

FARMVIEW MONTESSORI GARDEN

HANDBOOK

MATH

LANGUAGE

SCIENCE

GEOGRAPHY

PRACTICAL
LIFE/ART

SENSORIAL

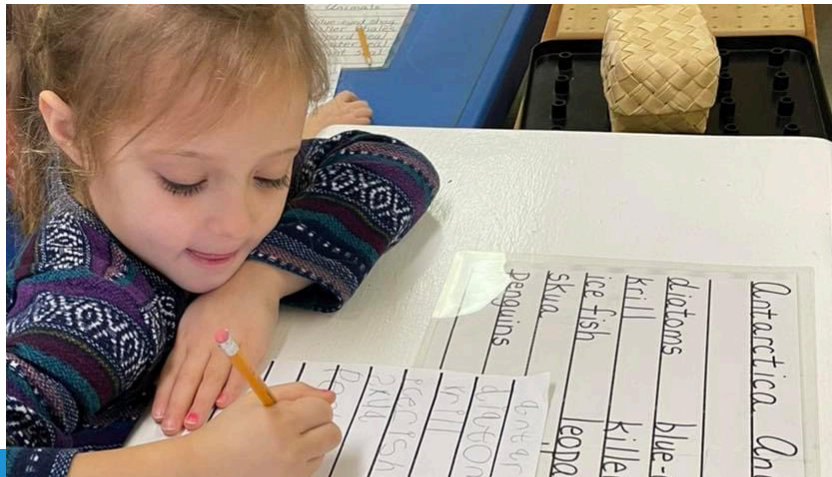
Planting Seeds for Life

www.farmviewmontessori.org



WELCOME

TO OUR SCHOOL



We are delighted to extend a warm welcome to you and your family to our Farmview Montessori school community. At Farmview, we embrace the philosophy and principles of Maria Montessori to nurture a love for learning and foster independence in our students. This handbook is designed to provide you with essential information about our school's policies, procedures, and educational approach. We encourage you to explore its contents and familiarize yourself with how we strive to create a supportive and enriching environment for every child.

Together, we look forward to a rewarding journey of discovery and growth.

TABLE OF CONTENTS

- 1 Farmview Philosophy and Operations**
- 2 Tuition**
- 3 Registration**
- 4 School Policies**
- 5 Parent Participation**
- 6 Management of Illness**
- 7 Health and Safety Policies**

EDUCATIONAL PHILOSOPHY



Farmview Garden Montessori provides children with quality Montessori education. Our school is committed to the childhood years age's 2.5 to six, including Kindergarten. Montessori education, developed by Dr. Maria Montessori, emphasizes independence, respect for each child's developmental journey, and a prepared environment tailored to their needs.

It encourages self-directed learning through hands-on activities within mixed-age groups, promoting collaboration and leadership skills. Teachers serve as guides, fostering a love for learning across cognitive, emotional, social, and physical domains, aiming to cultivate well-rounded individuals prepared for lifelong learning and personal growth.

THE THREE-YEAR CYCLE

The Montessori three-year learning cycle supports children's development through a structured progression from ages 3 to 6. In the first year, children establish foundational skills and independence.

The second and third years build on this foundation, deepening academic exploration, fostering leadership skills, and preparing children holistically for future learning challenges.

ORIENTATION & SCHOOL HOURS



School Hours

AM Session | 9:15AM to 11:45AM

Full-Day Session | 9:15AM to 3:15PM

Class Size

Our program is offered to a maximum of 24 students with 2 teachers.

Orientation

Montessori orientation time refers to the initial period when children are introduced to the Montessori classroom environment and its routines. This phase typically spans several weeks at the beginning of each school year or when new students join. During orientation, children familiarize themselves with classroom materials, learn basic procedures, and begin to adapt to the Montessori approach of self-directed learning and collaborative interaction. This time is crucial for establishing a sense of belonging, building confidence, and laying the groundwork for successful engagement in Montessori activities throughout the year.

Release of a Child

Farmview Montessori Garden will not release a child to any other person other than the parent/guardian or approved pick-up drivers listed on the Farmview App.

ORIENTATION & SCHOOL HOURS PART II

Daily Schedule

Arrival Routine

Morning Meeting

Morning Work

Movement Activities, Storytelling or Outdoor Play

Lunch

Afternoon Meeting

Afternoon Work

Movement Activities, Storytelling or Outdoor Play

Dismissal Routine

Attendance

Attendance will be taken via the Brightwheel App each morning. Parents will be notified when absenteeism or tardiness is a problem affecting the education of the child.

Please contact the school before 9:00AM if your child will be absent.

Early and Late Pick-Up

We do not allow for early drop-off or late pick-up. There will be an additional fee of \$25.00 charged to your account for any early drop-off or late pick-up that exceeds 5 minutes.



ARRIVAL & DISMISSAL

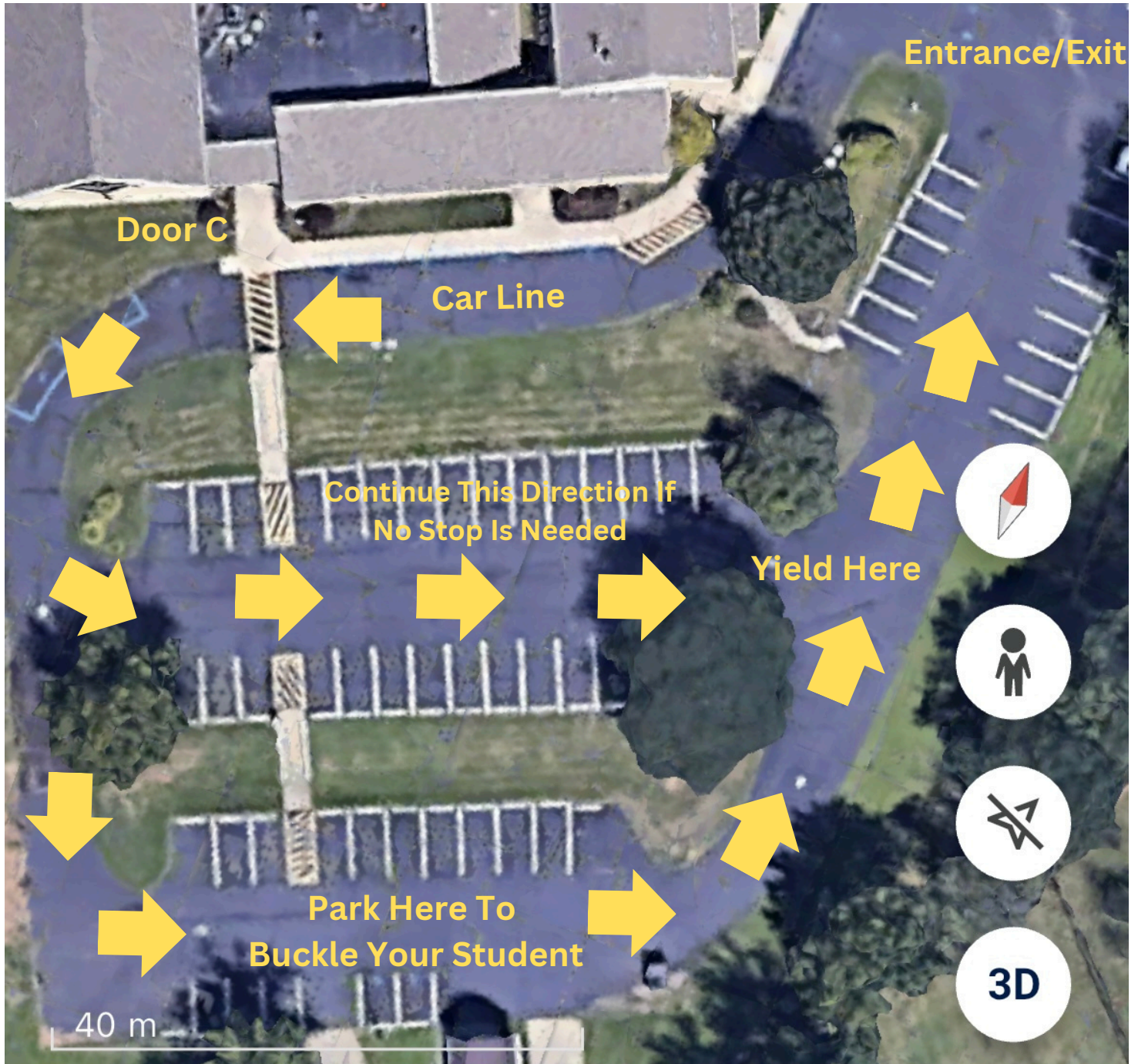


It is the responsibility of the parent to arrange transportation to and from school. When picking-up or dropping-off, please utilize the top lot. Students will exit from Door C. Please approach the school so that the front passenger door is facing the building.

The teacher will assist the student out of the car and into the classroom. The teacher will be responsible for opening and closing the door at arrival/dismissal. Drivers are asked to remain in their car at all times to avoid delaying traffic.

During dismissal, please go to **THE BOTTOM LOT** and pull into a parking space to buckle your student in. Please provide this information to anyone that picks-up your student.

ARRIVAL & DISMISSAL



Door C

Car Line

Entrance/Exit

Continue This Direction If
No Stop Is Needed

Yield Here

Park Here To
Buckle Your Student

40 m

3D



TUTITION INFORMATION

Half-Time

per year	\$4,900.00 per year
10 monthly payments	\$490.00 per month
9 monthly payments	\$545.00 per month

Full-Time

per year	\$7,850.00 per year
10 monthly payments	\$785.00 per month
9 monthly payments	\$872.00 per month

Flexible

Three full days (Monday, Wednesday and Friday)

2 half days (Tuesday and Thursday)

per year	\$6,580.00 per year
10 monthly payments	\$658.00 per month
9 monthly payments	\$731.00 per month

Kindergarten Fee	\$40.00 due at registration
Special Events and Field Trip Fee	\$60.00 due at registration
Supply Fee	\$50.00 due at registration

TUITION POLICIES

The following tuitions policies will be in effect once the tuition policy agreement is signed. Please view the policies below:

- ◆ Tuition is accepted via online payment, check and cash.
- ◆ Tuition payments are earned once received.
- ◆ A late charge of \$25.00 will be applied to the balance due for payments received after the 7th of the month.
- ◆ Tuition is due on the 1st of every month.
- ◆ Tuition is an annual fee and is not subject to adjustment in the event of absence.
- ◆ The \$100.00 registration fee is non-refundable.
- ◆ The undersigned agrees to provide Farmview Montessori with a 30-day written notice prior to withdrawing their student.
- ◆ All kindergarten, field trip and supply fees are non-refundable in the event of withdraw.
- ◆ Orientation will take place during the first two weeks of school. The days and hours will be altered. This does not change the monthly payment.

REGISTRATION PROCEDURE

Farmview Montessori Garden admits students of any race, color, or national ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. The following requirements must be fulfilled for all new families:

- ◆ An interview with the Farmview Director.
- ◆ A classroom observation (without your child) of at least an hour in length while school is in session.
- ◆ A classroom observation (with your child) of at least an hour in length while school is in session.
- ◆ Completed Registration Form
- ◆ Payment of \$100.00 non-refundable registration fee
- ◆ Verification of Acceptance
- ◆ Completed Enrollment Packet
- ◆ Completion of all Farmview Forms and Contracts
- ◆ All medical forms must be dated with a summer date of examination, unless registering once the school year begins.
- ◆ All forms are due on or before the first day of school. **There are no exceptions.**

DISENROLLMENT PROCEDURE

In the event of the following, the school will ask a child or family to leave the school:

1. A child's continuous disruption in the classroom which requires constant attention by teachers.
2. A child becomes a threat to the safety of other children.
3. Parent behavior becomes disrespectful to teachers.
4. Parent behavior becomes disrespectful in front of students.
5. Failure to follow school policies and procedures.
6. Failure to pay tuition.
7. Any other incident or situation that would be detrimental to the operation of the school.



SCHOOL POLICIES

Student Record Policy

Farmview Montessori Garden will maintain enrollment records for each student. These forms will include a Child's Medical State with Immunization Records, Child Enrollment and Health Information, and Emergency Transportation Information. If a child is not immunized, the State of Ohio Legal Immunization Per Ohio Statue 3313.671 form will be required. These forms will be on file **no later than the first day of school.**

Child Guidance and Management Policy

It is the Montessori philosophy that the child develops discipline from within. Children work on their self-control with the guidance of their teachers. The teachers will encourage positive behavior with the structure and ground rules of the classroom along with modeling positive, desired behavior. All teachers and employees will be responsible for the guidance and management for all children. The following are guidelines for all children in the classroom:

1. A child may not disturb other children.
2. A child may not hurt other children.
3. A child may not be disrespectful of material, children or adults.

When the child is unable to control him or herself in the classroom and becomes disruptive, all teachers and employees will encourage children to continue the behavior. If the child persists after repeated warnings he/she will be removed from the group and asked to sit in a chair away from the group. The child is invited to rejoin when he/she is ready. The responsibility is placed on the child to regain control. If a child continues to consistently be a disruption in the classroom, the child's parent or guardian will be consulted to discuss appropriate techniques suitable to the child's age and circumstances, which can be implemented to manage the child's behavior. The specifications of Rule 22 stated by the Ohio Job and Family Services, will apply to all teachers, employees and other adults on premises.

School Information, Policies and Procedures

The Administrator will supply parents, guardians and all employees with written information concerning licensing, the program policies and procedures of the school at the time of enrollment. The laws and rules governing childcare are available for any family enrolled to review upon request. The Ohio Job and Family Services has a toll free number, which any person can call to obtain further information.

Each parent, guardian and employee will sign verification and receipt of the school policies and procedures as stated in the school handbook.

This verification and receipt will be kept in each child's and employees file.



SCHOOL POLICIES CONTINUED

Supervision of Children

Teachers and employees will supervise all children at all times. They will be aware of and responsible for the safety of all children. Teachers and employees will be near enough within sight and hearing of all children to be able to respond to their basic needs, and to be able to reach them immediately in order to maintain their safety. Employees and teachers will not be under the influence of any impairing substance.

Security Procedures and Policies

The doors of the building will be locked at all times, with the exception of arrival and dismissal of the children. All teachers and employees will be responsible for each child's safety. A working telephone in the classroom and it is accessible during school hours. A working radio is on the school premises to monitor weather alerts. Monthly fire and weather drills are recorded. A fire emergency and weather alert plan are posted in the classroom explaining evacuation routes and action to take when necessary.

A first aid box and emergency phone number for each child, teacher and employee trained in first aid are required for each field trip.

When an accident or injury occurs, an incident report will be filled out and kept on file. Use of aerosols shall be prohibited when children are in attendance. The administrators, teachers, and each employee are required to notify the local public children services agency when there is suspected cases of abuse or neglect.

Custody Agreement Policy

The Administrator will supply parents, guardians and all employees with written information concerning licensing, the program policies and procedures of the school at the time of enrollment. The laws and rules governing childcare are available for any family enrolled to review upon request. The Ohio Job and Family Services has a toll free number, which any person can call to obtain further information.

Each parent, guardian and employee will sign verification and receipt of the school policies and procedures as stated in the school handbook. This verification and receipt will be kept in each child's and employees file.



SCHOOL POLICIES CONTINUED

Procedures of Emergencies and Accidents

In the event of fire, the fire department is immediately contacted, and then children teachers and employees evacuate the building immediately and proceed to the playground area or a safe place away from the building. This evacuation would include any type of hazardous spills, gas leaks or bomb threats.

In the event of any threat to the safety of the children due to environmental situations, threats of violence, and natural disasters all windows will be shut, blinds closed and children, teachers and employees would move to the inside walls of the nearest storage room or bathroom. Everyone would remain there until there is no longer a threat. If the school would have a loss of power, heat or water the parents would be called to pick them up.

In the event that it would be dangerous to remain in the building, teachers and employees would walk the children to the Glen Meadows Nursing Home. Everyone would remain there until there is no longer a threat. The first aid kit and Child Enrollment and Health forms would be taken. If necessary the parents would need to pick-up their children.

Serious Incident, Injury or Illness

In the event a child needs to be transported to emergency medical care, the life squad is contacted, unless permission for transportation for emergency medical care is not given to the school. The action to be taken given by the parent or guardian on the Child Enrollment and Health Information form will be followed. When permission is given to transport, parents will be notified immediately. If parents cannot get to the school to ride with their child to receive medical emergency care, then if possible, a teacher or employee will ride with the child until the parent or guardian arrives.



PARENT PARTICIPATION

- **We love to hear from parents.**

Communication between home and school is very important. Please contact us via email or phone call to schedule a meeting throughout the year to discuss any questions or concerns. Please note: Car line is not the time to discuss any concerns about your student.

- **We welcome and encourage parent involvement.**

Parents are welcomed to volunteer in the classroom or observe their student. Please schedule this a week in advance for approval from the administration. All observations will be done from the two-way window so there is no distraction.

- **We have 2 parent-teacher conferences per year.**

Parent-teacher conferences are held twice a year, once in the Fall and once in the Spring. This is a special time for parents and teachers to discuss the child's progress.

No assessments will be done. Teachers will only discuss observations of the student. Attendance is mandatory.

- **Please utilize the parent roster.**

Each parent has access via the Brightwheel app to the parent roster.





FIELD TRIPS

Parents will be notified in writing in advance of all field trips. A signed permission slip is required for each child attending the field trip. We rely on parents or parent designee to transport the children and to be responsible for their child while on the field trip. Smoking or vaping is not permitted at any time on field trips. A person trained in first aid/CPR and a first aid kit will accompany each class. The cost of the field trip is included in the activity fee. However, siblings will still be charged for the fee of the field trip.

OUTDOOR PLAY

We will use the outdoor playground or one of our indoor Large Muscle spaces every day that school is in session. Students will be permitted to play on the outdoor playground when the weather is between 32 and 90 degrees Fahrenheit depending on wind chill, smog alerts, severe weather warnings for Butler County, or the sound of thunder or precipitation. It is required that all teachers supervise the children at all times and water and bathroom privileges will be extended as needed. Please dress your child appropriately.



COMMUNICATION

Communication between school and home is an important part of a child's school experience. A program-wide newsletter will be emailed monthly. Please review the newsletter for special events and important notices. It is very important to check your child's backpack daily so that you are aware of important events and reminders, as well as your child's progress and to review your child's school work.

SNOW DAY

Our snow day policy is as follows: If the school feels that it should be cancelled, the cancellation will be communicated via text, email, push notification and social media.

We base our closing off of Fairfield or Lakota School District. We do not follow delays. Whenever the weather is threatening, parents are advised to use their best judgement.



CLOTHING

The children should wear play clothes that are practical, comfortable and washable. Remember we paint, play with play dough and use markers. We also play outside when the weather permits. Children are required to wear their shoes at all times during the school day.

SNACK AND LUNCH

Parents provide snack on a rotating basis. You can access the snack schedule via the app or receive a printed copy. Snacks must be nutritional and developmentally appropriate for young children with no foods that are a choking hazard. 100% fruit juice or milk is required when bringing snack. Water is available to children at all times. A list of snack suggestions will be provided. It is strongly encouraged that parents and children work together to prepare snack.

Full day children must pack a nutritional brown bag lunch, containing food from each of the four food groups. Children will store their lunch in the refrigerator each day. In the event that the lunch doesn't meet requirements, the school will supplement to meet the requirements and parents will receive a notice.

TOYS



We ask that you do not allow your child to bring toys from home except on designated special days. Toys brought from home may lead to arguments between children, and we can not ensure the safety or appropriateness of such toys. We cannot be responsible for toys that are lost or broken at school. Thank you for your understanding.

BIRTHDAYS

Children are welcome to bring a treat to share with their classmates to celebrate their birthdays. The treat must be individually wrapped and will be passed out at the end of the class time. Some suggestions are pencils, stickers, cookies, or wrapped Rice Krispy Treat. The school will not be responsible for distributing party invitations.

HEALTH POLICIES

It is essential that all health forms are on file in the office. A child cannot attend Farmview Montessori Garden Preschool without the appropriate forms completed by a parent. This is for the health and safety of your child as well as the other children who attend the program. Please be responsible and considerate of others when making decisions about sending a child to school. Upon recommendation of the Committee on Control of Infectious Diseases for the American Academy of Pediatrics, a child should not be taken from home when any of the following exist or have been present over the past 24 hours:

- ☒ Temp over 99.0 degrees
- ☒ Diarrhea or vomiting more than one time
- ☒ Sore throat or difficulty swallowing
- ☒ Severe coughing that makes a whooping sound
- ☒ Any unexplained rash
- ☒ Yellowish skin or eyes
- ☒ Stiff neck with an elevated temperature
- ☒ Unusually dark urine and/or gray or white stool
- ☒ Any unexplained skin patches, unusual spots
- ☒ Redness of eye, obvious discharge, burning, itching
- ☒ Evidence of untreated lice, scabies or other parasitic infestations
- ☒ Rapid or difficult breathing
- ☒ Confirmed diagnosis of contagious or communicable illness or disease
- ☒ Any COVID-19 symptoms for children listed on the CDC Website

Children with any of these symptoms or any other illness will not be accepted at school. If a child appears ill or develops any of the symptoms while at school, a parent will be called to come and pick up the child and the child will not be permitted to return to school until he/she has been symptom-free without the use of symptom-reducing medications for at least 24 hours. Any positive COVID-19 results or COVID-19 exposures will be handled using the current guidelines at the time of the illness or exposure. Please inform the school of any illnesses the child has been exposed to. All parents will be informed if a child in a classroom is diagnosed with any disease or illness. Allergies should be recorded on the Medical Release Form. Please alert the classroom teacher of any allergy concerns.

HEALTH POLICIES

Preventing the Spread of Illness

Proper hand washing procedures and disinfecting procedures are always used. Children will be isolated comfortably in the administrator's office when showing symptoms of illness. Cots will be disinfected after each use. An ill child will be monitored until a parent can come pick them up. With these precautions and the cooperation of parents in not bringing severely sick children to school, we can prevent the spread of illness.

Medication Procedures

It is the policy of Farmview Montessori Garden that prescription medication will be administered only when the state required Medical/Physical Care Plan form and Administration of Medication form have been completed and signed giving full instructions on how to administer the medication, which in some cases require the child's doctor's signature. All prescription medication must be in labeled bottles with the child's first and last name. Prescription medications must be in the original prescription bottle. All medications will be stored in a locked cabinet in the child's classroom or in a lock box in the designated refrigerator. The classroom teacher will administer the medication and record it on the Administration of Medication form.

SAFETY POLICIES

General Emergency

In the event of a general emergency the following steps will be taken:

In the event of loss of heat, water, power not to be restored within one hour, structural damage to the building, or threats of violence:

☒ All staff and children will be evacuated to the designated safe area located outside of the “A” wing. The center will close and parents will be immediately notified.

In the event of a severe thunderstorm (where lightening is present), a Butler County issued tornado warning, hurricane or earthquake:

☒ Staff and children will seek shelter in the designated classroom according to the Evacuation Plan.

☒ If a tornado warning is in effect during our scheduled drop off/pick up time, for the safety of everyone we will not accept/release students until after the warning has expired. Parents will be invited to park and come inside the building to a safe place to wait.

☒ If a severe thunderstorm is taking place during our scheduled drop off/pick up time, for the safety of everyone we will not accept/release until the storm has abated.

In the event of a fire:

☒ All children and staff will evacuate the rear of the building and assemble in the parking lot near the playground area. An alternate evacuation route is posted in each classroom. If necessary, the staff will lead the children out from the main entrance door to the parking lot area designated for Preschool Parking. Liberty Heights Church is fully equipped with an approved sprinkler system for fire safety.

Severe weather, fire, and intruder drills are practiced throughout the school year with the children and staff.

SAFETY POLICIES

Accidents and Injuries

If a child has an illness, accident, or injury which requires first aid treatment, a bump or blow to the head, requires emergency transporting, or is involved in an unusual or unexpected event which jeopardizes the safety of children or staff at the center, an ODJFS (DCY) Incident/Injury report will be filled out by the teacher. The report will be available for parent review the same day. The parent will be asked to sign the form indicating that they have been notified and a copy of the form will be included in the child's school record. In the event of a serious incident, illness, or injury (defined as one that requires emergency medical treatment or professional consultation or transportation for emergency treatment) the parent will be called immediately at the time of the accident. In the event of a serious incident or injury as listed above, the childcare licensing office will be notified of the incident within 1 business day.

Emergency Transportation

In the event of an emergency, the child will be transported with a staff member via ambulance to the nearest hospital or emergency room facility and a parent will be contacted to meet an accompanying staff member at that facility. It is extremely important that emergency contact information is up to date. A child cannot be transported for care, or receive any emergency care at the center, unless the waivers for emergency care have been signed. These waivers are included in the enrollment packet.

OUR TEAM

MATH

LANGUAGE

SCIENCE

GEOGRAPHY

PRACTICAL
LIFE/ART

SENSORIAL



CONTACT US TODAY!



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