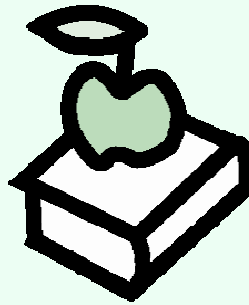


12121 Pennsylvania Street
Thornton, Colorado 80241
303.255.8151



ADVENTURE MONTESSORI
LEARNING, INC.

A place where children are valued and respected

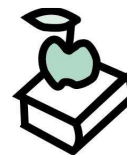


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Introduction

There is a wholeness and balance to *Montessori*. The *Montessori* system of education is both a philosophy of child growth and a rationale for guiding such growth. It is based on the child's developmental needs for freedom within limits and a carefully prepared environment, which guarantees exposure to materials and experiences through which to develop intelligence as well as physical and psychological abilities. The *Montessori* method allows your child to learn the way she/he learns best and easiest by doing things himself/herself. Within certain limits, your child can choose work that appeals to his/her own inner interests. Gradually a child builds a strong, sense of independence and self-confidence and a keen sense of order as skills increase. In the *Montessori* environment, your child teaches himself/herself through use of the specially designed *Montessori* materials that are attractive, child sized. The carefully trained teachers create an ideal environment for learning, combining specific educational techniques, materials, and methodology. The role of the teacher is one of guide and observer as children progress at their own pace and rhythm. **We offer far more than just childcare.** We attend to the smallest of needs to assure a safe, healthy and happy environment – day in and day out. *Montessori* is a carefully prepared environment for learning. Our primary goal is to help each child reach his or her full potential in all areas of life.

This comprehensive, carefully measured system is created for the youngest-minds for the very special needs and abilities of children from **15 months through 6 years old.**

Your child will have the needed supervision, and the guidance that leads to learning. The *Montessori* classroom encourages the development of:

- respect for others and the environment
- self-esteem and self confidence
- self-discipline
- coordination
- independence
- social skills
- emotional growth
- cognitive development

The skills learned help children in all the stages of development. Students will learn:

- to work independently and in groups
- to problem solve
- to manage their time
- good communication
- creativity through music, art, storytelling and movement
- Your child will have the needed supervision and guidance that leads to learning

We are pleased to have parents visit us at Adventure Montessori. In order to make your visit more comfortable, we request that you abide by the following **classroom etiquette**:

- Please enter and exit the classroom quietly. The more smoothly you can transition in and out of the classroom the more enjoyable your visits will be for the children, the staff and you. The classroom is the children's environment and many will be focused on their work. **You are modeling appropriate behavior for the children.**
- If you desire to speak with the teacher, please make the necessary prearrangements outside of the class. The teachers are busy attending to the needs of all the students.

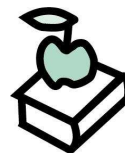


Program Descriptions

Toddler Program: A *Montessori* toddler environment can be considered as an adapting continuum between two basic needs in the developing the child from birth to three years of age. At one pole is the bonded relationship between adult and child; at the other is support for a growing sense of self through observation and a prepared environment. The adult assists each child's unique pattern of development through keen observation of the child's sensitive periods for language, movement, and order. The adult also follows the child's need to become independent. Emphasis is placed on trusting, collaborative relationship between the **Adventure Learning Montessori** staff and the parent in the care giving process.

Pre-Primary Program: A *Montessori* early Childhood Environment is described as a setting for children between the ages of **2 ½ and 6** years. The environment reflects these characteristics:

- curriculum material organized into logical groupings
- within each grouping there is logical arrangement of the materials
- furnishings are a appropriate size for the children
- the arrangement of furnishing offer variety of activity spaces
- activity spaces and procedures organized to avoid conflicts of interest
- there is a provision for display of visual stimuli and children work products
- each activity or exercise is structured to provide purpose, procedure, closure and opportunity for child success
- The environment includes/offers material and activities that encourage the child's development of full potential. This would include:
 1. concentration
 2. observation
 3. awareness of order and sequence
 4. large and small muscle coordination
 5. the acquisition of practical skills relevant to care of self and environment
 6. perceptual awareness and discrimination, including ability to recognize and identify the attributes of objects
 7. language skills including opportunities for listening, self-expression, and instruction in writing and other languages
 8. experience with the creative arts
 9. understanding of nature and the physical universe



Classroom Policies

Birthdays Celebration of Life: You are invited to celebrate your child's life with us in the classroom. We meet together at our line and set up the months of the year around a "sun". Your child holds the continents globe and starting at his birth month walks around the sun one time for each year of his life. The teacher usually introduces the child, and the mom or dad tells about the child's day of birth and events of the first year. It is fun to have one picture for each year. The child walks around the sun, we place a candle in the "sun," parents then tell about the next year, and so on.

Discipline: Learning self-control is just a normal part of growing up. Adventure Montessori Learning's discipline policy is never to embarrass or ridicule a child when he/she does not behave, nor do we allow the use of corporal or physical punishment. We want the children to develop a positive self-image and respect for themselves, others, and the environment. We believe that by treating children with fairness and respect, they will react in kindness. We have a few basic ground rules:

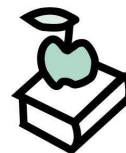
- No child may hurt another in any way.
- No child may disturb the work of another unless invited.
- No child may misuse the materials.
- We walk in classroom.
- We talk with quiet voices.

Most situations can be handled by redirecting a child to another, more appropriate activity. This approach is called "positive redirection. Occasionally, when necessary, we use a procedure called "time out." It gives children time to think about their actions before coming back to the group activity. It's a positive form of discipline that teaches appropriate behavior. "Time out" periods may last no more than one minute for each year of your child's age. For example, a three-year-old child's maximum time out would be three minutes. If you have any questions about our discipline policies, please consult with the Director.

Dress Code Policy: We ask that you dress your children in comfortable casual clothes. Your children will be playing in the sand, experiencing water play, painting, and just being a kid. We do provide aprons for the appropriate works; however they will get paint on their clothes at times. Proper shoes are also very important for the success of your child. Tennis shoes, sneakers are preferred. Shoes with backs on them are **MUST**. Flip flops or shoes with thick soles are unsafe in our environment. Please help us keep your children safe and comfortable. It also helps to keep your child's hair up and out of their face. The minimal distractions really help your child concentrate on their tasks.

Field Trips: Field trips are a great way to teach. Our field trips will be designed to relate to an area of study within our classes. We will visit nearby parks, museums, and local fire stations. We require your permission for your child's participation in every field trip and will notify you prior to scheduled dates. Some of our field trips do have a related fee. In order for us to schedule and complete a field trip, we will utilize parent participation. Those volunteering will be asked to assist in transport children in their personal vehicle. This will require that each child have adequate safety protection with regard to seat belts and car seats. The staff will be responsible for emergency procedures and accounting for children at all times. Children that arrive late or chose not to participate in a specific field trip will be cared for at the school. Their day will be according to normal scheduling with appropriate staffing.

Hand Washing: Children must wash their hands when they arrive, after using the restroom, after changing clothes, before handling food of any kind and after blowing their noses.



Classroom Policies

Inclement/Excessively Hot Weather: Extreme heat, cold, rain, snow, or sleet may prevent outdoor play. Should the weather be excessively hot or cold we will utilize our gym area in lieu of outdoor playtime. Outdoor play opportunities must be provided for children for most types of weather. Most days, however, despite temperature, children can play outdoors for some length of time. Weather should only be a factor in determining the duration of outdoor play.

On excessively warm days, the parent should apply the appropriate **sunscreen** to their child before attending school. A second application may be applied upon request if the parent provides the sunscreen and has signed a **sunscreen release form**.

Lost Child Procedure: If a child is not present at any attendance check or noticed missing at any time staff should, notify director, question other staff and students in immediate area, and perform a search of the immediate area. The director will then administrate a site wide search designating individuals to assist while other staff supervises children. The parents will be contacted and the police will be called for assistance when necessary.

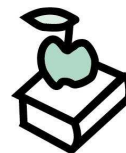
Lunch: Our lunch menus will be posted on a weekly basis and you may chose to order a hot lunch for your child at the current fee, otherwise you will be required to bring a nutritious balanced lunch from home. Please remind your teacher of any food allergies your child may have.

Medication Administration: We will work with you to accommodate your child's medical needs with regard to oral medications only. **We cannot administer eye or ear drops under any circumstances.** If your child is required to take oral medications we ask that you complete a "Medication Authorization Form" and for each week your child needs medication. The medicine must be in the original pharmacy-labeled container, with the child's name, type of medication, side effects, date, amount and time of dosage included. All prescription and non-prescription oral medication must be accompanied by a doctor's authorization to comply with licensing. Forms are available at front desk. Please give this form and the medication to your child's teacher. The oral medications will be stored in a locked childproof box. Oral medications will be administered by a staff member that has been trained and meets state requirements. All of our oral medication polices meet or exceed state regulations.

Personal Items: At Adventure Montessori Learning Inc., your child will be working with fun educational toys every day. Therefore, we ask you to keep your child's toys or special personal items at home for fear of loss or breakage. Occasionally there will be "Show and Tell" sharing times when your child can bring in an item as long as it is safe and it is labeled with his or her name.

Potty Training and Diapering: Potty training can be a difficult phase in development, but we believe teamwork is the key. We will make every effort to coordinate our program with the one you start at home. Most children start around two years of age, but when you decide to make this step in your child's development we ask you to supply us with at least two complete changes of clothing (including socks, training pants, disposable diapers) for each day your child is in attendance. When your toddler starts potty training, he or she may still wear a diaper at naptime. Diapering will take place in a change area that meets all state standards. Diaper checks and changes will take place at specific intervals throughout the day and on an as need basis. All changes and checks will be recorded in the child's daily log.

Rest Periods: Most states establish a set rest period for preschoolers that usually range from 1 ½ to 2 hours of naptime. We will provide a cot and you will need to provide the crib sheet and blanket. Your child may bring a favorite blanket or sleep toy from home.



Classroom Policies

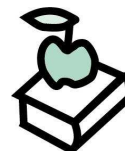
Sickness: To make sure illness does not spread to other children sick children (diarrhea or fever) may not be brought to school. If a child becomes sick while at Adventure Montessori Learning, the child will be removed from the classroom immediately and remain in an isolated area, while he/she is checked and the parents are notified to pick up the child. The attending staff will be required to complete an illness report. If the parents or legal guardians discover the child has a communicable we request that the teacher/director be notified ASAP. In addition the staff must immediately notify the local health department or the State Department of Public Health and Environment, all staff members, and all parents and guardians of children in care. Children's confidentiality must be maintained.

Snacks: A snack list will be posted monthly; parents will need to choose one snack item and provide enough for their child's class.

Severe Weather and Drills: To prepare for fire, severe weather, or disaster evacuation we will have regular drills and practices. This will assist in training your child to react in a safe and orderly manner. Each class will go to a designated area and take roll of the children assigned to their class. When safety has been established the children will be allowed to return to the class. If an actual emergency requires evacuation of our school, we will notify you as soon as the children are safe. In cases when we close due to severe weather, it will be announced on a local radio station.

Special Activities: At Adventure Montessori Learning Inc., we offer many extra curricular activities. Many of these classes are taught by independent people that will come into our center and teach activity. It is our policy that if the teacher of the extra curricular activity is not an employee of Adventure Montessori the class will be taught with the supervision of Adventure Montessori employee.

Television and Video: Television and videos can be useful at times but we oppose the over-use of this equipment. Children will have special occasions to view child appropriate/educational movies/TV programs. Teachers will be present at all times in accordance with state requirements.



Administrative Procedures

Accidents: We take every precaution to make sure your child is safe. That includes a comprehensive safety awareness program for all of our staff. We also have frequent inspections and maintenance of building, playgrounds, and equipment. Since children will be children accidents may happen. When they do occur and medical attention is needed we will notify you or your designated emergency contact. We recommend you call your health insurance company for reimbursement of the related medical costs.

Allergies: To make sure we're doing our best to care for your child, we ask you to alert your child's teacher of any allergy problem he or she may have. This will help us take the right precautions to protect your child's health. Adventure Montessori Learning has Allergy information that must be filled out prior to enrollment.

Child Neglect or Abuse: By law we are required to report any suspicion of child abuse. Child abuse will be reported to the school director who in turn will report to Protective Services. We suggest that you immediately contact the director in suspected abuse cases. We will not tolerate child abuse in any form physical, verbal or sexual.

Complaints: Should any parent have a complaint about the center it should be expressed to the director. If the complaint involves abuse or neglect the director will document and investigate according to state law and notify appropriate agencies and meet all legal requirements.

Current Fee Policy: Because we are tuition-based school, we request that you pay tuition be paid in advance. We offer several payment plans for your convinces; monthly, semiannually or annual payments are due by the first day of the month. We will accept payments in the form of a cashier's check, money order, tuition express or personal check. A receipt will be available upon request. Delinquency fees will be charged for late payments as follows:

Payments after the 1st through the 5 th	\$25
Payments after the 6 th through the 10 th	\$50
Payments after the 11th through the 15 th	\$75
Payments after the 16 th through the 20 th	\$100
Payments after the 21 st through the 25 th	\$125
Payments after the 26 through the month end	\$150
For every additional 5 days	\$25

We will make every effort to accommodate special circumstances. We will review tuition fees annually. Please note that charges are applied even when your child is not in regular attendance. Therefore, we do not adjust our monthly fee for vacations or absences.

Just as a point of clarification please see our attendance policy above with regard to vacations.

Late Pick Up Fees: will be charged for children who are picked up after 6PM. If you are late, Adventure Montessori Learning, INC faces staffing and licensing issues. We will charge **\$15 per child** for every 15-minute interval that a parent arrives after closing. If you are more than one hour late and Adventure Montessori Learning, INC has been unable to contact anyone listed on your child's enrollment forms the law requires that we contact Social Services who will pick up your child for safekeeping.

Registration Fee: A registration fee is required for each child and is renewable annually. Registration fees are non-refundable. If your child drops and then re-enrolls, the registration fees may be charged again.



Administrative Procedures

Enrollment Policy: Before your child joins Adventure Montessori Learning you will be required to complete an enrollment application. The application should be submitted along with the registration fee. Acceptance will be dependent upon available space and age appropriate class space. Upon approval of your child's application you will be required to complete immunization form, student record forms, and other forms as required by licensing. All forms must be submitted prior to your child's first day in attendance. This enrollment information is important as it helps us assure the safety of your child while he/she attends Adventure Montessori Learning.

Medical Records: Adventure Montessori Learning, Inc. requires that you complete the statement of health form that includes immunization records and the student record forms prior to enrollment. These records must be updated in accordance with the state law.

Parent/Teacher Relationships: It is important to us that we establish a healthy relationship with the parents of the children in attendance at Adventure Montessori Learning. To assist in establishing this relationship we will provide opportunities for you to learn and see first hand the Montessori methods at work. It is our policy to welcome your visitation anytime throughout the day. We only request that you are sensitive to the needs of the other class members. We will have specific occasions for you to be acquainted with our procedures and us. They will include:

- Back to School Night
- Thanksgiving Celebration
- Holiday Celebration
- Parent Education Nights (practical life, language, and sensorial)
- Parent/Teacher Conferences
- Ladies and Gentlemen Celebration

We will publish a newsletter regarding news and events that will take place at our school. In order for you to stay informed with the daily happenings and special events, please check out the parent's message board in your child's classroom. On occasion children will receive individualized daily reports.

School Closing Days: Adventure Montessori Learning, Inc., is closed New Year's Day, Memorial Day, July 4th, Labor Day, Thanksgiving and a week during the Christmas/New Year Holiday. In addition we will close for a spring break and at least two teachers in service days annually. A calendar will be presented annually with all closings and holiday events noted.

Signing In/Out Children: Directors will assign PIN numbers to parents and others authorized to pick up your child. Every person that enters the school that does not have a PIN will be required register as a guest. Adults other than parents will be required to show proper ID. Parents will be required to sign in on the roll sheet at your child's classroom. You must personally take your child to the teacher in the classroom. Throughout the day, the teachers will be responsible for taking periodic roll checks. Teachers are required to take roll whenever they visit any other assigned areas (playground, and enrichment area) within the school.

We will release your child only to parents or guardians with legal release authorization form. Should an **unauthorized** individual attempt to pickup your child we will contact one of the authorized persons and secure their approval for release. This approval will be allowed only with verbal and a faxed consent note stating their approval to release their child. To ensure that Adventure Montessori Learning, Inc. complies with any court orders pertaining to the custody of your child, we require a certified copy of a custody order. We keep this information confidential and for the sole safety and well being of your child. If a new custody order is issued or if a restraining order has been issued against either parent, we will also need this information on file. It is Adventure Montessori Learning, policy to remain neutral in all custody matters and the school may not serve as a visitation site.



Administrative Procedures

Special Needs Children: It is Adventure Montessori Learning, Inc. policy to accept children in compliance with the Americans with Disabilities Act, its regulations, and any other local, state or federal laws pertaining to the provision of services to those with disabilities. We review each child's situation on a case-by-case basis. Please discuss your child's needs with the director of the school.

Transportation: Adventure Montessori Learning, Inc. has appropriately insured vehicles to transport eligible children to and from school and on Adventure Montessori Learning field trips. Children who, regardless of age, weigh less than 40 pounds must ride in a car seat that meets Federal Vehicle Safety Standards. These seats will be provided by parents or responsible guardian. Our staff will always travel with a cell phone available for use. When an emergency or accident occurs with or without injuries we will:

1. Be cool and calm, eliminate confusion and speculation.
2. Handle the needs of the injured and call for assistance when necessary.
3. Assign an adult to accompany injured children to hospital. Tracking medical treatment, location, and names of children.
4. Call school and give exact location and time of emergency.
5. Clearly identify the names of the injured and the degree of injury as known.
6. Give phone numbers where you can be reached if other than school cell phone.
7. Coordinate with the school who will be notifying families of injured as well as other families.
8. Before hanging up establish a time for another contact to update information.
9. Leave cell on at all times.

Vacation Policy: Because Adventure Montessori is a year round school and our financial obligations and staffing needs remain constant, we cannot accommodate individual families' vacation plans. We enroll on a first come, first serve basis. If you withdraw your child for an extended vacation, you will incur the risk of losing your child's spot in the classroom. Should you decide to take that risk, your child would be placed on a waiting list, as of the day that the school receives written notification of your plans. Otherwise, tuition must be paid, in full, each month to maintain the "active" student status in the school. As stated in our Registration Fee Policy: If your child drops and then re-enrolls, the registration fees may be charged again.

Withdrawing Your Child: Should it become necessary to withdraw your child from AML, we request that you provide us one month written notice prior to your child's last day of attendance. Sometimes children or families may not adjust to the Montessori environment. In these cases, we may ask the parents to withdraw the child. If we make that decision, we will give the family at least one week notice. Certain instances may occur that would require immediate withdrawal.

School Contact Information



ADVENTURE MONTESSORI LEARNING, INC.

12121 PENNSYLVANIA STREET
THORNTON, COLORADO 80241

303-255-8151

adventuremontessori@msn.com
www.adventuremontessori.com