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**Yadkin Path**  
**MONTESSORI**

# Family Handbook

Updated July 2020

**ATTENTION: THE YADKIN PATH COVID 19 HANDBOOK USURPS AND MAY USURP IMPORTANT SECTIONS OF OUR TRADITIONAL FAMILY HANDBOOK, INCLUDING BUT NOT LIMITED TO OUR "ARRIVAL AND DEPARTURE" PROCEDURES**

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Dear Yadkin Path Parent or Caregiver:

I am excited to welcome you to Yadkin Path Montessori School at 2135 Bringle Ferry Rd, just 5 minutes from downtown Salisbury. Seeing a need for a childcare center and school with a Montessori philosophy in the Salisbury area, I began the school with the intention of creating a non-religious, child-directed, multi-cultural learning environment with a heavy emphasis on nature, science, and outdoor learning. Becoming a mother made me aware of the importance of and the need for more options for quality child care in Rowan County. Yadkin Path Montessori currently serves children ages 6 weeks to 12 years, with programs in early childhood, pre-school, pre-K, Kindergarten, first grade, second grade, and virtual school care. We are open Mon-Fri from 6:30 am to 5:30 pm. We gladly offer tours of our facility by appointment.

As a mother of a child who attends the school, I am fully invested in making this program a success. Montessori childcare centers and pre-schools are often called “schools”, to differentiate them from the babysitting and custodial aspects of daycare. Montessori is known for fostering a love of learning and is so much more than a typical daycare. Children have the freedom to choose their work materials according to their interest and skill level, and are given 3 hour work cycles so that they have the time needed to become fully immersed in their work with minimal interruptions, and are able to build concentration skills.

At Yadkin Path we use Montessori theory and practice to encourage the child to become an independent and confident learner and human being. Our deliberate Montessori classroom environments foster trust so that the child can grow holistically – in intellect, emotional intelligence, social interaction, physical capabilities, and in spirit. Our goal is to maintain an environment inspired by Maria Montessori, a physician and educator who observed that children learn best in situations where they can be self-directed. Yadkin Path Montessori provides small groups, individualized learning, and a calm and beautiful environment.

We are proud of our Montessori trained teachers who have experience in observing children, knowing what materials to offer them, and facilitating child-driven learning. We work hard to protect the three-hour work cycle so that your child has plenty of opportunities to practice concentrating on materials that engage and fascinate. We encourage parents and caregivers to work with teachers to create a seamless learning situation between home and school for children attending Yadkin Path.

Our classrooms are large with windows and doors to the outside and plenty of space for developing fine and gross motor skills. Our work stations contain fascinating and developmentally appropriate materials that children are free to return to until they master. The campus is large – 9 acres, idyllic with a pond and featuring natural learning playgrounds, workspaces, and classrooms. We have a garden, two goats, and a hen-house so that the

children have opportunities to interact with animals and participate in growing their own food. We are so proud to offer the *premier* childcare and schooling center in Rowan County.

Our enrolled families have the following things in common:

- They are engaged in their children's education
- They are interested in growing the "whole child" so they are not solely focused on academic achievement but on the self-actualization of the person
- They seek community and networking and are dedicated to social responsibility and diversity
- They are global citizens who care about the Earth, multi-culturalism, and nurturing human potential
- They understand how crucial the early years of learning and brain development are.

The creative elite currently in our culture, including Larry Page and Sergey Brin, founders of Google, graduated from Montessori schools. Some other famous innovators who were Montessori children include:

- Julia Child, celebrity chef and author
- Sean P. Diddy Combs, rap artist and entrepreneur
- Anne Frank, memoirist and author
- T. Berry Brazelton, pediatrician and noted "baby whisperer"
- Yo-Yo Ma, award winning cellist

This Family Handbook will give you information about our policies and rules, our atmosphere, our goals and how we serve you and your child through Montessori philosophy and practice. If you should have questions at any time, please address them to our staff or contact me.

Sincerely,

Myra Tannehill,  
Founder and Director

## **Our Mission**

Yadkin Path's mission is to provide learning opportunities that serve the whole child in an environment that encourages skills acquisition, independence, awareness of others, and a lifelong love of working, exploring, and learning.

## **Goals**

To provide meaningful childcare and growth in a warm, calm environment

To practice Montessori philosophy and pedagogy in a proven method that allows children to reveal their innate qualities in an experimental setting

To provide a classroom teacher who is specifically educated in observing the child, knowing what materials to include in the child's environment, and introducing the materials without over-teaching.

To focus not only on academic skills but also on encouraging the self-actualization of a fully awakened child.

To foster in children a life of joyful focus and concentration, a sense of independence, an attitude of respect for themselves and others, and an internalized sense of order

## **Outcomes**

Children who have participated in a Montessori Program should exhibit the following outcomes

- a positive attitude toward school
- inner security and a sense of order
- pride in the physical environment
- dynamic curiosity
- habits of concentration and persistence
- creativity and initiative
- spiritual awareness
- self-discipline and self-regulation
- academic preparation
- sense of responsibility to other classmates

### **Contact information**

The administrative office is located just inside the main entrance. Phone: 704-642-2211. Email: [yadkinpath@gmail.com](mailto:yadkinpath@gmail.com).

### **Programs**

Yadkin Path Montessori is for boys and girls 6 weeks to 6 years old. We are the only Montessori program in Rowan County. We specialize in small groups with individualized curriculum. Our classrooms are prepared and living environments, soothing and engaging. Children have the freedom to choose activities according to personal interest and skills. We maintain the three-hour Montessori work period. We are non-religious, multicultural, and multi-age. We include music, art, outdoor activities, and healthy meals and snacks.

We serve children 6 weeks to 14 years old, 5 Days/Week, M – F, with the following programs:

- 1) Infants
- 2) Toddlers
- 3) Primary (3 – 6 year olds, in pre-school, pre-K, K, and 1<sup>st</sup> grade)
- 4) Lower Elementary (6 and 7 year olds, 2<sup>nd</sup> and 3<sup>rd</sup> grades)
- 5) School Hub #1 (K – 4<sup>th</sup> grade) for Distance Learners not enrolled in our school
- 6) School Hub #2 (5<sup>th</sup> – 8<sup>th</sup> grade) for Distance Learners not enrolled in our school
- 7) Before School Care and After School Care
- 8) Distance Learning/Homeschool for Toddlers, Pre-School, Pre-K, and K
- 9) Summer Camp Programs (18 months to 4<sup>th</sup> grade)

And the following time options:

- 1) Extended Day Childcare (6:30 a.m.– 5:30 p.m.)
- 2) Yadkin Path Day School (8:00 a.m. – 2:20 p.m.)
- 3) Morning School (8 a.m. – 11:45 am)
- 4) Afternoon School (2:30 pm – 5:30 pm)
- 5) School Hub #1 (8 am to 2:30 pm)
- 6) School Hub #2 (8 am to 2:30 pm)
- 7) Before School Care (6:30 am to 8:30/9:00 am) and After School Care (2:30 – 5:30 pm)
- 8) Distance Learning programs are at-will access with scheduled meetings
- 9) Summer Camp Programs (9 am to 11:30 am for Toddlers; 9 am to 3 pm for Primary and Elementary)

#### **1) Extended Day Childcare**

Year-round program, minus scheduled holidays and work days. Full-Day Childcare is offered in a calm, warm environment with developmentally appropriate materials and Montessori philosophy. Parents and caregivers drop-off and pick-up as their work schedules demand within the range of 6:30 - 8:15 am and 11:30 – 5:30 pm. We protect the morning work period 8:30 to 11:30 by asking parents to have their children at school by 8:15 am, by not scheduling morning appointments for their children, and by arriving on-time to be respectful of the children who are working. We have a second work period 2:30 pm to 5:30 pm which has more flexibility for interruptions.

This is a year-round program, with reserved spaces and the total tuition for the year is due before or on the first day of attendance. Parents may choose a payment installment option which divides their total annual tuition into 12 months of payments. The first installment begins the month before attendance. Days that are not used due to absence do not roll over into the following month. Drop-in care is available for enrolled families when staff ratios allow; please call ahead to check for availability.

## 2)Yadkin Path Day School

August – June, minus scheduled holidays and work days. The Yadkin Path Day School program is from 8 a.m. to 2:20 p.m., five days a week with reserved spaces. The total tuition for the year is due before or on the first day of attendance. Parents may choose a payment installment option which divides their total annual tuition into 9 months of payments. The first installment begins the month before attendance. Days that are not used due to absence do not roll over into the following month. Parents drop off 8 a.m. – 8:15 a.m. and pick up from 2:20 p.m. – 2:30 p.m.

Children are presented with work/discovery opportunities that are appropriate to each child's development and readiness using authentic Montessori materials. Deliberately presented lessons follow the subject areas mentioned below and include presentations on cleaning up, care, and self-care, allowing the child to practice focusing. Opportunity is provided to relate with peers and mindful caregivers and to relax into a soothing and trustworthy environment. Children are self-directed, choosing their work from among the carefully presented materials displayed on open shelves.

Preserving the three-hour Montessori work period, the Day School gives children ample opportunity to visit with the materials, to practice working with them, to socialize with each other, to develop abilities and habits of concentration. The child realizes his/her personality, moving toward joyful self-discipline, orderliness, and concentration, through work in the classroom.

Subject areas for Infants: Motor Skills, Language, Foundations for Science and Math, Social Skills, Sensorial, Practical Living and self-care.

Subject areas for Toddlers & Twos: Cognition, Language, Phonetic and written letters, Science, Math, Motor Skills, Social Skills, Sensorial, and Practical Living (including dressing and toileting)

Subject areas for 3 – 5 year olds: Practical Life, Language Arts, Botany, Zoology, Geography, Decimals, Multiplication, Geometry, Sensorial, and Cultural Activities.

Subject areas for 6 to 9 year olds: Mathematics, Health Sciences, Art, Music, Physical Geography, Science Experiments, Zoology, Botany, Matter and Astronomy, History, and Advanced Practical Living

This is a **9.7 month** program with a total annual tuition payable in one total payment or 9 monthly installments.

Children who need to be at-school before and/or after this program will be able to enroll in Before School Care and/or After School Care. Children who need care during the summer can enroll in summer programs.

## 3)Morning School

August – June, minus scheduled holidays and work days, running 8:00 a.m. – 11:45 a.m. daily, we offer authentic Montessori materials, environment, and philosophy. Parents/caregivers drop off 8 a.m.– 8:15 a.m. and pick up 11:45a.m – 12:00 pm. Parents and caregivers may choose to enroll in two or more days of the week. Practical Living and Social Skills Montessori curriculum is offered at Morning School.

This **9.7 month** program has reserved spaces, days, and times and is paid in installments, beginning the month before attendance, due at beginning of the month. Days that are not used due to absence do not roll over into the following month.

4) Afternoon School

August – June, minus scheduled holidays and work days, running 2:30 – 5:15. We offer authentic Montessori materials, environment, and philosophy. Parents/caregivers drop off Parents and caregivers may choose to enroll two or more days of the week. Practical Living and Social Skills Montessori curriculum is offered at Afternoon School.

5) School Hub #1 – August – June, minus scheduled holidays and work days, is a learning lab providing assistance to students who are in distance learning situations where they need to attend on-line groups or meetings and who have school work and homework to accomplish.

6) School Hub #2 – see above.

7) Before School Care and After School Care

Participation in a multi-age classroom with Montessori environment, experiential materials, and Montessori philosophy. For students enrolled at Yadkin Path or for local children enrolled at other schools. Reserved spaces and paid in advance for reserved days and times. These days do not roll over into the following week if the child is absent.

8) Distance Learning programs are at-will access with scheduled meetings – Distance Learning Programs that partner with parents in Montessori philosophy and practice, provide learning activities, teaching/presentation videos, and meetings with teacher and with friends – for fun learning.

9) Summer Camp Programs (9 am to 11:30 am for Toddlers; 9 am to 3 pm for Primary and Elementary) Montessori-light with more teacher-driven STEAM activities and projects centered heavily on the natural environment, botany, zoology, arts and crafts, engineering/building, homesteading, and technology.

## **Policies and Procedures**

### **Hours of Operation:**

6:30 a.m. – 5:30 p.m. Monday through Friday

### **To Register and Enroll**

Yadkin Path Montessori welcomes children of all races, religions, and ethnicities. Yadkin Path makes every effort to admit each child on the waiting list into a classroom. However, the school cannot guarantee that a position will become available. Yadkin Path requires an Enrollment process that may or may not culminate with your child being accepted into the program.



## Admission

- 1) Contact us at [yadkinpath@gmail.com](mailto:yadkinpath@gmail.com) to let us know you are interested in receiving an application from us or in having a parent-only tour.
- 2) We will mail or email a Prospective Family form to you or schedule a tour for you.
- 3) Upon submission of a Prospective Family form, the child's name is placed on our waiting list.
- 4) During the registration and enrollment period, the parents and child will visit with the director and a teacher to obtain information about Yadkin Path and Montessori. We will set up a time to visit with you and your child to evaluate our ability to meet your child's individual needs. We try to enroll people who have a philosophical view about education, parenting, and children that is compatible with our view.
- 5) Upon acceptance into the program, parents/guardians will be given an Enrollment Contract to submit, along with their Tuition Insurance Deposit. We will offer an appointment to go over the contract and sign it. Then a Family Handbook will be issued along with Required Forms to sign.

In our efforts to provide a premier educational model in Montessori methodology it is important that parents understand the commitment required. Age, developmental readiness, space availability, and classroom dynamics are all factors for admission to each program level.

## The School Year and Vacation Days

Holidays Observed:

New Year's Day	Independence Day (1 week)
Martin Luther King, Jr Day	Labor Day
Good Friday	Veteran's Day
Memorial Day	Thanksgiving Day and the following Friday
	Christmas (1 week)

## Arrival and Departure

PLEASE NOTE: We are following a special arrival and departure process during COVID 19.  
Please see attached/additional COVID 19 Procedures Handbook

Children must be signed in and out of Yadkin Path each day. A sign-in/out sheet will be available at your child's classroom door. Children must be accompanied to and from their child's classroom door by an adult. The teacher should be made aware of the child's arrival and departure by the parent.

No one can pick a child up other than the parent/guardian unless Yadkin Path has been notified *by the parent or guardian* who normally picks the child up. The alternative person picking the

child up must be on the Alternative Person to Pick Up Child list. Changes to this form can be made as needed. The child's teacher or the director should be notified in advance if anyone other than the regular person is to pick up a child. For safety reasons, identification is required before your child can be released if anyone different is picking up your child. Please advise your alternate to bring their ID with them when picking up the child.

Parents who have legal custody of their child and have a court order that prohibits one parent from seeing the child, should give the Director a copy of the court order for our files. In an effort to ensure the safety of all children, families, and staff, we reserve the right to alter the arrival and departure policy for any individual or family at any time. This is at the sole discretion of the administration. Yadkin Path is not required to give any reason or justification except that we want to ensure the safety of our children.

Primary Classroom Arrival. (for children ages 3 – 6 years old). Children must consistently arrive on-time, 8 – 8:15 am, in order to maintain the protected three-hour work period. If you must on occasion bring your child in late, an administrator may meet you at the front door and assist in admitting your child to the classroom or if you are admitted to the building, please quietly slip the child into the classroom causing as little disruption as possible to the teacher and the working children.

#### Early Arrival and Late Pick- up Policy

The school doors will remain locked until **6:30 am**, and children will not be admitted before that time.

***Extended Day, Afternoon School, After-School Care: Late pick-ups will be charged \$5.00 for every 10 minutes after 5:30 pm.***

***Day School AND School Hubs: Late pick-ups will be charged \$5.00 for every 10 minutes after 2:30 pm.***

***Morning School: Late pick-ups will be charged \$5.00 for every 10 minutes after 12:00 pm.***

#### Attendance Policy

Please remember that you are signing up for and being charged for a slot. You may change your slot only on a monthly basis prior to the beginning of the month, provided there is a slot available; however we need at least 2 weeks' notice of the requested change in order to be better able to accommodate your needs as well as meet our own needs. Request for larger contracts required more time attended from your child will be approved upon staff availability. Requests for less time of attendance from your child will be approved but the original contract for the full enrolled time will still be in effect. Whether you use each day that you have contracted for will NOT change your charge. Absences, family or school vacations will not be deducted from your billing.

Primary Classroom: Your child will receive the maximum benefit from school if he/she attends class regularly and arrives on time at 8:00 am. Children who are brought to class late enter into

a classroom of children and teachers who are already working, so late children experience the awkwardness of coming in late and sometimes don't feel as welcome as when the children and teachers are arriving at the same time and greeting each other. Children who enter late to class miss group lessons and instructions and interrupt class work. Excessive absences or repeated lateness will result in a conference with the administrator or perhaps dismissal of the family for the good of the child and the working classroom group.

### Drop-In Care

Drop-In Care will be provided in if there is an opening and if the child is properly registered for a program at Yadkin Path. Please call in advance to verify that there is a space available for your child. Drop-In Care is not available in the Day School. See tuition schedule for rates and tuition options.

### What to Wear/Bring

#### Daily, for Infant Classrooms:

2 crib sheets: One crib sheet is sent home daily for laundry and both sheets are sent home if soiled. Please keep your child's cubby updated with appropriate replacements. Diapers, wipes, two complete changes of clothing appropriate to the season including socks and underwear. Toddlers will need **rain boots for going outside – these will be kept at the school**. Please label all items.

Please do not carry or leave ointments or creams of any kind in your child's diaper bag. If needed, a parent can fill out a blanket permission form that will allow the teacher in your child's classroom to store and apply ointments or creams as you instruct. Please do not carry or leave plastic bags of any kind in your child's diaper bag. Please bring a diaper or carry-all bag that is permeable.

Infant food or bottles **MUST** be mixed and labeled with the child's name and the day's date before handing to the teacher in the infant environment. Unused food, formula, or breast milk will be discarded.

#### Daily, for Toddler Community:

Cot sheets: 2 crib sheets for cots, a blanket if desired, a small pillow if desired. Cot sheets are sent home weekly, on Fridays for laundering. All soiled sheets are sent home for laundry.

#### Clothing:

Please bring your child to school in comfortable, washable clothes. Bring at least two extra complete sets of seasonally appropriate clothing, including socks and underwear. We encourage closed-toe shoes such as tennis shoes. We do not recommend sandals or other open-toed shoes. We do not recommend Crocs. **Please provide your child with a pair of outdoor rain boots. These shoes will remain at the school.** Each child will have his/her own

cubby, and we ask that you keep it supplied with changes of clothes. If your child is practicing toileting, please choose clothes that are easy for your child to work with **(no onsies, please)**. **Snaps or belts can be difficult** to remove or put back on. Provide many extra pairs of underwear during toileting. To avoid confusion and to prevent loss of clothing, **label all clothes** with your child's name, especially garments that are frequently removed (sweaters, jackets, raincoats, hats, gloves, etc.).

Personal hygiene: each child needs a box of wipes (to begin with – can be replenished with wipes packaged in bags), diapers, pull-ups, training pants, or underwear, depending on your child's toileting needs.

Other: Items of special interest such as books, pictures, insects, rocks or shells are always good for sharing depending on the teacher's approval.

#### Daily, for Primary Classroom

**In one bag**, supply one crib sheet for cot (if your child may have a bathroom accident during naptime, please provide two sheets), one small blanket, and one small pillow for naptime.

Please bring your child to school in comfortable, washable clothing. We encourage closed-toe shoes such as tennis shoes. We do not recommend sandals or other open-toed shoes. We do not recommend Crocs. Please provide your child with a pair of outdoor rain boots. These shoes will remain at the school.

**In a second bag**, bring **two extra complete sets** of seasonally appropriate clothing, including socks and underwear. These two sets need to be rolled up together, **TAPED** around the girth and the tape **LABELED**. Please do not supply more than two sets of clothing. The children access their own clothing if they need to change and are overwhelmed by too many choices of clothing. We recommend each complete outfit with socks and underwear, be rolled up into an easily accessible unit. We ask that you keep this bag supplied with changes of clothes appropriate to the season.

Bring raincoat or cold-weather jacket or coat as appropriate.

For hygiene: We expect children in the Primary classroom to be able to toilet on their own and to be able to change their own clothes if needed. Provide extra underwear, if needed. Provide wipes in a plastic box, if needed.

School Hub: water bottle with water in it, labeled. Technological equipment needed to meet distance learning requirements (tablet, laptop). Paper, pencil, all items needed to meet school work and requirements.

#### Not to bring:

**Things that you send to school may not return home.** Please dress your child as simply and plainly as possible. Disturbing/violent imagery on clothing and accessories is not allowed. Such images upset some children and send messages that do not coincide with our efforts to foster peace, concentration, and a comforting environment in which every child feels safe.

Children who arrive at school wearing inappropriate images (for example, masks or costumes, cartoon figures holding weapons, etc.) will be asked to change and assisted if needed. The items will be stored inside their cubbies and sent home. We do not shame the child or make value-based comments about the imagery, but simply say, "Those don't come to school," just as we say regarding toys, pets, and anything else that stays at home.

Please do not let your child bring candy, gum, jewelry, money, toys, puzzles, make-up or games to school. Children enjoy sharing with their classmates, but these items could be choking hazards or can lead to distraction in others or sadness in the toys' owner if an item gets lost or damaged. Yadkin Path is not responsible for lost or damaged clothing or other items.

Please do not carry or leave ointments or creams of any kind in your child's supply bag.

No plastic bags or packaging is allowed. No carry-bags that are not breathable should a child put it on his/her head, are allowed. No balloons, rubber bands, or hair bands are allowed (unless they are in someone's hair).

At this time, no outside food or drinks are allowed, due to the possibility of life-threatening allergies that children may have.

For infants, do not bring or send prized possessions, clothing, or blankets. LABEL all items.

For toddlers and primary students: please do not send onesies, or pants that button up or are otherwise too difficult for small children to pull down. We encourage everyone to dress themselves, and providing simple, loose clothing is one huge supportive step to bodily autonomy and an independent, happy child.

### Required Family Forms

The following forms are due by the first day of attendance:

- Application for Enrollment
- Children's Medical Report (physical exam)
- Original Immunization Record
- Positive discipline/Behavior Management Policy
- Photograph/video permission form
- Liability waiver
- Medical Release
- Field Trips and Outdoor Walk Release
- Received and Agree to Policies in Parent Handbook
- Emergency Contact Information
- Alternative Person(s) to Pick Up List
- Feeding schedule (for infants under 12 months of age)
- Received Summary of the Law
- Safe Sleep Policy

- Shaken Baby Syndrome Policy
- NoTobacco on Campus Policy
- Bank Draft Form and Cancelled Check
- Enrollment or Re-enrollment Contract

#### Insufficient Funds

If a check is returned to Yadkin Path marked as insufficient funds, a \$35.00 NSF fee will be charged. If this happens twice, payments will only be accepted in cash.

#### Withdrawal/ Dismissal

All instances of Withdrawal of a child from enrollment by the parent or caregiver are required to be submitted to the director on paper with a signature or via email to an official school administrator email. Yadkin Path Director and teachers work with Withdrawing Parents or Caregivers to provide closure for the child leaving and for the the children/friends and the staff who remain after the child has Withdrawn. The Enrollment Contract and Re-enrollment Contract is a legal document, and is binding. Families of Withdrawn or Wismised children are liable for the full annual tuition amount per contract. Terms of the contract are binding and shall be followed. Unused tuitions or deposits will not be returned.

Extended Day: For planning purposes, so that we may prepare another family or child, give us at least two weeks' notice before withdrawing your child or children from Yadkin Path.

Morning or Afternoon School: For planning purposes, so that we may prepare another family or child, give us at least two weeks' notice before withdrawing your child or children from Yadkin Path. Unused tuitions or deposits will not be returned. Terms of the contract shall be followed.

Day School: Parents will have the right to withdraw their child from the program with two weeks' written notice of withdrawal given to the Director (a text or facebook message will not suffice). Unused tuitions or deposits will not be returned. Terms of the contract shall be followed.

In all programs, if Yadkin Path wishes to withdraw a child:

a. Immediate: Yadkin Path may terminate a child's enrollment in Yadkin Path effective immediately, if any of the following conditions arise:

Reasons for dismissal include, but are not limited to:

- If there is an unsafe environment for the children or teachers because of the harmful behavior of a child
- It becomes apparent that an open-ended classroom is not the most suitable environment for the child
- Tuition or fees are not paid within 14 days after payment is due
- The child is picked up late more than 2 days in any 30-day period

- The child is ill when brought to Yadkin Path more than 10 days within any 30-day period, or the parent fails to pick up a sick child promptly more than 2 times within any 30-day period.
- Disruption in the learning environment (e.g. arriving late repeatedly, causing interruptions to work time)

b. Two-Weeks' Notice: Yadkin Path may terminate a child's enrollment upon two (2) weeks' written notice to you if any of the following conditions arise:

- (1) Any of the conditions listed above under (a), if Yadkin Path has not exercised its right to terminate enrollment immediately;
- (2) a parent fails to provide necessary items as requested by Yadkin Path;
- (3) a parent fails to abide by the terms of the Enrollment Contract; or
- (4) For any other reason reasonably related to the health and safety of the program.

c. 30 days: Yadkin Path may terminate a child's enrollment with 30 days' written notice for any reason or no reason.

#### Adjustment Period

Parents and Yadkin Path will have a 12 days' of attendance Adjustment Period to perceive whether Yadkin Path might be the best placement for the child.

Montessori education is not the perfect fit for every child or every family. The model requires concentration, curiosity, courtesy, and respect for the property, rights, and work of others. For various reasons, some children do not succeed in this environment. Yadkin Path reserves the right to request the withdrawal of any child if it becomes apparent that it would be in the child's or the school's best interest to do so.

#### Notes on Multi-Age Learning

Maria Montessori saw that children's cognitive and social-emotional growth benefit from learning in a multi-age environment, where each child has older classmates to model and younger classmates to guide. This arrangement also acknowledges that developmental growth happens on a scale and allows children to bloom at their own natural paces, rather than be expected to hit milestones at exactly the same time or ages as each of their peers.

Children generally follow developmental patterns of growth, but not all children develop in all areas at the same rate as other children. So regardless of age, as children become adept at activities, grace, and courtesy, they begin to mentor each other, which boosts self-confidence and sense of one's importance in a community and positive impact on others. Studies have shown that children learn new skills by attempting to teach them to others. In addition the younger children look up to the older ones and yearn to mimic them. In a multi-age classroom, this natural inclination can be nurtured. Montessori schools are typically divided into multi-age classroom groups. This arrangement more perfectly reflects the world, as families and other groups have children who are multi-age, rather than all one age.

#### Basic Ground Rules for Children and Adults

##### Inside

Ground rules are guidelines for respectful activity in the school environment. Following are 4 basic ground rules:

1) Respect oneself, others (peers, teachers, parents), materials, animals, plants, and the earth. Some examples are:

- Take turns speaking and listening; in meetings...raise hand.
- All work is done on a table or mat. This area defines the child's workspace and work materials.
- Return all work to its place on the shelf "in order" so that the work is ready for the next person. This action is taken as soon as the work is completed.
- We work quietly and respectfully with our materials. Example: The child is hitting the broad prisms together. First, a teacher intervenes and shows a non-abusive way to use the material; i.e., "I request that you stop hitting these prisms together. The wood chips are damaged when they are hit together. Move them gently, like this..." If abusive behavior continues, the teacher intervenes again: "I see that it is difficult for you to handle the prisms gently. Let me help you put them away. Perhaps you would like to choose this work tomorrow."
- Upon completion of work, mats are rolled carefully and returned to basket. Chairs are pushed under tables in preparation for the next person.
- Hands are kept in own space.
- We touch each other gently, i.e., we use words, not our bodies, to settle disputes.
- Practicing good manners with grace and courtesy shows respect for each other. At Yadkin Path, we encourage concrete and verbal acts of respect, grace and courtesy toward others, the earth, and ourselves. We use and model the words "please" and "thank you" with sincerity. (Give your child opportunities to practice saying "thank you" and "please excuse me." Model these pleasant words for your child in general dialogue at home and in public).
- Listening skills- look at the person who is speaking. Eye contact shows you are listening. Wait until the person is finished talking before you begin to speak.

2. Avoiding interrupting (with our voices or body) someone else's work

- Do not interrupt someone while they are working. You may wait and observe silently until that person is finished with his or her work and then say, "Excuse me, will you help me with my work?" Practice respecting your child when he/she is focused on something absorbing – interrupting to offer praise, provide materials or to correct/critique is disturbing to a child's concentration. Practice waiting for your child's attention and practice teaching your child how to wait for your attention as well.



3) Walking slowly at all times when inside the school building.

- Walk slowly and carefully in our environment.
- Walk carefully around other children's work mats.

4) Speaking quietly

- Speak with a quiet voice. Go up to the person you wish to speak to and say, "Excuse me, please walk slowly in our classroom."

#### Outside:

The playground fence marks children's boundaries, unless accompanied by an adult.

Running is encouraged.

Children are encouraged to play in the playground without adult assistance (skills involved in balancing, stepping, and climbing independently promote coordination and body awareness).

Inside ground rules apply outside as well, except for using a quiet voice and walking (i.e. respect for each other, equipment, and the earth).

#### Parent/Caregiver Conduct: (This applies to whomever is on your pick-up list)

Parents are expected to conduct themselves in a courteous and respectful manner. The relationship between parents and teachers impacts the well-being of all our children and should serve as a role model for healthy, adult interactions.

Communication Standards: (How to obtain information, communicate an issue, or register a complaint)

It is highly recommended that conversations other than purely logistical ones take place face-to-face or on the phone -- not in texts, emails, or instant messaging. Neither should issues with teachers be discussed in front of children. Parents should feel that they can communicate their concerns and complaints directly to the teacher, so setting up an appointment is advised. All communication should be done in a civilized and considerate manner. Parents may also talk directly to the Director.

Please note: If you talk in a concerned or venting way, in front of your child or children or within their hearing, about concerns you have about the child, the classroom, the environment, or his/her teacher, you risk frightening your child or magnifying problems in your child's behavior or their relationships at school. Above all, please do not use your child to be the bearer of information to his/her teacher or to the director. Children often have confused information or misunderstandings about occurrences or misapprehension about the impact of speaking in front of their peers. If you have any worries, please express your concerns in a constructive way without mentioning children's names and figure out how to address your concerns with the teacher or the director.

Our school sets high standards for open, direct, and respectful parent communication. In the event that a parent or caregiver has a concern, it is his/her responsibility to maintain confidentiality while following the communication chain:

First, make an appointment to speak with the Lead Teacher in an attempt to partner with him/her to address the situation or issue.

Second, speak to the Director in an attempt to partner with her to address the situation or issue.

Under no circumstances should a parent or caregiver address a grievance using any sort of public forum such as social networking sites, parent groups, or community email rosters.

Displays of anger or hostility, in person, via text or email, or on-line are not appropriate. Children may be dismissed from Yadkin Path as a result of Parent/Guardian/Caregiver's inappropriate behavior.

Certain actions are so serious that they will lead to immediate consequences. Such actions include but are not limited to:

Comments of a sexual nature

Racial, ethnic or religious slurs

Violence or inappropriate language

Smoking, drinking or illicit drug use on school property

Disrespect of the staff, children, or other parents/caregivers

#### How to Set an Appointment

Parents/caregivers who wish to discuss ideas, concerns, and questions with their child's teacher may schedule an appointment by coordinating with the teacher through the use of email or the school phone 704-642-2211. An appointment can be scheduled with the director by contacting her through email ([yadkinpath@gmail.com](mailto:yadkinpath@gmail.com)) or phone (704-642-2211).

While the director has an open door, she is not always available at the busiest times of the day, opening or closing, for example, when her attention is on the safe arrival/departure of all children. Also, please understand that our teachers and director are devoted to your children during school hours (for some, that is ten hours of a day). All of our staff have families, pets, partners, and full lives. Calling, texting, or emailing the director or teachers outside of school hours may be disruptive to their family lives. The director or teachers may not respond until the next business day.

If a parent-teacher conference is requested, priority is given to classroom schedule, respecting the students' school day. Only the most urgent or serious issues will be scheduled during the lead teacher's classroom hours, and time must be allowed for appropriate classroom coverage to be prepared.

#### Notes on Parent Communication

Parents are encouraged to attend all school functions: open houses, workshops, family nights, etc. Doing so will help them to be informed, maintain rapport with staff, and bridge their child's school and home lives.

Parents are also encouraged to check their email, our bulletin board, front door, and Facebook page regularly for upcoming events, photos taken during school, the weekly menu, and other notices. If caregivers pick up your children, encourage the care-giver to relate all announcements or postings to you on a daily basis.

#### Child Abuse Reporting

North Carolina state law requires that we report all suspected cases of child abuse or child neglect. If a staff member is alerted to the possibility of such a case that meets reporting requirements, it is the legal and moral responsibility of the staff member to inform the Director. The Director will then notify the Protective Services Unit of the Rowan County Department of Social Services who will investigate suspected child abuse or neglect.

#### Photographs and Videos

Throughout the school year we would like to make photographs and videos of your child as he/she engages in various center activities. Parents enjoy seeing the work and play that children do daily. Photos and videos are taken to display on our Facebook page, website and in marketing materials that Yadkin Path may produce. We do not sell photographs to outside parties. No photographs will be displayed until a parent or guardian signs a release form giving permission for us to do so. Children in photographs are not identified by name except in the case of newspapers who ask for children's names.

#### Closings Due to Weather, etc.

For the safety of our families and staff, Yadkin Path will be closed during severe weather conditions or other applicable emergencies. We follow the Rowan-Salisbury School System's closings **due to weather or other applicable emergencies**. Listen to local television and radio stations or watch facebook for closing announcements. There will be no tuition refund for those days.

#### Scholarships

Yadkin Path has a 501c3, non-profit affiliate named "Friends of Yadkin Path Foundation." The mission of Friends is to provide excellence in childcare and education in Rowan County, NC and to provide excellence in childcare and education at Yadkin Path. The board of this entity conducts fundraisers and provides financial need scholarships for current or prospective Yadkin Path families. Families may apply for immediate, temporary or long-term assistance, for deposit and registration fee assistance or for tuition assistance. Scholarship applications are anonymous and are awarded by a committee. Please ask the director for information.

#### Cubbies and Cots

Each child will be assigned a cubby for personal belongings (extra clothes, sheets, blankets, etc.) . Each regularly napping child will be assigned a cot.

### Caregiver and Parent Involvement

Although we ask parents to refrain from entering their children's classrooms, we encourage caregiver and parent involvement in the school. Parents of infants will receive a daily report on their child. Parent-teacher conferences where appropriate can be scheduled with the child's teacher throughout the year as staffing and ratios allow. During the year, we will sponsor social events or receptions to encourage interaction among staff, families, and children. We have seasonal news updates. Parents are encouraged to serve on support committees, focus groups, or an advisory board if they'd like to be more involved in activities on-campus. Please see the director if you have talents and/or time you would like to share. In order to welcome and celebrate diversity in our culture, parents are invited to come to the classroom to share about how they observe certain holidays.

### Parent In-Class Observations

Parents/caregivers may observe their child any time in class through the use of our observation windows. To schedule an in-class observation, contact the director, who will coordinate schedules.

Upon arrival, a staff member will provide a clipboard for notetaking and briefly cover how to observe in the classroom with minimal disruption (respecting the children's environment but also allowing the observer to see a more accurate snapshot of usual classroom dynamics).

Observers shall seat themselves in provided chairs by the door quietly, calmly acknowledging any children who greet them but disengaging politely ("Good morning. I'm taking some notes. You can work, too!"). By avoiding conversation, the observer minimizes disturbance and models concentrating on work.

Avoid eye contact as much as possible. Concentration in early childhood is fragile and simply making eye contact is enough to take a child out of his/her focus on an activity. The provided clipboard doubles as a "third point," an object to direct one's attention to when a child attempts to engage with you (an adult focusing on a task is much less interesting than an adult looking you in the eye).

All questions, thoughts, and concerns should be shared after the observation, not brought to the teacher while she is working with her students. Observers are encouraged to write everything they see (objective observation) as well as their thoughts and feelings. These notes lead to constructive conversation with staff and reflective material for the parent/caregiver.

At the designated time, observers shall exit just as they entered: calmly and quietly, without goodbyes (if the observer's child is present, a nonchalant wave or quiet "See you later," may ease any anxiety the child has about the disruption of normal routine by conveying the message that this moment of departure is no big deal).

### Transitioning a Child to a New Classroom

Although state law has age restrictions we must adhere to, we observe each child carefully and try to move them only when they are ready. We consider their emotional development, cognitive mastery, and certain markers specific to each age group (see below). We also consider the atmosphere of the intended class and the dynamics between individuals, continuously evaluating where each child will most flourish developmentally at a given time.

Minimum markers of readiness for the toddler classroom:

- Must be at least 12 months old
- Must be able to follow one-step directions (at least occasionally)
- Must be walking steadily

Minimum markers of readiness for the primary classroom:

- Must be at least 2.5 years old
- Must be toilet-learned and able to dress independently

There are many other questions we ask in determining the best time for a child's movement to another environment, such as "Has she mastered the materials and lessons in his classroom? Does he need more time as a mentor/leader? Does he need an older student's guidance?" If at any time you have questions about your child's progress through our classrooms, please set an appointment by email ([yadkinpath@gmail.com](mailto:yadkinpath@gmail.com)) or phone (704-642-2211).

A transition date is chosen before the child's age requires moving, allowing extra time for gradual transition as needed, based on child's signs of readiness and interest.

Parents/caregivers of children entering the Primary classroom are invited to schedule a classroom observation and ask questions prior to their child's transition.

In the weeks before intended transition, child is invited to help make deliveries to new classroom (snacks, meals, or materials). Teachers talk about the impending move with enthusiasm and excitement, encouraging child to verbally express feelings on the subject.

Approximately one week before intended transition, child is invited to visit the new classroom, incrementally lengthening duration of visit according to child's signs of readiness/rate of acclimation. They may be accompanied by their current teacher or they may go alone, depending on the needs of the child. A sample visitation schedule may look similar to this:

- Day one: arrive after morning snack and leave before lunch.
- Day two: arrive at morning snack and leave before lunch.
- Day three: arrive at morning snack and leave after lunch.
- Day four: arrive at morning snack and leave after nap. The child will collect his/her belongings from the cubby and move them to his/her new cubby in the new classroom.
- Day five: go directly to new class and stay until departure (parent will practice signing in at new classroom and using new name card to pick up child).

Because we follow the needs of the child, some children may be more comfortable visiting their new room in the afternoons when class size is smaller and the ratio of teacher to students is lower.

Child should now be fully immersed in the new classroom. Any concerns that arise should be brought to the new teacher by appointment, following the same procedure as the previous classroom. Parents should check the Family Handbook for “What to Bring” and “What Not To Bring” to the new classroom.

### Meals and Snacks

#### Infants

Infants unable to sit are held for bottle feeding. All others sit or are held to be fed. Infants and toddler/twos do not have bottles while in a crib or bed and do not eat from propped bottles at any time.

Teaching staff do not offer pureed solid foods to infants younger than 4 months, unless that practice is recommended in-writing by the child’s health care provider and approved by families. If families have chosen not to give pureed solid foods until later, we will honor that as well.

Breast-feeding Policy: Breastfeeding is encouraged and supported for all mothers who wish to nourish their child(ren) in this manner. For mothers who wish to breastfeed exclusively, Yadkin Path Montessori staff will make every effort to provide her milk to the child. A designated area in the classroom will be set aside for a breastfeeding mom. We ask that she do so discreetly in a manner that covers the breast but not the child, unless she wishes to cover the child as well. Breastfeeding reduces the incidents of SIDS and is good for infants for many reasons.

#### Toddlers/Twos

Toddler/twos do not carry bottles, sippy cups, or regular cups with them while crawling or walking. Teaching staff offer children fluids from a cup as soon as the child is developmentally ready to use a cup.

#### Other

For children younger than four years, staff cut foods into pieces no longer than ¼ inch square for infants and ½” square for toddler/twos, according to each child’s chewing and swallowing capability.

#### Menus and Outside Foods

All of our menus are prepared according to USDA Program guidelines to ensure that the meals and snacks we serve are nutritious. Our menus rotate about every five weeks with the current one posted on the board at the entrance area. We encourage children to try all the foods that are served unless they are prohibited from them due to documented dietary restrictions or religious considerations. We recognize that for various reasons children are not always hungry and may not want to eat during meal times or snack breaks. We never force children to eat, and food is never used as a reward or punishment. Children must be in attendance to be served.

\*\*A doctor’s note is required for medically-required substitutions. A religious statement is required for philosophically-required substitutions.

**\*\*We do not allow outside foods to be brought in due to safety concerns regarding severe allergies in children.**

### Eating as a Learning Experience

Eating times are such valuable learning experiences that encompass the development of motor, cognitive, social, and practical life skills. We take great care to prepare our eating environment. Meals and snacks are served in the classroom with a corner set aside for a snack table or tables and chairs set up as an eating area. In the meal environment, the child learns serving manners and eating manners. A caregiver sits at the table with the children, modeling chewing with the mouth closed, using utensils correctly, talking quietly between bites, and asking politely for things to be passed. Caregivers encourage talking and socializing when the children initiate it, but help the children focus on preparing the table, choosing and serving their own food, handling utensils, eating, and cleaning up. Eating times are tailored to the children's needs and abilities.

### Activities Surrounding Eating Times:

Children wash their hands before eating.

Children are introduced to new foods.

Children sit at child-sized tables and chairs.

Each child has his/her own place at the table, marked by a placemat and utensils.

Table-setting is presented, including placemats, utensils, cups, plates and bowls, napkins, and centerpiece flowers.

Each child practices with food on a serving dish.

Children practice with pouring from a pitcher, small amounts into their own cups as needed.

Accidents are accepted as a normal part of eating.

Clean-up is accepted as a normal part of eating, including placing food or waste in the trashcan, washing, rinsing, drying, and placing plates and cups in the proper bin, crumbing the table and sweeping up.

Personal care activities follow eating, such as cleaning hands and/or face.

### Birthdays

Birthdays can be a special time of sharing for the children. With two weeks' notice, we offer a sun celebration, a short ceremony that illustrates the number of times the earth has revolved around the sun since the day the child was born. Parents supply birth and yearly photos of their child and a short narrative of the child's life so far. If parents would like to supply a healthy snack, please talk to the teacher. Some suggestions are yogurt, fruit kabobs, popcorn, or small

finger sandwiches. Please do not bring gifts or party favors. Balloons are prohibited per the State. Parents do not attend the sun celebration although they can observe from the window. When possible, photos and/or video will be provided. If parents do not acknowledge birthdays, no mention of a birthday anniversary will be made.

### Celebrating Holidays

One of the basic premises of the Montessori philosophy is respect for different beliefs. Many times, the most visible symbols of a religious belief are reflected in holidays. Holidays also reflect many basic human values, such as joy of family life, respect for other human beings, generosity, etc. At Yadkin Path we seek to emphasize the underlying values which holidays celebrate. We learn about holidays, but we do not celebrate them with our Yadkin Path children. This is done to respect everyone, as not all children come to school with the same religious beliefs. Since we cannot possibly accommodate every religious holiday with a celebration, and we do not want to cause any child to feel marginalized, we leave the celebration of holidays for at-home with family.

### Fantasy

A note about fantasy – some holidays involve pretend and fantasy, such as a flying reindeer or a talking snowman. Dr. Montessori believed that children below the age of 6 are seriously trying to understand the real world that we live in, learning the correct names of things, looking to adults to teach them about the material world, what things are, how tools are used, etc. We believe that teaching children about the concrete world is more important than introducing adult-driven pretend and fantasy that is prevalent in our culture. A child grasping an imaginative concept such as the globe, the land or water masses, or travelling from point A or point B on the globe are amazing leaps in cognitive understanding that are based in the real world. For developmental reasons, we do not encourage exposure to adult-driven pretend or fantasies such as animals who speak English or wear clothes, trains that talk, people who don masks and climb buildings or fly like bats, etc. We certainly discourage all exposure to violent hero/villain-type fantasies, including aliens, superheros, or dystopian environments. We do not discourage child-led fantasy, such as pretending to be a cat or a shark or visiting the doctor or the beauty salon, soldiering or hunting. But the adults do not introduce such games, and we encourage families to reserve introducing this type of fantasy until your child is 6 or older or until we have determined together that the child has a good grounding in the material world.

### Naps and Safe Sleep Policy

Infants and young one year olds: will sleep as needed throughout the day. Parents are asked to provide two crib sheets for their child's crib, sleeping mat or floor bed. The crib sheet should be taken home daily, washed and returned on the next day the child attends.

Yadkin Path Montessori follows the state's best practices to ensure the health and safety of those in its care. Parents must review this policy and sign this policy and are required to sign a waiver if they wish for their child to sleep on its tummy.



Items allowed in a crib: pacifier only - paci clips are not permitted as they pose a strangulation risk. Pacifiers will not be given to infants unless specified by the parent. Infants who do not want a pacifier will not be forced to take one.

If an infant needs additional warmth, a zipable sleep sack may be worn.

Infants will not be swaddled.

Pillows, wedges or other positioners, stuffed animals, blankets, bumper pads, quilts, sheepskins, loose bedding, towels and washcloths, or other objects such as toys will not be placed in a crib.

Infants are not permitted to sleep in a car seat, swing, or bouncy seat. If an infant falls asleep in a swing or bouncy seat he/she is placed in a crib on his/her back. Infants who arrive asleep in a carseat are removed from their car seat. Waivers are not accepted for parents wanting their infant to remain in the car seat per NC state regulations as the angle of a child's neck in an upright car seat can cause the airway to be cut off resulting in asphyxiation.

Infants are to be placed on their backs in the crib except when the crib is being used to evacuate in case of an emergency. If the infant is able to roll over, this will be documented on a sign or record at the baby's crib so that temporary or intermittent staff can see that it is safe for the baby to sleep on his/her tummy.

Infants will be given supervised "Tummy Time" when the child is awake. They will be placed on their stomach several times a day. This allows the child to spend time building neck, shoulder, arm, back and core strength required to lift the head and roll over.

We have the option of floor beds for our infants. A floor bed allows the child the independence to crawl into his/her bed when he/she is tired and allows the freedom to crawl out when awake and ready to engage with friends. Some parents are uncomfortable with the trapped, bars, and adult driven decisions of a crib. Some parents are uncomfortable with the freedom that a floor bed allows. Please let us know what your preference is, as we have both options available.

All other children: will have a rest period after lunch for up to 2 hours. Parents are asked to provide a small blanket and/or pillow and two standard sized crib sheets for their child's cot. Blankets and sheets should be labeled with the child's name and should be taken home on Friday, washed and returned each Monday.

Children who do not wish to nap may choose alternative quiet activities.

#### Toileting

Teachers will work with parents when a child exhibits signs of readiness. Your child will need plenty of extra underwear, clothing, shoes and sock changes during this period.

#### Physical/Gross Motor Activity

All Practical Life activities in the Montessori classroom are designed to increase fine and gross motor skills. Barring electrical storms or dangerous ozone days, we will go outside to explore every day for 30 minutes to an hour. Please supply clothing appropriate to the weather. Use sunscreen as you see appropriate. Make sure your child has a pair of rain boots left at the school. If weather does not permit outdoor activity, we will safely practice gross motor skills inside.

### Field Trips

Yadkin Path does not take field trips at this time.

### Health

Yadkin Path is open to care for well children. To ensure the health and safety of every Yadkin Path child and family we need your cooperation in the following 5 areas:

#### 1) Illness and Contagion

If a child is sick, arrangements should be made for his/her care at home. Children should not be brought to Yadkin Path with an excessive cold, temperature over 100 degrees without medication, upset stomach, diarrhea, pink eye, or suspicious rash unless we receive a signed note from a doctor stating your child is not contagious. Children must be able to participate in regular activities. If a child becomes ill during the day, parents will be notified to pick him/her up as soon as possible. This precaution is best for the ill child as well as the other children. Children may not remain at Yadkin Path with a temperature of 100 degrees or more.

**When your child stays home sick, please call, text or email the school and let us know the reason for your child's absence, especially in the case of contagious disease (mumps, chickenpox, strep throat, etc.). A child should be free of fever, vomiting, diarrhea, or suspicious rashes for at least 24 hours without medication before returning to school.**

If your child has any ongoing chronic medical conditions, please inform us in writing. In cases of serious illness, we may request permission to contact the child's physician for more information. A Medical Release form will be filled out at the beginning of the school year by the parents with health information such as debilitating or life-threatening allergies, activity restrictions, and permission to seek emergency treatment. This form must be returned to the school and will be kept on file in the school office.

Yadkin Path reserves the right at all times to ask that a child be picked up or request a medical release before a child returns to school for highly contagious conditions.

#### 2) Immunizations

North Carolina State Law requires immunizations for every child enrolled in school. It is the parents' responsibility to present a certificate of immunization for each child. The school must receive this information within 30 days of the enrollment of the child. We are required by law to have a copy of your child's exemption or original immunization records.

### 3) Physicals

Each child is required to have a physical examination. The medical form must be dated and signed by a doctor or other approved medical personnel. The medical records must include current immunization records. Medical forms with immunization records are due no later than 30 days after enrollment.

### 4) Emergency Care and Procedures

Emergency medical care information must be on file for each child as of the first day of attendance. This information is required on the Enrollment form and should already be on file. If the information changes, it is the parent's responsibility to update the form immediately to ensure caregivers provide safe medical care.

### 5) Medication Administration Policy

**MEDICATIONS OF ANY KIND CANNOT BE LEFT IN BACKPACKS OR DIAPER BAGS, INCLUDING DIAPER CREAMS, OR LOTIONS and CREAMS of any kind, soaps, or insect repellents of any kind.**

Medications cannot be administered during the child's stay at Yadkin Path, except in the incidence of conditions such as an allergy that requires an epi-pen or an asthma treatment.

A parent may give a caregiver standing authorization for up to 12 months to apply over-the-counter, topical ointments, topical teething ointment or gel, insect repellents, lotions, creams, and powders --- such as sunscreen, diapering creams, baby lotion, and baby powder --- to a child, when needed. The authorization shall be in writing and shall contain:

- (A) the child's name;
- (B) the exact, precise name of the authorized ointments, repellents, lotions, creams, and powders and the expiration date per container;
- (C) the criteria for the administration of the ointments, repellents, lotions, creams, and powders;
- (D) the manner in which the ointments, repellents, lotions, creams, and powders shall be applied;
- (E) the signature of the parent;
- (F) the date the authorization was signed by the parent; and
- (G) the length of time the authorization is valid, if less than 12 months.

Parents must provide written notification of withdrawal of authorization for the administration of medications. We encourage parents to apply desired sunscreens or insect repellents before the child attends.

### Children's Behavior Policy:

WE. . .

1. DO praise, reward, celebrate accomplishments with, and encourage the children within moderation.
2. DO reason with and set limits for the children.
3. DO model appropriate behavior for the children.
4. DO modify the classroom environment to attempt to prevent problems before they occur.
5. DO listen to the children.
6. DO provide alternatives to inappropriate behavior to the children.
7. DO provide the children with natural and logical consequences of their behavior.
8. DO treat the children as people and respect their needs, desires, and feelings.
9. DO ignore minor misbehaviors.
10. DO explain things to children on their levels.
11. DO use short, supervised periods of "time-out," not punitive but more as a re-group or re-ground experience.
12. DO stay consistent in our limit-setting, behavior management program.

WE. . .

1. DO NOT spank, shake, bite, pinch, push, pull, slap, or otherwise physically punish the children.
2. DO NOT make fun of, yell at, threaten, make sarcastic remarks about, use profanity, or otherwise verbally abuse the children.
3. DO NOT shame or punish the children when bathroom accidents occur.
4. DO NOT deny food or rest as punishment.
5. DO NOT relate discipline to eating, resting, or sleeping.
6. DO NOT leave the children without supervision.
7. DO NOT place children in locked rooms, closets, or boxes as punishment.
8. DO NOT allow discipline of children by children.

9. DO NOT criticize, make fun of, or otherwise belittle children's families or ethnic groups.

10. DO NOT require or withhold physical activity (running laps, doing pushups, etc.) as punishment.

Parents will be asked to sign a copy of the accompanying "Discipline and Behavior Management" policy, which will be kept on file at Yadkin Path.

### Positive Discipline

At Yadkin Path, our goal in behavior management is to encourage positive self-concepts and self-discipline. The following have been found to be effective methods of promoting these attributes in children and will be used by the teachers at Yadkin Path:

Children will be praised, encouraged and rewarded within moderation

Cooperating, helping, and problem-solving are encouraged

Teachers will be models for the children. The teachers will speak and act the same way that the children are expected to behave.

If a child acts inappropriately he/she will be directed to alternative activity, where the teacher will redirect him/her in a positive manner

Teachers will pay very close attention to the child's developmental stages and will explain situations to the child on his/her developmental level

Children will know the consequences for inappropriate behavior.

Through daily routines and activities, children will know and recognize the limits and boundaries of their behavior.

When the above methods do not result in positive behavior for a child, Yadkin Path may take some or all of the following steps:

1) A teacher/administrator staff/parent conference will be held to discuss alternative strategies to use at school and in the home environment

2) The school will help coordinate the services of local professional and community resources

3) If the inappropriate behavior persists despite the best efforts of all involved, the administrator will assist the family in locating a facility with an environment more conducive to the child's needs.

### Safety Policy

In addition to our other policies regarding safety, we have established the following 4 policies:

#### 1) Transportation Impairment

All staff members are trained to recognize the effects of controlled substances. If there is concern that a parent/caregiver is under the influence of substances, or there are circumstances that have impaired the ability to transport your child safely, we will request that the child be retained at Yadkin Path until another caregiver can be reached. The Police and the Department of Social Services will be notified.

## 2) Children Unattended in the Car

**Do not leave children unattended in the car.** If assistance is needed, see the administrative staff. Depending upon the environmental circumstances (hot/cold weather, etc.), leaving children unattended can be considered neglect. Yadkin Path staff members are required to report all observed child abuse and neglect to the Department of Social Services.

## 3) Child Safety Seats

North Carolina law **requires** all children under eight years of age or weighing less than 80 pounds be restrained in a proper child safety seat, placed in the rear seat of the vehicle. Failure to comply with this law, after one written warning by Yadkin Path personnel, will result in termination of care. Labeled car seats may be left in the hallway in the morning so that they are available for the return home.

\*Yadkin Path will not be held responsible for any lost or stolen car seats.

## 4) Tobacco Free Facility

Due to acknowledged hazards to young children arising from exposure to second and third hand smoke, it shall be the policy of Yadkin Path to provide a smoke-free environment for staff, children, and parents. This policy covers smoking or any tobacco product and applies to both employees and non-employee participants of Yadkin Path.

There will be no smoking in any area of the child care center at any time.

There will be no smoking in any staff, volunteer or parent's vehicle at any time on campus. There will be no tobacco use in personal vehicles when transporting children on child care authorized activities.

There will be no smoking by staff or volunteers during Yadkin Path functions including field trips, walks, and all other off-site activities. Yadkin Path will respect the policies and regulations of the hosting facility's smoking policy when attending trainings off-site.

## Other Rules

- No animals/pets can be brought into school or onto the playground unless prearranged.
- All school and personal property are used with permission and with care, and returned.
- No weapons may be used at or brought to school: real, commercial toys, handmade or symbolic.

- No smoking or drugs allowed on campus. Anyone providing reasonable cause will be searched by an approved faculty member.
- Violent play is discouraged.
- Toys and costumes stay at home except on special school occasions that are arranged by teachers, such as sharing basket days, drama presentations, etc.
- Children have the right not to be involved in free play games if they do not want to play.

### Cleaning Schedule

Duty: Classroom Checklist Performed by: Lead and Teacher  
Sanitation and DCD Compliance/Best Practice --- DAILY ITEMS

Week of \_\_\_\_\_

*All teachers and substitutes, please initial compliance of each item.*  
*Beginning of day*

M T W Th F

- ☐☐☐☐☐ Teachers' hands were washed upon arrival to classroom following guidelines:  
Hands must be removed from the water, while the soap is lathered for 15 seconds, rinsed for 10 seconds then dried. The towel must be used to turn off the sink to prevent recontamination.  
*\*\*It is recommended that hands are washed throughout the day.\*\**
- ☐☐☐☐☐ Sanitizing, disinfecting and soapy water solutions picked up from the kitchen.
- ☐☐☐☐☐ Sanitizing, disinfecting and detergent water solutions stored 5 feet or higher from the floor or in a locked closet
- ☐☐☐☐☐ Hand sanitizer is stored 5 feet or higher from the floor or in a locked closet
- ☐☐☐☐☐ All bottles with liquids for use in the classroom and not locked up are labeled.
- ☐☐☐☐☐ All cots and cribs are assigned and labeled for each individual child. When in use, cots shall be placed at least 18 inches apart. Cribs can be end to end because they have a barrier.
- ☐☐☐☐☐ Empty hand soap bottles were refilled or replaced, toilet paper, and hand towels were restocked.
- ☐☐☐☐☐ All hazardous materials stored in locked cabinet. White out, sharpies, markers, etc Read labels!

### Arrival of children and during the day

- ☐☐☐☐☐ Each child washed their hands upon arrival using the approved method above.  
*\*\*\*REMINDER: All hands are washed before snack/meal, after toileting and after returning from playground\*\*\**
- ☐☐☐☐☐ Sand and water station filled just before use.
- ☐☐☐☐☐ ALL children's personal items are contained in own cubbies to prevent cross contamination of any possible illness or infestation.
- ☐☐☐☐☐ Bottles or food brought by parents from home were clearly labeled with child's name and today's date by the parent.
- ☐☐☐☐☐ Bottles or food brought by parent stored in refrigerator at 45 degrees.
- ☐☐☐☐☐ Table surfaces, chair trays and high chair trays cleaned before snack/meal and at end of day.

□□□□ Spoons and forks shall be handled with the least amount of contact necessary. Cups, bowls, plates, and similar items shall be handled without contact with the inside surfaces or the surfaces that contact the user's mouth.

□□□□ Any soiled clothing was double bagged, labeled, and stored five feet up.

□□□□ Any bodily fluid (ie blood, urine, feces) that escaped from a child's body was cleaned up immediately *using the disinfecting solution*.

□□□□ PLASTIC GLOVES were worn when handling children's food/bodily fluids and when wiping noses if the caregiver has cuts or sores on the hands or has chapped hands.

□□□□ Any locked cabinet was locked at all times. The keys are kept out of the lock.

□□□□ Any sick children were separated from the other children.

□□□□ Soiled clothing was sent home.

□□□□ Cubbies, cabinets, and refrigerator were checked – all soiled garments, linens, labeled bottles food containers, pacifiers, and other items were sent home. Individual cot and crib linens, provided by parents, were sent home to be laundered.

#### End of Day

□□□□ All materials used in sand and water station were washed in soapy water, rinsed, sanitized and allowed to air dry for two minutes at least.

□□□□ All materials mouthed by a child were washed in soapy water, rinsed, sanitized and allowed to air dry for two minutes at least. Surfaces or materials that cannot be submerged shall be washed, dried, and sprayed in place.

□□□□□□ Bibs and burping cloths sent home to be laundered.

□□□□ Toilets were washed with soapy water, wiped dry and then sprayed with disinfectant and allowed to air dry for at least two minutes, at the end of the day or when visibly soiled.

□□□□ Potties were dumped, rinsed, washed with soapy water, dried, sprayed with disinfectant, and allowed to air dry for at least two minutes, between uses.

□□□□ Sinks were washed with soapy water, dried, sprayed with disinfectant, and allowed to air dry for at least two minutes with each "change of use", as needed, and at the end of the day.

□□□□ Diaper surface, after each use, was sprayed with soapy water solution and wiped clean, then sprayed with disinfectant and allowed to air dry for at least two minutes

□□□□ Receptacles containing soiled diapers shall be emptied in an exterior garbage area as needed or at the end of the day.

□□□□ Crib mattresses washed, dried, and sanitized and left to air dry.

□□□□ All food preparation equipment, including bottle warmers cleaned with soapy water, rinsed, and sanitized for at least two minutes.

□□□□ All food prep surfaces cleaned with soapy water, dried, spray with sanitizer and allowed to air dry for two minutes.

□□□□ All multi-service articles provided by the center shall be sent to kitchen to be cleaned and sanitized.

□ □□□ Classroom floors were swept and spot-mopped when needed.

□□□□□ Wipe and sanitize mirrors and pull-up bar.

□□□□□ Vacuum area rugs.

□□□□□ Empty hand-soap bottles were refilled or replaces, toilet paper, and hand towels were restocked.

□□□□□ Sanitizing, disinfecting and soapy water solutions returned to kitchen.

Empty & rinse sanitizer and disinfectant daily. Soapy water can remain in bottle for 1 week (empty & rinse on Friday)

#### Sanitation and DCE COMPLIANCE CHECKLIST



WEEKLY AND MONTHLY ITEMS

Month of: \_\_\_\_\_

*PLEASE INITIAL UPON COMPLETION*

*FRIDAYS for the Month:*

- ☐☐☐☐ All toys and materials on shelves sanitized in-place.
  - ☐☐☐☐ Children's individual cubbies cleaned and sanitized.
  - ☐☐☐☐ All linens sent home for laundering.
  - ☐☐☐☐ Classroom and water closet floors swept and mopped.
  - ☐☐☐☐ Walls, chairs, garbage cans cleaned of caked-on food and spills.
  - ☐☐☐☐ All sleeping cots sanitized
  - ☐☐☐☐☐ Five-foot up storage emptied, washed, and sanitized.
  - ☐☐☐☐☐ Wash and sanitize door knobs and light switches.
  - ☐☐☐☐ Sanitizing solution bottles were rinsed out.
- Bleach residue can build up in the bottles and affect the test strip readings. If solution is too weak or too strong demerits will be issued on inspection.

*MONTHLY Please note date/s item was performed and initial compliance*

- \_\_\_\_\_ All shelving dusted and cleaned.
- \_\_\_\_\_ All wall surfaces checked for marks, paint, & caked on food & cleaned as needed. Magic Erasers available at office.
- \_\_\_\_\_ Chairs checked for dirt, paint, and dried on food and cleaned as needed.
- \_\_\_\_\_ Personal items cleared from the refrigerators.
- \_\_\_\_\_ Cot carts cleaned and sanitized.
- \_\_\_\_\_ Garbage cans washed, rinsed, dried and sanitized.
- \_\_\_\_\_ Locked storage emptied and wiped clean.

Sample Enrollment Contract  
**Yadkin Path Extended Day – 2017 - 2018**

**TO THE PARENT OR GUARDIAN:**

Please read this Contract carefully. If you do not understand any part of this Contract, feel free to ask the Director about it. This Contract establishes your legal rights and responsibilities, and those of Yadkin Path, regarding your child's participation in programs at Yadkin Path. Throughout this Contract, the terms "I", "you," and "parent" refer to the parent(s) or legal guardian(s) of the child enrolled in Yadkin Path. The term "school day" means a day when Yadkin Path is open and operating.

**1. Program**

I, \_\_\_\_\_, the parent or legal guardian, reserve a space for my child,  
(print your name)  
\_\_\_\_\_, in **Yadkin Path Extended Day**, Aug 1, 2017 – July 31, 2018 ,  
(print child's name)

Mondays – Fridays, 6:30 am – 5:30 pm at Yadkin Path Montessori.

Yadkin Path agrees to provide care for your child during these hours in this program according to the number of hours in a week that the State of NC allows for your child to attend childcare.

\_\_\_\_\_ (initial) I understand that Yadkin Path will hire staff and project expenses and tuitions based on the program in which I enroll my child.

**2. Methods of Payment:**

Payment may be made by: cash, check, automatic withdrawal from checking account. However, if any payment by check is returned unpaid, I will owe a service charge of \$ 35.00 in addition to other amounts due. If this happens twice, payments will only be accepted in cash.

Payment can be drafted or can be delivered to 2135 Bringle Ferry Rd., Salisbury, NC 28146.

\_\_\_\_\_ (initial). I would like my payments drafted and I will arrange myself with my bank.

\_\_\_\_\_ (initial). I would like my payments drafted by Yadkin Path

**3. Suspension and Termination for Late Payment:**

If I am more than 2 weeks past due on payment, Yadkin Path reserves the right to refuse admittance of my child(ren) until I pay the amount due. If I cannot pay after 2 weeks, my child will be withdrawn from enrollment at Yadkin Path.

**4. Absences:**

I am responsible for paying the full monthly tuition for each month my child is enrolled in Yadkin Path, even if my child is absent (due to illness or other cause) during the month.

**5. Changes in Tuition:**

The monthly tuition rate is subject to change and I agree that I will pay the new rate after the Director gives me sixty days written notice of such change.

**6. Holiday Schedule and Weather Closings:**

Yadkin Path will be closed on the following holidays; however, there will be no refund or credit against the monthly tuition for these days.

New Year's Day  
Martin Luther King Day  
Good Friday  
Memorial Day

Independence Day (5 days)  
Labor Day  
Veteran's Day  
Thanksgiving Day and the following Friday  
Christmas Day (5 days)

Yadkin Path follows the cancellation policy of the Rowan-Salisbury School District. If this district cancels class, opens late, or closes early due to snow or inclement weather conditions, then Yadkin Path will do the same. There will be no refund or credit against the monthly tuition fee for any such closing.

\_\_\_\_\_ (initials). In the event of any early closing due to inclement weather, I agree to make arrangements to pick up my child promptly.

## **7. Withdrawal or Termination**

### **By Parent:**

I will have the right to withdraw my child from the program with 14 days written notice of withdrawal given to the Director; however obligations of this contract will remain intact.

### **By Yadkin Path:**

a. Immediate: Yadkin Path may terminate my child's enrollment in Yadkin Path effective immediately, if any of the following conditions arise:

Reasons for dismissal include, but are not limited to:

- If there is an unsafe environment for the children or teachers because of the harmful behavior of a child
- It becomes apparent that an open-ended classroom is not the most suitable environment for the child
- Tuition or annual registration fees are not paid within 14 days after payment is due
- The child is picked up late more than 2 days in any 30-day period
- The child is ill when brought to Yadkin Path more than 10 days within any 30-day period, or the parent fails to pick up a sick child promptly more than 2 times within any 30-day period.
- Disruption in the learning environment (e.g. arriving late repeatedly, causing interruptions to work time)

b. Two-Weeks' Notice: Yadkin Path may terminate your child's enrollment upon two (2) weeks' written notice to you if any of the following conditions arise:

- (1) Any of the conditions listed above under (a), if Yadkin Path has not exercised its right to terminate enrollment immediately;
- (2) I fail to provide necessary items as requested by Yadkin Path;
- (3) I fail to abide by the terms of the Enrollment Contract; or
- (4) For any other reason reasonably related to the health and safety of the program.

c. 30 days: Yadkin Path may terminate your child's enrollment with 30 days' written notice for any reason or no reason.

\_\_\_\_\_ (initial) I understand that, should we part ways before the fulfillment of this agreement, a refund of application fees, enrollment deposits, or any prorated tuitions will not apply.

#### 8. Severability Clause:

If any term of this Agreement is declared invalid or unenforceable, it will be severed and all other terms will remain effective to the extent that the original intent of the parties is preserved, and they will be construed as though the invalid term did not exist.

#### 9. Overbreadth:

In the event that a broad interpretation of a term or provision of this contract is found to violate public policy or otherwise be unlawful, that term or provision should be interpreted more narrowly to comply with the law. The meaning of the relevant term or provision should be narrowed only to the extent necessary to bring the term or provision in compliance with the law.

#### 10. Waiver:

If Yadkin Path fails to require that you comply with any term of this Agreement, we will not be deemed to have waived its right to demand compliance, and may later require that you comply with such terms after notifying you that it will require compliance.

#### 11. Payment and Fee Schedule:

I choose the following payment option (please initial):

Initial	Payment Plan	Rate	Due Dates	TOTAL
	Installment	\$9654.00	\$450. Tuition Deposit \$804.50 due on the 5 <sup>th</sup> of the month (July 2017 – June 2018)	
	Total (10% Discount)	\$9654 – 10% = \$8689.00	\$450. Tuition Deposit \$8689.00 due July 5th	
			TOTAL	

Fees:

I agree to the following fees (please initial):

Initial	Description	Amount	TOTAL
	Application Fee This is a processing/clerking fee due at the time of application to this program. It is non-refundable.	\$35.00	
	Installment Plan Fee Installment Payment Plans have a processing/clerking fee due at the time of enrollment in this program.	\$45.00	
	Snack Fee Annual fee in support of healthy, home-cooked meals and snacks.	\$250.00	

I understand that other fees may apply. Please initial:

Initial	Description	Amount
	<b>Late Payment Fee</b> This fee will be charged in the event that payment is not received by the payment due date. If the payment is late for the Total Tuition Plan, the fee will be charged and the Payment Plan will convert to Installment #1 which carries a service fee	\$35.00
	<b>NSF Fee</b> This fee will be charged if a check or other payment is returned due to insufficient funds. If this happens twice, only cash will be accepted as method of payment	\$35.00
	<b>Early Drop Off/Late Pick-Up Fees</b> Our doors open at 6:30 a.m. and not a minute before; staff have tasks that keep them out of the classroom and not available for childcare before then. Parents/caregivers of children who are still at Yadkin Path past 5:30 will be charged a late pick-up fee	\$5.00/10 minutes

\_\_\_\_\_ (initial) I am authorized to sign/initial for my spouse/child's co-caregiver. I fully take responsibility for sharing the information herein with responsible parties such as my spouse/co-caregiver and for the payment of fees should my spouse/child's co-caregiver fail to comply.

\_\_\_\_\_ (initial) Enclosed/attached is \$\_\_\_\_\_ to secure my child's reservation.  
(TOTALS from above)

Please attach a voided check if you would like Yadkin Path to draft monthly payments for you.

## 12. Changes to the Terms of this Contract:

This agreement shall be in effect until which time parent/guardian or provider has given termination notice in accordance to the Parent Handbook policy, or negotiation of a new contract.

\_\_\_\_\_ (initial) I agree to pay a deposit of **\$450.00** tuition insurance. This deposit is refundable at the time of our separation provided all tuitions have been paid up-to-date.

THIS AGREEMENT AND THE PARENT HANDBOOK WHOLLY STATE THE OBLIGATIONS OF THE PROVIDER; THERE ARE NO OTHER IMPLIED OBLIGATIONS. ANY AMENDMENTS TO THIS AGREEMENT MUST BE IN WRITING AND SIGNED BY BOTH PARTIES.

After providing at least 30 days of advance written notice to parents, Yadkin Path has the right to amend the terms of this agreement to reflect changes in its standard policies and procedures. Parents not agreeing to changes shall have the right to cancel their child's participation within 7 days of such notice, effective on the day before the amendment goes into effect. Should parents fail to cancel their child's participation within the 7 day period, the parent will be deemed to have accepted the change in the agreement's terms.

In signing this agreement, I hereby certify that I am (we are) the sole legal guardian(s) of the enrolled child. Both parents must sign or parent/guardian with sole custody of the child:

\_\_\_\_\_

\_\_\_\_\_

Parent 1/Guardian 1 signature      Date

Parent 2/Guardian 2 signature      date

\_\_\_\_\_  
YADKIN PATH director      Date

v

SAMPLE