



FAMILY HANDBOOK

Fall 2024

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KINGSTON
COLLEGIATE MONTESSORI
A CHILDREN'S LEARNING COMMUNITY

Greetings!

We wish to welcome your child and family to **Kingston Collegiate Montessori** for an optimal pre-school experience. This Family Handbook is intended to provide greater details about this magnificent school, its unique curriculum, and important policies that ensure operational efficiency, safety and quality. Therefore, we ask that you read the entirety of this document and complete all necessary forms for admission. We encourage your questions as open communication and honesty is key to meeting and exceeding expectations for everyone involved.

Please feel free to contact us at any time. We look forward to enrolling your child to **Kingston Collegiate Montessori!**

Physical Location:	508 Clinton Blvd. Clinton, MS 39056
Office Phone:	601-213-3700
Cell Phone:	601-918-5001
Email Address:	director@kingstoncollegiatemontessori.org
Website:	www.kingstoncollegiatemontessori.org
School Hours:	Monday through Friday, 8am-3:30pm
Operational Year:	August 1 to July 31

Administrative Team:	Juanyce D. Taylor, Ph.D. (Owner and Director) Marc A. Nivet, Ed.D. (Owner)
Teaching and Instructional Staff:	Eloise Jones (Primary Program Guide) Natalia Collins (Toddler Program Guide)
Educational Support Professionals:	Mary L. Guyton (Food and Nutrition Coordinator)

Licensure Information: [Mississippi Department of Health Child Care Licensure Bureau](#)

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ABOUT US

Kingston Montessori was established in August 2015 by Dr. Limmie Flowers, a public school educator for over 30 years. After retirement, she created the school for parents seeking an early learning environment based on the philosophy, curriculum, and pedagogy of Dr. Maria Montessori. In 2024, the school was purchased by new owners and named **Kingston Collegiate Montessori** and maintains the school's mission, philosophy, and goals.

Kingston Collegiate Montessori provides the optimal preschool experience. We honor each child's uniqueness and natural abilities. We inspire learning through an environment that encourages exploration and engagement. Children are provided lessons on materials that support their sensitive period of development. They then select activities ("works") that capture their interest through which they develop independence, concentration, knowledge, and cognition. The multi-age environment enhances the effectiveness of learning community where grace and courtesies, respect, and social responsibility are the norm. Through the skillful observation of the "Guide" (Teacher), new challenges are continuous. The indoor and outdoor environments are designed specifically for children. There are many opportunities throughout the day for children to master basic skills, pursue their interest, care for the environment, problem-solve and construct knowledge.

Mission

Our mission is to provide an authentic Montessori education to support each child's physical, intellectual, academic, and social and emotional growth and development.

Philosophy

Children are intrinsically motivated. The early years of their lives are the most sensitive period for learning. Driven by a desire to become independent and competent, young children learn and master new concepts and skills naturally. When provided hands-on opportunities to actively explore the environment, they acquire knowledge about the physical world around them. They make independent choices and work with concepts largely on their own. They build knowledge and develop their own sense of identity. When a child believes they are capable, he becomes independent and confident. At **Kingston Collegiate Montessori** the foundation for a lifetime of success - good work habits, self-discipline, and a sense of responsibility is formed during the preschool years. We prepare children for life - *nurturing tomorrow today*.

Our Goals

- To provide quality experiences that nurture and support the child's natural process of learning.
- To prepare the environment, both indoor and outdoor, providing opportunities and freedom to explore, discover, investigate, and to construct knowledge.
- To honor and respect the child as an individual with deep concern for their social and emotional development.
- To consciously teach and model peace, kindness, and order.
- To help children understand academic concepts and acquire skills and develop abilities to be successful in advanced studies.
- To work in partnership with parents to support the child's development.

Scope of Service

Kingston Collegiate Montessori is a full-day, year-round developmental preschool program for toddlers (15-35 months) and primary age children (3-5 years old). Our children's learning community includes Montessori curriculum, methodology, concrete sequential materials, and focused learning experiences both indoors and outdoors. Self-expression is nurtured through experiences in art, music, poetry, theater, writing and other forms of creative arts. Our approach to learning consists of a partnership between the Montessori Guide, Parent, and Child, working harmoniously to support the child's growth and development.

The learning community consists of multi-age groupings of children and Montessori guides, who facilitate the child's quest for knowledge and self-discovery. The classroom is prepared to support the child's development of concentration, coordination, independence, and sense of order. There are opportunities to explore, discover, problem solve, and construct knowledge as children work individually and in partnership with other children. We provide a learning climate that is orderly, peaceful and respectful.

Toddler Program

The Toddler Program serves preschool children, 15 to 35 months of age. The environment is carefully prepared to aid the development of cognitive, linguistic, and motor skills. Curricular areas include Practical Life, Care of Self and the Environment, Food Preparation and Serving, Grace and Courtesy, Movement (Gross and Fine Motor Development), Oral Language, Music, Art, and Sensory Awareness.

Primary Program

The Primary Program serves children ages 3-5. The environment advances the child's development of concentration, coordination, independence, and a sense of order. The foundation for lifelong learning is formed through specific curricular areas: Practical Life, Sensorial, Language (including pre-reading and writing), Mathematics, and Cosmic Education - Science, Geography and History, Art, Music, Movement, and Peace Education. The curriculum provides a systematic approach through which the child engages with the Montessori materials to construct knowledge, solve problems, and strengthen their capacity for learning.

Diversity and Inclusion Statement

We believe and strive for equitable educational opportunities, cultural-responsiveness, and promote inclusive learning practices. We create a sense of belonging for children and families and will make every reasonable accommodation to encourage full and active participation of all learners in our school. Our goal is to support independent learning while continuously assessing your child's unique needs and abilities.

Religious Affiliation

We subscribe to peaceful, harmonious, wholesome relationships where children build character through respect for self and others. Religious freedom is respected.

Parental Partnership and Networking

Kingston Collegiate Montessori provides a supportive environment for parents and families. The curriculum monitoring program, *Montessori Records Reinvented*, will be used to communicate classroom activities, special events, and student progress. Networking sessions and parent engagement activities are held throughout the year.

REGISTRATION AND ADMISSIONS

The Admissions Process

The admissions and registration process ensures that **Kingston Collegiate Montessori** is the environment that best supports your child's needs and interests and is aligned to the family's goals and expectations for the child.

Pre-Enrollment

- Guided tours of Kingston Collegiate Montessori are by available by appointment on Tuesdays and Thursdays only between 3:45 p.m. to 4:45 p.m.
- Submit an initial enrollment application along with a non-refundable **application fee of \$35.00**.

Admissions

1. Parental interview
2. Informal meeting and observation of the child
3. Complete registration forms
4. Notification of admissions status
5. Payment of non-refundable **registration fee of \$300.00** and the first tuition payment must be paid prior to your child's first day of attendance. (*Registration fee and completed forms are due within 10 days of notification status.*)
6. Registration forms below must be completed in entirety.
 - a. **Kingston Collegiate Montessori** Enrollment Application
 - b. MS Certificate of Compliance Form #121 (Immunization Record)
 - c. Child Health Information (Including allergy information)
 - d. Emergency Medical Form
 - e. Photo Permission Form
 - f. Medical Release Form
 - g. Tuition Bank Draft Authorization Form
7. Parental Orientation
 - a. Statement acknowledging receipt of Family Handbook
 - b. Mississippi State Department of Health (MSDH) Child Care Regulations Summary for Parents

Based on the availability and openings, our school admits children from 15 months to 5 years of age (non-school eligible). Each student application is subject to the approval of **Kingston Collegiate Montessori** staff.

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

Waiting List

To be placed on the waiting list, a parent is required to meet with the Director for an overview of our Montessori school and curriculum. **A completed enrollment application form and non-refundable fee of \$35.00 must be submitted**. As space becomes available, admission will be offered on a first come-first serve basis. Enrollment is open year-round.

Fees and Tuition

Kingston Collegiate Montessori reserves the authority and responsibility of making changes in rates as necessary. Written notice of any changes will be given in advance.

- **Enrollment Application Fee - \$35.00** (One-time fee)
- **Registration Fee - \$300.00** (Annual fee; may be prorated based on enrollment date)
- **Monthly Tuition - \$700.00** (Current students, October 2024 – July 2025)
- **Monthly Tuition - \$725.00** (All new students, January – July 2025)

The registration period for the new school year is held each July 1-31st. Continuing students must also complete the registration process and update all forms by August 1st each year.

Tuition payments and fees, for all students enrolled, will have to be received by automatic bank draft. Bank authorization instructions will be provided to you.

Hours of Operation

Kingston Collegiate Montessori provides services from 8 a.m. to 3:30 p.m.

Tuition Payments

Fees are based on monthly tuition cost. Payments must be made through an automatic, electronic payment bank draft. **Tuition payments will be drafted on the 5th of each month.**

Delinquent Payment Policy

There will be an additional charge of **\$50.00**, if payment is denied because of insufficient funds. Upon two (2) insufficient fund charges, a money order, cash or certified check will be required. Delinquent payment of tuition may result in the child's termination of enrollment.

There will be no reduction in tuition for days missed, holidays, early dismissals, closures due to inclement weather, power outages, or other situations beyond our control.

If the tuition payment is more than 25 business days past due, we may attempt to recover payment in small claims court and/or your account may be sent to a 3rd party collections agency. You will be responsible for all expenses associated with these actions including all court and attorney fees.

Late Pick-up Fees

Late pick-up is not a normal option and will only be considered as an exceptional occurrence. **Late fees of \$15.00, for every ten (10) minutes**, will be assessed beginning at 3:30 p.m. and will be applied to your child's account. Repeated late pickups may result your child's enrollment being terminated.

Credit for Serious Illness/Injury

In the unfortunate event of extenuating circumstances such as your child is hospitalized, absent due to a serious contagious disease or serious illness or injury, credit may be issued. A written doctor's note is required to receive a credit.

Absence

If your child is going to be absent or arrive after 8 a.m., please call us at 601-213-3700. We will be concerned about your child if we do not hear from you.

Withdrawal

If it becomes necessary to withdraw a child, the parent must provide the Director a written notice ninety (90) days prior to the date of withdrawal. Parents are financially responsible for the full tuition if the child is withdrawn without proper notification.

Weather Closings

Should severely weather or other conditions (i.e., snow, storms, floods, tornadoes, hurricanes, earthquakes, blizzards, loss of power, loss of water) prevent us from opening on time or at all, notification to the families will be announced on our website, social media accounts, messages by email and text.

If it becomes necessary to close early, we will contact you or your emergency contacts as soon as possible. Your child's early pick-up is your responsibility to arrange.

Please note that we close when Clinton Public School District closes. The Director will contact the local news outlets in case of such events. There is not a deduction of tuition when closed for emergencies.

Fire and tornado drills are held monthly. An evacuation plan is located on the walls throughout the building. The facility also has a sprinkler system and fire extinguishers appropriately placed.

Holidays and Closures

Monday, September 28 – Friday, October 4, 2024	Fall Break
Monday, October 14, 2024	Indigenous People's Day
Monday, November 25 – Friday, November 29, 2024	Thanksgiving Break
Friday, December 20, 2024	Half Day/Early Dismissal
Monday, December 23 – Friday, January 3, 2025	Holiday Break
Monday, January 20, 2025	Dr. Martin Luther King, Jr. Day
Monday, February 17, 2025	President's Day
Monday, March 10 – Friday, March 15, 2025	Spring Break
Friday, April 18, 2025	Good Friday
Monday, April 21, 2025	Easter Monday
Friday, May 23, 2025	Half Day/Early Dismissal
Monday, May 26 – Friday, May 30, 2025	Memorial Day Break
Monday, June 30 – Friday, July 11, 2025	Summer Break

ARRIVALS AND DEPARTURES

General Procedures for Children

The school opens at **8 a.m.** Please do not drop-off your child prior to the opening. Parents are expected to accompany their children and sign them in.

The school closes at **3:30 p.m.** Please allow enough time to arrive, sign your child out, and leave by closing time.

When arriving, the driver should enter on the West end of the driveway and exit on the East end.

Drop-Off and Check-In

1. Parents will drive up to the front door. There should be only one car at the entrance and one child checking in at a time. Please remain in your car until the child checking-in enters the building.
2. The parent may escort the child up to the front porch. Please remember social distancing. Our goal is to complete check-in timely to avoid traffic back-up and to practice social distancing.
3. The teacher on duty will greet you and your child and will take the child's temperature by conducting a health check (e.g., runny nose, coughing, fever, gastrointestinal problem, coronavirus exposure).

Note: Anyone with symptoms and/or a temperature above 100°F will not be allowed in the building. Anyone with a fever or other symptom will not be allowed to return for a minimum of 72 hours. A clearance letter from a medical provider may be required upon return.

4. A teacher will greet the child at the door and escort them to the foyer to change into inside shoes.
5. The child will then report to their respective teacher for hand washing and daily health routine. The teachers will keep all areas sanitized, and practice social distancing, so that children can engage in the learning environment in a manner that is healthy and safe.
6. A teacher or assistant will check the child upon arrival and check out at dismissal. The child will only be released to the parent, legal guardian or adult listed on the child's enrollment application. (A valid photo identification may be requested).

Traffic and Pedestrian Safety

Morning and afternoon traffic on Clinton Boulevard can be quite busy. We ask that you travel East on Clinton Boulevard, take the first driveway entrance and park on the right side of the driveway. If you are first in line, please drive to the end of the circular driveway before parking your vehicle. Other vehicles will line up behind the first one. Please do not double park in the circular drive during arrival and pick-up. Please exercise caution and protect your child in the driveway. We ask that you drive slowly and remain alert to the presence of children and adults.

Transportation – To and From School

Transportation will be provided by the parent, guardian or person authorized by the parent.

Authorization to Release Child

Parents must list on the enrollment form the name of persons authorized to pick up the child from **Kingston Collegiate Montessori**. No child will be allowed to leave the facility with

someone other than the adults authorized by the parents. A **valid photo ID** must be presented at the time of pick up.

It is the policy of **Kingston Collegiate Montessori** to release children from the facility only to responsible persons for whom we have written authorization or to refuse the release of a child to any person who is suspected to be under the influence of drugs or alcohol or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an Emergency and Release Contact pick-up the child, or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the school.

If an emergency shall arise and the parent/guardian has not provided a written notice, you must call the office and speak to the Director or notify us in writing. The authorized person will be required to show a **valid photo ID**.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and the contacts listed as **Emergency and Release Contacts**. Provisions will be made for someone to stay with your child as long as possible.

To safeguard your child, we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent. We are legally bound to respect the wishes of the parent or guardian with legal custody based on a certified copy of the most recent court order, active restraining order, or court-ordered visitation schedule. We will not accept the responsibility of deciding which parent or guardian has legal custody where there is no court documentation.

Cell Phone Usage

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

Smoking

The poisons in secondhand smoke are especially harmful to infants and young children's developing bodies, therefore the indoor and outdoor areas of the school are always non-smoking areas. The use of tobacco in any form is prohibited on our premises.

Prohibited Substances

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

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

Dangerous Weapons

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

the police will be called and the individual(s) involved will be immediately removed from the premises. This policy applies to visible or concealed weapons.

Suspected Child Abuse

We are required by law to report all observations of child abuse or neglect cases to the appropriate state authorities (Mississippi Department of Human Services [MDHS]), if we have reasonable cause to believe or suspect a child is suffering from abuse or neglect or is in danger of abuse or neglect, no matter where the abuse might have occurred. The child protective service agency will determine appropriate action and may investigate. It then becomes the role of the agency to determine if the report is substantiated and to work with the family to ensure the child's needs are met. Our school and its staff will cooperate fully with any investigation and will maintain confidentiality concerning any report of child abuse or neglect.

Discipline

The Montessori environment and philosophy encourages self-discipline and an atmosphere of love and positive reinforcement. This practice builds inner discipline and reduces behavioral problems. The staff, in coordination with the Director, are responsible for ensuring implementation of and compliance with the school's behavioral standards.

Discipline measures are directed toward teaching the child appropriate behavior a self-control based upon what is reasonably developmentally. Principles of positive discipline will be used. If a child is having trouble following the graces and courtesies of the common practice in the Montessori environment, we provide the child with personal redirection, and/or removal from the situation. A peace table may be created to provide an area for thinking and reestablishing self-control.

In the Montessori environment, a culture of love, patience, and respect is cultivated. Children will practice classroom decorum through presentations called "grace and courtesy" lessons. Each child will be held accountable for conduct exemplifying Kingston Collegiate Montessori behavior standards. The standards include:



Behaviors that violate **Kingston Collegiate Montessori** behavior standards include but not limited to:

- Interfering with the health/or and safety of self and others (i.e., biting, hitting, spitting, kicking)
- Aggressive or violent play
- Disrespectful or hurtful acts toward others or self
- Teasing or purposefully hurting feelings
- Inappropriate language
- Disrupting another child's work
- Purposeful destruction of classroom materials

Kingston Collegiate Montessori strictly prohibits any method of discipline that is humiliating, frightening, or physically harmful to a child. Corporal punishment and total isolation are strictly prohibited.

Respectful Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all our families. We will not tolerate hostile or aggressive behavior. If this occurs, we reserve the right to ask you to control your behavior or to remove your children from our care. **Kingston Collegiate Montessori** also reserves the right to remove a family from enrollment, if in the opinion of the Director, a family member is threatening, intimidating, harassing, or demonstrating inappropriate behavior toward the staff, other parents, or children.

Removal of Child and Family

In the event a child continues to disrupt the learning environment, and efforts to improve the behavior are not successful, the parent will be called for a conference with the Director. **Kingston Collegiate Montessori** reserves the right to remove a child from enrollment when it is necessary for the good of the child or their peers. The procedure may include the following steps:

1. Documentation of incident by teacher or staff
2. Parent conference with the teacher and Director
3. Development of corrective actions with follow-up dates
4. Implementation of strategies or corrective actions
5. Conference with Director to assess implementation and improvements
6. Withdrawal from roll if improvement is not made

Confidentiality

Unless we receive your written consent, information regarding your child will not be released except for that required by our regulatory and partnering agencies. All records concerning children at our school are confidential.

PERSONAL BELONGINGS

Clothing

Your child should wear comfortable, washable clothing that they can manage. There should be no designs representing animated figures or cartoon characters on clothing.

- a. Parents are requested to bring two (2) extra sets of clothing (include two (2) pairs of underpants and a pair of socks) to leave in your child's classroom cubby. Children in the Primary Class (3-5 years old) will need only one (1) change of clothing.
- b. All clothing should be plainly labeled. This includes all removable clothing (jackets, caps, gloves, etc.) **Kingston Collegiate Montessori** is not responsible for lost items.
- c. Please be sure your child wears comfortable closed-toe shoes, which give support for activities such as running and climbing. We also ask that you purchase a pair of soft sole slip-on shoes to wear inside. No house shoes please.

Items to Bring

- a. A beach towel or lightweight blanket maybe brought for use at nap time. It should be labeled with the child's name.
- b. Send a supply of disposal diapers and baby wipes as needed for the toddlers.
- c. A collection of 4x6 photos of the child and family for the children to look at and talk about would be nice for the toddlers also.

Toys

The Montessori Curriculum includes specific materials (referred to as "work") for the child to use. Do not bring individual toys from home. Cartoon, animated characters, guns, war toys, or other items of aggression or destruction are strictly prohibited.

Outdoor Activity

We will provide two (2) hours of outdoor activities each day if the temperature ranges between 32°-95°degrees Fahrenheit. Otherwise, the children will participate in indoor movement and play. Please dress your child appropriately for cold and transitional weather.

Playground Safety

We want to ensure the safety of each child in the play area. Please make sure your child is dressed for outside play.

- Tennis or closed-toe shoes
- Boots may be worn on rainy days
- Plain socks (no ruffles)
- Comfortable pants with top
- Cap or hat for protection from the sun
- Comfortable play clothes
- We ask girls not to wear dresses or skirts. They may become entangled on the playground equipment and cause injury

Communal Water Play

Communal, unsupervised water play is prohibited. Supervised children are permitted to engage in water-play. Precautions are taken to ensure that communal water-play does not spread communicable infectious disease.

Sunscreen

Sunscreen will be applied before going outside. Children are also provided a cap to wear during the summer.

Insect Repellant

Please note that our outdoor environment is a natural setting in which children will be engaged in gardening and/or nature activities. Insect repellant will be applied to each child.

NUTRITION

Child Nutrition

Kingston Collegiate Montessori provides breakfast, lunch and snacks in compliance with the MSDH requirements for food services and the Child and Adult Care Food Program (<http://www.fns.usda.gov/cnd/care/>). All prepared meals are properly planned and portioned according to these guidelines.

Meals are served family-style with children being encouraged, but not forced, to eat. We encourage children to taste each item served. During snack time, children will have the opportunity to develop independence and self-help skills by serving themselves.

Food Allergies

If your child has a food allergy, you must notify us in writing so that we can make appropriate substitutions. The written notification should list appropriate food substitutions and must be updated at least annually. Food allergies can be life threatening and each child with a food allergy should have an action plan for emergency care completed by the family physician.

COMMUNICATION & FAMILY ENGAGEMENT

Communication

Email. We encourage you to provide an email address that you use regularly so that we may send you announcements, event invitations, newsletters and general updates.

Daily and Weekly Communications. Daily and/or weekly notes from staff will keep you informed about your child's activities and experiences at the school. Notes will be placed into your child's account at the end of the day.

Bulletin Board. Located at the entrance, provide center news, upcoming events, staff changes, holiday closing dates, announcements, etc.

Newsletters. Quarterly newsletters provide center news, events, announcements, etc. These newsletters are available electronically and will be sent by email.

Family Days. Family events are scheduled during the year and include refreshments. These events allow families and children time to share, learn, and network. Families have an opportunity to be a part of their child's learning experience and connect with other families.

Conferences. Family and teacher conferences occur as scheduled. During these conferences, we will discuss your child's strengths, likes and dislikes, and styles of learning. We will work together to set goals for your child's growth and development. You may request additional conferences regarding your child's progress at any time. We encourage you to communicate any concerns.

Family Engagement

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

Multiculturalism

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

Inclusion

Kingston Collegiate Montessori believes that children of all ability levels are entitled to the same opportunities for participation, acceptance and belonging in childcare. We will make every reasonable accommodation to encourage full and active participation of all children at our school based on their individual capabilities and needs.

If your child has an identified special need, please inform the Director at the time of enrollment to discuss accommodations.

Photographs and Parental Consent

Parents or guardians will sign a release form granting permission to photograph the child and to use those photos in media and promotional materials for **Kingston Collegiate Montessori**. Photographing a child without the consent of the parent is prohibited.

Only children whose parent or guardian have a signed an authorization form on file will be photographed.

Publicity

Occasionally, photos will be taken of the children at the center for use within the center or on our website or social media accounts. Written permission will be obtained prior to use of photographs. We will not use names of the children for publicity.

Toilet Training

The most important factor in making the toilet learning experience successful and as low-stress as possible is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles. Most positive toilet training occurs only after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to make sure that toilet learning is carried out in a manner that is consistent with your child's physical and emotional abilities and your family's concerns.

HEALTH AND SAFETY

Health and Emergency Procedures

Kingston Collegiate Montessori only accepts well children. We understand that it is difficult for a family member to leave or miss work, but to protect other children and our staff; you may not bring a sick child to school. We have the right to refuse a child who appears ill. You will be called and asked to pick up your child if they exhibit any of the following symptoms. This is not an all-inclusive list. We will try to keep your child comfortable, but they will be excluded from all activities until you arrive.

- Illness that prevents your child from participating in activities.
- Illness that results in greater need for care than we can provide.
- Illness that poses a risk of spread of harmful diseases to others.
- Fever (100°F or higher under the arm, 101°F or higher in the mouth, 102°F or higher in the ear) accompanied by other symptoms.
- Diarrhea – stools with blood or mucus, and/or uncontrolled, unformed stools that cannot be contained in a diaper/underwear or toilet.
- Vomiting – green or bloody, and/or more than 2 times during the previous 24 hours.
- Mouth sores caused by drooling.
- Rash with fever, unless a physician has determined it is not a communicable disease.
- Pink or red conjunctiva with white or yellow eye discharge, until on antibiotics for 24 hours.

- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Impetigo, until 24 hours after treatment.
- Strep throat, until 24 hours after treatment.
- Head lice, until treatment and all nits are removed.
- Scabies, until 24 hours after treatment.
- Chickenpox, until all lesions have dried and crusted.
- Pertussis (Whooping Cough), until 5 days of antibiotics.
- Hepatitis A virus, until one week after immune globulin has been administered.
- Tuberculosis, until a health professional indicates the child is not infectious.
- Rubella, until 6 days after the rash appears.
- Mumps, until 5 days after onset of parotid gland swelling.
- Measles, until 4 days after onset of rash.
- Has a physician or other health professionals written order that child be separated from other children.

Children who have been ill may return when:

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

Procedures

1. Should a child become ill while at **Kingston Collegiate Montessori**, the parent or guardian will be contacted to pick up the child.
2. Should the child have an infectious or contagious disease such as chicken pox, measles, flu, COVID-19, hand foot mouth diseases or other, the parent or guardian must notify the Director immediately. Confidentiality of the child will be maintained. Appropriate guidelines provided by the MSDH will be implemented.
3. Because of the dangers of handling fecal matter, we only accept disposable diapers.
4. MSDH regulations state medications may only be administered to a child when written instructions from the parent or guardian are given each day the child is to receive the medication. These forms are housed in the office. Bring the medication in the original container and personal measuring device. Please ask your doctor to prescribe medication in dosages that can be given at home, if possible. Please ask your doctor to prescribe medications that is given twice per day. If the medication requires three dosages, we will give the medication one time per day.

Medical Accidents

Safety is a major concern for us, and regular inspections are completed inside and outside of the school to prevent injuries. First Aid will be administered by a trained staff if your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action taken. If the injury produces any type of swelling or needs medical attention, you will be contacted immediately. Each classroom is equipped with a first aid kit meeting the state regulations.

Should an accident require emergency medical treatment, the parents will be contacted immediately. If necessary, the Certified First Aid staff member will call 911 and provide First Aid care until the paramedics arrive. If neither parent can be reached, we will call the emergency contacts designated in the child's records. When you sign your child's information sheet are authorizing us to implement the plan described above.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we continue to try to contact you or an emergency contact.

Immunizations

Immunizations are required according to the current schedule recommended by the U.S. Public Health Services and the American Academy of Pediatrics, www.aap.org. Every January, we check with the public health department or the American Academy of Pediatrics for updates of the recommended immunization schedule. Our state regulations regarding attendance of children who are not immunized due to religious or medical reasons are followed. Unimmunized children are excluded during outbreaks of vaccine preventable illness as directed by the state health department.

All caregivers, teachers, and staff are required to be current with all immunizations routinely recommended for adults by the Advisory Committee on Immunization Practices (ACIP) of the Centers for Disease Control and Prevention (CDC).

Communicable Diseases

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

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

Allergy Prevention

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

Emergency Transportation

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

Campus Security

Security cameras have been installed in each classroom and the outside parameter of the building. Access to the building will be obtained by ringing the doorbell. In the event of conditions posing an immediate threat to the children, we will lock-down the facility, shelter in place and call 911. The building will be evacuated in the event of a bomb threat. Parents will be notified to pick up their children at one the Safe Haven locations.

Safe Haven Locations

Baptist HealthPlex at Mississippi College 102 Clinton Parkway Clinton, MS 39056 Phone: 601-924-5112 (One Mile)	Clinton Community Christian Corporation (4C's) 2001 West Northside Drive Clinton, MS 39056 Phone: 601-924-9436 (Five [5] Miles)
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Insurance

Kingston Collegiate Montessori maintains insurance coverage for accidents that may occur on the premises. This insurance may apply to the extent the injuries qualify for the coverage under the terms of the policy.

ADDITIONAL INFORMATION (PROVIDED UPON ENROLLMENT)

The following documents are provided in compliance with the MSDH Child Care Licensure Regulations:

- A summary of the licensing regulations and any appendices thereto, provided by the licensing agency.
- Each child's record shall contain a statement signed by the child's parent, indicating that they have received a summary of licensing standards and other materials designated by the licensing agency for such distribution.
- The name and phone number of the MSDH licensing official responsible for the inspection of the facility.
- The toll-free phone number (1-866-489-8734) of the Child Care Facility Complaint ^[1]_{SEP} Hotline.

FAMILY HANDBOOK ACKNOWLEDGEMENT

I have received and reviewed the **Kingston Collegiate Montessori Family Handbook**. It is my responsibility to understand and familiarize myself with the Family Handbook and to ask school administration for clarification of any policy, procedure or information contained in the **Kingston Collegiate Montessori Family Handbook** that I do not understand.

Please sign this acknowledgement electronically.

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

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