HUDSON | MONTESSORI SCHOOL

Parent Handbook

2025-2026

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MISSION STATEMENT

The mission of Hudson Montessori School is to foster a Montessori educational environment conducive to each child's unique qualities and abilities for the development of social, emotional, and reasoning skills that are essential for a lifetime of independent, creative thinking and learning in a world community.

INTRODUCTION

Welcome to Hudson Montessori School! On behalf of the school community, we extend a warm welcome to new students, returning students and their families. This parent handbook, revised each year, is intended to serve as a useful guide to the practices, policies and procedures within the school. Revisions can occur during the school year and will always be made known to the parents. Our goal is to keep you informed so that we can work cooperatively in the best interest of the children. Please feel free to contact the school if you have any questions concerning the policies or any other topics that are not addressed in this booklet.

Administrative Contact Information

Website: www.hudsonmontessori.org
You can reach teachers by calling 330.650.0424

Head of School
Matt Virgil
mvirgil@hudsonmontessori.org 330.342.7236

Administrative Assistant
Emily Phillips
reception@hudsonmontessori.org 330.650.0424

Director of Advancement
Michelle Lazor
advancement@hudsonmontessori.org 330.342.9334

Director of Auxiliary Programs
Tim McQuait
tmcquait@hudsonmontessori.org 330.342.7235

Director of Facilities
Deven Yanc
dyanc@hudsonmontessori.org

Director of Finance
Marcela Valay
mvalay@hudsonmontessori.org

Director of Middle School
Huck Ford
hford@hudsonmontessori.org

Director of Operations
Jackie Burdett
operations@hudsonmontessori.org 330.342.3611

Advancement Coordinator
Colleen O'Neill
coneill@hudsonmontessori.org

Director of Early Childhood Education
Rachel Hamilton
rhamilton@hudsonmontessori.org

Director of Elementary Education
Abbie Wexler
awexler@hudsonmontessori.org

HMS OVERVIEW

THE MONTESSORI PHILOSOPHY AND METHOD

The Montessori method is based on a philosophy and pedagogy developed more than a century ago by Dr. Maria Montessori, the first female physician to graduate from the University of Rome. Her dynamic theories of education stemmed from her observations and experience with young children in Italy in the early 1900's.

The Montessori method emphasizes the potential of the child and develops this potential using a carefully prepared environment rich in specially designed materials. This provides experiences contributing to the child's intellectual, emotional, spiritual and physical growth.

Children are grouped in mixed-age classes that offer an opportunity for peer mentoring, collaborative work, and social interaction. The teacher acts as a facilitator in the learning process. Through observation of the child, the teacher directs him/her to meaningful activity.

Emphasis is on inner motivation, using the child's natural curiosity and delight in discovery. All of this occurs in a nurturing environment, which builds upon the child's interests and offers activities that fit each individual child's needs.

THE HUDSON MONTESSORI SCHOOL ASSOCIATION

Hudson Montessori School is owned and operated by the members of the Hudson Montessori School Association and governed by a Board of Trustees. Parents/guardians of all children enrolled in the school, the faculty, staff, and Trustees are members of the Association. The Board holds regular meetings from September through June.

Board President: Erin Matson

HMS Board of Trustees & Head of School Roles & Responsibilities

- **Strategic Decisions – Board decision with advice of Head of School**
    - Mission, financial, security/integrity, strategic planning
- **Shared Decisions – Led by Head of School with Board involvement**
    - Budget, enrollment projections, facilities planning, financial policies, development
- **Head's Decision - Board informed**
    - Operations: Admissions, curriculum, program, staffing, systems

HUDSON MONTESSORI SCHOOL – AN ISACS AND OAIS ACCREDITED SCHOOL

Hudson Montessori School is accredited by the Independent Schools Association of the Central States (ISACS) and the Ohio Association of Independent Schools (OAIS). Our accreditation tells you that our school encourages, develops and supports the highest possible standards of education and teaching. It ensures that we are providing a program and environment that is mission-focused and follows best practices.

HMS FAMILY NETWORK

When you enroll your child at Hudson Montessori School, you automatically become a member of the Family Network. This includes both parents and grandparents.

The Family Network creates opportunities for new and existing HMS families to build community with each other. Through these opportunities, each family's bond to HMS is strengthened and our mission is supported.

For more information including ways to volunteer, email Colleen O'Neill at coneill@hudsonmontessori.org.

THE HMS STUDENT

CLASS PLACEMENT

The school determines the class placement of the child. Placement of a child into a particular class involves several considerations, including the age of the student, relationships with peers in their level, information supplied by current teacher, the student's strengths and weaknesses, prior year visits to the new classrooms, and sibling enrollment in that classroom.

PROBATIONARY PERIOD

The first sixteen weeks of school are a probationary period for all new students. If, after this time, it is determined by the teacher and Head of School that, for example, a child is not yet ready for school, the parents will be informed, and the balance of the tuition will be refunded. Please note that the tuition deposit is always non-refundable.

ORIENTATION FOR NEW CHILDREN'S HOUSE, 1ST & 4TH GRADE, and NEW HMS STUDENTS

Children new to the Children's House program, 1st and 4th level, and elementary students new to HMS participate in an orientation or phasing-in at the beginning of the academic year. This helps to prepare the child for a positive transition into his/her new classroom. Information regarding orientation and a schedule of orientation days is sent to parents in early August.

ACADEMIC LEADERSHIP TEAM

The Academic Leadership Team is composed of three directors that help lead three divisions at Hudson Montessori School: Early Childhood (Young Children's Community and Children's House), Elementary (Lower and Upper Elementary) and Middle School. The Academic Leadership team provides academic leadership throughout and across the school. While parents are asked to direct questions and concerns to their child's teacher, the appropriate director is available for assistance and perspective. The names and contact information of each director can be found in the Administrative Contact Information section of this handbook.

EDUCATIONAL SUPPORT TEAM

The Educational Support Team at HMS consists of an Occupational Therapist, Speech/Language Therapist, a Reading/Literacy Specialist and two School Psychologists. The team collaborates with parents and teachers to address the needs of students who require additional assistance through a variety of intervention options. Our services are designed to support student participation and success in the student's regular classroom environment. Because we offer a limited level of services, interventions for the students with identified disabilities are determined on an individual basis. The team focuses on services for at-risk children. Parents may be responsible for providing additional assessment and/or services to enhance a child's success.

For additional information about our Educational Support Team, please contact one of our School Psychologists, Dr. Paige Krabill for YCC and CH at pkrabill@hudsonmontessori.org, or Jennifer Matas for Elementary and MS at jmatas@hudsonmontessori.org.

THE HMS SCHOOL DAY

SCHOOL HOURS

Monday through Friday:

YCC/CH Half Day	**8:30am-11:30am**
YCC All Day	**8:30am-3:30pm**
CH All Day	**8:30am-3:15pm**
Kindergarten	**8:30am-3:15pm**
Elementary	**8:15am-3:15pm**
Middle School	**8:00am-3:30pm**

YCC & Children's House students may arrive beginning at **8:15am**. Elementary students may arrive beginning at **8:00am**. Children arriving prior to that time are to be taken to Before-School Care by the parent or driver of the student. Siblings of Middle School students may attend Before-School Care at no charge.

ATTENDANCE AND PUNCTUALITY

Regular attendance and punctuality are important for your child's learning and development. Late arrivals disturb the continuity of the class already in progress and often result in discomfort for your child. The late-arriving child may be at a disadvantage because he/she may miss announcements, lessons and opportunities to join peers on group work.

The school day begins at 8:30am for all Young Children's Community & Children's House students, 8:15am for Elementary and 8am for Middle School students. Late arrivals will be marked tardy. Please allow extra time in the morning for carline and for children to get to their lockers before arriving in the classroom. Children arriving in their classroom after 8:20am for Elementary and 8:35am for YCC & Children's House will be marked as "tardy" on the official student record and report card.

PLEASE NOTE: Children arriving late must be accompanied and signed in by the parent/driver at the school office prior to entering class.

ABSENCE FROM SCHOOL

Any time a child is going to be absent or late arriving at school, it is your responsibility to call the school at 330.650.0424 or email reception@hudsonmontessori.org to advise. The parent/guardian must notify the school by 8:30am on the day a student is absent unless previous notification has been given. Examples of excused absences include illness, death of a relative, emergency medical or dental appointment, family emergency or observation of religious holidays. Students who are taken out of school for trips or vacations are not given permission to do so by the school. The responsibility for such an absence resides with the parent/guardian, and they must not expect any work missed by their child to be re-taught by the teacher. If the school is notified in advance, reasonable efforts are made to prepare a general list of work/assignments for the student to do while

he/she is absent. Upon return to school, please bring a note from the parent/guardian explaining the reason for the absence.

STUDENT RELEASE

HMS will release students only to parents or guardians. If someone other than a parent or guardian will be picking up a child, the school must have a written note on file from the parent/guardian. Identification may be asked of the person picking up the child. This includes pick-up by grandparents, babysitters, car-pooling, etc. If the information is for a daily routine, one note stating the information for the year is sufficient for the file; otherwise, EACH PICK-UP must have a note. In an emergency, parents may call in the information to the office.

Children will not be released to any parent/guardian suspected of being under the influence of drugs or alcohol. The parent/guardian will be asked to enter the school building, and the spouse or contact person on the emergency list will be contacted to pick up the child and parent/guardian. The police will also be notified of the situation.

Car Transportation:

Traffic in the drop-off and pick-up line can be slow, especially at the beginning of the school year, and your patience is appreciated. Please allow approximately 15 minutes for carline and 10 extra minutes for your child to walk into the building in the morning and prepare for their day. *Refer to Carline Procedures.

Bus Transportation:

Twinsburg City School District currently provides bus service to and from Hudson Montessori School and Hudson City School District provides afternoon transportation. Other local school boards have opted to provide financial compensation in lieu of transportation service. Hudson Montessori School does not have any jurisdiction over these bus systems. We provide a list of students who reside in each school district to the corresponding public school transportation department. The school district contacts parents/guardians directly, sets schedules, and establishes all guidelines for the use of the bus. All scheduling and route questions should be directed to your district's transportation department. If you live in a school district not mentioned above, please contact your local board of education to inform them that your child attends HMS and to sign necessary forms for transportation reimbursements.

Bus Delays:

Route information or problems with the bus service must be handled directly with the transportation department of your local district. If your child's bus is delayed, please check the bus depot for information. HMS will not have information about bus delays.

EMERGENCY SCHOOL CLOSING

School closings may occur due to inclement weather or facility problems. An email/text alert will be sent to all families regarding school closing announcements.

If you are traveling to HMS during inclement weather, please use your discretion about safety under hazardous road conditions. Hudson and Twinsburg have bus transportation to/from HMS. If these communities do not have school, there will be no bus transportation to/from HMS.

Carline Procedures

Morning Drop-Off:

Middle School classes begin at 8am.

Students may enter the building beginning at 7:45am.

Elementary classes begin at 8:15am.

Students may enter their classroom beginning at 8am.

- Drop child off in designated "drop-off zone" under canopy.
- Students enter school using the north side student entrance door.
- Arrive 8:00-8:05am to allow enough time for your child's prompt arrival in the classroom at 8:15am. Younger siblings attending a CH class may be dropped off at carline at this time. They will be accompanied to class by the older sibling or an HMS adult. YCC students with older siblings will need to speak to the teacher about the best way to handle arrival.

Children's House classes begin at 8:30am.

Students may enter their classroom at 8:15am.

- Drop child off in designated "drop off zone" under the canopy between 8:15-8:30am.
- Please arrive between 8:15-8:20am to allow time for your young child to walk to class and prepare for the day.
- Staff is available during morning drop-off between 8:00-8:30am to open the car door and assist your child in exiting the car and entering the building. Children must enter and exit the vehicle from the curbside.
- **After 8:30am**, you must park your car in the parking lot (no parking in the Red Zone/Fire Lane in front of the school), sign in at the front office and accompany your child to his/her classroom.
- Children's House students arriving prior to 8:15am will go to Before-School Care.

YCC classes begin at 8:30am.

Students may enter their classroom at 8:15am.

- Please arrive between 8:15-8:20am to allow time for your young child to prepare for the day.
- Please park your car in the parking lot (no parking in the Red Zone/Fire Lane in front of the school) and accompany your child to his/her classroom.
- YCC students arriving prior to 8:15am will go to Before-School Care.

End-of School Day Pick-Up:

11:30am Dismissal for Children's House

- Enter carline from the south entrance off Darrow Road and fill the right-hand lane. Please have your CARLINE SIGN displayed on the dashboard of the vehicle.
- Follow directions of the staff member directing carline. **Do not leave your vehicle.** Your child will be loaded from the curbside. **Pull forward to the "Buckle Up Zone" where you can step out of your car and buckle your child.**

11:30am Dismissal for YCC

- YCC parents will park and walk in to get their child.

Afternoon Dismissal for YCC (3:30pm)

- YCC parents will park and walk in to get their child.

Afternoon Dismissal for CH & Elementary (3:15pm)

- Carline: Line up in the right-hand lane. Please have your CARLINE SIGN displayed on the dashboard of the vehicle.
- Follow directions of the staff member directing carline.

Carline ends at 3:30pm. After 3:30pm, you must park your car in the parking lot and come into the school and sign your child out. Please do not park in the red zone/fire lane in front of the school.

Afternoon Dismissal for Middle School (3:30pm)

- Please refer to the Middle School Handbook for the afternoon dismissal.

CARLINE SAFETY

 **Please refrain from using cellphones in carline.** 

Hudson Montessori School expects parents to transport students in accordance with the Ohio Child Restraint regulations. Ohio's child passenger safety law requires the following:

- Children less than 4 years old or 40 pounds must use a child safety seat meeting federal motor vehicle safety standards.
- Children less than 8 years old, unless they are at least 4 feet, 9 inches tall, must use a booster seat.
- Children ages 8-15 must use a child safety seat or safety belt.

Thank you for your patience and for helping us operate an effective and safe carline.

LUNCH

- Children should bring a nutritious lunch that contains a drink such as milk, pure fruit juice or water.
- Children should be encouraged to help prepare and pack their own lunch, with adult supervision to ensure that they are packing healthy and nutritious options.
- Food such as candy, gum, soft drinks and those which are high in sugar or artificial additives are discouraged.
- *Your child's name should appear on his/her lunchbox.* The use of reusable containers and child-sized quantities is strongly encouraged. "Think green" – use reusable containers!
- When preparing lunches, please keep in mind that we do not have facilities for heating or refrigerating children's lunches.
- Children will take home all uneaten food to help you assess your child's eating patterns.
- HMS also provides an option for ordering lunches online, delivered daily by a local caterer. Information about Ordo lunches can be found on the website or by scanning the QR code below:

SNACKS

YCC students are provided with daily classroom snacks.

Children's House, Elementary and Middle School students should pack a nutritious snack each day.

FOOD ALLERGIES AND DIETARY RESTRICTIONS

Please mark food allergies or dietary restrictions on the medical information form. Please discuss these with your child's teacher including symptoms the child might exhibit if having a reaction (hives, difficulty breathing, etc.). *Our school is not a "Nut Free" school.* However, some of our classrooms may be designated as "Nut Free Zones" due to allergies; your classroom teacher will inform you if your child's class is Nut Free.

BIRTHDAY CELEBRATIONS

Birthdays are a special time of recognition and celebration. At Hudson Montessori School, each birthday child is honored in a special way in the classroom.

Children may bring in assorted fruits, vegetables, muffins or other nutritious snacks to share with their peers. Cakes, cookies and candy should not be served. Please consult with the teacher before sending in Birthday snacks.

FIELD TRIPS

At Hudson Montessori School, field trips are considered an extension of the curriculum and the school environment and play an important role in the education of the child.

Upon signing the enrollment contract, you are giving permission for participation in all field trips, transportation & activities throughout the school year.

With the exception of overnight trips taken by Upper Elementary and Middle School students, field trips are covered by tuition.

CHILD-CARE & CLUBS

Hudson Montessori School offers extended school day programs including child-care and clubs. Reservations are required and forms are available on the website. For more information, contact 330.650.0424 x105 or tmcquait@hudsonmontessori.org.

TOYS

Toys should be kept at home or kept discreetly in a child's school bag for use in the car or after-school hours.

SCHOOL COMMUNICATION

HMS encourages parents to participate in all forms of communication that enhance their child's potential for success in school. The following are some of the ways that parent/teacher/school communication can be supported and enhanced.

PHONE CALLS

Teachers check their voicemail during lunch breaks and after school so as not to disturb the classroom during class time. *Your phone call will be returned as soon as possible, or within a 24-36 hour period during the school week.* Please keep in mind that some teachers work at the school part-time and therefore may not be able to check messages every day of the week. For IMMEDIATE assistance or an important message requiring immediate delivery to the classroom, please call the main school number at 330.650.0424.

From 8:15am through 3:15pm, the teacher's attention is directed toward students and classroom responsibilities. While regular communication between parents and teachers is important, we ask that you avoid long, unscheduled "conferences" and phone/text conversations during school hours so that the teacher can attend to the children in class. Parents are encouraged to set up an appointment with the teacher to discuss any concerns.

CLASSROOM ORIENTATION

At the beginning of the school year, each classroom participates in an orientation meeting where you will have an opportunity to meet the teacher and hear about the day-to-day procedures of your child's classroom. Attendance at this meeting is expected, and aids in better understanding your child's Montessori classroom.

WEBSITE

Our website contains general information about the school. School forms and other information are found on the parent portal section of the website, accessible with a parent password. You may contact the office for access to the secure side of the website. The parent portal is accessed by clicking on the lock in the upper right-hand corner of the website's main page at hudsonmontessori.org.

SCHOOL EMAIL

School email is used on a regular basis, including the "Week-at-a-Glance" (WAG) that comes out every Sunday at 2pm to inform parents about upcoming events and as a tool to communicate school news. Please read the Week-at-a-Glance to stay informed of weekly school news and announcements. Please notify the school office if there is a change in your current email address.

EMAIL MESSAGES

Although email is a valuable communication tool, it is important to remember that it is not always a completely secure and confidential method of communication. As a school, we are concerned about compliance with privacy laws, especially as they relate to student information and records. Email can be an appropriate vehicle for quick, uncomplicated messages to the administration or faculty when time and/or confidentiality are not critical factors. Email may not be an appropriate communication tool when the requested response would be highly sensitive and/or complex in nature. Responses to those types of concerns may be best answered through a meeting or phone conversation.

DROP BOX

For your convenience, notes, forms, and other mail items for the school can be dropped off at the locked mailbox on the north side of the school driveway. The secure box is checked daily.

FRIDAY FOLDERS

A reusable folder will be sent home on Fridays, as needed, containing school information/updates. Please return empty folders to the school on the following Monday with your child. It is important to return your folders to ensure you receive the most up to date information in a timely manner. If Friday folders are sent home, a message will be noted in the WAG asking you to check your child(ren)'s backpack.

WRITTEN PROGESS REPORTS

Student progress reports are sent via email to parents three times a school year.

TESTING

At Hudson Montessori School, evaluation has many components that may include teacher observation, portfolios, self-evaluation, tests, or other assessments. In addition, the MAP Growth standardized test is administered each year for children in K-8th grade.

CONFERENCES

Formal Parent/Teacher conferences are held twice each year in November and February for Children's House through Middle School. Classes are cancelled for students during those days to accommodate conferences. YCC has Parent/Teacher conferences on a schedule that is provided by the teacher.

Teachers are available for additional conferences throughout the school year by appointment. Contact the office or speak directly to the teacher to arrange an appointment. Impromptu, hallway or car-line conferences are discouraged. Any question or concern regarding your child is worthy of a scheduled meeting where all parties involved are sitting down and working together to discuss any issues at hand.

CLASSROOM OBSERVATIONS

Parents are encouraged to observe in the classrooms. This important experience will increase your appreciation of the Montessori method of education and will help you understand more about your child's day at school. We look forward to scheduling observations beginning in mid-October. For more, please contact the school office.

PARENT EDUCATION SESSIONS

Each year, HMS offers a variety of Parent Education Sessions that provide meaningful ways to better understand and participate in your child's educational experience. Topics vary and may include: "Welcome Back to School" information sessions, curriculum nights, Montessori philosophy presentations, book discussions, parenting, and informal morning gatherings with the Head of School.

Mark upcoming "Parent Education" sessions on your calendar and come and join us for one, or all, of the sessions offered in the upcoming year. We look forward to seeing you. The Parent Education schedule can be found on the Montessori Moments calendar. Questions? Contact Huck Ford at hford@hudsonmontessori.org.

HEALTH POLICIES

All health policies are consistent with applicable statutory requirements contained in the Revised Code and Rules adopted by the Ohio State Board of Education. A copy of the school's "Compliance Report" is on display in the office.

Health forms are required prior to the start of a new school year. An annual physical examination is required for all newly enrolled students and for all students aged 2-5 years.

Immunizations:

Students are required to have proof of immunizations on file before beginning school. Parents who choose, for personal or religious reasons, not to immunize their children, must submit an exemption form which will be signed by parent/guardian and the child's physician and kept in the office.

COMMUNICABLE DISEASES*

Do not send your child to school if he/she:

- Has symptoms of an illness
- Is in the initial stage of nasal discharge associated with a cold
- Has a temperature elevated above normal; your child needs to be fever free without medicine for 24 hours prior to returning to school
- Has a rash or unusual spots
- Has vomited prior to school attendance

- Has discharge from eyes and/or ears.

If in doubt, please keep your child at home. Children who arrive at school with symptoms of an illness will be sent home. Parents must notify the school if their child has been exposed to a communicable disease. The school will notify parents when children are exposed to a communicable disease.

A child who contracts a communicable disease must stay home for a period of time prescribed by the child's physician or by the local health department. A note from the doctor stating that the child can return to school is required upon return. If in doubt regarding proper procedure, please consult with your doctor or the Summit County Health Department office at 330.923.4891.

*EXCLUSION PERIOD FROM CLASS:

1. DIARRHEA: According to the ODH's Communicable Disease chart – 2022, diarrhea is defined as three or more loose stools with in a 24-hour period. In these instances, a child should be excluded from school until the diarrhea has ceased for a 24-hour period.

We ask that if your child has had loose stools ahead of coming to school that you inform your classroom teacher so they use that information to determine if the above threshold for exclusion is met. Alternatively, if we observe loose stools at school, we will let you know so you can also determine if the threshold for exclusion is met.

- We do have one exception that considers the unique nature of the YCC-age child. If we observe multiple children exhibiting diarrhea at school on the same day, we will assume the diarrhea is communicable. Students with diarrhea, in this situation, will need to go home and be excluded from school until the diarrhea has ceased for a 24-hour period.

2. FLU-LIKE ILLNESSES: According to the ODH's Communicable Disease chart – 2022, those with flu-like illness should stay home for at least 24 hours after they no longer have a fever, without the use of fever-reducing medicines and regardless of whether they are using antiviral drugs.

- Those who are sick should stay in home during this period, expect to seek necessary medical care and should avoid contact with others.
- Students and staff who appear to have flu-like illness will be sent to a room separate from other students and will be sent home. CDC also recommends they wear a surgical mask if possible.
  Since there could be school dismissals in the case of an increased severity scenario for flu outbreak, we suggest that all families develop a plan as to how they might handle an emergency school dismissal.

3. VOMIT: To help maintain a healthy school environment for all students and staff, any student who experiences vomiting—whether at home or during school hours—must remain at home until they have been symptom-free for at least 24 hours without the use of medication. This policy is aimed at preventing the spread of illness and ensures that students are fully recovered before returning to the classroom.

PRESCRIPTION & NON-PRESCRIPTION MEDICATIONS

If your child must take prescription medication during school hours, an **Administration of Medication** form signed by a **physician** (available from the office or on our parent portal) must be on file in the office. This form requires a physician to provide specific written instructions, the physician's signature, and a parent signature. The instructions from your physician should be on the form and printed on the label on the original medication container. The information must contain your child's name, the date of issue (within the last 6 months), an exact dosage to be given, the specific number of doses to be given daily, and the method of administration. For those medications that are to be administered "PRN" or "as needed", you must provide written instructions on how

the medication is to be administered to your child, i.e., exact times or exact symptoms that warrant the administration of the medication.

If your child must take non-prescription medication during school hours, an **Administration of Non-Prescription Medication** form signed by the parent (available from the office or on our parent portal) must be on file in the office. This form must include an exact dosage to be given and the time to be given. All students needing medication of any kind must present a new form at the beginning of each school year. Medications are administered by an adult in the office. **An adult must deliver all medication to the school office. Children should not carry medication on their person or in their backpacks or lunchboxes.**

SUNSCREEN

It is the responsibility of the parent/guardian to apply sunscreen on your child at home prior to attending the school day. Should your child require additional applications during the day, a "Non-Prescription Authorization Form" (available from the office or parent portal) must be completed, signed by a parent and submitted to the office. If your child has an increased sensitivity to the sun, please note on the medical form filed with the office, and notify the child's teacher prior to any outdoor field trips or activities such as Field Day.

ASTHMA INHALERS

Students are allowed, by State law, to self-administer inhalers in schools. An authorization form, "Self-Medication for Asthma Inhalers" is available in the office. This form must be signed by the parent/guardian and physician and will be kept on file in the office.

MEDICAL EMERGENCIES

In the event of an illness or serious accident, the family of the child is notified. An emergency information form, completed by the parents/guardians, is on file in the office. This gives the school specific instructions about whom to call and what action to take when we are unable to reach either parent/guardian. Please notify the office if any information on the emergency form changes throughout the year. The school reserves the right to call 911.

TOILETING ACCIDENTS AND SOILING

Accidents in YCC and CH classrooms are common with the young age of the children who are still working toward toileting mastery. If a child has an accident or soils themselves completely, teachers will respond promptly and with sensitivity. The priority will be to ensure the child is able to clean themselves as thoroughly as possible. For a young child, age 3 and below, teachers will coach the child to independently clean themselves as best as they can. Teachers will then help with a final cleaning if necessary to ensure the child is fit to return to their work. Children age 4 and above must be mainly independent in care of self to clean up and change. Minimal coaching/assistance will be offered. If a child is unable to fully clean themselves and the soiling is extensive, teachers will do their best to ensure the child is comfortable, but parents/guardians may be contacted to take the child home if the child cannot be adequately cleaned or if the situation impacts the child's hygiene or well-being. If this occurs, the classroom teacher will contact the parent/guardian to explain the situation and to work with the parent to determine the next steps for pick up and cleaning.

- The child will be sent home to be cleaned based on the severity/consistency of the accident.
    - If the child is not displaying any other symptoms of illness or discomfort the child may return to school.
    - Based on the observations of the classroom teacher, the child may be asked to remain home until symptoms have subsided. If the child has had several accidents in the same day, has a fever, or displays an atypical demeanor, the child may also be asked to remain home for parental observation.

If a CH student's accidents become frequent, a respectful, private discussion will be held between teachers, administration and the family to discuss strategies to address the situation in partnership with the family.

OTHER POLICIES AND PROCEDURES

PARENT/GUARDIAN CONCERN/COMPLAINT PROCEDURE

Hudson Montessori School is proud to have a tradition of academic excellence and a warm, inviting, enriching, and caring environment for our students. At times, however, parents/guardians may develop concerns and issues with the classroom experience. It is Hudson Montessori School's policy to ask parents/guardians to first express their concerns and resolve any such issues with the teacher or staff member. In rare cases when successful resolution is not attained in this manner, the school has a 3-step procedure for parents/guardians to utilize in submitting grievances to the school. Please note that the school's Board of Trustees may modify the procedures and policies at any time, in their sole discretion, depending on the unique circumstances of the situation. *If we all work together with honesty, respect and sincerity it will benefit the child, and all parties involved. Children prosper when the people who care for them are united. We look forward to working with you.*

PROVIDING SERVICES/PRODUCTS TO THE SCHOOL

From time to time, parents and staff ask to provide products or services to HMS. Should the school deem this product/service necessary or of benefit to the school, and in the interest of fairness and good business practice, all parent/staff affiliated vendors are required to competitively bid with a minimum of two other qualified vendors for their respective product or service.

NO SOLICITATION

All enrolled families and employees have access to the online school directory. The online school directory is located on the HMS Parent Portal and is updated when enrollment changes. This information is intended for school and community activities and communication only. The directory or school emails may not be used for business/political solicitation or shared with any outside individuals or groups without written permission from the Head of School.

STUDENT RECORDS RELEASE

No person shall release or permit access to personal information concerning any student attending Hudson Montessori School without written consent of parent/guardian. A "Release of Records Request" form is available in the office. The policy of HMS is to provide school records to parents/guardians upon request. The school will withhold records only if proper legal evidence is provided to the school that a parent is not entitled to these records.

Teacher Recommendation Forms and letters requested by other schools are held in confidence by HMS and will not be disclosed to third parties, including the applicant and his or her family. Recommendations should be processed through the Director of Advancement.

Please note: All tuition and fees must be paid in full before transcripts/records are released.

DRESS CODE

Young Children's Community and Children's House

Please label all clothing with your child's name.

1. **General Dress:** Children should wear simple, washable clothes appropriate for their age and for activities at school that take place indoors and outdoors. Items that are oversized and shirts with commercial or distracting images or representations, costume wear, princess nightgowns or tutus are not appropriate for school wear. Distracting or excessive jewelry and hats should not be worn in school. Shorts and skirt lengths should not restrict or limit movement.
2. **Encouraging Independence:** Please select clothes for your young child that he/she can manage independently of an adult: (for example – clothing with elastic waists, large buttons). Overalls or pants with difficult fasteners can be frustrating for young children.
3. **Footwear: Children must bring a pair of indoor slippers/shoes.** Children may also keep their soft-soled gym shoes at school for weekly physical education/movement class. No flip-flops, platform or wedged shoes allowed. Rain/snow boots can be kept at school for outdoor play on wet days.
4. **Backpacks:** A small bag or backpack, appropriate for his/her body weight and size and lunchbox is sufficient for Children's House. DO NOT send large backpacks or backpacks with wheels with your young child. *YCC students do not need a backpack.
5. **Physical Education Classes:** On scheduled gym days children are asked to wear a t-shirt, sweatpants, or shorts and soft-soled running shoes that fasten securely for movement/gym class.
6. **Extra clothing:** YCC and Children's House students require an extra set of clothing including socks, shoes and underwear labeled with the child's name to be kept in the classroom.

Elementary

1. **General Dress:** School attire should be neat, simple, age-appropriate and comfortable. Parents should determine the manner of dress for their children with consideration to safety, health, and weather. Items such as shirts with inappropriate sayings or representations (violent, offensive or commercial), or attire which creates undo distraction are not acceptable. Hats or head coverings should not be worn unless for medical or religious purposes and outdoor jackets/coats are not permitted to be worn in school.
2. **Footwear:** Students need to bring a pair of shoes for indoor wear, as well as appropriate footwear for outdoor play/work on wet days. For safety reasons, footwear must be always worn. Footwear such as flip-flops, platform, or wedged shoes are not permitted.
3. **Physical Education Classes:** On gym days, all students are asked to wear a T-shirt, shorts or athletic pants and soft-soled running shoes that fasten securely. Spirit wear can be purchased through Young's in Stow if desired.
4. **Special Events:** Students will be required to dress appropriately for special school events such as Grandparent's Day, field trips, concerts, city outings and theatre. **No track pants or sweatshirts.**
5. **Backpacks:** Please note that large backpacks on wheels do not fit in student lockers. Backpacks that are appropriate for your child's body size and weight should be selected. Students in Lower Elementary typically need a backpack for lunches and loose paper or one or two books. Upper Elementary students may use a backpack for binders or textbooks.

Middle School

Please refer to the Middle School Handbook for the dress code description.

LOST & FOUND

If an article of clothing is lost or left behind, please check for it in the Lost and Found bin located by the gym. Unclaimed articles without identification will be donated to charitable organizations during the holiday break in December, spring break, and again at the end of the school year. ***Please label all of your child's clothing.***

STUDENT CONDUCT POLICY

At Hudson Montessori School, the social development of the child is an important part of the program. We support guidelines that will help our children develop the capacity for responsible choices. Together as parents and professionals, we need to support the guidelines that will ensure respectful, safe and positive choices by our children.

In all matters relating to the discipline and conduct of the school and school attendees and students, the school administration and/or its designee shall stand in the relation of parents and guardians to the pupils. This relationship shall extend to all activities connected with the school program, including all athletic and extracurricular programs, and may be exercised at any time for the safety and supervision of the pupils in absence of their parents or guardians or as otherwise set forth in the school policy.

YCC & CHILDREN'S HOUSE

In an atmosphere of mutual respect, the Teacher will use positive reinforcement and gentle reminders to help a child meet the standards for behavior. Should this fail, the following protocol will be implemented:

1. Children will be respectfully reminded of expected behavior and redirected verbally. Modeling by the Teacher of appropriate behavior and alternate choices may occur.
2. Continued hurtful or disrespectful behavior (e.g. kicking, hitting, swearing, name calling) or severe disruption will result in removal from the situation for a short period of time (a few minutes) until the Teacher can talk with the child regarding the inappropriateness of his/her behavior. A note will be sent home or a phone call made to the parents identifying the behavior and a request may be made that the parent meet with the Teacher for further discussion.
3. Should subsequent similar behavior occur, parents will be notified by telephone. A meeting with parents and staff with be arranged to discuss issues that may be impacting the child's behavior and TO plan intervention strategies to help the child.

AGGRESSIVE BEHAVIOR & BITING POLICY

Not all children bite or show aggressive behavior, but such actions can be natural for children between 18 months and four years old.

Most instances of biting and aggression, such as scratching, hitting or pinching, occur in young children whose language skills are still developing. These children often get frustrated because they lack the vocabulary to adequately express their wants and needs. Additionally, their impulse control is not fully developed, which can lead to problematic behavior.

Teachers work to prevent issues by providing children with the necessary language to handle situations as they arise. However, sometimes situations can escalate quickly due to factors like teething, illness, fatigue and temper. The HMS faculty is committed to creating a safe environment for all children. We will follow this plan of action:

- When a biting or severely aggressive incident occurs, an Incident and Injury Report is completed for both the child who acted out and the child who was harmed. Copies of this report are sent home to the parents of each child involved, and additional copies are kept on file at the school. If a combination of three biting or severe aggressive incidents occur in one day, the parent/guardian will be contacted to take their child home. This immediate action is taken to address underlying issues, such as potential illness or fatigue, which could be causing aggressive behavior, and to maintain a safe environment for all children.

- In the event of three sets of aggressive incidents occurring in one week, the teacher and administrative team will meet with the parent/guardian to develop an action plan. We consider the severity of the behavior and the age of the child when determining the next steps. If the child's behavior continues for more than two weeks after implementing the action plan, the school will consider further actions to resolve the situation which may include:
    - Additional meetings with the teachers and administrators at HMS.
    - Consultation with the School Psychologist
    - Consultation with an outside expert
    - Temporary or permanent removal of the child from the classroom or the school

CODE OF CONDUCT FOR ELEMENTARY

(For parents to discuss with their Elementary age child)

1. Your school is a place to learn, grow and enjoy friendships. Polite language and courteous behavior is expected at all times. Abusive language, swearing or other words which are non-complimentary, hurtful or intimidating are not allowed. "Talking back" to children or adults is not acceptable at any time.
2. Contribute towards making the classroom a positive place for learning. Work cooperatively with your peers and others in the school. Play fighting, kicking, or hitting is not allowed.
3. Respect the personal property of others, the school and your own property. Failure to do so will result in financial restitution/reparation by the student.
4. Be proud of your work and respect the right of others to work. Disruptive behavior in class is not permitted and will result in exclusion from class.
5. Off-Campus Behavior: The same set of expectations, including self-discipline, respect and civility, apply to off-campus behavior.

Middle School families: Please refer to the Middle School Handbook for its Code of Conduct.

Consequences:

1. Offenses in any of the above will result in a discussion between the child and teacher. An incident report may be sent home and to the HOS. Consequences may also include a verbal warning, time out, or peer mediation for student conflicts.
2. A second incident report will require a conference (by telephone or meeting) with a parent/guardian, the teacher, and (optionally) the HOS to discuss the situation and strategies for alternative behavior. At the discretion of the HOS, the student may be invited to attend. Behavior goals will be implemented.
3. Any additional incidents(s) will require a conference with the student/Teacher/HOS at which time the parent/guardian will be advised as to the next procedure (e.g. meeting, implementation of different strategies such as a Behavioral Intervention plan specific to the child's needs, probation, suspension).
4. A fourth incident report will require a conference with parents/Teacher/Head at which time probation or suspension may be enforced.

PLEASE NOTE: *Any behavior by any student and/or family that seriously jeopardizes the ability of the school to guarantee the dignity and safety of its students, that interferes with learning, is detrimental to the reputation and integrity of the school, or repeated probation or suspension may result in dismissal from the school. Hudson Montessori School reserves the right to dismiss any such student and/or family.*

HARASSMENT POLICY

HMS recognizes that all students have the right to an environment free of discrimination, which encompasses freedom from harassment, intimidation, and bullying. Harassment, intimidation, or bullying behavior by any student or school personnel in the Hudson Montessori School is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

Harassment, intimidation, or bullying, in accordance with ORC 3313.666, means any intentional written, verbal, graphic or physical acts including electronically transmitted acts (i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device), either overt or covert, by a student or group of students toward other student(s) or school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop.

Complaint Procedure:

Any student who believes that he or she is being subjected to harassment, intimidation or bullying should promptly notify the classroom teacher, classroom assistant or Head of School. The student is expected to report the incident immediately and according to the following procedure so that the complaint can be resolved quickly and fairly.

1. When possible, tell the person that his/her conduct is unwelcome, and ask the person to stop the conduct. This step is optional and may be omitted.
2. Provide a written (if possible) or verbal complaint to the Head of School. Do this as soon as possible after the incident. Include details of the incident(s), names of individuals involved, and the names of any witnesses.

Investigation Procedure:

A representative of the school will immediately undertake a prompt, thorough, and impartial investigation of the harassment allegations. Parents of all parties will be informed of the allegations. The matter will be kept confidential to the degree possible by all parties involved, consistent with the need to investigate. The parents of all parties are obligated to cooperate in investigating and/or remedying the situation.

Discussions will be carefully documented and recorded by the administrator who is leading the investigation. When appropriate, the Head of School will provide information to the Board of Trustees and/or the school community. The report shall only contain information to the extent permitted by ORC 3319.321 and the *Family Educational Rights and Privacy Act of 1974.*

Resolution:

A determination will be made by appropriate members of the administrative team regarding the resolution of the complaint. Students who engage in acts prohibited under this policy may be subject to required counseling and/or disciplinary action, including a parent conference, suspension, and/or expulsion from Hudson Montessori School.

Disciplinary procedures shall not infringe on any student's rights under the First Amendment of the Constitution of the United States. Depending on the nature and severity of the incident, the school may take additional steps to ensure the health, welfare and safety of both students and staff, which may include reporting incidents to law enforcement agencies.

Retaliation:

Retaliation is prohibited against anyone who makes a complaint in good faith of harassment, intimidation, or bullying or who cooperates in an investigation. Hudson Montessori School will not tolerate or permit retaliation by other students, employees, or non-employees.

Notice of Nondiscrimination

Hudson Montessori School does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, sexual orientation, disability, veteran status, marital status, or any other status protected by law, in the administration of its educational policies, admission policies, financial aid program, athletic and other school-administered programs or the employment of staff.

Policy Prohibiting the Abuse or Mistreatment of Students

Hudson Montessori School has zero tolerance for abuse and will not tolerate the mistreatment or abuse of students in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service. Further, this organization will fully cooperate with law enforcement and child protective services throughout the investigation and resolution of mistreatment or abuse incidents.

TECHNOLOGY

SCHOOLWIDE SOFTWARE POLICY

Since computer software is protected by copyright laws, HMS students may not copy software applications or download a software application on the hard drive of HMS computers.

PORTABLE DRIVES

Portable drives used to transfer computer files between home and classroom are the personal property of each individual and may not be shared between and amongst students. All drives must be labeled with the student's name.

CELL PHONES

The use of cell phones by students on campus is prohibited. Phones are readily available throughout the school for student use with the permission of a faculty or staff member.

SMARTWATCHES

Smartwatches may be worn at school for the purpose of telling time only in the Upper Elementary and Middle School programs. However, all "smart" features — such as texting, calling, taking photos, recording audio/video, using the internet, or playing games — must not be accessed during the day. Parents are asked to learn how to help their child put the smartwatch in *time-only mode* (or equivalent setting) while at Hudson Montessori School as it disables smart features.

Students in Young Children's Community, Children's House and Lower Elementary are asked not to wear smartwatches to school as they can interfere with learning the skill of reading an analog clock.

ELECTRONIC DEVICES

No electronic devices may be brought on trips or field studies without prior approval from the teacher. Our trips are “tech-free” experiences.

Middle school parents please refer to the Middle School technology policies for further clarifications.

INTERNET SAFETY POLICY

Introduction

It is the policy of the School to: (a) prevent user access over its computer network to, or transmission of, inappropriate material via the Internet, World Wide Web, electronic mail, or other forms of direct electronic communications; (b) prevent unauthorized access and other unlawful online policy; (c) prevent unauthorized online disclosure, use, or dissemination of personal identification information of minors; and (d) comply with the Children’s Internet Protection Act. Pub L. No. 106-554 and U.S.C. § 254(h).

Access to Inappropriate Material

To the extent practical, technology protection measures (or “Internet filters”) shall be used to block/filter access to inappropriate information for both minors and adults. As required by the Children’s Internet Protection Act, blocking shall be applied to visual depictions of material deemed obscene or child pornography, or to any material deemed harmful to minors. Subject to School staff supervision, technology protection measures may be disabled for adults or made less restrictive for minors only for bona fide research or other lawful purposes.

Inappropriate Network Usage

To the extent practical, steps shall be taken to promote the safety and security of the users of the School’s online computer network when using the Internet, World Wide Web, electronic mail, chat rooms, instant messaging, and other forms of direct electronic communications. As required by the Children’s Internet Protection Act, prevention of inappropriate network usage includes: (a) unauthorized access, including so-called “hacking,” and other unlawful activities; and (b) unauthorized disclosure, use, and dissemination of personal identification information regarding minors.

Supervision and Monitoring at School

It shall be the responsibility of the school’s staff to supervise and monitor usage of the online computer network and access to the Internet in accordance with the policy and the Children’s Internet Protection Act. Procedures for the disabling or otherwise modifying any technology protection measures shall be the responsibility of the Head of School or designated representatives.

Penalties and Improper Use

A user, whether a minor or an adult, who fails to adhere to the School’s Computer network policies and rules may subject that user to warnings, usage restrictions, disciplinary actions, or legal proceedings.

SAFETY AND SECURITY

At Hudson Montessori School, the safety and security of our students is of utmost importance. We also recognize that these policies and procedures need to be applied conscientiously.

WEAPONS

Weapons of any kind, including knives and guns (of any type) will result in disciplinary action of the student up to and including suspension or expulsion. Matches, lighters, fireworks, drugs, any illegal substance, alcohol, or tobacco are also prohibited and subject the offender to suspension or expulsion.

ALCOHOL POLICY

Alcohol is not permitted on the HMS campus at any time. Any exceptions must go to the Head of the School. These exceptions may only be considered when the event is clearly put forth as "adults only" and will take place after-school hours and/or when children are not present.

SCHOOL PROCEDURES

Designated points of entry All doors are locked from the outside and parents, visitors, vendors or repair personnel are required to come to the main office door for admittance. All visitors, including parents, must sign-in on the Raptor Visitor Management System and are issued a visitor's badge.

Smile – You're on camera! Exterior and interior cameras are present throughout our campus. The digital cameras allow us to create videotapes showing all people entering and exiting from the building.

Visiting Trades As part of our security policy, visiting member of a trade are not allowed to be with students without an HMS employee present.

Internal Controls

All children must ask a teacher/assistant in the room for permission to leave the room. Younger children (ages infant to 9 years old) will have a "buddy" or partner always accompanying them.

Classrooms have exterior doors. Teachers can open these doors to access the outside campus. Doors are not left open unless a teacher/assistant can constantly monitor the area outside the door.

Safety Education As part of the classroom experience and in consultation with the Hudson Police Department School Resource Officer, teachers will guide classroom discussions/lessons and role-playing on safety and security issues.

Response to Threatening Actions or Language

Hudson Montessori School will thoroughly investigate potential examples of threatening actions or language that could impact the safety of our community. These investigations could include actions or languages that occur outside school or during times when school is not in session. Hudson Montessori School may include the Hudson Police Department in the investigation. The investigation will result in the determination of the veracity of the reported actions or language. While the investigation is occurring, Hudson Montessori School reserves the right to deny student's attendance at school. Follow-up measures from the investigation will be determined by Hudson Montessori School and may include expulsion from school and referral to the Hudson Police Department.

HOW CAN YOU HELP?

It takes a village to raise a child.

Support our procedures. Talk to your child about the importance of these rules and how they are designed to ensure his/her safety.

If you have reason to believe that there may be a security threat at HMS, please contact the school and inform them as soon as possible. Additionally, HMS partners with Safe School Helpline. This is a service that will anonymously report information of this nature to Hudson Montessori School. It can be accessed at safeschoolshelpline.com, via text at 614-426-0240 (type: TIPS), or by calling 800-41-VOICE and asking for extension 359.

When in the school, please: *Sign-in at the office and wear a visitor pass* – we need to know who is in the building at all times. This is especially important in the event of an emergency.

Be alert to any adult you see in the building and look for a visitor's pass. If you don't see a visitor's pass, DON'T BE SHY! Ask them if they have signed in at the office – if not, please escort them to the office so that they can sign in!

Remember that if you bring any siblings of students to the school you are responsible for their supervision. They may not wander the building or the grounds unattended/unsupervised. This procedure includes after-school hours. You are responsible for the supervision of your child(ren) once the teacher has released them to you.

On the property

Car line: Model patience and "following the rules" for your child while in carline. Stay alert, follow directions or signage, and do not talk on your cell phone while waiting in line.

Park only in designated parking places. Supervise your child(ren) while in the parking lot or on school grounds.

CRISIS PLAN, FIRE & TORNADO DRILLS

HMS has an Emergency Preparedness Plan. This plan reflects the recommendations of experts in all areas of crisis preparedness and has been reviewed by the local Fire and Police Departments and approved by the State. Staff members are trained in the implementation of crisis planning procedures.

The school conducts regular fire, tornado, and lockdown drills. HMS is regularly inspected for fire and tornado safety by official fire, police or state inspectors.

In the unlikely event of a school emergency, you will be notified by our school mass notification system through email, voicemail and/or text message of how we will proceed with any emergency response and action. Therefore, it is important that you keep the school informed of any changes in your Emergency Contact information.

Parent Handbook Addendum for YCC & CH Families

In addition to the information provided in the HMS Parent Handbook, the Ohio Department of Education's Early Childhood Program and the Ohio Administrative Code requires the following information be provided to parents of children of preschool age:

Hudson Montessori School is licensed to operate legally by the Ohio Department of Education. This license is posted in the office. Current licensing inspection reports are also available in the office.

A toll-free telephone number is listed on Hudson Montessori School's license and may be used to report a suspected violation of the licensing law or administrative rules. The licensing law and rules governing childcare are available for review in the office or by contacting the Ohio Department of Education at (614) 466-0224 or the Department Ombudsperson at (877) 644-6388.

The Administrator and each employee of the Hudson Montessori School are required, under Section 2151.421 of the Ohio Revised Code to report their suspicions of child abuse or child neglect to Summit County Children Services at (330) 434-5437 (KIDS).

Any parent, custodian, or guardian of a child enrolled in Hudson Montessori School shall be permitted unlimited access to Hudson Montessori School during all hours of operation for the purpose of contacting their children, evaluating the care provided by the facility or evaluating the premises. Upon entering the premises, the parent or guardian shall notify the Administrator of his/her presence.

The licensing inspection reports and complaint investigation reports for the current licensing period are posted in the main office. Past reports are available on request.

Required Information

The following language and policy from the Ohio Revised Code section 5180-37-10 is required to be provided to parents of children enrolling in preschool programs.

5180-37-10 Behavior Management/Discipline

1. A preschool staff member in charge of a child or a group of children shall be responsible for their discipline.
2. The center shall have a written discipline policy describing the center's philosophy of discipline and the specific methods of discipline used at the center. This written policy shall be on file at the center for review. Constructive, developmentally appropriate child guidance and management techniques are to be used at all times, and shall include such measures as redirection, separation from problem situations, talking with the child about the situation, and praise for appropriate behavior.
3. Behavior management/discipline policies and procedures shall ensure the safety, physical, and emotional well-being of all individuals on the premises.
4. The center's actual methods of discipline shall apply to all people on the premises and shall be restricted as follows:
    a. There shall be no cruel, harsh, corporal punishment or any unusual punishments such as, but not limited to, punching, pinching, shaking, spanking, or biting.
    b. No discipline shall be delegated to any other child.
    c. No physical restraints shall be used to confine a child by any means other than holding a child for a short period of time, such as in a protective hug, so the child may regain control.
    d. No child shall be placed in a locked room or confined in an enclosed area such as a closet, box, or similar cubicle.
    e. No child shall be subjected to profane language, threats, derogatory remarks about himself or his family, or other verbal abuse.
    f. Discipline shall not be imposed on a child for failure to eat, failure to sleep, or for toileting accidents.
    g. Techniques of discipline shall not humiliate, shame, or frighten a child.
    h. Discipline shall not include withholding food, rest, or toilet use.
    i. Separation, when used as discipline shall be brief and appropriate to the child's age and developmental ability, and the child shall be within sight and hearing of a preschool staff member in a safe, lighted, and well-ventilated space.
    j. The center shall not abuse or neglect children and shall protect children from abuse and neglect while in attendance in the preschool program.
5. The parent of a child enrolled in a center shall receive the center's written discipline policy.

6. All preschool staff members shall receive a copy of the center's discipline policy for review upon employment.

New Federal and State requirements effective Dec. 31, 2016 (amendments of childcare rules):

- Healthchek is Ohio's Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program. It is a service package for babies, kids, and young adults younger than age 21 who are enrolled on Ohio Medicaid. The purpose of Healthchek is to discover and treat health problems early. If a potential health problem is found, further diagnosis and treatment are covered by Medicaid. Children enrolled in Medicaid are required to participate in this program, but this information is available to all families. https://medicaid.ohio.gov/FOROHIOANS/Programs/Healthchek.aspx
- The Individuals with Disabilities Education Act (IDEA), Part C Assessments and Screenings provides early intervention services for infants and toddlers. For more information: https://dodd.ohio.gov/your-family/

Safe Sleep Policy

Infant Safe Sleep | Ohio Department of Health

Safe Sleep | Child Care Technical Assistance Network (hhs.gov)

Sleep & Nap Requirements & Crib & Mat Requirements for a Licensed Child Care Center

https://codes.ohio.gov/ohio-administrative-code/rule-5180:2-13-20

Management of Communicable Diseases:

https://codes.ohio.gov/ohio-administrative-code/rule-5180:2-12-16

a) Daily Health Observation
b) Protocol for Suspected Communicable Disease
c) Communicable Disease Policy

Health and Safety Procedures

a) Safeguarding Children's Health and Safety
b) First Aid Facilities and Materials
c) Medication Administration

https://codes.ohio.gov/ohio-administrative-code/rule-5180:2-12-25