the importance of establishing clear ground rules so that children know what expectations are for their behavior. Each classroom at Bay develops guidelines for inside their room and each program has guidelines for outdoor play.

Discipline at Bay is based on Jane Nelsen's Positive Discipline approach as it closely aligns with the Montessori philosophy. Her approach shares a mutual respect for both child and adult and focuses on children becoming responsible, respectful and resourceful members of their community. To be a successful, contributing member of their community students must learn necessary social and life skills. Bay staff model grace, courtesy, respect, and problem solving skills throughout their daily activities in the classroom.

Violence or bullying will not be tolerated. Bay Montessori defines bullying as repeated acts by one or more students causing harm to another. Acts may be written, verbal, physical, or any combination thereof. Bullying is ongoing by nature and is a conscious desire to hurt, embarrass, exclude or upset another.

No child will be subjected to injurious treatment, corporal punishment or physical punishment.

Our Commitment

In respect to the Montessori approach and with a positive attitude towards children, the School will:

- Make grace and courtesy an active part of the curriculum.
- Create clear expectations and class routines with students.
- Model respectful behavior.
- Model appropriate interactions through role plays and problem solving situations.
- Assist students to work through conflicts proactively and independently.
- Record behavior in a consistent manner on an Incident report form.

Discipline Procedure

The natural consequence is the first and foremost method of discipline used at all age levels. When we allow a child to learn on their own with no interference from another we have given the best gift we can give them. Our next most valuable methods of discipline are redirection and the use of logical consequences. Redirection is used to direct a child to more appropriate choices. This method is used regularly with children and is very successful with many children. Logical consequences are used for a behavior and do require the intervention of the teacher. Typically the teacher and student brainstorm what they feel might happen now because of the behavior/situation that has taken place. Logical consequences are not punitive; they are respectful, reasonable and related to the event. These three methods of discipline are used to help the child develop inner limits. Sometimes staff may ask a child to visit another classroom for a time period in hopes a different environment might have a positive effect on the choices they make. When doing so they will often take work from their class or help a younger student with lessons.

When there is a conflict between two children they are encouraged to talk together and listen in turn. They recognize how their actions have impacted the other person and talk about what they can do to help correct the situation or create a solution that is acceptable to all parties involved.

Steps taken when consequences and redirection have been used but are not effective:

- If a child's actions threaten the safety of others, the child will be removed from the classroom to the office and depending on severity, may be sent home.
- If a child is unable to calm down, the child will go to a safe space outside (with a staff), the peace corner or the art room.
- When an incident occurs the staff person involved will document the actions involved on an Incident Report form.
- If behavior becomes extreme and/or repetitive, the teacher will schedule a meeting with the parents and, depending on the circumstances, with the Assistant Head of School to establish plan and develop consequences.
- If disruptive behavior continues, parents will be asked to seek outside resources for the child.

“Non-Peaceful Behaviors” or otherwise known as, unacceptable behaviors at Bay:

- Intentional verbal hurting
- Exclusion/hurtful teasing
- Aggressive physical contact
- Threatening gestures
- Intentional destruction of property
- Repetitive leaving of assigned area

Parent Involvement

Parent Presentations: Young children enjoy learning about cultures other than their own. They are also interested in learning about various occupations, hobbies, etc. If you, or someone you know, would be interested in sharing your knowledge in the class or as part of a field trip, please let us know.

Observations: Parents and other interested adults are welcome to observe Montessori classes during the school day. All persons interested in observing must contact the School office to make an appointment 301-737-2421.

Volunteerism: To support the education of the children of our school community, we encourage parents to become active participants in the school by participating in various activities such as the Book Fair, Field Trips, Holiday tree lighting, Fall Festival, International Night, Our Community Garden and Spring Field Day. Your participation is not only rewarding for you and your children, but also supports our mission of setting an example for the children of building and serving our community.

Parent Education: The school has several parent education workshops during the school year. These events are a great way to continue to help parents better understand what their children are doing in the classroom each day and to help parents carryout the Montessori philosophy in their own home. There are also open house events to familiarize current and prospective parents with the different curriculum areas of the classroom. Many of the questions that come up during a given school year are answered at these events, so we encourage your attendance.

Enrichment Classes

Foreign Language: Bay Montessori is pleased to offer Spanish as part of the school curriculum for all students.

Physical Education: PE is offered as a means of group cooperation, gross/physical motor development and individual expression for Kindergarten and Elementary.

Art: Art is incorporated into the curriculum for the pre-primary and primary classes to allow for creative expression throughout the day. The Elementary have a weekly art class utilizing a variety of mediums and encouraging different ways of expressing their individual creativity.

Music: Each class participates in a music program each week. Children will sing, move to music and be exposed to music from around the world.

Swimming: Bay Montessori opens the pool for use during the late spring, summer, and early fall seasons. Children will need a swimsuit, towel, and sunscreen (if preferred).

Field Trips: The educational program at Bay Montessori may be expanded by participation in purposeful, informative field trips. All field trips are organized by the teacher and are supervised by at least the regular ratio of students to staff. Parents are often requested to accompany the class to provide additional supervision, depending on the type of field trip. If a parent volunteers to help, that parent must be prepared to assume the responsibility of supervising a number of children just as if he or she were another staff member. Field trips will be scheduled as far in advance as possible and notices will be sent home. We generally use the school van for field trips but often family vehicles may be used. Maryland's current law (effective June 30, 2008) requires children under eight years old to ride in an appropriate child restraint car seat or booster seat, unless the child is 4'9" or taller or weighs more than 65 pounds. Every child from 8 to 16 years old who is not secured in a child restraint must be secured in the vehicle's seat belt.

Computer: Computer education is integrated into the Elementary and Middle School curriculum.

Drama: The Elementary and Middle School classes participate in theatre production throughout the spring as they prepare for a play in May.

Library: The Two-Year Old, Primary and Lower EI classes visit the Library each week to check out several books and participate in story-time. The Upper EI and Middle School travel to the public library twice a month to check out books integrated within their curriculum.

STEM: Science, technology, engineering, and math are further explored in the STEM lab where abstract concepts are brought to life with hands on interactive activities.

Infant/Toddler Specific Policies

Infant/Toddler Arrival & Dismissal

If you arrive or pick up between the hours of 6:45-8:45am or 1-5:30pm, you may enter through the porch door. If you arrive or pick up between the hours of 8:45 and 1pm please enter via the front door of the Big House.

Attire

Parents of children enrolled in the Infant/Toddler Class are required to supply all of the following items: diapers, baby wipes, anti-diaper rash ointment, etc. Infant parents must also provide bibs, burping cloths, and anything else your child may require.

Teachers will notify the parents in writing when an item needs to be replenished.

Spills, accidents, and diaper leaks do occasionally occur with infants and toddlers. We ask that you keep a minimum of 2-3 changes of clothing at the school for your child. Every article of clothing should be clearly labeled with your child's name. We encourage the toddlers to refrain from wearing onesies or any other clothing that requires the toddler to be completely undressed for diapering/toileting.

Infant Meals

Infants must bring in all the foods they will consume throughout the day. Parents must provide filled bottles for their infant. Bottles will NOT be prepared by the teachers. All bottles must have a cap on them in order to be left at the center. All bottles, caps, containers, lids, ziplock bags, snack packs, etc. must be labeled with the child's name and date. All opened food, jars, packages, and used bottles will be returned to parents at the end of the day. Bottles will be rinsed and returned with documentation of amount drank. A heated bottle only partially drank will not be reintroduced to a child nor will we wash and reuse the bottle, so please plan accordingly with the amounts of bottle feedings you provide.

In order for filled bottles to go into the bottle warmer, bottles must be solid or drop in "bag" type. If your child eats any other baby foods or finger foods, you must supply those as well, along with the necessary eating utensils (bowls, spoons, etc.) A bowl and spoon must be provided for each solid feeding. We are not permitted by Child Care Administration to wash or reuse utensils or bowls. Only bottles will be warmed for infants; solid food will not be warmed. Sippie cups are NOT PERMITTED. Children at a young age are capable of learning how to use cups with practice. Infants nor toddlers will be permitted to lay down in their crib or on their mat with a bottle. Infants that can hold their bottle may self-feed in a comfy area but not on their sleep area. Bay provides a space for moms to breastfeed throughout the day and will freeze any expressed milk that is labeled and dated.

Toddler Meals

Toddlers will participate in group snack with the class. Parents provide snack on a rotational basis for the Toddler class. A letter detailing this process will be provided during the first week of school. Bottles are NOT permitted in the Toddler class during activity time. If your child is thirsty during the day they may get water or you may provide a filled water bottle. Sippie cups are NOT PERMITTED; children will use cups or a water bottle. Milk is served with lunch, unless you request it not be. If your toddler still takes a bottle they may have this prior to nap in a comfy area but not on their rest mat. Parents must provide filled bottles as bottles will NOT be prepared by the teachers. All bottles must have a cap on them to be left at the center. All bottles and caps must be labeled with the child's name and date. Bottles will be heated, but in order to go in the bottle warmer, bottles must be solid or drop in "bag" type. A heated bottle, only partially drank, will not be reintroduced to a child nor will we wash and reuse the bottle. Bottles will be rinsed and returned with documentation of amount drank. Lunch will be provided by parents on a daily basis. You will be informed if your child's class is nut free.

Nap

Infants under the age of 12 months will sleep in a crib. Infants over the age of 12 months will sleep on a mat. Infants are not permitted to have blankets or any other toys in the crib with them. Toddlers may bring a small pillow or cuddly item to rest with. Crib and rest sheets will be washed at Bay once a week (or more if needed). Sleep items brought from home will be sent home on Fridays to be washed.

Parent Acknowledgement of Policies and Procedures

I have read and understand the policies and procedures of Bay Montessori School and, furthermore, do agree to act in accordance with set guidelines while my child, _____ is enrolled at the School.
Child's Name

Parent's Signature

Date

_____ I do NOT want my email address distributed to other parents at Bay Montessori School. (please initial)

Events and activities are photographed for educational purposes (newsletters, website, brochure, newspaper, video, etc.) If you do NOT wish to have your child photographed please initial here_____.