

PARENT & STUDENT HANDBOOK



“Free the child's potential,
and you will transform him into the world.”

~Maria Montessori

“We adults should always act toward the child
in such a way as to answer his unspoken prayer,
‘Help me do it myself.’”

~Maria Montessori

About Our School

Monarch Montessori School is an authentic Montessori program, for children ages 12 months through Kindergarten, in beautifully prepared classrooms with highly-trained teachers who are passionate about the education of your individual child.

Our Montessori classrooms are meticulously prepared to promote self-discovery, confidence, and a love of learning. Lessons are presented individually to your child or in small groups in the areas of Practical Life, Sensorial, Language, Math, Social Studies & Geography, Science, Art, and Music. Then, exercising self-discipline and responsibility, each child chooses the material with which she or he wants to work. As academic skills develop, so does self-confidence and independence. We respect the children's concentration and work choices, and in turn they learn respect for themselves, for each others, and for the environment around them.

At Monarch Montessori School, we foster independence, creativity, self-direction, and personal responsibility. We nurture a child's love of learning in an environment of acceptance, understanding, and mutual respect.

In a Montessori environment it is the process, not the product that is the key to learning. This is why parents don't see a lot of take-home work. From start to completion, the student experiences a sequence and chronology of thought, movement and consequence that can be transferred to all areas of life. The Montessori Curriculum is a sequence of lessons with hands-on, concrete, beautiful learning materials. Children are not filling out worksheets, but instead working with their hands to learn. Learning with the hand to brain connection, involving movement, is the most effective way for young children to learn. The Montessori Method provides the groundwork for individual self-awareness and self-appreciation. Children are free to move, free to group for regular work or special projects, free to help each other, and free to choose their work (within limits). In short, free to create their own community. Social learning is brought about by lessons just as any academic subject is approached. Academic skills are superior and developed in an environment free of competition. Overall, the children are helped to reach their fullest potential under the guidance of teachers who give them the utmost love and respect at all times.

The Agreement

The following agreement is made between Monarch Montessori School and the parent(s) or guardian(s). Every child has the right to have both parties working positively for the child by being involved in the child's care and education. Our hope is that this partnership provides mutual understanding and respect, and open communication that will enable us to work together for the benefit of your child.

Monarch Montessori School will:

1. honor the school's mission and cultivate an open, honest, and respectful relationship with all of the children and families.
2. maintain a prepared Montessori environment that meets the highest standards of excellence in faculty and materials.
3. provide a broad and balanced education that allows your child to develop confidence, independence, and an interest in and love for learning.
4. establish an environment where your child is able to work without distractions.
5. promote understanding of the Montessori philosophy through parent education programs.
6. communicate clearly in a concise and timely fashion.
7. understand the challenges of parenting and support you in meeting those challenges.

The Parents will:

1. honor the school's mission and cultivate an open, honest, and respectful relationship with all members of our community.
2. read the Parent & Student Handbook and familiarize themselves with the policies and procedures of Monarch Montessori School; and agree to follow the school policies as described in the Parent & Student Handbook, including the school calendar.
3. promote good communication by attending parent-teacher conferences and staying informed about school activities via the web site and other communications.
4. grow in understanding of the Montessori Method by attending parent education programs.
5. provide the opportunity for healthy living and purposeful activity at home that complements the child's experience at school.
6. provide adequate sleep, a healthy diet, and limited screen time.

Absences & Attendance

Attendance every day is vital to your child's success at Monarch Montessori School. Children thrive amid consistency, so it is important to attend school every day when possible and be on time. School begins promptly at 8:30 AM. School doors will be locked at 8:45. At this time, you will have to use the ring doorbell to be let in. We ask that you minimize drop-offs past 8:45 as it is a disruption to the classroom.

However, we know there are times when your child must miss school. Please call the school office at 913-649-4114 or email at Rebecca@MonarchKC.com to let us know that your child will not be attending for whatever reason. If your child is sick, please be sure to let us know of the illness so we can be aware. Please see *Illness; Arrival and Morning Drop Off; and Arriving Late in the Morning* for more information.

Admissions Policy

Monarch Montessori School does not discriminate in admissions or placement based on race, color, religion, national or ethnic origin, ancestry, or handicap. Acceptance is based on space availability, a family's commitment to Montessori education for their child, and the child's likely long-term attendance at Monarch Montessori School. All rights, privileges, programs and activities of the school are made available to all students of the school.

Admissions Process

Submit the completed Application Form to:

**Monarch Montessori School
PO Box 8045
Prairie Village, KS 66208-8045**

Monarch Montessori School will notify you of acceptance in the program and offer you an Enrollment Contract. Upon signing the contract, the parent or guardian returns the Enrollment Contract to the school office accompanied by a non-refundable Tuition Deposit equal to one month's tuition (Primary) or \$500 (Toddler). This deposit is not an arbitrary fee. It is part of the yearly tuition and is applied to the child's last month in the program upon giving 60 days notice. *Please refer to the contract for more specific information.* Once the contract and deposit have been received by the school, your child's place in the program is secured. The Non-Refundable Tuition Deposit is applied toward the student's last month's tuition.

If your child is placed on the Waiting List, you will be called as soon as a space becomes available. Enrollment preference is given to returning students, siblings of current students, siblings of former students, and students transferring from other Montessori schools.

Arrival & Morning Drop-Off

Children should arrive for school at by 8:30 in the morning to get the most out of the program. People who bring their children late in the morning are not getting the most out of the program as they are missing the essential morning work period in the classroom. Please help your child hang up his/her things in the coat room. If your child is going to the classroom (Primary), help them change into slippers and escort him/her to the classroom. If your child is going to the playground (Toddler), please help hang up things and escort him/her to the classroom or playground depending on time of drop-off. Toddlers go to the playground at the beginning of the day, but timing is staggered to allow each classroom to have full access to the playground.

Once Inside, Your Child's 1st Work

As you arrive, remember that you are entering the Children's House, an environment created with love and respect for your child. When dropping off, please keep your voice low and cell phone off. Your responsibility is to deliver your child safely across the threshold. Take those moments to enjoy your child and say goodbye. The quicker the goodbye, the easier the transition.

Since the classroom is not teacher-driven, the children's day only begins once you have said goodbye, because only then are the children able to turn toward their environment, begin making their own choices, and seek out what they want to learn that day.

Parents in the Classroom

If you do take a moment to peek into your child's world, be respectful of the children's space. Maria Montessori named it the Children's House, and it is truly created only for them. Beyond the cubby area is where the Children's House begins. Though you may not realize it, whenever you enter the classroom area, your presence has an effect on every child who is working there. Before 8:45 in the morning, you are welcome to briefly step into the classroom to see a work your child wants to show you or to get a feel for the energy of the room.

However, parents should not ever take work from the shelves, attempt to direct their child in choosing a work, or manipulate any of the materials. You are an observer of their world: enter quietly, move slowly, and please do not interrupt any children who are working (including your own!). (See *Observing in the Classroom*)

Greeting by a Teacher

Many children arrive as early as 8:00 AM and the school day starts at 8:30 AM. If you would like to be greeted by a teacher or if you have a question for the teacher, please be sure to arrive between 8:20 and 8:45. Teachers are cleaning and preparing the classroom in the early morning and begin to give lessons as soon as the first child arrives. Once a good number of children are present and begin working, the teachers become very busy giving lessons and helping the children and may not be available to talk with you. Feel free to leave a note or send an email so that she can be in touch later.

Arriving Early - AM Care

If you need to drop your child off before 8:30 in the morning in the Primary, we offer AM Care for a nominal fee. With AM Care, you may bring your child to school starting at 8:00 AM each morning. Unless you are enrolled in our AM Care program, please arrive at school no earlier than 8:20 AM and no later than 8:45 AM each day.

Arriving Late

If you arrive after 8:45 in the morning, you will need to ring the bell to enter the secure school. As you arrive, remember that many children have been at school for 30 minutes or longer and are deep into their morning work. Upon arrival all students get to work right away and teachers begin giving lessons as soon as possible in the morning. Please enter quietly and exit quickly to show respect for the children's work time.

Birthdays

Birthdays at Monarch Montessori School are very special days, and we have a unique and fun ceremony. A few days before, your child will need to bring one picture from each year of his or her life to make a timeline. Your child will also make his or her own birthday cake and serve it to the other children. (So there's no need to bring any treats.)

During the birthday ceremony, all of the children sit in a circle on the floor around a candle that represents the sun. The birthday child walks around the circle carrying a small globe. Each trip around "the sun" represents one year in the child's life. It is a wonderful concrete way for your child to experience his or her own growth.

Of course, you are welcome to attend the celebration. If you would like to bring something to the celebration, you might choose to bring a book to donate to the school library in honor of your child's birthday. A name plate will be placed inside the book cover to mark the gift and occasion.

If your child's birthday falls on a holiday or non-school day, we will coordinate with you to celebrate it before or afterwards.

Child Abuse and Neglect Reporting

As required by Kansas State Law, incidences of child abuse and neglect will be reported to Social and Rehabilitation Services. No unfounded or malicious reports will be made. All staff members are trained through child abuse classes as required for licensing.

Classrooms

Upon entering the school, the cubby room is straight ahead on the right. The classrooms are located in the secure, locked hallway on the West wing of Overland Park Christian Church. The hallway will be locked after 8:45 daily. It will be propped open after 2:30 in order to hear the Ring doorbell during aftercare. We rent space from the church, but are not affiliated with the church.

Communication

Communication between home and school is a high priority at Monarch Montessori School. With clear, easy communication between teachers and parents, we are all able to show consistency and follow-through at home and at school. This in turn creates a harmony that helps children feel more secure, calm and confident. Anytime you have a question or concern please contact the school or your child's teacher.

In The Classroom

You will find current information and announcements at the entrance to each classroom. Sign-up sheets and permission slips are found outside of the classroom door or in the cubby room.

Teachers

You will have direct communication with your child's teacher and the ability to check in on your child's progress. She will contact you any time she feels there is something you need to be aware of or if she would like to partner with you to help your child. Remember to honor the classroom work time and schedule an appointment with your teacher if need be.

Please be open to communication. Remember that we care for your child and want the very best for him/her. We will give feedback based on observations and our work with your child. Sometimes this feedback will be given in order to help your child with negative behaviors or learning difficulties. We ask that you be open to hearing us. We will handle this communication with the utmost respect for you and your child. It is our duty and due diligence to report on your child's progress, pointing out both the strengths and weaknesses. Often these conversations are not easy to have, but we ask that you hear us in order to give the very best to your child and to work together to better aid development.

Newsletters

You will receive a printed newsletter from the teacher and/or the school every month or so.

Email and/or Phone Calls

Email is the primary form of communication by the administrator and director. You will receive emails with announcements, dates to remember, illness alerts, snow day information, tuition invoices, requests or needs from the school or staff, and information about special activities or opportunities.

In case of illness, serious injury, or dangerous behavior, you will receive a phone call from the director.

Online

Our website (www.MonarchKC.com) has the school calendar, student roster, announcements, forms to download, and links to other helpful sites.

Conferences

Parent Teacher Conferences are held twice a year. Everyone should attend each conference every year. This is an opportunity to have an uninterrupted discussion about the progress and development of your child. Conferences are for parents only. Childcare arrangements should be made during your conference time. A sign-up sheet is available the week before conferences.

Confidentiality

All personal information regarding you and your child is protected and respected at Monarch Montessori School. All staff members are trained not to discuss your child to other families, staff members, or people outside of Monarch. See also *Photography & Video*.

Contagion Notice

So that we can communicate accurately and in a timely manner about health issues affecting the school, Monarch Montessori School asks parents to provide information about their child's illness when calling in an absence. This is most important when your child has been exposed to or diagnosed with a communicable illness.

Once we have been informed about the condition, if necessary we will email to all families a Contagion Notice. This notice will be sent when a child has been diagnosed with chicken pox, croup, Fifth disease, hand foot and mouth disease, head lice, impetigo, influenza, mono-nucleosis, pink eye, or strep infections.

If your child has been diagnosed with any of these or another communicable condition, please let us know as soon as possible. Be assured that the name of the child is never identified in any communication about a contagious condition. The Contagion Notice will indicate symptoms and incubation times. For the safety of all of the children, please keep your child home for the required time.

Deposits

All signed Enrollment Contracts must be accompanied by a non-refundable tuition deposit equal to one month's tuition (Primary) or \$500 (Toddler) which is applied toward the student's last month's tuition. This is to protect the financial health of the school. You are making a commitment to Monarch for the school year and we plan and staff accordingly. It can be difficult to fill spots mid year as families have already committed to other programs. Giving us 60 days (2 months) notice allows us time to try and fill the space. Upon giving notice, tuition will be due for the following month and your deposit will be applied to the last month (30 days) in the program. In order to be consistent and fair to all families enrolled at Monarch, we cannot deviate from this policy.

Discipline

"Freedom With Responsibility" is a core principal of Montessori education. Self-discipline and self-control of the will are developed at Monarch Montessori School. Children are free to choose their own work if they are respectful of others and the classroom environment. Usually redirection is all that is necessary. If needed, a child will be asked to sit and observe another child working for a short time before being invited to join when ready. As the teachers support conflict resolution between the children, the children learn to communicate with each other and solve their own problems. Teachers use firm but loving, direct communication with children to convey their expectations. Corporal punishment is never used.

Suggested Guidance for Infants and Toddlers

1. Tempting items that are off limits are removed from toddlers. By nature they are curious about people and things. They are just learning.
2. Toddlers are distracted or redirected away from the activity that is not desired by attracting the child with a better choice.
3. When a behavior is not causing the Child or another to be in danger, the behavior is ignored.
4. "NO" is used sparingly. "NO" should be used only when the infant/toddler is approaching danger. Over-using the word "NO" may result in the child learning to ignore the teacher.
5. Duplicates of popular works. Infants and toddlers do not understand the concept of "sharing".
6. Place a toy or item in "time out" - not the child. Infants/toddlers have short attention spans and are naturally active. Time out for infants/toddlers is not appropriate.

Suggested Guidance for Primary Children - any of the above methods of guidance PLUS:

7. Primary children are allowed to make acceptable choices and let the natural consequence of the decision be the teacher (as long as the consequence is not dangerous).
8. Children are taught to solve problems and offered suggestions when necessary to allow the child to decide.
9. Time-out is used sparingly. Over use of "time out" or any other method of guidance causes the method to become "old hat" which causes it to lose its effectiveness. Time out provides the child the opportunity to think, cool off, and calm down. Time out is not about an ability to control the child. A "time out space" for the child that is nearby is provided and that allows for supervision of the child. The child is invited to rejoin the group when he/she is ready. Behavior and feelings are discussed and the child is reassured when he/she rejoins the group. A child is never placed in time out for long periods of time.

Aggressive Behavior

If a child exhibits behaviors that are continually disruptive, harmful or destructive, the following steps will be taken:

- 1.** Teacher intervention to help the child such as helping communicate feelings with words, finding a safe place to calm down, redirection, etc.
- 2.** Elevation to the Program Director with written or verbal communication to the parents or guardians of the child. Collaborating as teachers and parents to find a solution to help the child change the behavior.
- 3.** As an absolute last resort, the child may be terminated. Monarch Montessori School reserves the right to protect all of the children in its care.

The timeline of the above steps will depend on the seriousness of the behavior, the responsiveness of the child to the proposed solutions, being open to outside help and support if necessary, and the support of the parents. At no time will a child be allowed to endanger others or be destructive to him/herself, to others or to the environment.

Dress Code

Dress your child in clothing that is comfortable and allows your child to run and play freely. Learning can be messy, so please don't send your child in his or her "best" clothes. Send an extra set of clothes to leave at school in case of an accident. Also, keep your child's independence in mind when selecting clothes. How is his or her independence facilitated through these clothes? Certain accessories such as jewelry, purses, sunglasses, toys, and money can be dangerous and a distraction. Excessive branding or costumes can also be distracting. These items *should not* be brought to school. Please see *Footwear*.

Enrollment Contract

The Enrollment Contract defines our commitment to you and your child, the details of our program, and your commitment to Monarch Montessori School.

Financial Obligation

The parent(s) or legal guardian(s) of the child referred to in the Enrollment Contract assume(s) the financial obligation for the child's enrollment in and tuition payments to Monarch Montessori School.

Field Trips

There will be one going-out field trip each year and several in-house field trips. Please share your culture, special talents, educational or professional training, or life experiences with us! Let us know if you would be willing to do a short presentation on a topic you specialize in. Bring in photos from a recent vacation or special objects relevant to your country of origin. Cultural studies are an integral part of the Montessori curriculum and we welcome your contributions.

Footwear

We wear slippers or “school shoes” in the classroom to limit the amount of dirt brought into the classroom space. It is also a sign of respect and helps the children transition into school-mode each day. Changing into slippers is your child's first work of the day. Please help your child learn how to do this by allowing your child the time and space to put on slippers all by himself or herself. Make sure that your child has shoes that can be taken on and off all by himself or herself.

Your child needs a pair of slip-on shoes: loafers, sandals, canvas sneakers or mules, moccasin, crocks, or velcro slippers with non-slip soles. No cartoon characters or branding of any kind, please. These shoes will stay at school.

Your child also needs a pair of rain/mud boots. We go outside almost every day and having rain/mud boots allows your child to run and play anywhere on the playground. Slip-on “wellies” style rubber boots work best. They are easy for the child to slip on and off, and they are easy to clean. Rain boots will be switched out for snow boots in the winter. See *Winterwear*.

Forms

All forms are due on or before the first day of school. These include: the Enrollment Contract; Medical Records form; History of Immunization; Child Health Assessment; Authorization for Emergency Medical Care; and if necessary Authorization for Dispensing Medication forms. Copies of the medical forms are available on the website.

Help With Health and State Forms

Complete the mandatory forms required by the state of Kansas as follows:

Authorization for Emergency Medical Care

Fill in your child's name, the first day of school. This form will be in effect until the end of care. Sign and date the form and have someone other than your spouse witness and date the document. Include your child's health insurance information. The state of Kansas does not require this form to be notarized.

Medical Record for All children in Child Care Facilities

Complete this informational page for your child's file. Be sure to include people authorized to pick up your child, emergency contacts, doctor and dentist contacts, and allergy information. Sign the form.

History of Immunization

In Section 1, enter the date of each of your child's vaccination, or send this form to your pediatrician to complete -OR- In Section 2, select which exemption option you prefer. Sign and date the form.

Child Health Assessment

Send this form to your pediatrician to complete and sign. Some offices take days or weeks to complete and return this form so give yourself enough time to get it back before school starts.

Authorization for Dispensing Medications

These forms are only for children who need to take medication at school on a regular basis or who use a rescue inhaler, epi-pen, allergy medication, or other similar items at school. Note that all medications must be in their original packaging. You may also include an Asthma Action Plan by your child's physician which we will keep on file.

Health and Academic Records

When a student transfers to another school, the student's records should be requested in writing by the new school. This form must be signed by the parent. Student records will be released by the school office only. Student records are released when financial obligations and other documents are in order. Any past due or outstanding balances must be paid in full before records will be released.

Holidays

Holidays are very important to children. At Monarch Montessori School we celebrate holidays in a low-key way. For example, on Halloween we incorporate the celebration into the normal morning work-cycle. Songs are sung, a pumpkin is carved, seeds are roasted, and a special snack is served. We encourage children from all cultural backgrounds to share their holidays and festivities with us.

Illness

Children will be sent home if they:

- Have a fever of 100 degrees or above
- Are vomiting
- Have diarrhea (more than 3 loose stools in 24 hours)
- Have unusual rashes
- Have red or draining eyes
- Are crying excessively or are irritable or lethargic for 2 or more hours

A child who is sent home with any illness will not be able to return to school for 24 hours. Your child must be fever-free without medication and/or have not vomited for 24 hours before returning to school. The only exceptions are vomiting episodes due to car-sickness or choking or gagging in the absence of other infectious symptoms.

If your child is sick, keep him or her at home. If your child becomes sick at school, we will notify you or call someone on your contact list to come pick up your child. You will be notified by email if your child is exposed to communicable diseases (see *Contagion Notice*).

In order to promote good health for all children at Monarch, please keep children home until they are fever-free without medications for 24 hours. This reduces the spreading of germs, and it gives your child extra time to rest and fight off the illness. Keep children home if they have had vomiting or diarrhea (more than 3 loose stools in 24 hours). Usually, they feel physically drained if they have had these symptoms. They may return to school when they are symptom-free for 24 hours. For other illnesses, please consider keeping your child home to be able to rest and regain strength. Keeping your child home for an extra day can help your child fully recover and not have a re-lapse.

The following illnesses will require your child to stay home sick as instructed by the Kansas Health Department:

Appearance/Behavior: Unusually tired, pale, lack of appetite, difficult to wake, confused, excessive crying or irritable for 4 or more hours.

Diarrhea: 3 or more watery stools in a 24-hour period, especially if child acts or looks ill.

Eyes: Thick mucus or pus draining from the eye, or pink eye. The child can return to school after using antibiotic eyedrops for 24 hours, if the pus is minimal.

Fever: Has a fever at present or within the last 24 hours. Your child must be fever-free with no fever reducing medication for 24 hours. At Monarch Montessori School, temperatures are taken with a temporal artery thermometer. A child will be sent home if his or her temperature is at or above 100 degrees. If other symptoms exist such as sore throat, rash, vomiting, diarrhea, earache, irritability or confusion, your child may be sent home with a lower temperature than stated above. Please understand these policies are in place to protect your child and all of the other children at school.

Impetigo: Bacterial skin infection causing 1 or more coin-shaped sores. The child may return to school 24 hours after treatment is initiated.

Lice: Children who have lice may not return to school until they are louse and nit (egg) free.

Rash: Body rash not associated with diapering, heat, or allergic reactions, especially with fever or itching.

Sore Throat: Especially if associated with fever or swollen glands in the neck.

Vomiting: Vomiting on 2 or more occasions within the past 24 hours. If your child is vomiting, please keep him or her home.

Immunizations

Please keep your child's immunization records up to date and inform the school when your child has had additional immunizations.

Under the Kansas Department of Health and Environment guidelines, unvaccinated children are not allowed to attend schools or daycare centers. Therefore, Monarch Montessori School cannot allow children to attend who haven't been vaccinated. The only exception is for religious reasons, and this tends to only be for specific vaccinations. Thank you for your understanding as the protection and safety of all of our Monarch students is our first priority.

Kindergarten Year Policy

The Montessori Primary Program is a 3-4 year, interrelated and cumulative curriculum during the preschool, pre-k, and kindergarten years. All children at Monarch Montessori School who participate in the curriculum through their kindergarten year will be refunded 50% of their total enrollment fees at the completion of the kindergarten year.

Lice Policy

A child will not be allowed to return to school until after proper treatment and all adult lice as well as nits are removed. Teachers will check children's heads upon arrival at school. If lice- and nit-free, the child may stay. Resting mats and other personal items may be sent home to avoid spread.

Children must be nit free to return to school for several reasons.

- Nit removal guarantees the child has been fully treated.
- Nit removal may decrease future diagnostic confusion.
- Nit removal may decrease the possibility of unnecessary re-treatment.

Although over-the-counter remedies can be used, they are harsh chemicals that are often not administered correctly and may not ultimately kill all of the lice. According to a research team at Southern Illinois University-Edwardsville, in 25 states lice has become resistant to pyrethroids, the active ingredients in

most OTC lice treatments. In Kansas and Missouri, 100% of the tested lice contain the so called "knock-down resistant mutations", a triple set of genetic mutations that render the lice immune.

Instead, we recommend scheduling an appointment with a professional lice removal salon. They perform a head check, and if evidence of lice is found, they shampoo the hair, remove all adult lice, comb through the hair extensively to remove bugs and nits, then use a strand by strand method to check for and remove nits or any remaining evidence of head lice. See below for some salons in the area.

Recommendations from the CDC

Head lice survive 1–2 days if they fall off a person and cannot feed; nits (eggs) cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the scalp. If your child does have lice, the cycle of reinfestation can be broken using some simple steps at home:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, slumber parties, camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes.
- Do not share combs, brushes, or towels. Disinfest combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for 5–10 minutes.
- Do not sit or lie on beds, couches, pillows, carseats, carpets, or stuffed animals that have recently been in contact with an infested person. Consider placing items in a trash bag to avoid contact.
- Machine wash and dry clothing, bed linens, and other items that an infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. This can kill both head lice and nits. Items that have been in contact with the head of the infested person in the 48 hours before treatment should be considered for cleaning. This includes clothes, bed linens, pillows, stuffed animals, blankets, rugs, jackets, carseat covers, etc. Clothing and items that are not washable can be dry-cleaned or sealed in a plastic bag and stored for 2 weeks.
- Vacuum the floor and furniture, particularly where the infested person sat or lay. However, spending much time and money on housecleaning activities is not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothes.
- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin.

Suggestions for Prevention

- Check your child's hair daily at the nape of the neck or over the ear for white nits. Dry scalp pulls off the hair follicle, nits cling.
- If your child has long hair, wear it up in a bun, braids or ponytail.
- Use teatree mint shampoo.
- Use a teatree rosemary peppermint spray or just hair spray on your child's hair.

Lunch

If your child stays for the full day program, send a healthy lunch each day. Lunches will be refrigerated. We eat lunch in the classroom and the children are largely responsible for their own lunches. They set the tables, pour the milk, and help with clean up. Lunch is a time for practicing manners and engaging in polite conversation. Keeping with the Montessori cornerstones of independence and care of self, make sure that you are sending packages that your child can open independently as well as things that are easily manageable and not too messy. Be sure to include any utensils your child will need for his or her meal. Make the lunch well balanced and limit or eliminate sugary foods. We do not recommend Lunchable-type meals. They do not promote

independence, contain excessive packaging, and are lower in protein in relation to fat and sodium. Bento Box type lunches work the best.

Tips for Packing Lunch

Every day your child's lunch should include:

1. **A Protein:** turkey, chicken, ham, roast beef, cheese, Greek yogurt, edamame, hummus, cottage cheese, black beans, quinoa, etc.
2. **A Fruit:** berries, apple, pear, melon, orange, banana, peach, grapes, etc.
3. **A Vegetable:** carrot, cucumber, tomato, salad, peppers, beans, peas, corn, broccoli, etc.
4. **A Grain:** whole grain bread, tortilla, pasta, crackers, pretzels, bagel, muffin, pita bread, etc.

Also see *Milk Program*.

Cookies, candy, donuts, sweet treats, sugary yogurt, potato chips and other "fun foods" will be set aside until healthy foods have been eaten, then the child is welcome to eat his or her sweet or chips.

Choices & Portions

Too many choices of foods in your child's lunch can be overwhelming. Too much of any one food can make it difficult for your child to eat a balanced meal. Be aware of portion size and try to include just enough so that your child won't be overwhelmed by too much or too many foods. We will have your child bring home the foods that she or he does not finish. This will give you insight into your child's ever-changing lunchtime eating habits.

Learning About Nutrition

Throughout lunch the teachers and children talk to each other about the nutritional value of their lunch items. Our hope is to instill a sensibility about healthy eating and an enjoyment of eating healthy foods.

Reducing Waste and Recycling

Monarch Montessori School strives to be as environmentally conscious as possible. We will help your child recycle what we can. Please try to send food in reusable containers. Bento boxes, Tupperware, and Gladware containers work well. We want to help the children be aware of the amount of trash each of us produces and to limit it when possible by recycling.

Measles Policy

If your child is not fully vaccinated against measles and there is a measles outbreak in the Kansas City metropolitan area, your child will be required to stay home from school until the outbreak has subsided. We will consult with the Department of Public Health and the CDC to determine when it is safe for your child to return to school.

The typical presentation of measles is runny nose, with cough, and runny, reddened eyes. Four days following the start of these symptoms, a typical measles rash breaks out starting on the face and head and spreading down the body to the feet. Although some of the above symptoms are typically just the sign of a summer cold, given the seriousness of the current measles outbreak we must insist that proper precautions are made to protect the health and the lives of the children in our community. Measles is a highly contagious, airborne disease.

If a member of the Monarch community is exposed to measles, every child who has been in contact with that child and who is not fully vaccinated from measles (meaning they have not had two MMR vaccinations) would be subject to a 4-7 day quarantine according to public health standards. The Monarch staff would report the case to the Johnson County Health Department and to the Center for Disease Control (CDC). If a child with measles attends school, we will close the school until the "wait and see" period has passed.

Although the majority of students at Monarch Montessori School are immunized against measles, many of them have younger siblings who may not be old enough to receive the MMR vaccine. Any child with measles who attends school, the local pool, a park, birthday party, playdate, grocery store, movie theater will expose every person at those places to the disease including those children who are not old enough to be protected from it. The virus lives in the mucus in the nose and throat of the infected person. When that person sneezes or coughs, droplets spray into the air. The droplets can get into other people's noses or throats when they breathe or put their fingers in their mouth or nose after touching an infected surface. The virus can live on infected surfaces for up to 2 hours. This means immune children can carry the disease with them on their clothes or skin and spread it to unvaccinated younger siblings. Often, parents are unaware of the symptoms or mistake them for a simple cold virus. Exposure can happen rapidly.

We are hopeful that no children in our city will be forced to fight this disease. However, each of us has a responsibility to be educated and aware. We want to remind each of you about the seriousness of measles; educate you about the warning signs, symptoms and procedures; and encourage you to take proper precautions and actions in dealing with any symptoms that may indicate infection with measles.

For more information, contact your pediatrician or go to www.cdc.gov/measles.

Medication

To administer medication to your child, Monarch Montessori School must have the Authorization for Dispensing Medications to Children or Youth form completed and signed by a parent or guardian.

Prescription medications must be in their original containers labeled with the child's first and last name, the date the prescription was filled, the name of the licensed physician or nurse practitioner who wrote the prescription, the expiration date of the medication, and specific and legible instructions for administration and storage of the medication. All medication will be administered according to the instructions.

Non-prescription medications can be given with permission from the parent or guardian based on general advice received from the child's physician. Non-prescription medication will be administered from the original container labeled with the child's first and last name and according to the instructions on the label. A record of doses will be kept.

Milk Program

For a nominal fee, students have the option of joining the Milk Program. Primary children will be served Certified Organic 2% grade A pasteurized milk and Toddler children will be served Certified Organic Whole grade A pasteurized milk during lunch each day.

Mission Statement

Monarch Montessori School provides an authentic Montessori preschool education for children ages 12 months through kindergarten in beautifully prepared classrooms, with highly-trained teachers who are passionate about the education of your individual child.

Non-Discrimination Policy

Monarch Montessori School provides an authentic Montessori education to all children regardless of ability, race, creed, religion, national origin, ancestry, physical handicap, socio-economic status, hair color, or shoe size.

Notice of Dismissal

Monarch Montessori School may at any time, in its sole discretion, discontinue a student's enrollment if it determines that the student's behavior is detrimental to the well-being of other students or the staff; or the student or any parent or guardian repeatedly fails to follow rules and policies as established for the harmony and safety of all of the children and staff; or tuition is not paid for 30 days. Written notice of a student's dismissal will be mailed or delivered to the parent or guardian and no refund of tuition deposit, application fees, or supply fees will be made.

Order of Admissions

Enrollment preference is given to returning students, siblings of current students, siblings of former students, and students transferring from other Montessori schools.

Ouch Reports

If your child has a small injury at school, an Ouch Report will be filled out and given to you. Our staff is trained in CPR and First Aid. Minor bumps and bruises will be treated accordingly and given TLC. Any nose bleed, bump to the head or otherwise will be reported to the parents. If there is a major medical emergency, 911 will be called, First Aid will be administered, and the parent (or second emergency contact) will be notified.

Outside Play

Fresh air and outdoor play are very important for children. We try to go outside every day of the year. If weather conditions are unsafe, we will not go outside. If it is 19 degrees or warmer, expect to go outside. With appropriate dress, children can play outside even in cold temperatures if only for 5 to 10 minutes. Plan on your child's going outside every day and dress your child accordingly. In the summer, send a hat for sun protection and rain/mud boots. In the winter, send snow boots, snow pants, hats, mittens (they're easier to put on than gloves), and a warm coat with a working zipper for fun in the cold and snow. See *Winterwear* and *Footwear*.

Parent Nights

We host Parent Night events during the year where we discuss Montessori education and parenting. You've already chosen a superior form of education, now come learn more about it! Bring any questions you may have and take advantage of this opportunity to learn more about your child's education. Parent Night dates and times are listed on the school calendar and on the website.

Parent Observations

Observation is an excellent way to gain a better understanding of the Montessori Method, and all parents are encouraged to observe periodically. Parents who come to the school to observe children at work are given guidelines for observation and are asked to be seated during the observation. The purpose of observation is to view the environment and the children's interaction with the materials, other children, and the teachers.

Observation times must be scheduled with the school office. Observations may be scheduled beginning six weeks after the start of school. This allows for a period of adjustment for new students.

Parking

All families should park in the West parking lot only. Please share this information with grandparents, childcare providers and other people who will be dropping off or picking up your child.

Photography & Video

Throughout the school year, we take photos of your child working and playing at school. Because Montessori work is done mainly with the materials themselves, often there is little “paperwork” sent home to show the work your child is doing each day. These photos show your child happily learning and growing. We also use photos as holiday gifts. In addition, we like to document our field trips and other special events.

We like to post photos on our website and Facebook page so that other families can see our school and get a feel for the work that the children do. In addition, our website is a place where you can send family and friends to see photos of your child at school.

However, the safety and privacy of your child is of great importance to us. The Photo Consent Form gives you the opportunity to decide under which conditions you give consent regarding photography and videography by Monarch Montessori School.

Picking Up Your Child Late

If you are consistently late picking up your child from school or extended day, you will be given notice that, in the future, a *Late Pick Up Penalty* will apply. If you are late picking up your child on any subsequent days, we will apply a penalty of \$1 per minute for each minute that you are late.

Pick-Up Procedure

Half-day Primary students are released to parents at 11:30 AM. Full-day Primary students are released to parents at 2:30 PM. At the end of each day, please wait outside of the school until we open the door. Once the children have changed into their street shoes and gathered their belongings, the teacher will open the school door and release your child to you. We will only allow a child out of the school door if his or her parent or person authorized to pick-up is present. Toddler students or Primary students who stay for aftercare will be in their classroom, the yoga room, or on the playground. Please use the ring doorbell to be buzzed in for pick-up after 2:30 PM.

If someone other than you or your authorized pick-up person is picking up your child, please leave notice with the teacher or administrator to authorize the pick-up.

Pick-Up From PM Primary Care

Our PM Primary Care program runs from 2:30 until either 4:00 or 5:30 PM each day. Your child must be picked up by your respective time or a late fee may be applied to your next month’s tuition invoice. Upon arrival for pick up, please sign out your child and note the pick-up time.

Playground

The playground is available to you before and after school. Please observe the following playground rules:

1. The large play structure is for children ages 4 and up ONLY!
2. Children may go up the ladders and down the slides on their bottom.
3. Children go down the slides. Not bikes, trucks, chairs, etc.
4. Children may not play in the shed. It is for storage only. Return any used play equipment to the shed.
5. Let the garden grow! Please do not pick anything.
6. Have fun and be kind!

Thank you for keeping our children safe on the Monarch playground! For safety purposes, we ask that you watch your children at all times!

Also, be sure to close the gate when you leave.

PM Care - Extended Day Program for Primary Students

Monarch Montessori School offers an extended day to students for an additional fee. We have two price points for PM Care: either 2:30 to 4:00 PM, or 2:30 to 5:30 PM. Parents arriving after either 4 or 5:30 respectively will be charged \$1 per minute for each minute that they are late. The late fee will appear on the next month's tuition invoice.

A Drop-In program for PM Care is available. The cost is \$9/day until 4:00 or \$18/day until 5:30. Space is limited. Contact the school office to check availability and make a reservation. We request that drop-in reservations be made as early as possible.

Reading, Taking Mac and Tab Books Home

When children are ready to begin reading books, we start with the Mac and Tab readers, a set of Primary Phonics books. Each of the 5 sets contains 10 books. Each set allows children to learn and practice phonics concepts while building their confidences as skilled readers. By the completion of Set 5 book 10, your child will be reading at a 2nd grade level.

After your child has successfully read a Mac and Tab book out-loud to a teacher, she or he is invited to take the book home to read to you. This is a chance for your child to really shine while sharing with you the results of his or her hard work as a new reader. Give your child the time and space to ***read the book to you*** and to feel proud of his or her effort.

Your child will check the book out from school, place it in a special folder, and carry it home in his or her tote bag. Over the next 1 or 2 days, your child should read the book to you. Then place the book back in the folder and return it to school.

Please treat our readers with great care. If you would rather not be responsible for the Mac and Tab readers at home, just let us know and we will not invite your child to take the book home.

Refunds

Enrollment Fees and supply fees are non-refundable with the exception of the "The Kindergarten Year" policy. All tuition deposits are non-refundable but will be applied to your child's last month's tuition. See *Kindergarten Year Policy*.

Rest Time or Nap Time

Toddler students go down for a 2-3 hour nap after lunch. Three teachers are assigned to each Toddler Classroom during this time to help the children get settled in and stay asleep for as long as possible. Each child will have his or her own cot. Parents should bring a fitted crib sheet, a blanket, and a small pillow. Toddler nap items will be sent home every Friday to be washed unless items need to be sent home sooner due to an accident. One small snuggly item from home is allowed for your child's comfort. Pacifiers are not allowed in the Toddler Community.

After lunch, the Primary children have a short rest time. If your child stays for the full day program, please send a nap mat with attached pillow that rolls up and is labeled with your child's name. Check out Lillian Vernon's Lilly's Kids Personalized Reversible Nap Pad. Please no sleeping bags, full size pillows, stuffed animals or large resting mats. Storage for resting things is limited. We will have to send home items that are too large for the cubby area.

Separation

Some children have a hard time separating from their parents when transitioning to school. Just relax. You've made the decision to send your child to Montessori school, and you are both ready! Make it exciting and say goodbye quickly and lovingly to show your child that you trust the new environment and new teachers. Keeping goodbyes short and sweet once you're inside the classroom is a good way to diminish separation anxiety. You should not help your child find his or her first work because all lessons are presented by the teacher. It's the children's classroom and they will make their own way with guidance, support, and love from the teachers and other children.

We are here to support you and your child. We are available to discuss any concerns you may have during this transition. If you or your child is upset at your leaving, just ask for a phone call. We will give you a call as soon as your child has settled into the day's work. If for any reason your child is struggling, we will call you to share his or her emotional state. You'll be surprised! The call that your child has stopped crying and is busy with his or her first work of the day usually comes within minutes!

Sharing (Show & Tell)

On Mondays, Primary Children may bring something from home to share, but this is not required. Many children like to share a story. If your child does bring something from home to share, it should be educational. It could be a story, a photograph, a souvenir from a family vacation or event you attended, or something from nature. Children have plenty of time with their toys outside of school and they are only a distraction in the classroom. Please leave all toys, dolls, costumes, sports equipment, weapons, etc. at home.

Snacks

Organic, healthy snacks are served at Monarch Montessori School. The children serve themselves a snack when they are hungry during the morning work period. There are also opportunities to eat healthy food as children work in the Practical Life area of the classroom and learn to prepare a variety of foods using different culinary utensils. They serve themselves and others the food they have lovingly prepared, thus practicing grace and courtesy and contributing meaningfully to the classroom community.

Snow Days

Monarch Montessori School follows the Shawnee Mission School District's snow day schedule. **If Shawnee Mission Schools are closed due to weather, then we are closed.** Snow day information will also be posted on our website, www.MonarchKC.com.

Summer Program

The Summer Program for Primary Students, and the Year Round Program for Toddlers, is intended to provide a continuum of learning year round. We play outside, sing songs, play games, and celebrate birthdays as well as do challenging Montessori work.

Attending school in the Summer or Year Round has proven to be an excellent opportunity for already-enrolled students to continue development in the Toddler Program and to make great strides in math and reading in the Primary Program. For many Primary children, their grasp of reading and mathematical concepts just begins to “click” in the springtime. By attending the Summer Program, children are able to continue strengthening and mastering these new skills without the period of re-learning sometimes present after a long summer. And the Summer Program is fun. The children enjoy seeing their friends each day, playing outside together, and continuing to do the work they love.

Positions in the Primary Summer Program are available to current Monarch Montessori School students, newly enrolling students, and children who attend other Montessori schools. The Primary Summer Program does tend to fill up quickly, so be sure to reserve your spot if you need year round care.

Children on the Waiting List for Primary for fall who enroll in the Summer Program are considered currently enrolled students, therefore they move to the top of the Waiting List. If a spot for the fall becomes available, families enrolled in the Summer Program are given the opportunity to enroll first before it is offered to those on the Waiting List.

Toddlers continue year round until they are moved up to a Primary classroom as they are ready. At this time, they can continue to attend school year round or take the summer off as preferred.

Supply Fee

The supply fee is due no later than the first day of school. The supply fee helps cover the cost of organic snacks, special projects, the pumpkin patch field trip, all other in-school “field trips”, classroom supplies, and art supplies.

Toys at School

Certain items such as toys, sporting equipment, jewelry, purses, sunglasses, and money can be hazardous and a distraction. These items *should not* be brought to school.

Tuition Deposit

All Enrollment Contracts must include a non-refundable deposit which is applied to your child's last month's tuition payment.

Tuition Payments

Tuition payments are due on the 1st day of school in August, and on the 1st of the month throughout the year. Because the School must allocate its classroom spots and contract professional teachers on an annual basis, and because in-school days vary month to month, tuition is not considered a monthly charge for monthly services rendered. Upon acceptance of the Enrollment Contract, the following agreements are expressly understood: that parents intend for the child to complete the school year, that tuition is an annual charge, and that the ten (Primary) or 12 (Toddler) monthly payments represent payments upon an annual obligation. Any payment made after the 10th day of the month will be subject to a \$25 late fee.

Tuition is not based on the number of attendance days in each month. Full monthly tuition payments are due regardless of the number of days that a student actually attends school. There are no refunds for missed days, whatever the reason, nor will there be compensatory days for absences.

Waiting List

In general, 60% of our school's students will re-enroll for the following school year. If you have a younger sibling whom you would like to attend Monarch Montessori School, complete an enrollment application now and return it to the school office. There is no fee to apply. Being on the waiting list gives you first-right-of-refusal once your child is of age. Also see *Kindergarten Year Policy* and *Summer Program*.

If your child is placed on the Waiting List, you will be called as soon as a space becomes available. Enrollment preference is given to returning students, siblings of current students, siblings of former students, students enrolled in the Summer Program, students transferring from other Montessori schools, then the general public.

Water Play

On hot, sunny days during the summer program, we often change into swim suits and play in the sprinkler or with other water toys. The protocol is for the older children to change in the restroom and younger children to change on their towel in the classroom. Younger children need assistance changing clothes and are not able to get their swimsuits on by themselves. Some older children feel more comfortable changing in the restroom by themselves. We do our best to keep boys in one area of the classroom and girls in another. We change quickly, get sunscreen on, and go outside to have fun. Now if only Monarch had a pool!

Web Site

www.MonarchKC.com is a good place to stay current on all activities, updates, and news about the school. Be sure to check our web site often. For the most current school calendar and roster, newsletters; to download forms and applications; and to view valuable information about Montessori education, access the *For Parents* section of our website.

The *For Parents* section is a secured area and requires you to log in as following:

User Name: your email address (email on the roster)

Password: the word "MonarchKC"

Winterwear

With appropriate dress, children can play outside in cold temperatures even if only for 5 or 10 minutes. Plan on your child's going outside every day and dress your child accordingly. For fun in the cold and snow during winter months, send a warm hat, a warm coat with a working zipper, snow pants or bibs which are easy to put on, mittens (they're easier to put on than gloves), and slip-on snow boots. Please remember to **label every piece of outerwear (each mitten, both boots) with your child's name**. Masking tape and a Sharpie work great.

Withdrawal from the School

If a student's parent(s) or guardian(s) terminates the Enrollment Contract before completion of the school year, the remaining unpaid tuition obligation will be pro-rated only if the following policies and procedures are met.

Withdrawal Policies and Procedures

1. Notice of withdrawal must be made directly to the school administrator. Once notice has been received, the school administrator will present the parent(s) or guardian(s) with a completed Notice of Withdrawal form that reflects the specific terms of the student's withdrawal.
2. Parent(s) or guardian(s) must give the school notice of intent to withdrawal at least sixty (60) days in advance.
3. If at least sixty-days notice is given, Monarch Montessori School will pro-rate the total tuition amount still due so that the amount owed reflects only monthly tuition payments through the withdrawal date. Then, the tuition deposit will be credited to the amount due. Families will pay tuition for the first 30 days, and the deposit will be applied to the last 30 days.
4. If the child's last day of school is *less than* sixty days from the date that notice is given, the Official Date of Withdrawal will still be calculated sixty days from the notification date.
5. Failure to provide sixty-days (60) notice will result in the parent(s) or guardian(s) liability to make the monthly tuition payment due on the first school day of the month following the student's last day of school.
6. A final tuition invoice will be presented to the parent(s) or guardian(s).
7. In the event of default of any payment provided for in the Enrollment Contract, the student may not be allowed to continue attending school and the parent(s) or guardian(s) will be responsible for all attorneys' fees and reasonable costs of collection for any outstanding amounts due under the Enrollment Contract.

Work

Work is a term lovingly applied to the children's daily activities in a Montessori classroom. They take great pride in their work. From this work, concentration, confidence and true happiness are manifested. A Montessori classroom is a joy to watch because you will find children happily engaged in work. There is a pervasive sense of community as the children learn to take care of themselves, each other, and their environment. Ask your child, "What work did you do today?" Something that may seem inconsequential to the adult, such as water pouring, sweeping or scrubbing, but these activities are important work to the young child. Through this work your child becomes self-confident, independent, focused, calm, and happy.

Figure 1. Recommended immunization schedule for persons age 0 through 18 years – United States, 2015.

FOR THOSE WHO FALL BEHIND OR START LATE, SEE THE CATCH-UP SCHEDULE (FIGURE 2).

These recommendations must be read with the footnotes that follow. For those who fall behind or start late, provide catch-up vaccination at the earliest opportunity as indicated by the green bars in Figure 1. To determine minimum intervals between doses, see the catch-up schedule (Figure 2). School entry and adolescent vaccine age groups are shown.

Vaccine	Birth	1 mo	2 mos	4 mos	6 mos	9 mos	12 mos	15 mos	18 mos	19-23 mos	2-3 yrs	4-6 yrs	7-10 yrs	11-12 yrs	13-15 yrs	16-18 yrs
Hepatitis B (HepB)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Rotavirus (RV) (1-3 dose series); RV5 (5-dose series)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Diphtheria, tetanus, & acellular pertussis (DTaP, >7 yrs)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Tetanus, diphtheria, & acellular pertussis (Tdap; >7 yrs)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Acetylated pertussis (aP) (1-3 doses for some; See footnote B)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Polysaccharide pneumococcal (PPSV23)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Influenza (IV) (1-2 doses for some; See footnote B)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Measles, mumps, & rubella (MMR)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Varicella (VAR)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Hepatitis A (HepA)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Human papillomavirus (HPV): females only; HPV4 (males and females)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose
Meningococcal (enhanced) (MenACWY) (1-2 doses)	1 st dose	2 nd dose	3 rd dose	4 th dose	5 th dose	6 th dose	7 th dose	8 th dose	9 th dose	10 th dose	11 th dose	12 th dose	13 th dose	14 th dose	15 th dose	16 th dose

Range of recommended ages for catch-up immunization (Green bar)

Range of recommended ages for certain high risk groups (Purple bar)

Range of recommended ages during which catch-up is encouraged and for certain high risk groups (Yellow bar)

Not routinely recommended (White box)

This schedule includes recommendations in effect as of January 1, 2015. Any doses not administered at the recommended age should be administered at a subsequent visit, when indicated and feasible. The use of combination vaccines generally is preferred over separate injections of its equivalent component vaccines. Vaccination providers should consult the relevant Advisory Committee on Immunization Practices (ACIP) website for detailed information on all http://www.cdc.gov/vaccines/imz/updates/updates.html. Clinically significant adverse events that follow vaccination should be reported in the Vaccine Adverse Event Reporting System (VAERS) online (http://www.vaers.hhs.gov) or by telephone (800-822-7967). Suspected cases of vaccine-preventable diseases should be reported to the state or local health department. Additional information, including precautions and contraindications for vaccination, is available from CDC online (http://www.cdc.gov/vaccines/updates/vaccineupdates.html) or by telephone (800-CDC-INFO [800-232-4636]).

This schedule is approved by the Advisory Committee on Immunization Practices (http://www.cdc.gov/acip/index.html), the American Academy of Pediatrics (http://www.aap.org), and the American College of Obstetricians and Gynecologists (http://www.acog.org).

NOTE: The above recommendations must be read along with the footnotes of this schedule.

Vaccine-Preventable Diseases and the Vaccines that Prevent Them

Disease	Vaccine	Disease spread by	Disease symptoms	Disease complications
Chickentox	Varicella vaccine protects against chickenpox	Air direct contact	Rash, itches, headache, fever	Infects history, breathing difficulty, encephalitic (brain swelling), pneumonia (infection in the lungs)
Diphtheria	DTaP ^{††} vaccine protects against diphtheria	Air direct contact	Sore throat, mild fever, weakness, swollen glands in neck	Swelling of the throat muscle, heart failure, coma, paralysis, death
Hib	Hib vaccine protects against <i>Haemophilus influenzae</i> type b	Air direct contact	May be asymptomatic unless bacteria enter the blood	Meningitis (infection of the covering around the brain and spinal cord), mental retardation, seizures (if threatening infection that can block the windpipe and lead to serious breathing problems) and pneumonia (infection in the lungs), death
HepA	HepA vaccine protects against hepatitis A	Personal contact, contaminated food or water	May be no symptoms, fever, stomach pain, loss of appetite, fatigue, vomiting, jaundice (yellowing of skin and eyes), dark urine	Infects history
HepB	HepB vaccine protects against hepatitis B	Contact with blood or body fluids	May be no symptoms, fever, headache, weakness, vomiting, jaundice (yellowing of skin and eyes), joint pain	Chronic liver infection, liver failure, liver cancer
Flu	Flu vaccine prevents seasonal influenza	Air direct contact	Fever, muscle pain, sore throat, cough, extreme fatigue	Pneumonia (infection in the lungs)
Measles	MMR ^{†††} vaccine protects against measles	Air direct contact	Rash, fever, cough, runny nose, pink eye	Encephalitis (brain swelling), pneumonia (infection in the lungs), death
Mumps	MMR ^{†††} vaccine protects against mumps	Air direct contact	Swollen salivary glands (under the jaw), fever, headache, sore throat, muscle pain	Meningitis (infection of the covering around the brain and spinal cord), deafness (local swelling), inflammation of testicles or ovaries, deafness
Pertussis	DTaP ^{†††} vaccine protects against pertussis (whooping cough)	Air direct contact	Severe cough, runny nose, apnea (a pause in breathing in infants)	Prevent pneumonia (infection in the lungs), death
Polio	IPV vaccine protects against polio	Through the mouth	May be no symptoms, sore throat, fever, nausea, headache	Paralysis, death
Pneumococcal	PCV vaccine protects against pneumococcus	Air direct contact	May be no symptoms, pneumonia (infection in the lungs)	Bacteremia (blood infection), meningitis (infection of the covering around the brain and spinal cord), death
Rotavirus	RV vaccine protects against rotavirus	Through the mouth	Diarrhea, fever, vomiting	Severe diarrhea, dehydration
Rubella	MMR ^{†††} vaccine protects against rubella	Air direct contact [*]	Hidden infection with rubella virus sometimes have a rash, fever, and swollen lymph nodes	Very serious in pregnant women—can cause heart, eye, stillbirth, premature delivery, and birth defects
Tetanus	DTaP ^{†††} vaccine protects against tetanus	Exposure through cuts in skin	Stiffness in neck and abdominal muscles, difficulty swallowing, muscle spasms, fever	Lockjaw, breathing difficulty, death

^{*} DTaP is a combination vaccine that protects against diphtheria, tetanus, and pertussis.
^{††} MMR is a combination vaccine that protects against measles, mumps, and rubella.

Dr. Montessori's Litany

1. To respect children and in return to be worthy of their respect.
2. To praise much and censure little. To emphasize their successes and minimize their failures. May love and understanding teach me.
3. To make no promises to children I cannot keep.
4. To have unbounded faith in children.
5. To know that each child has great potential and to have the patience and wisdom to bring it forth. May love and understanding lead me.
6. To allow children the dignity of their own personality and individuality. To refrain from making them over to my own desire.
7. To be cheerful, ready to smile, and often to laugh, because children love and thrive on these things, just as they love and thrive on sunshine.
8. To have infinite patience with children. To make many allowances for them, knowing there is much for them to learn, and knowing too, that I myself am not so very wise. May love and understanding guide me.
9. To protect children always from my own nerves, from irritability, prejudice, pessimism, or fear, showing and practicing in their presence only the opposites. May love and understanding lead me.
10. To help children choose the life work they are best fitted for. To stir up the gift that is in them. To discover the talent or talents that they truly have, the inner pattern that they came with. May real understanding lead me.
11. To bring fresh energy into my school room each morning, contagion my students with keen alertness, and interest, and enthusiasm so I shall help children to meet others bravely, honestly, independently, and confidently. May love and understanding show me.
12. To give children freedom and never to confuse liberty with license, as these two words are not synonymous ever. To show my friendly interest in each child. To conscientiously care about their progress; but to attain this by warmth and love rather than by rigid, cold discipline.
13. To manage children by the pleasantness of methods with intelligence and affection, and not by condemnation, criticism, and fear. May love and understanding teach me.
14. To educate truly, by drawing out rather than by spoon feeding. (Educate means to elicit or draw out.) To guide them rather than drive them. To direct their energy rather than depress it.
15. To try always to understand children instead of sitting in judgement of them, and through all misdemeanor, both trivial and serious, to let them know this....that it is the wrong action that we deplore and not the child. Oh, lead me, teach me, guide me!