



JARROW MONTESSORI SCHOOL
Family Guide

“The child is capable of developing and giving us tangible proof of the possibility of a better humanity.”

Maria Montessori

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About Jarrow Montessori

Mission Statement

Jarrow Montessori School nurtures the development of the whole child through high-quality Montessori education. Our community supports each child's joyful discovery of self in the journey to becoming a confident lifelong learner and compassionate citizen.

Our History

In 1964, a group of parents who wanted a quality Montessori experience for their children founded Jarrow Montessori School. Christopher and Margot Brauchli, Florence Lennon, James and Prudence Scarritt, Andor Toth, Gary and Margaret Stahl and Hardy and James Frank began Jarrow as a preschool of twenty-one children, operating out of the Sunday school wing of the First Christian Church in Boulder. Jarrow takes its name from an English Benedictine monastery renowned as a center for intellectual excellence. Jarrow was the first Montessori school in Colorado, and we have been providing quality Montessori education in the Boulder community for more than fifty years.

In 1966, Jarrow moved to its present site in North Boulder and soon after expanded to include a full primary-age program, growing to 120 students. Today, the School serves over 160 students from Toddler through 6th grade on our beautiful 3-acre campus. Jarrow Montessori School is a fully accredited member of the American Montessori Society.

About the Parent Handbook

The Jarrow Parent Handbook serves as a guide for parents, administrators and the Board of Directors. It contains information about the school's policies, procedures and general information. Jarrow Montessori has the sole discretion to make changes, additions or deletions to the Handbook at any time.

Jarrow Montessori School reserves the right to dismiss a student from the school if the parent(s), guardian(s), or the student fail to observe the policies, rules and regulations of the School. The decision as to whether the student is dismissed from the school is entirely at the discretion of the School, and the decision of the School is final.

Our Philosophy

Montessori Philosophy - A Brief Summary

Dr. Maria Montessori believed that children of the present are the world's hope for the future. It was her belief that it is in the early years that children develop the social, emotional, physical and intellectual foundation on which they build the rest of their lives. The development of concentration, independence, self-discipline and a sense of order and responsibility are prerequisites for success in learning, as well as in becoming a citizen of the world. The Montessori approach is education for a life-long love of learning. Jarrow's aim is to encourage the development of responsible, caring, young people who can direct their own lives, in a conscientious and thoughtful manner, and contribute to making the world a better place for future generations.

The Montessori Method provides a carefully prepared environment, rich in hands-on learning materials and experiences. Students are grouped in mixed-age classes, which allow them to interact with other children on a variety of intellectual, social and interest levels. The three-year age grouping is based on the children's developmental stages and has been scientifically verified as an effective philosophy.

Environmental Focus

Part of the Montessori philosophy is care of the environment and community. We are always incorporating the teaching of sound environmental practices to our students through field trips, classroom lessons and role modeling.

We recycle on campus with the Upper Elementary students assisting the younger students in the sorting and collection. We are continually monitoring our individual habits for energy conservation. We try to be sure our school events generate "zero waste."

We also ask for your support as we try to send out as little paper as possible. As mentioned later in this handbook, the Jarrow Journal goes out via email, the school calendar is housed on our website, and we will send email and/or text blasts for last minute updates. Thank you for supporting our endeavors as we teach your children about conserving and caring for the environment.

American Montessori Society Accreditation

In the spring of 2012 Jarrow Montessori School successfully completed its AMS accreditation. This was a two-year endeavor by all the faculty, staff and members of the Board of Trustees. We are proud to be accredited through the American Montessori Society (AMS) and are one of only seven AMS accredited schools in Colorado.

American Montessori Society Code of Ethics

Adopted by the A.M.S. Board of Directors October, 1969

Expanded June, 1975

American Montessori Society members, we pledge to conduct ourselves professionally and personally in ways that will reflect our respect for each other and for the children we serve. We will do whatever is within our talents and capacity to protect the rights of each child to have the freedom and opportunity to develop his/her full potential.

Principle I - Commitment to the Student

In fulfillment of the obligation to the children, the educator:

- Shall encourage independent action in the pursuit of learning.
- Shall protect the opportunity to provide for participation in educational programs without regard to race, sex, color, creed, or national origin.
- Shall protect the health and safety of students.
- Shall honor professional commitments; maintain obligations, and contracts while never involving students or their parents in schemes for commercial gain.
- Shall keep in confidence information that has been secured in the course of professional service, unless disclosure serves professional purposes or is required by law.

Principle II - Commitment to the Public

The Montessori educator shares in the responsibility for the development of policy relating to the extension of educational opportunity for all and for interpreting educational programs and policies to the public.

In fulfilling these goals, the educator shall:

- Support his/her professional society and not misrepresent its policies in public discussion.
- Take the precaution to distinguish his/her private views from the official position of Jarrow whenever speaking or writing about policies.
- Not interfere with nor exploit the rights and responsibilities of colleagues within the teaching profession.

Principle III - Commitment to the Profession

The Montessori educator makes efforts to raise professional standards and conditions to attract persons worthy of trust to careers in Montessori education.

The Montessori educator:

- Shall extend just and equitable treatment to all of the Montessori education profession.
- Shall represent his/her professional qualifications with clarity and true intent.
- Shall apply for, accept, offer, recommend, and assign professional positions and responsibilities on the basis of professional preparation and legal qualifications.
- Shall use honest and effective methods of administering his/her duties, use of time, and conducting business.

Organizational Governance

Jarrow Montessori is a 501c3 non profit entity. The school is governed by a Board of Trustees which follow the guidelines set out by NAIS (National Association of Independent Schools) defining best practices for governing boards. The board is charged with the long term sustainability of the school, strategic planning, fiduciary responsibility, hiring the principal and approval of new policies as recommended by the principal. The board is governed by a set of by-laws which are periodically reviewed by the Trustees Committee.

The Board has between 10-17 voting members made up primarily of parents. The Board also has ex-officio members including the Principal, the Senior Administrative Staff and sometimes honorary, non-voting members. The Board meets approximately every six weeks during the school year.

Jarrow's Code of Conduct

At Jarrow, we are always expected to model the behavior that we seek to instill in our children. The values that underlie the school's philosophy, such as respect for others, honesty, caring, and appreciation for diversity, are evident in the way that faculty and staff speak and act. We extend this invitation to our parent community and hope that we all take responsibility to role model grace and courtesy at all times.

Our Commitment

Jarrow's Code of Conduct aims to support our work together and articulate the partnership we desire. We describe what parents can reasonably expect of the school and in turn what the school asks of parents during times of difficulty, change or challenge for the child.

It is our school's commitment to create and protect a community of kindness and respect. Montessori's term for this is Grace and Courtesy - and Jarrow parents will often hear its reference. We believe that partnership with the adult members of our community directly impacts the behavior and joyful development of our children.

What You Can Expect

At Jarrow, our students are respected, not shamed; they are trusted, not suspected. This naturally encourages harmonious and satisfying relationships among our children who grow to assume that a peaceful environment is the way the world should be.

That said, difficulties and challenging behaviors can arise. At such times, it is the commitment of the Jarrow staff to intervene with an appropriate response and to reinforce the well-established guidelines, expectations, and culture of our school. These are based on Dr. Montessori's vision for Grace & Courtesy and include:

- Respect for self and others
- Respectful regard for school property
- Not speaking rudely or using hateful language
- An internalized and developing understanding of rules and expectations (i.e. Discipline from Within)
- Contributing toward an environment of physical and emotional safety
- Growing independence
- Being a good friend who is trustworthy and empathic

At varying levels of sophistication and maturity Jarrow students practice peace and conflict resolution skills when difficult situations arise. They learn it is acceptable to:

- Use clarifying, descriptive and when necessary firm language with their peers
- Redirect an unwanted behavior
- Walk away
- Ask a grown up for help

When a Jarrow student feels wronged, retaliation is not an acceptable option. It is our goal to help students gain the skills to navigate relationships productively and with respect.

Our Part, Together

As we, the faculty and staff of Jarrow embrace our commitment to all aspects of our students' development, our commitment to moral and social well-being holds a place of priority alongside academic strength and success.

We teach our students problem-solving strategies in the case of conflict. Accessing tools and using appropriate language to describe a situation is ongoing work. If an extreme situation arises where a student gets injured, parents will be notified. If a student continues to have outbursts or is unable to work towards resolution when conflict arises, parents will be asked to come into school to discuss the matter further.

Helping children through conflict is one of the many ways we can partner on behalf of the child. It is always helpful when messages from home and school are in alignment so children can hear from a common message, and work with use tools at home and school. Below are some ideas of how you can support a child when conflict arises or ground rules are broken.

- Validate your child's emotions and what they are feeling and help to model the language that describes their feelings
- If at school, ask what strategies they used to help solve the problem or what they could have done differently.
- Role playing is a great tool when helping a child manage conflict in an effort to see both sides of a problem
- Encourage your child to ask for assistance if necessary. Help them know who they can go to for help whether it be an older child, adult or friend.
- If the conflict persists, please let your child's teacher know.

Parent Engagement

Parent engagement is highly valued at Jarrow. We seek a variety of ways for parents and grandparents to be a part of the community. One way parents can join in is through volunteerism coordinated in part by our Jarrow Parent's Association. Each year the school holds a variety of parent education programs, and social events which are organized by parents and the school. Parent participation and volunteer support is critical to the success of these events.

Jarrow Parent's Association - JPA

The Jarrow Parent Association (JPA) is a volunteer organization comprised of parents who work together with the faculty and staff to enrich the community through fundraising, social events, and parent education. The JPA is a great way to get involved, learn more about school events and keep lines of communication open. Opportunities exist for volunteers at school events and activities sponsored either by the classroom, school or JPA. Classroom room parents are selected annually to support the teacher and classroom. *Please see more about Room Parents job description below.* Parents are invited to serve on committees to assist the school and participation is welcome at any level.

All parents of Jarrow students are members of the JPA and encouraged to get involved!

JPA Mission Statement

The Jarrow Parent's Association is a volunteer organization whose mission is:

To foster a unified positive spirit among parents, faculty, staff, trustees, and students.

To promote cooperative communication within the parent body and within the school.

To encourage parents to actively embrace, through volunteerism and philanthropy, the priorities and mission of Jarrow, thus partnering with the entire school to strive for excellence.

Please join us as we continue to build our extended family atmosphere of inclusion and participation. To learn more about the JPA go to the Parents & Community Section of the Jarrow Website:
<https://jarrow.org/jarrow-parent-association/>

Annual Giving/Fundraising

Like most independent schools, Jarrow relies on fundraising every year to support operational costs and our financial aid program. Donations by families and friends of Jarrow are critical to sustaining our academic excellence, exceptional staff, and quality programs.

Revenue generated each year by our Annual Fund directly supports areas such as professional development for teachers and staff and financial aid for qualified families, and helps bridge the gap between your tuition dollars and the cost of educating our students. All donations to the Annual Fund are tax deductible. Strong participation from our families helps Jarrow plan for the future, continue to grow and thrive, and helps communicate to foundations that our school is a thriving community worthy of outside support.

The school's other major fundraising event of the year is a spring gala. This is a time for the parent community to come together for a wonderful evening of food, entertainment, and bidding. Money raised from our gala benefits our financial aid program, allowing Jarrow to continue its commitment to diversity as well as other programs and initiatives as the need arises.

We ask that every family participate in our philanthropic efforts to the best of their ability. You will receive more information from the school about these events as the year progresses.

Admissions Policies and Procedures

Non-Discrimination Policy

Jarrow School, Inc. is a non-profit institution and does not discriminate on the basis of race, creed, color, national origin, religion, ancestry, sex, sexual orientation, age, disability, or marital status in any aspect of its operations, policies and procedures including, but not limited to, enrollment, hiring, termination, financial aid, educational policies, athletic programs and any other school administered programs. Jarrow complies with the Americans with Disabilities Act and offers special services to children as needed.

Contracts

The tuition and enrollment policy approved by the Jarrow Board of Trustees is translated into the “Enrollment Contract”. The Enrollment Contract contains complete information regarding tuition payments, discounts, fees, and important school policies regarding enrollment. **Please be aware that your enrollment contract is a legally binding document which commits you to the full financial obligation of your annual tuition – please read it carefully!**

Enrollment Contracts for the next school year are published online in the Parent Portal in January to all currently enrolled Jarrow students. After the deadline for re-enrollment contracts to be returned to the school, available spots are offered to applicants in our wait list as part of our rolling enrollment process. Siblings of currently enrolled Jarrow students or Jarrow graduates and Montessori transfer students are given priority each school year.

Enrollment Deposit

You are required to submit a deposit in order to reserve a spot for your child at Jarrow upon enrollment. Please note: after the enrollment acceptance date specified in your contract, your deposit is non-refundable.

Other Forms

In addition to the enrollment contract, Jarrow requires the following online forms for your student prior to the first day of school each school year. These forms are online in the Parent Portal under the Enrollment/Re-Enrollment section.

Family Information
Sunscreen Permission
Emergency Contacts
Pickup Authorization

Other forms needed

Universal Field Trip Authorization (additional authorization may be necessary for overnight trips)

Some Waivers may be necessary for children under 4 years old.

Additionally, we are required to maintain complete health and immunization forms on file for your child. Please contact the Office for details.

Billing

Jarrow uses an online billing system which displays all students billing under the Parent Portal link on the Jarrow website. You may use this to view your account summary, detailed transactions, and pay your bill online. (Your access is set up and you are provided with detailed instructions when you first enroll).

Payment Options

In addition to online payments, Jarrow accepts cash, check, and credit cards for payment of tuition and child care costs. You may select from the following payment options:

- Annual: Full amount due August 1st
- Monthly: 10 installments due at the first of each month, beginning August 1st

A 2.5% discount of tuition, less the deposit, will be given for annual payments if paid in full, by check or cash , on or before September 1st. A 5% discount on the Net tuition will also apply to siblings attending Jarrow. This discount is applied to the second and subsequent children if applicable.

Automated Credit Card Drafts

For your convenience, Jarrow offers automated monthly credit card drafts of tuition and auxiliary program costs, for those families on the installment plans. Please contact the Business Office if you are interested in this option.

Delinquent Payments

Monthly tuition payments are due and payable the first of each month and **considered delinquent by the 10th of the month**. A late fee may be charged for delinquent payment. Additionally, Jarrow, at its discretion, may require families with repeated delinquent tuition payments to enroll in our automated credit card draft program.

Students whose accounts are delinquent 30 days or more are not eligible to participate in any auxiliary programs (before or after school child care, conference day child care, enrichment programs, field trips). Further, Jarrow reserves the right to dismiss students from school if payments are overdue in excess of sixty (60) days or the past due amount is more than two months tuition.

A fee will be charged for each check returned for insufficient funds, and parents shall be charged for all related bank fees as well.

Financial Aid Policy

The primary purpose of financial aid is to provide tuition assistance to qualified parents who have demonstrated financial need and whose children have been accepted at the school and would not be able to attend without such financial aid. Jarrow recognizes that the primary responsibility for the financing of an independent school education rests with the family. Application deadlines are on or before April 15th.

Uniform admissions policies and procedures apply to all children enrolling at Jarrow. The application for financial aid does not influence acceptance or non-acceptance in any of Jarrow's programs. Financial aid shall be awarded in a manner that will assure maintenance of Jarrow's non-profit status. All awards are made for one school year at a time and must be reapplied for in subsequent years. Childcare or other costs will not be covered by financial aid. In addition to financial need, awards are based on previous requests, school involvement and support, budget, and other criteria. Jarrow uses a third party software provider, School and Student Services (SSS), for all applications.

Information obtained by Jarrow as part of the Financial Aid Application is confidential. Only the Principal, Finance Director and Admissions Director will know the identity of the award applicants or recipients.

Jarrow strives to maintain Financial Aid reserves to provide for unexpected changes in the financial status of current award recipients and, if possible, in anticipation of new students enrolling during the school.

Withdrawal

Jarrow Montessori School is a not-for-profit institution that relies on tuition payments to pay the teachers'

salaries and meet its operating expenses. The enrollment contract is a commitment is a FIRM LEGAL COMMITMENT! Parents/Guardians assume unconditional liability for payment of the entire year's tuition. Pro rata allowance will be made if a student is accepted after the first two weeks of the commencement of the school year. Prior to the withdrawal deadline for the upcoming school year, the Parent(s) / Guardian(s) may cancel their contract by giving the Principal written notice, returning the original contract prior to the withdrawal deadline date, and forfeiting the deposit.

After the withdrawal deadline date, withdrawal, absence or dismissal of a student from the school, for any reason, will not relieve the Parent(s) / Guardian(s) from the obligation to pay the annual tuition in full, and no portion of tuition paid or outstanding will be refunded, reduced or cancelled for any reason. If you decide, for any circumstance, that you do not wish to keep your child enrolled at Jarrow - you must notify the Principal in writing.

Programs

Jarrow offers programs for children from toddler to sixth grade. Our programs are designed to fully incorporate comprehensive Montessori practices and underlying all our beliefs is the Montessori philosophy which places the child at the center of all our decision-making. Our lead teachers hold Montessori certification.

For more in-depth program descriptions, visit <http://www.jarrow.org/index.php/curriculum>

Toddler A.M. (Ages 18 months to 3 years)

The Toddler program is the foundation for all of Jarrow's other programs. It is designed to be an extension of the home and a partnership between parents and teachers. Enhancement of positive self-esteem of each child is the Toddler program's goal. Children are encouraged to explore, play and discover the joy of the Montessori materials and environment. Both the indoor class and outdoor environments encourage freedom of movement and development of large and small motor skills. The materials stimulate sensory awareness and language development. State regulations are followed for all diapering needs leading toward toilet independence.

Toddler All-Day (Ages 18 months to 3 years)

These students stay for lunch then take a nap, and participate in Montessori works and outside playtime.

Primary A.M. (Ages 3 to 5 years)

The Primary environment offers a full range of materials designed to stimulate the children's own natural desire to learn. In a non-competitive environment, students are encouraged to work at their own level. Coordination, concentration, attention to detail, creativity and an uninterrupted work cycle are facilitated using proven Montessori materials in practical life, sensorial, language, math and cultural areas. Each environment has its own private garden, tended by the children. All classes share Jarrow's beautiful playgrounds.

Primary All-Day (Ages 3 to 6 years)

All-day students stay for lunch, which the family provides. After lunch 3 and 4-year-olds have an afternoon that includes a rest/nap time, an additional outside play time, and work in the classroom. Five-year-olds

gather after lunch for playground time together. After play time they have classroom time that is supplemented with, art, music, P.E. and nature hikes enrich this program as students prepare for Lower Elementary.

Lower Elementary (Grades 1 to 3)

Advanced Montessori materials are explored which lead the children to develop abstract thought Skills in math and language are used to explore science, geography, music, art, and history. Information becomes knowledge as students explore the interconnection between concepts and facts while building their own cognitive thinking, transitioning from concrete to abstract concepts. As children mature they begin to ask the “big” questions wanting to gain a better understanding of their place in society. Research and group projects are a part of the lower elementary experience.

Upper Elementary (Grades 4 to 6)

Education for life continues as students develop their learning skills exploring practical problems and processes. Students analyze and debate current events, create and perform dramatic plays, experience scientific processes through hands-on projects, and learn about history, literature, science, math and the arts through interdisciplinary studies. The students begin the year with a three-day, outdoor experience, building their community and team relations. The school year ends with a trip relevant to their long-term study project.

Program Options & Hours

Toddler and Primary AM	Toddler and Primary All Day
Arrive 8:30 – 8:45 am	Arrive 8:30 – 8:4 5am
Pickup 11:50-12:00 pm	
	Pickup 3:15 pm

Lower and Upper Elementary
Arrive 8:30 – 8:45 am
Pickup 3:30- 3:40 pm

General School Policies and Procedures

Attendance Policy

The State of Colorado requires that all students 6 years and older must attend school. We annually report attendance as required. Student attendance is recorded as excused, unexcused, tardy, or present. Toddler and Primary students are checked in the same manner for verification of attendance to meet the State of Colorado's Department of Human Services requirements

The school also requires that the students arrive between 8:30 and 8:45. That allows them to have a smooth start for the day and emphasizes the importance of school and supports the value of education. Regular attendance and starting the day on time with classmates will make a difference for your child's experience at school, both academically and socially. Promptness also sends a strong message to the child about how the parents feel about the importance of attending school and education.

Note: All school gates are locked after 8:45 AM. Please buzz the office for entrance into the school grounds from the main gate located off of Orange Court. If late, elementary students can proceed to their classrooms from the main gate and the teachers will be alerted to expect your child. Toddler/Primary children should be escorted to the door of their classroom and the teacher will let them in.

We must know at all times where students are, for safety and regulatory purposes, and we take periodic attendance checks throughout the day.

Jarrow's policies are to keep class rosters and schedules in the school office are in accordance with our licensing requirements.

Gate Procedures – Drop off & Pick up

Jarrow uses electronic attendance and sign-out procedures using a child pick up software program which is available to parents via applications for both smartphones and iPads.

Authorization and Access

All persons who *regularly* drop off and pick up your children must be registered with the pickup software application used by the school (this requires name, cell phone number and email address). Additionally, you will be asked to fill out a Pick-Up authorization form to the office which should include all your emergency contacts as well.

IMPORTANT: Jarrow will NOT release a child to anyone who is not on the pick-up authorization list, without authorization in writing from the child's legal parent or guardian (emails are acceptable). Jarrow staff will ask for identification if we do not recognize the person picking up your child.

General Procedures for Drop-Off and Pick-Up

- If leaving your car and walking your child in, park in designated spaces only.
- Driveways are one-way only and speed is limited to 5 mph.
- Pull ahead to the first space in line of the parking lot as possible if dropping your child off.

- Stay in your car at all times in the pick-up lines at upper and lower gate. If you need to walk into the school grounds for any reason, please do not use the pick-up lines, park your car in designated spaces and walk in.
- Open the pick-up application in a safe manner and sign your child in and out.
- Restrict your cell phone usage during drop-off or pick-up in Jarrow's parking areas to sign in and out **only!**
- Forgot your phone? No problem. Jarrow staff will have iPads available to sign your child in.
- The handicap parking space is for handicap use only
- Driveways are one-way only and 5 MPH. Keep safety in mind at all times
- If picking up in Upper Parking Lot, do not pull around other cars in the carpool line, it is unsafe.
- No parking on west side of Orange Court
- Please don't use drop-off and pick-up time for conferences or "catching up" with teachers.
- Use the crosswalk area to access the sidewalk in the upper parking lot.
- Please help with traffic flow and gate procedures. Visit with other parents away from the gate area.
- Parking in the fire lane is prohibited.
- Please DO NOT drop off tuition checks or payments with teachers or send them with your child. Park and deliver them yourself to the administrative office!

Drop-Off

- If walking your child to gate, please say goodbye at our benches and let your child go to their classroom or the playground. A staff member will assist children who need help finding their way. Toddler parents and caregivers **can** walk their child to the door of their classroom.
- Sign your child in and show the sign-in screen to a staff member at gate.
- Keep children in their car seats until Jarrow staff unbuckles them
- Don't abandon your car while in the drop-off line.
- After 8:45 classroom doors will be locked. You will need to park, not in the carpool line and walk your primary child walk your child up to the office to be signed in and your child will be escorted to the classroom by a Jarrow staff member.

Pick-Up

- Please consult the gate schedules noted below for your pickup time. It is important that you be on time to pick up your child.
- Sign your child out by using the pick-up app or via the Gate iPads
- Please arrange for an early pick-up time as far in advance as possible by notifying the front office. Come to the office and we will call the class and have the child get ready for pick-up, and will escort you to the classroom to pick up your child and sign him or her out.
- If a child has not been picked up at their designated time, parents/ guardians will be called using the numbers provided on the emergency information sheet. If no parents/guardians can be contacted, the emergency contacts will be called. **IMPORTANT:** If no parent can be reached and no one listed on the emergency information sheet can be contacted, the law requires us to contact Child Protective Services.
- Late Pick-Up charges are assessed for parents who are habitually late in picking up their child from any academic or After Care program. A fee of \$20.00 per 15 minutes past the scheduled pick-up time will be billed to your monthly statement.
- Two members of the faculty or staff remain at Jarrow until all children have been picked up.
- In compliance with state laws and for the welfare of all, children will NOT be released to adults who do not have the appropriate car seat or safety restraints in their vehicles. Students will not be

released if we feel the adult(s) are impaired and may cause unforeseen harm to a child. Likewise, students will not be released to someone who is not properly identified or confirmed by a parent. Please make sure your Pick-Up Authorization form is up to date.

To make changes to your Pick-Up Authorization please use the Application or contact the office.

Before & After Care

Before and After School care is available for children in our Primary and Elementary Programs, space is limited and reserved on a first come basis. To find out more please follow this link:

<http://jarrow.org/index.php/parents-community/parent-forms>

PROGRAM	LOCATION: ROOM 10 ON UPPER CAMPUS	TIME
Before Care	Available for Primary & Elementary students	Available up to 5 days, 7:30 AM – 8:30 AM by arrangement
After Care	Available for Primary & Elementary students	Available up to 5 days, 3:30 – 5:30 PM by arrangement

Professional & Conference Day Childcare

Check the Professional and Conference Day childcare availability by following the link on our website below: Find the form at <http://jarrow.org/index.php/parents-community/parent-forms>

Dogs & Other Pets

Service dogs are permitted on school grounds to aid as required. No other dogs are allowed on campus except by teacher invitation with the prior approval. If your child would like to bring a pet to campus, prior approval is required before entering the campus. Pets at the gate must be on a leash at all times. Please try to keep your pet away from the entrance at gates, as it is very busy. Please clean up after your pet in any case. If your dog is aggressive in the car and feels unsafe to staff, you may be asked instead to park and walk your child to the gate.

Lost and Found

To minimize the number of items that collect over time, please label your child's articles in a very visible way. You will notice a bin by the Office entrance. Valuable items that seem to have trouble finding their way back to their owners will be kept in this bin. Lost items will be displayed on the last day of each month on the upper gate fence, weather and time permitting. Whatever doesn't find its home at the end of the day gets collected and taken to a local non-profit to help those in need.

Lunches

Please follow these guidelines:

- Lunches must provide one-third of the child's daily food needs. All food groups should be included.
- Portions should be suitable to the size of your child and fixed so he/she can manage the containers or the wrappers. Self-sufficiency is stressed even at lunchtime. We encourage you to use containers that are easy to open and are reusable.

- Please pack at least one napkin for meal time. Children will be asked to take uneaten food home. This will help parents determine how much their child is eating at school.
- **Please do not send candy or soda to school.**
- **Parents will be notified if a no-nut or other allergy policy is activated for your child's class.**

Neighborhood Relations

Jarrow Montessori School has carefully and deliberately nurtured good neighborhood and community relations over the years. We ask that parents keep this in mind when traveling through the neighborhood, using streets and sidewalks and parking to attend school events. For everyone's safety, please obey speed limits and parking signs at all times. **There is NO parking on the west side of Orange Court [M-F 8:00 am - 5:00 pm].**

Drop off and pick up procedures are examined from year to year to assure the best possible traffic flow in and out of the neighborhood. Please follow the gate guidelines and directions of our gate staff to ensure safety for all.

Snacks - Elementary classes

Elementary students bring their own snack. Occasionally, parents may be asked to help provide snack for elementary classroom celebrations or trips. Jarrow Montessori School recommends and encourages parents to honor our school-wide commitment to healthy living in the foods we provide. Please be aware of any allergies in your classroom. Allergy free classrooms are based on children who have a severe and life threatening allergy.

Snacks - Primary and Toddler classes

All Primary and Toddler classes have a mid-morning snack provided, in part, by parents. Parents help provide the dried goods, fruits and vegetables for snack. Your teacher will inform you of your weeks to provide snack along with recommendations of what to provide. Please consider any food allergies in your child's classroom. Touch base with your child's teacher for more information on snacks.

Student Records Requests

Parents requesting official school records for their child must submit their requests in writing to the front office. These requests include teacher recommendation forms, as well as transfer and transcript requests.

Requests for Jarrow teachers to write recommendations for the child's new school must be submitted through the office. Jarrow teachers will not accept forms directly handed to them. The Front Desk will direct the forms and then collect them and send them out. Jarrow will not release official records directly to a parent.

Toys

Please do not allow your child to bring toys, money, or costumes to school as there are already many interesting materials and constructive activities at school. If the child feels he/she has a book, or some other item that could be of general interest for sharing, he/she should discuss this with the teacher before bringing it to the classroom. Your child's teacher has a wealth of experience and suggestions to help your child if he/she is experiencing difficulty separating from a toy, stuffed animal or other beloved items.

Field Trips

Field trips at Jarrow are used to enhance our already rich curriculum and to either introduce, expand, or culminate an area of studies. These 'going out' adventures vary from grade level to grade level, and follow these guidelines.

Toddler: This age level primarily works in their classroom and playground, and take weekly 'outings' on our campus.

Primary [3-4 year-olds]: This age level may occasionally have outings in the neighborhood, but will primarily stay on campus.

Primary [5-6 year-olds]: This age level will have more regular off-campus outings, both neighborhood walks, and off-campus driver supported, as well as guest visitors for presentations, to enhance the curriculum study of the 5-6 year. This may include $\frac{1}{2}$ - $\frac{3}{4}$ day trips and total about 3-5 per year.

Lower Elementary [6-9 year-olds]: Field trips play a greater role at this age level, and will include neighborhood walks, parent driven trips, trips supported by public transportation or hired transportation by Jarrow, as well as guest visitors for presentations. This will include $\frac{1}{2}$ - $\frac{3}{4}$ day trips and total about 5-8 per year.

Upper Elementary [9-12 year-olds]: Fields trips are a big part of the curriculum at this age level and will include all of the above, as well as 1-2 overnight adventures per year. Field trips will happen on average twice a month.

In order for your child to attend Field Trips, their file must be complete with all medical forms, emergency numbers and the Jarrow Field Trip Permission Form before he/she may participate in field trips. A field trip permission form must be on file in order for your child to participate. See the parent portal for forms.

Volunteer parents usually provide transportation and supervision for field trips, although public transportation is sometimes used. If parents are driving students, a valid driver's license with photo ID, proof of auto insurance, and a completed Transportation Form are required. Parents who volunteer to drive should have a vehicle capable of transporting 3-4 students with proper seat belts and safety requirements. Car seat regulations apply. Jarrow asks that Parent Volunteers do not bring other children, either younger or older, on these field trips.

If a child arrives after his/her class has departed on the field trip or proper permission has not been given, the child is asked to stay home that day.

All School Events

At all School Events, (class parties, outdoor picnics, concerts and so forth, parents attend with their children and are responsible for supervising their child/ren's behavior, in classrooms, on the playground, or at off-campus events.

Health and Medical Procedures

Health Records

The school is required by law to maintain the following forms for each child:

- Health and Immunizations (Please carefully note food allergies on Health Form)
- Emergency Information
- Pick-up Authorization
- Sunscreen Permission
- Parent Handbook confirmation

Medications

- A child requiring medication during school hours must have:
 - A written order from the prescribing health care professional
 - Explicit written permission from the parents
 - A pharmacy labeled container for the medication
 - Jarrow will not accept expired medications
- ALL medication and required medical forms must be brought to the office and checked in.
- Medication should never be sent to school in a child's lunch box or backpack.
- The administration of medicine requires extra staff time as well as safety considerations, we ask that parents check with their child's health care provider to see if a dosing schedule can be arranged outside of school hours.
- Only staff certified by Children's Hospital of Colorado will administer medication. All medications will be kept away from children, and stored in the office.
- Medical information will be shared only with the child's teacher and appropriate staff who may need to attend to your child.
- Forms for medicine administration are available in the school office.
- No over-the-counter products are exempt from the above rules including Tylenol, Ibuprofen, diaper creams, hand lotions, lip balm, and topical sunscreen. Written authorization requires a doctor's and the parent's authorization for Jarrow to administer medication.
- Sunscreen is considered a medication by the Colorado Department of Human Services and therefore every Jarrow student must have a sunscreen application form on file. A signed sunscreen form must be in place before sunscreen can be applied to your child. Once the form is on file, sunscreen may be provided to the teacher for school application. Children over 4 years of age may apply their own sunscreen under staff supervision. It is wise to apply the sunscreen before coming to school.

Allergy Awareness Policy

Jarrow Montessori School is not an allergy free school. We are an allergy aware school. We will work in cooperation with parents, students and our school nurse consultant to minimize the risk of exposure and adverse reaction to allergens. We cannot guarantee that a student will never experience an allergy related event at school but we are committed to student safety and well-being. We understand the increasing prevalence of life-threatening allergies among school populations. The focus of allergy management shall be on prevention, education, awareness, communication, and emergency response.

Sick or Injured Child at School

Should a child become sick during school with fever, vomiting or continued discomfort, parents will be contacted. We make every effort to contact the parents of a sick or injured child however if we are unable to reach parents, we will begin calling the other names listed on the child's emergency information form.

In the event of an emergency, we will notify parents first. If the event is of an urgent nature such as serious head injury, severe broken bones, excessive bleeding, respiratory distress, etc., we will call an ambulance first and the parents/guardians second. If the situation is less urgent but we feel a doctor/ER visit may be necessary (i.e. a suspected broken bone), we will call parents and emergency contacts first and the ambulance second.

We will make a 911 call if our CPR or First Aid training so dictates. Parents will be notified immediately if such action is taken.

As a guideline for parents, here are some indicators that your child is not healthy enough to attend school:

- Fever over 100 degrees
- Deep coughing
- Yellow or green nasal or eye discharge
- Upset stomach, lack of appetite, vomiting and/or diarrhea (children must be free of these for 48 hours to come back to school)
- Lethargy

We ask that you keep your child at home if they exhibit any of these symptoms. If these symptoms are exhibited at school, we will take steps to send the child home. Any suspicious looking or suddenly appearing rashes are to be diagnosed by a doctor, some can be quite contagious.

Sick Child at Home

- Children who have been ill should not return to school unless they have been free of fever for 48 hours.
- They must be well enough to play outdoors and attend movement/PE sessions.
- All special health problems such as allergies must be noted on the child's Emergency Information form.

Should your child need medications at school following an illness, bring all medications and required forms to the office. Staff certified by Children's Hospital of Colorado will check in and administer medication. Medical information will be shared only with the child's teacher and appropriate staff who may need to attend to your child.

You may use the smart phone application or call the school to alert the school of an absence. Please notify the office if your child is diagnosed with a communicable illness. We will send illness notifications home if someone in your child's classroom has a communicable illness.

School Safety and Security Protocols

Child Abuse and Neglect

Jarrow holds a permanent child care facility license with the State of Colorado and is required to follow all regulations set forth by the Division of Child Care with the Colorado Department of Human Services (CDHS), as well as health and safety regulations issued by the Boulder County Health Department. All Jarrow staff members are required to report suspected child abuse and neglect, with failure to do so considered a class 3 misdemeanor. Jarrow staff members are required to sign an "Abuse Reporting Acknowledgement for Child Care Workers" form at the time of their employment and are required to complete an annual online mandatory reporting training (State of Colorado, Child Welfare Training System).

Persons who make a good faith report are immune from civil and criminal liability, and the law provides for the protection of the identity of the reporting party.

Authorized Pick Up Policy

Parents of any child who needs to be released to an adult other than a parent or guardian must list those individuals on emergency contact forms and/or in the attendance/pick-up software used by the school. If an adult is unknown to the school, they are required to show identification at the front desk or in the carpool line. No child will be released to an unauthorized adult without prior approval.

Child Safety Seat Basics

No child, who requires a car seat by law, will be placed in a car unless a car seat is present. Children Age 12 and under must ride in the back seat!

Minimum Car Seat Requirements

Infants	Birth to 1 year old
Weight	Up to 22 pounds
Type of Seat	Infant Only or rear-facing convertible seat
Seat Position	Rear-facing only
Always	Make sure harness straps are at or below shoulder level
Toddlers	Ages 1-4
Weight	20 to 40 pounds
Type of Seat	Convertible, forward-facing seat
Seat Position	Forward-facing
Always	Make sure harness straps are at or below shoulder level
Options	Most seats require top slot if forward facing
Young Children	Ages 4 to 8
Weight	4'9" or less and over 40 pounds
Type of Seat	Belt positioning booster seat
Seat Position	Forward-facing
Always	Belt positioning booster seats must be used with both lap and shoulder belts. Make sure the lap belt fits low and tight across the lap/upper thigh area and the shoulder belt fits snug crossing the chest and shoulder to avoid abdominal injuries.

Choking Hazards and Glass

We offer a traditional Montessori program with a full and complete range of materials. Montessori environments value beautiful and natural materials. Glass is used for practical life and snack. Colorado Department of Human Services holds our child care license and has granted us a waiver for using glass with children under 5 years of age. All staff have been trained in the supervision and clean-up of glass materials.

Primary classes also use materials which are small and considered chokable size for children under age 3. Some children under age 3 may be permitted into a primary class if they are developmentally ready. A waiver has been granted by CDHS for children between 2 1/2 and 3 years concerning chokable materials.

Sample Parent Consent Form

Jarrow Montessori School, Choking Hazards Waiver for a 2 1/2-3 year-old child

"I understand that as part of the Montessori curriculum, small educational materials deemed as choking hazards, are accessible to children in the classroom environment. I give permissions for my child, _____, to receive lessons in the use of these materials and to use these materials independently. I release Jarrow Montessori School and Colorado Department of Human Services of any liability or damages".

1. **PERMISSION** – I am the parent/guardian of _____ ("my child.") I GRANT PERMISSION for my child to participate with any and all materials in the Montessori Classroom. I recognize, for myself and my child, that these activities involve inherent risks, including risk of injury, and death. I am giving this permission with knowledge of these risks and expressly agree to assume them on behalf of my child.
2. **INDEMNIFICATION** – I agree to INDEMNIFY Jarrow Montessori School, Inc., its directors, officers, agents, teachers, and employees against any and all claims, causes of action and liabilities and expenses and attorney fees incurred in defending against same that may arise as a result of the participation of my child in any and all classroom activities in the classroom setting and /or on Jarrow School property. My obligation to indemnify the Protected Parties also includes any claims, causes of action and liabilities, and expenses and attorney fees incurred by defending against same, that may be asserted against the Protected Parties by me, by my child, or by any other person behalf of my Child, for any injury, damage, or death of my child or to his or her property to me.
3. **RELEASE** – Further, I, for myself, my Child, or my heirs, executors and subrogors, KNOWINGLY AND INTENTIONALLY RELEASE, the Protected Parties from any and all claims whether such injury, damage or death results from negligence of the Protected Parties, or from some other cause. I understand that the furnishings of medical care are neither an admission nor assumption of liability by the Protected Parties.
4. I acknowledge and choose for my child to participate in all and any activities in the Primary Classroom and Jarrow School campus and understand that there are choking hazards that may cause injury. I acknowledge and choose for my child to participate in all activities in the Primary Classroom and campus grounds and understand that there are small objects that may cause injury, and/or death.

Parent/Guardian 1

Date

Parent/Guardian 2

Date

Principal

Date

School Visitors

All visitors and parents who are substituting or volunteering in the classrooms are asked to sign in at the office and wear a nametag for identification. When leaving, visitors must sign out in the office. All classroom visitors will be escorted to classrooms by a Jarrow staff member.

Any unknown or unidentified person on campus will be asked to check in at the office and obtain appropriate authorization for their visit.

Classroom Security

Students are expected to arrive on campus between 8:30 and 8:45 am. All classrooms on campus are locked at 8:45 am and must be kept locked while school is in session and students are in the classroom. All entrance gates will be locked at 8:45 am and families must come to the main gate, off of Orange Court, to be buzzed in to campus. Elementary children can walk to their classrooms on their own, but please escort your Primary or Toddler child directly to their classroom. Your classroom will be called that you or your child is on their way and will be let in.

Parents arriving on campus after classrooms are locked must observe visitor protocols and be escorted to the classroom by a Jarrow staff member. If parents are dropping off a forgotten item, they must bring it to the office and a Jarrow staff member will see that the item gets to the classroom.

While children are on campus before and after regular school hours (generally 8 am to 4 pm, with After School Care and Enrichment classes to 5:30 pm) Jarrow requires that a minimum of two staff members be on campus to ensure adequate coverage and emergency response requirements.

Inclement Weather & School Closings

Campus directors and administrative staff carefully monitor the weather for conditions that may affect campus safety. In the event of inclement weather (with a combination of temperatures and wind chill below 20°, or significant precipitation), all children will stay inside.

Note that outdoor play during cold and snowy weather is fun and encouraged under most conditions! Please dress your child with appropriate gear to safely and comfortably participate in outdoor activities during winter. This includes proper shoes and boots, hats, gloves and warm coat in winter. Children without the proper clothing will not be permitted outside for safety.

Check Boulder Valley School District's website for school closings: www.bvsd.org. If Boulder Valley schools are closed due to severe weather, Jarrow will be closed as well. You may tune your radio to KOA at 850 AM, KBCO at 97.3 FM, or the local TV channels. Jarrow staff will do their best to use the school's Text system to contact regarding closures.

Emergency Preparedness

An emergency is any event that disrupts the normal routine of the school. During every emergency, as in our daily routine, our primary concern is the safety and well-being of our children.

Jarrow maintains in-depth and ongoing relationships with the Boulder Police Department and received regular visits and consultations with our local resource officer, regarding our full spectrum of safety

practices, facilities access and control, drill and evacuation procedures. Partnering with police and other emergency responders is an important component of any response to an emergency affecting our school.

School responses to emergencies are coordinated by administrative staff, including communication with teachers and staff, notification of parents, calling for outside emergency services and relations with news media.

Campus Drills

Fire Drills are held on a quarterly basis and are held on unexpected and unannounced times. Teachers are responsible for organizing children and bringing them out of the classroom in an orderly fashion to their evacuation location. Teachers also secure and bring along emergency preparedness materials (classroom first aid kit, emergency contact forms and medications, and attendance sheets).

Jarrow also conducts regular “Shelter in Place” drills, in which teachers and children shelter, hidden, in specific locations depending on the classroom. The basic Shelter in Place procedure is used in the event of a tornado, or imminent threat on campus (such as intruder on campus). Lights out and silence procedures are followed in the event of an imminent threat directly on campus (including an active shooter on campus).

Campus Evacuation

The reasons for a full campus evacuation are difficult to categorize – but the most likely scenarios requiring this are weather-related (fire or imminent flood). In any case the staff will be faced with the need to support and protect the children until they can be reunited with their parents or guardians.

WHEN TIME IS AVAILABLE, the administrative staff will coordinate communications with parents, most likely via blast-text messaging. Children will be picked up as soon as possible, and teachers will be on duty until all children are safely in the custody of parents or their designated caregivers.

WHEN A THREAT IS IMMEDIATE, children will be evacuated to a safe location. The school will endeavor to have coordinated support from police or other emergency response personnel for traffic mitigation and escort for safe passage. Administration will, as time permits, arrange for communication to all families regarding the location to which we have evacuated, and will arrange with status updates as much as possible until the emergency event is ended. When police or emergency response personnel indicate it is safe to do so, we will initiate an orderly process for parents, guardians, or designated caregivers to pick up their children.

Medical Emergency

When there is a life-threatening situation, our staff is directed first to call 911. If the injury is not life-threatening, Jarrow staff will call the parent, 911 (if necessary) and administer basic first aid until the parent can arrive. If the parent cannot be reached, teachers and staff are authorized to contact doctors or emergency response personnel and follow their specific direction regarding first aid procedures and transportation to the emergency room or doctor’s office.

If the injury is life-threatening or the child is unconscious, Jarrow staff will call 911 immediately and will follow emergency personnel directions. Parents will be contacted as time permits after emergency and first aid procedures have been followed. Foothills Community Hospital on Arapahoe and Foothills Parkway is the local emergency facilities.

Abandoned Child

If a child has not been picked up for 15 minutes after designated pick up time, without contact from the parent/guardian, Jarrow staff will proceed as follows:

- Call the parent/guardian
- If unable to reach, call the listings on the child's emergency contact list.
- Keep calling the above repeatedly.

After one hour, the child is legally considered to be abandoned. At this point, Jarrow staff may choose to keep trying to reach parents or emergency contacts for a reasonable period of time (in consideration of current weather or other emergency conditions that may reasonably be preventing contact).

However, if we are unable to successfully contact parents/guardians or those listed on the emergency contact list, we must report the child as abandoned to the police.

Missing/Lost Child

If a child does not come to school at the beginning of the day, and no messages have been received, it is Jarrow's policy to contact the parent/guardian to confirm the child will not be at school and why..

Communications and Family Involvement

General Guidelines

Your child's teacher is your first resource when you have questions, concerns or appreciation regarding your child or his/her classroom. Please ask for clarification or information should any questions or concerns arise. You can find the faculty contact information at the back of this handbook.

The first responsibility of your child's teacher is the care and safety of all children. If you need to have a discussion with your child's teacher, please set a time after regular school hours when the teacher is not actively on-duty. Try to avoid gate or entryway conferences. This way the teacher can give his/her undivided attention to your concerns and questions.

Principal

For concerns, questions, or suggestions regarding governance, policies, buildings and grounds and general school-wide issues, please contact the Principal at debbiesl@jarrow.org

The Principal maintains an "open door" policy of communication, meaning you are invited any time to come and discuss an issue if the Principal does not have a prior commitment. Whenever possible, however, please schedule appointments to address matters that may involve a lengthy discussion.

Moving-up From One Program to the Next

As students move from their current program to the next level parents will receive information regarding the program, transition procedures and informational events on what to expect. The school wants to provide the best transition possible for the students and provides shadow days for children to familiarize them with the next level. While a student's visit might not reflect the classroom placement for the following year, the children have the opportunity to interact with older students and experience what the next level feels like.

Moving-Up Information Nights provide great opportunity for parents to learn more about the next Jarrow Montessori program for their child.

Class Placements

At Jarrow each classroom reflects a small community of children, in a mixed age grouping allowing for the interaction with children both older and younger than themselves. We pride ourselves in focusing on the individual needs of students while understanding each child is part of a community bound by a peace pledge which defines the ground rules the children all agree to maintain. As a Montessori school we are child-centered and our practices reflect this philosophy.

We want to share our process and methodology for parents regarding class placements. Our class placement process is done with the utmost of care and thought, taking into consideration class configuration, previous teachers' feedback, student's academic and social needs, and student working partnerships. The goal is to create communities of children that thrive over time. The placement decision is multi-faceted and one that we arrive at after many discussions with the teachers as this process is finalized.

We understand class placements can cause both excitement and butterflies for students transitioning into a new three year cycle. We are very sensitive to the fact that children are wedded to close friends or have a sense that they belong in one class vs. another. We also know that parents sometimes have anxiety over this matter too. We encourage you to reassure your child that they will see their friends during the course of the day, that they will continue to meet and make new friends, and that all our teachers are warm and welcoming. Sometimes change can feel scary and we want to reassure our children that no matter which class they are going into, their experience will be wonderful.

Parent / Teacher Conferences

Parent/Teacher conferences are scheduled twice a year, in the fall and spring. Please refer to the Jarrow Calendar for dates. Parents may request or may be requested to have additional conferences with their child's teacher as needed.

The conferences are scheduled for thirty minutes per family. The teachers will discuss your child's progress, areas of strength and areas needing to be watched, and will share work examples. The conferences address the academic, social and emotional progress of the child.

School Visits and Observations

All parents are encouraged to learn as much as they can about the Montessori education their children experience. We invite you to observe in your child's classroom and other programs depending upon the age of your child. Please schedule your visits with the Director of Admissions. The Admissions Director will share the guidelines for observation with you in advance of your visit. When you come to visit, please come

up to the office first to sign in, receive a visitor badge, and you will be escorted to the classroom.

Jarrow's Website – www.jarrow.org

Please check our website, www.jarrow.org, regularly for the latest calendar updates, upcoming events, and school information. There is also a virtual tour available and great information about our curriculum. This is a wonderful way to give friends who inquire an overview of Jarrow.

Jarrow Journal

The Jarrow Journal is the school e-newsletter, and the primary means of communication with our community. This e-communication has important school wide information. The Jarrow Journal will be sent to your email address. Anyone wishing to distribute information through the Jarrow Journal must have prior office approval. Please email communications@jarrow.org with any information or requests.

Jarrow School Calendar

The Jarrow website www.jarrow.org has the school calendar by month and for the entire year. Please click on specific dates and more details will appear. We update the site whenever a change arises. Current and upcoming events are listed in the weekly Jarrow Journal, with additional information on these events.

Voicemail/Phones

To reach the school office, dial 303-443-0511. The front desk is ext. 100. In an emergency, please call the front desk but be sure you make verbal contact with someone on the staff rather than leaving a message.

Jarrow has a voice mail system for all staff. We encourage parents to leave messages for teachers through this system during class hours to avoid classroom interruptions. *See end of document for list of staff and teacher extensions.*

If you are calling after school hours, wait for the welcome message, then enter 200. The prompt will ask you to enter the desired extension.

Educational Expectations

In a Montessori environment the children are mixed age grouping which allows for mixed ability levels and for children to work at vary rates and in different subject areas based on interests with a lot of time constraints. Skills are built gradually and scaffolded according to a child's ability and capacity. All children learn in their own way but occasionally a student has needs that go beyond what the classroom environment can solely provide.

Supporting Learning Needs

Jarrow maintains high expectations for students in all subject areas. The teachers are well trained in Montessori philosophy, the backbone of Jarrow. If a situation with a student comes up that demands additional attention or resources to assist with their learning needs, parents/guardians are immediately contacted.

In a collaborative effort, we search out the best means of meeting the child's needs. This may include

seeking direction from outside resources. These outside resources, if deemed necessary, are the financial responsibility of the parents/guardians.

Outside Screening or Testing

Jarrow reserves the right to recommend educational screening or testing based on observed and documented evidence from the classroom teachers regarding a child's learning performance or behavior issues. All screening and testing information is confidentially processed through the classroom teacher, Principal and then shared with other support people as necessary. Parents assume any expenses for these assessments or tests. *See Behavioral Accountability and Intervention Procedures.*

Learning Support Plan

This plan addresses the process in supporting a child who is not making the progress or demonstrating the skills that are necessary for continued growth and learning.

1. The teacher believes that the child's level of reading, writing, handwriting, math, concentration, fine or gross motor skills, speech or social skills indicates that he/she needs further support.
2. The Lead teacher will log observations to gauge the level of concern and determine different ways to support the child.
3. The teacher records the strategies and techniques tried to help the child and the result of these efforts are documented. If these measures do not make a significant difference, the teacher notifies either the learning support person or principal of their concerns.
4. To seek further ways to support the child in both school and home settings, a meeting is held with the parents, teachers and principal to brainstorm further steps to take.
5. Outside testing and evaluation may be deemed necessary in order to determine the source of or impairments to learning.

Behavioral Expectations

Respect

Respect is an integral part of Montessori philosophy. We aim to model respect in every aspect of what we do and how we do it. When the classroom runs well, it is because respect is being lived and experienced by every member of the classroom community, teachers, staff, students, and parents.

Respect for the child is the very foundation of our prepared environments. The whole idea of freedom within limits flows out of respect for the child. Maria Montessori's individualized, child-centered learning and the three-year developmental plan are all manifestations of the respect she had for the way children develop and best learn. Each component of our environment takes and incorporates the needs of the children we serve: the physical, intellectual, social, emotional, and spiritual. We work hard to make our environment reflect relatedness, responsibility and respect for self, others and the environment, which sets the stage for respectful interactions.

Specific attitudes and actions to be emulated and modeled by all adults in the Jarrow community include:

- Treat others with kindness.

- Avoid actions or words you know will be harmful or hurtful to someone else, such as teasing, name calling, or physical violence.
- Respect differences. We don't all have to be the same, and it would be dull if we were. We respect others feelings, opinions, and different ways of doing things.
- Openly talking about others in critical ways or gossiping negatively about community events is hurtful.
- Be respectful of all property and nature.
- When there is a problem, talk directly to the person involved, whenever possible. Try to settle your problem peacefully. (Strategies and tools are provided for the children to learn how to resolve conflict in manner which leads to mutual resolution). As adults we want to reinforce these goals by our own actions..
- Openly expressing a problem to the person involved rather than talking about it to a third party helps perpetuate a feeling of respect even in moments of conflict.
- Strive to express yourself with a soft tone of voice, with patience, and sensitivity to the child's and/or other's feelings and point of view. For young children, get down to their eye level and really listen to what the child has to say.
- The best way to teach good manners is to model appropriate social relationships and to treat others as we want to be treated.

Behavioral Accountability

We believe that the Montessori philosophy of giving children choices teaches them how to make appropriate decisions. Allowing our students to experience a measure of control in their lives reduces power struggles and contributes to an overall sense of confidence and independence.

Jarrow strives to empower children to make appropriate choices and to exercise self-control and self-discipline. We support our students in this endeavor by:

- Allowing the logical occurrence of consequences
- Offering guidance and direction to create an atmosphere of freedom within limits
- Encouraging children to use their words to express themselves

Parents can support the child's success in the classroom by implementing the Montessori philosophy at home; creating consistency and predictability in a child's life whenever possible and setting reasonable guidelines are important.

If at any point, you would like information about implementing the Montessori philosophy in your home, or have questions about classroom behavioral procedures, your child's teacher will be happy to set up a time to answer any of your questions. Please also attend our Parent Education events to learn more about Montessori practices.

Teachers make frequent parent contact, but should concerning issues arise, parents are brought into the conversation right away. The Behavior Support Plan and/or The Learning Support Plan are followed to track the progress of intervention for the benefit of the student.

Age Appropriate Limits and Expectations

In order to maintain a safe and effective learning environment for all our students, every child in attendance

is expected to strive to meet certain standards of behavior at school and at all functions conducted or affiliated with Jarrow such as class trips, bus/van rides, events, fundraisers for the school, and before and after care.

Each child can expect a safe learning environment at Jarrow Montessori School. Behaviors that impair or impact others or undermine the learning environment will be addressed according to the level of infraction and the child's behaviors. Lead teachers will notify the parents if either patterns of behavior or an individual incident which out of the norm occurs.

The Behavioral Intervention Team (BIT)

In the event that all listed consequences and interventions result in little or no change, a Behavioral Intervention Team (BIT) will be assembled at the discretion of the student's lead teacher and Principal. This team will consist of all relevant teachers, the Principal, and any other support staff from Jarrow as necessary. An outside consultant and specialist may be added to the team (*the expense of which will be the responsibility of the child's parent/guardian).

The BIT may suggest a selection of appropriate outside consultants; however, the parent is free to make the choice of consultant within parameters set by the team. If no resolution is found, and a consultant cannot be agreed upon, the parents must accept the consultant of the school's choice. In the event the parents refuse to engage an outside consultant for the participation on the intervention team and assessment of their child, the school reserves the right to dismiss the child.

The Responsibilities of the Behavior Intervention Team are to:

- Assess the needs of the student
- Develop a plan of action that serves the child and the classroom
- Recommend an outside specialist if necessary
- Determine the student's enrollment future at Jarrow and the terms of any necessary probation
- Engage in thorough and effective communication with parents

The Behavior Support Plan (BSP)

This support plan is to address stages of incident escalation and may stop at any point when resolution has been reached. The severity is to be gauged according to student age, development, frequency and intent.

1. Incident of inappropriate behavior and redirection, details.
2. Lead and assistant log the behavior and gauge severity of incident(s).
3. Parent contact is made, administration is informed, recommendations and timelines are set.
4. Lead meets with Jarrow Behavior Intervention Team (BIT), for additional insight.
5. Parents agree to outside observer/specialist, and share results with BIT.
6. BIT meets and agrees on next steps, may include a probation period.
7. Parents meet with BIT and work on intervention as presented.
8. Parents comply or are put on notice (contract states termination under certain conditions).
9. Student is dismissed from Jarrow.

Probation

Probation is seen as a last resort; however, the school may find it necessary to implement in instances of continued disruptive, harmful or disrespectful behavior.

During a probation period, the BIT will work closely with the parents/guardian of the child to develop an individual plan of action. . During this time, a plan of intervention will be outline that agreed upon by all parties and in compliance with school protocols, that will allow the child to remain a student at Jarrow.

At the end of the probationary period, the child's progress will be reassessed, and if the recommended measures have been carried out and deemed successful, the child will be permitted to continue at Jarrow. If the child's behavior has not improved or progressed or sufficient action and support has not been taken during this probationary period, Jarrow reserves the right to dismiss the student.

It should be noted that a period of probation will only be initiated when a child's behavior has proven beyond what can reasonably be handled with current resources in the classroom. All means of intervention outside the classroom during this time are considered the responsibility of the parents.

Dismissal

As stated in the enrollment contract, Jarrow retains the right to dismiss any student at any time for any reason it considers to be in the best interest of the school.

Suggested Montessori Readings

Blessington, John P. *Let My Children Work*. New York; Doubleday, 1975, pap.
Jones, Sanford. *Why Montessori for the Elementary Years?* New York; American Montessori Society, 1971
Kramer, Rita. *Maria Montessori: A Biography*. New York; G.P. Putnam Sons, 1976
Lillard, Paula. *Montessori: A Modern Approach*. New York; Schocken Books, 1972, pap.
Montessori, Maria. *The Absorbent Mind*. New York; Dell Publishing Co., 1969, pap.
Montessori, Maria. *A Child in the Family*. New York; Avon Books, 1970, pap.
Montessori, Maria. *Secret of Childhood*. New York.
Montessori, Maria. *From Childhood to Adolescence*. New York; Schocken Books, (date not set), pap
Montessori, Maria. *Education for the Human Development: Understanding Montessori*. New York; Schocken Books, 1977
McNicholas, John Chatten. *The Montessori Controversy*.

Phone Extension List Jarrow Montessori School (303) 443-0511		
Location	Extension #	Name
Administrative Front Desk	100	<i>Administration</i>
Cottage - Principal	117	<i>Debbie Senoff-Langford</i>
Office- Assistant Principal	115	<i>Mercedes Dugan</i>
Office - ECE Director	116	<i>Maeve Fields</i>
Office - Director of Operations	126	<i>Courtney Laurell</i>
Office - Director of Admissions	113	<i>Gavin Green</i>
Office - Business Director	114	<i>Marlena Carlson</i>
Facility Coordinator	120	<i>Barry Dugan (303)887-9097 work cell</i>
Mulberry-Toddler East	101	<i>Jaime Gilbert & Jen Risch</i>
Cypress-Upper Elementary (East)	102	<i>Danielle Bahl & Andrea Flemate & Matt Diss</i>
Cypress-Upper Elementary (West)	103	
Beech- Lower Elementary (East)	104	<i>Colleen Wojnar & Nina Lindeke</i>
Maple- Primary	105	<i>Shelley Reynolds & Hailey Anderson</i>
Sequoia - Primary	106	<i>Karin Cassidy & Norma Grossman</i>
Blue Spruce - Primary	107	<i>Jean Offutt & Zelig Wright-Neill</i>
Honeysuckle - Toddler West	108	<i>Miri Vilar & Angie Benjamin</i>
Aspen- Primary and Aftercare	109	<i>Mercedes Dugan, Pati White, Morghan Rogers</i>
Juniper- Lower Elementary (West)	110	<i>Elise Keleher & Vania Wong</i>