

# 2023-2024 Family Handbook



770-963-8303

[www.OakMeadowMontessori.com](http://www.OakMeadowMontessori.com)

2145 Collins Hill Rd, Lawrenceville, GA 30043



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## Mission

*(what we strive to do every day)*

To awaken every child's natural desire to learn by cultivating a nurturing, inclusive, and vibrant Montessori experience

## Vision

*(what we hope to see in the world in the future,  
resulting from what we do)*

Empowered and compassionate people  
creating a positive impact on global issues

## Core Values

*(those principles that guide everything we do)*

Love, Respect, Freedom, Accountability, Unity



Dear Oak Meadow Family Community,

It is a pleasure to welcome you and your family to the Oak Meadow Montessori School Community. We are honored that you have chosen our school for your children's education. Our Family Handbook is designed to provide you with an overview of our school philosophy as well as our policies and procedures and answer many of the questions parents and guardians often have. Please take some time to review this handbook and the enrollment documents that you receive; they will familiarize you with what you can expect from the coming school year. We are committed to providing excellence in your children's education and welcome your involvement in our community!

Our talented and experienced staff is dedicated to meeting the needs of every student. Our goal is to help each child develop independence, curiosity, and a love for learning through careful implementation of the Montessori philosophy. Our trained guides, Montessori materials, and specially prepared classroom environments aid the children in their development of greater concentration and self-discipline. The child's natural desire to learn is nurtured and helps them to experience the joys of discovery and accomplishment.

Parents today are inundated with too many experts and oversimplified articles on how to raise their children. The simple fact is there are no formulas that can be applied to all children with equal success. There are, however, universal laws of child development that can guide our interactions with children and provide a healthy framework for decision-making concerning our children. Our Media Center offers a lending library with many books on parenting and child behavior and development. Throughout the year, the school hosts many coffees, meetings, and educational opportunities designed to help you better understand the Montessori Method and philosophy and those universal laws of human development. By taking advantage of our vast resources, you will gain a better understanding of your child and forge an even stronger bond. Attending these family events will also introduce you to new friends and help you become an integral part of the OMMS Family Community. Our guides (or teachers) are available to discuss your child with you throughout the year and I am eager to help you with your questions, concerns, and suggestions. Children thrive when families and schools partner to meet their educational and developmental needs.

Dr. Maria Montessori said, "Our care of the children should be governed not by the desire to 'make them learn things,' but by the endeavor always to keep burning within them the light which is called intelligence." Thank you for entrusting Oak Meadow Montessori School to ignite the light of your children's intelligence!

With peace and respect,

Denise Harold, M.Ed.  
Head of School

*Awakening Every Child's Natural Desire to Learn*

# 2023-2024 School Calendar

Please note, we will update families as the status of these events and activities change.

## 2023 Fall Semester

|           |       |     |   |
|-----------|-------|-----|---|
| August    | 1     | T   | Staff Work Day (Classrooms Closed)<br>New Students Meet the Guides<br>Welcome Parent Meeting, 6 PM George Pierce Park |
|           | 2     | W   | First Day of School   |
|           | 15    | T   | Magnolia Classroom Meeting 6:00 p.m.  |
|           | 16    | W   | Chestnut Classroom Meeting 6:00 p.m.  |
|           | 17    | Th  | Live Oak Classroom Meeting 6:00 p.m.  |
|           | 21    | M   | Beech Classroom Meeting 6:00 p.m.   |
|           | 22    | T   | Scarlet Oak Classroom Meeting 6:00 p.m.   |
|           | 23    | W   | Maple Classroom Meeting 6:00 p.m.   |
|           | 24    | Th  | Sassafras & Acorn Classroom Meeting 5:15 p.m.   |
| September | 4     | M   | Labor Day Holiday, School Closed  |
|           | 15    | F   | Early Dismissal at 12:45 (All Students are dismissed. Staff remains.)   |
| October   | 5     | T   | Staff Workday/Parent Conferences (Classrooms Closed)  |
|           | 6-9   | F-M | Fall Break, School Closed   |
| November  | 3     | F   | Early Dismissal at 12:45(All Students are dismissed. Staff remains.)  |
|           | 20-24 | M-F | Thanksgiving Holiday Break, School Closed   |
| December  | 15    | F   | Last Day of Fall Semester   |
|           | 18-29 | M-F | Winter Break, School Closed   |

## 2024 Spring Semester

|          |        |      |  |
|----------|--------|------|--|
| January  | 1-2    | M-T  | Winter Break (School Closed)                                       |
|          | 3      | W    | Staff Workday (Classrooms Closed)                                  |
|          | 4      | Th   | Students return from Winter Break                                  |
|          | 15     | M    | Martin Luther King, Jr. Holiday, School Closed                     |
|          | 26     | F    | Early Dismissal 12:45 (All Students are dismissed. Staff remains.) |
| February | 15     | Th   | Early Dismissal 12:45 (All Students are dismissed. Staff remains.) |
|          | 16, 19 | F, M | School Holiday, School Closed                                      |
| March    | 7      | Th   | Early Dismissal 12:45 (All Students are dismissed. Staff remains.) |
|          | 8      | F    | AMS Conference (School Closed)                                     |
| April    | 1-5    | M-F  | Spring Break, School Closed  |
|          | 19     | F    | Early Dismissal 12:45 (All Students are dismissed. Staff remains.) |
|          | 22-26  | M-F  | Elementary Standardized Assessments                                |
| May      | 2      | Th   | Early Dismissal 12:45 (All Students are dismissed. Staff remains.) |
|          | 3      | F    | Staff Workday/Parent Conferences (Classrooms Closed)               |
|          | 20     | M    | Toddler Field Day/ Primary Park Pavilion Day                       |
|          | 21     | T    | Elementary Park Pavilion Day                                       |
|          | 22     | W    | Last Day of School, Moving Up & Graduation Celebration             |
|          | 23-24  | Th-F | Staff Workdays, Classrooms Closed                                  |
|          | 27     | M    | Memorial Day Holiday, School Closed                                |
|          | 28-31  | T-F  | Staff Workdays, Classrooms Closed                                  |
| June     | 3      | M    | First Day of Summer Session 1                                      |
|          | 19     | W    | Juneteenth Holiday, School Closed                                  |
| July     | 1-5    | M-F  | Summer Break, School Closed  |
|          | 26     | F    | Last Day of Summer Session 2                                       |

# About Oak Meadow Montessori School

Oak Meadow Montessori School (OMMS) was founded in 1993 by Lynn and Michael Nehez and Jody and David Sills. The school is operated by Oak Meadow Montessori School, Inc., a Georgia Domestic Non-Profit Corporation, recognized as a 501(c)(3) public charitable organization. The school is licensed by the Georgia Department of Early Care and Learning (DECAL) Bright from The Start and is accredited by the American Montessori Society (AMS) and Cognia/SACS (The Southern Association of Colleges and Schools).

At Oak Meadow Montessori School we are dedicated to the teachings and methods of Dr. Maria Montessori. These methods follow the child's natural path of development. In our carefully prepared classrooms, certified Montessori Guides thoughtfully present lessons on the correct use of the didactic materials and guide each child in their process toward self-construction. This rich and scientifically designed curriculum develops and strengthens the child's skills of planning, organization, initiation, patience, logical sequence, self-control, perseverance, problem solving and working memory.

The mixed ages and multi-year cycles of the Montessori classrooms build relationships and communication skills and allow children to experience a deep sense of community. This experience of community is an integral part of our philosophy, and we celebrate what we can accomplish when we work together. As part of our OMMS family, we ask your support in helping your children have real life experiences and to develop naturally and healthily. Some of our guidelines that pertain to this belief include the following:

- We recommend zero screen time for children under two and limited screen time as children mature. Screens and computer games (even educational ones) adversely alter the development of the child's brain, eyes, and other senses.
- We respectfully ask that all the children's belongings with fantasy characters, including superheroes, princesses, and cartoon characters stay at home.
- We believe in healthy human development and ask that you avoid anything that may adversely impact the children's development. For this reason, there is no sugar and no nuts allowed at school

Our commitment at OMMS is to focus on the essence of Montessori; protecting concentration, respecting choice of work, aiding the children to help and teach each other, real and helpful "practical life" work, and a deep and passionate focus on connection with the community, the environment, and all living creatures. Our promise to every family is to always do what we believe is in the best interests of the children in our care.



# Enrollment & Programs

## ***Enrollment and Non-Discrimination Policy***

Oak Meadow Montessori School serves families with children aged 15 months to 12 years old. The school encourages multi-cultural enrollment and fosters an environment that is respectful of the differences and similarities of our students. We enroll students of all races, religions, and national origins. We encourage our families and students to explore the diversity of human culture through our program.

The first step in our enrollment process is a tour of the school providing parents/guardians the opportunity to learn about the Montessori Method of education, see our campus, experience our school community, and have your questions answered to see if Oak Meadow Montessori School is the right place for your child(ren) and your family.

Once you determine OMMS is the right school for your family, submit your completed application and the \$75 per child nonrefundable application fee and the Director of Admissions will contact you to set up a child visit. Students applying to our Toddler Program will visit during the morning playground time so family and child can meet the guides and other children in the class. Three- and Four-year-old students applying to our Primary Program can expect this visit to be conducted in the afternoon and to last approximately 30 minutes. Five-year-old students applying to our Primary program will have a morning half-day visit in one of our classrooms. Prospective Elementary students will be asked to spend one to two full days in the Elementary classroom. Teacher recommendations and/or student records from the child's current school are requested for all prospective Five-year-old Primary and Elementary students.

Oak Meadow Montessori School carefully considers all applications to the school. We seek to enroll students whose families are committed to a Montessori education and who wish to be part of our community throughout their child(ren)'s elementary years. The applicant's visit, academic record, and compatibility with Oak Meadow Montessori School are all factors when determining to accept, decline, or defer admission. Enrollment is offered on a rolling basis as space is available. Enrollment is complete when the enrollment agreement is signed, and enrollment fees are paid.

## ***Programs***

At Oak Meadow Montessori we strive to educate the whole child and to awaken each child's natural desire to learn. Our Montessori classrooms are divided into classes by developmental levels that loosely fall into the following age groups:

|                  |                          |
|------------------|--------------------------|
| Toddler          | ages 15 months – 3 years |
| Primary          | ages 3 years – 6 years   |
| Lower Elementary | ages 6 years – 9 years   |
| Upper Elementary | ages 9 years – 12 years  |

## ***Enrichment Programs***

Each year Oak Meadow Montessori School contracts with independent providers to offer a variety of extracurricular activities at the school. The programs we offer may vary year to year based on the interest of our families and the availability of the providers. Families whose accounts are in good standing with the school are invited to participate in these programs and may enroll their children in these classes directly with the providers. These classes are held after school at OMMS. Children who are not picked up immediately at the end of the class and who are not enrolled in our All-Day Program will be sent to the All-Day Program and families will be billed accordingly.

## Section 504 of the Rehabilitation Act of 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination to assure that disabled students have educational opportunities and benefits equal to those provided to non-disabled students. Section 504 covers qualified students with disabilities who attend schools receiving Federal funding. To be protected under Section 504, a student must be determined to

- Have a physical or mental impairment that substantially limits one or more major life activities
- Have a record of such an impairment
- Be regarded as having such an impairment

A physical or mental impairment does not constitute a disability for purposes of Section 504 unless its severity results in a substantial limitation of one or more major life activities. Major life activities include (but are not limited to):

|               |               |                     |
|---------------|---------------|---------------------|
| Walking       | Self-care     | Diabetes            |
| Seeing        | Working       | Cancer              |
| Speaking      | Standing      | Chronic Asthma      |
| Sitting       | Lifting       | Tourette's Syndrome |
| Thinking      | Bending       | Depression          |
| Learning      | Reading       | Digestive Disorders |
| Breathing     | Communicating | Behavior Disorders  |
| Concentrating | Dyslexia      |                     |

Parents, teachers, and others may refer for 504, but the school district must have reason to believe that the child has a need of services under Section 504. The school district staff must suspect that the child has an impairment that substantially limits a major life activity. Determining whether a child is a qualified disabled student under Section 504 begins with an evaluation and the evaluation procedures must ensure that children are labeled correctly as disabled.

# Title IX

Title IX of the Education Amendments of 1972 (Title IX) prohibits discrimination based on sex in education programs and activities in schools that have received Federal funds at all levels. If any part of a school district or college receives any Federal funds for any purpose, all the operations of the district or college are covered by Title IX.

Title IX protects students, employees, applicants for admission and employment, and other persons from all forms of sex discrimination, including discrimination based on gender identity or failure to conform to stereotypical notions of masculinity or femininity. All students (as well as other persons) at recipient institutions are protected by Title IX—regardless of their sex, sexual orientation, gender identity, part- or full-time status, disability, race, or national origin—in all aspects of a recipient’s educational programs and activities.

The essence of Title IX is that an institution may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex unless expressly authorized to do so under Title IX or the Department’s implementing regulations. When a recipient is considering relying on one of the exceptions to this general rule (several of which are discussed below), Title IX coordinators should be involved at every stage and work with school officials and legal counsel to help determine whether the exception is applicable and, if so, properly executed.

The school designates the individual identified below as the employee responsible for coordinating the school’s efforts to comply with applicable state and federal civil rights laws, including Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, Title II of the Americans with Disabilities Act, and the Age Discrimination Act of 1975, and to answer inquiries regarding the school’s non-discrimination policies. The individual shall also serve as the responsible employee to handle complaints alleging unlawful discrimination targeting a student, including discriminatory harassment, intimidation, or bullying, based on the student’s actual or perceived race, color, ancestry, national origin, nationality, ethnicity, ethnic group identification, age, religion, marital or parental status, pregnancy, physical or mental disability, sex, sexual orientation, gender, gender identity, gender expression, or any other legally protected status or association with a person or group with one or more of these actual or perceived characteristics. The coordinator/compliance officer may be contacted at:

Denise Harold  
2145 Collins Hill Rd.  
Lawrenceville, GA 30043  
770-963-8303  
[dharold@oakmeadowmontessori.com](mailto:dharold@oakmeadowmontessori.com)

# Methods of Communication

There are several methods of communication available to the families of Oak Meadow and we invite you to use them to stay connected with us and what is going on in the school.

## **Phone:**

Parents are welcome to call the school at 770-963-8303 between the hours of 8:00 a.m. and 6:00 p.m. to ask questions or voice concerns. If you wish to speak directly with your child's guide, it is best to call between 3:15 p.m. and 4:00 p.m. The school's front office staff will be happy to help or take a message if a specific guide is unavailable.

## **Email:**

The best way to reach your child's guide is through email. Here is a listing of all the classrooms, the lead guides, and their email addresses as well as the email addresses for our administrative staff:

| Classroom   | Staff Name         | Title                              | Email  |
|-------------|--------------------|------------------------------------|--|
| Sassafras   | Saba Zaman         | Classroom Assistant                | <a href="mailto:szaman@oakmeadowmontessori.com">szaman@oakmeadowmontessori.com</a>       |
| Acorn       | Debra Pitman-Davis | Lead Guide                         | <a href="mailto:ddavis@oakmeadowmontessori.com">ddavis@oakmeadowmontessori.com</a>       |
| Magnolia    | Sylvie Vandiver    | Lead Guide<br>Inclusion Specialist | <a href="mailto:svandiver@oakmeadowmontessori.com">svandiver@oakmeadowmontessori.com</a> |
| Chestnut    | Carla Diaz         | Lead Guide                         | <a href="mailto:cdiaz@oakmeadowmontessori.com">cdiaz@oakmeadowmontessori.com</a>         |
| Live Oak    | Jessica Dupree     | Lead Guide                         | <a href="mailto:jdupree@oakmeadowmontessori.com">jdupree@oakmeadowmontessori.com</a>     |
| Beech       | Cindy Diehl        | Lead Guide<br>Elementary Head      | <a href="mailto:cdiehl@oakmeadowmontessori.com">cdiehl@oakmeadowmontessori.com</a>       |
| Scarlet Oak | Erin Williams      | Lead Guide                         | <a href="mailto:ewilliams@oakmeadowmontessori.com">ewilliams@oakmeadowmontessori.com</a> |
| Maple       | Dominica Ramirez   | Lead Guide                         | <a href="mailto:dramirez@oakmeadowmontessori.com">dramirez@oakmeadowmontessori.com</a>   |
|             | Denise Harold      | Head of School                     | <a href="mailto:धारold@oakmeadowmontessori.com">धारold@oakmeadowmontessori.com</a>       |
|             | Gwen Dudek         | Director of<br>Admissions          | <a href="mailto:gdudek@oakmeadowmontessori.com">gdudek@oakmeadowmontessori.com</a>       |
|             | Angela Ursprung    | Office Manager<br>Billing          | <a href="mailto:aurprung@oakmeadowmontessor.com">aurprung@oakmeadowmontessor.com</a>     |
|             | Jessica Eggers     | Office Assistant                   | <a href="mailto:jeggers@oakmeadowmontessori.com">jeggers@oakmeadowmontessori.com</a>     |
|             | Front Office       |                                    | <a href="mailto:mail@oakmeadowmontessori.com">mail@oakmeadowmontessori.com</a>           |

## **Transparent Classroom:**

Transparent Classroom is our primary tool for delivering important OMMS messages and notifications to our families. All conferences, event RSVPs, permission slips, and school activity calendar events will be posted through Transparent Classroom. Please be sure your Transparent Classroom contact information is accurate and up to date at all times. Please provide your cell phone number and carrier so we can send a text in case of an emergency.

## **Family Directory:**

Our family directory is available on Transparent Classroom. Any directory information made available in Transparent Classroom is for use only by members of the OMMS family community. When you are completing your Transparent Classroom profile, you can select "Do Not Share" for any information you choose not to share with other OMMS Families. Please be aware that this information will not be included in the Family Directory.

# Attendance Protocol

Punctual and regular attendance at school is critical to success in our program. Consistent school attendance is the responsibility of the student and the parent.

## **Absence**

Student attendance is an integral part of your child's social, emotional, and academic growth at every age. Chronic absences translate into significant social, emotional, developmental, and academic setbacks. Georgia state law requires attendance at school from age 7-16. It also authorizes strict penalties for non-attendance. Any child who is subject to compulsory attendance who has ten or more unexcused absences during a calendar school year is considered truant. **Unexcused absences** occur when the student fails to attend school, with or without the knowledge of the parent/legal guardian, for reasons other than those specifically outlined as excused absences. At OMMS, **excused absences** may occur under the following circumstances:

- When a personal illness or attendance in school endangers a student's health or the health of others. Documentation may be required.
- Observing religious holidays which necessitate absence from school.
- Conditions rendering attendance impossible or hazardous to student health or safety.
- Death or serious illness of an immediate family member.
- Military leave of a parent or guardian.
- Absences for travel when appropriate arrangements have been made with the Head of School.

Please notify the school by 9:30 a.m. if your child(ren) will be absent that day.

## **Tardy**

Being on time is a life skill important to each student's future, and we share the responsibility of teaching the importance of this skill. Punctuality is regarded as a daily exercise in good manners. Children who arrive late typically have a hard time transitioning into the flow of the classroom and engaging with materials. A late arrival is also disruptive to the other children in the classroom community. Your child will thrive with a consistent on-time schedule in which they are able to start their day with the rest of their classmates. At OMMS, our classrooms open at **7:55 AM** and all students are expected to be in school on time, which means signed in **at or before 8:15 AM**.

Please be aware that OMMS follows the guidance of the state of Georgia in not excusing heavy traffic and/or poor weather conditions as a reason for being tardy to school. Because they have missed more than half of the morning work cycle, students with an unexcused tardy arriving **after 10:00 AM** will be counted as having an unexcused absence and will not be admitted into the building.

We will be monitoring the daily attendance, absences, and lateness of all students in Transparent Classroom. This policy is intended, when necessary, to identify and support students for whom attendance and chronic tardiness begins to impact developmental outcomes; however, *excessive unexcused tardies and absences may be grounds for dismissal from Oak Meadow Montessori School.*

## **Inclement Weather**

In the case of inclement weather, we follow Gwinnett County School System's decision about school closings. We will notify families via email and/or text through Transparent Classroom of any changes to our regular schedule. Please ensure your user profile in Transparent Classroom is kept up to date with your correct email address, mobile phone number, and carrier.

# Arrival and Dismissal

## Arrival

For your convenience, we provide an Assisted Arrival service from **7:55 AM until 8:15 AM** each day. During this time, please pull your car into the right lane and pull up to the furthest spot marked with a Loading/Unloading sign. An OMMS staff member will assist your child(ren) out of the passenger side of the car and into the building. Staff members inside will guide your child to their classroom. *We ask that you stay in your car during this time.*

If you arrive after 8:15 AM, please pull into a designated parking space, turn off your vehicle, and walk your child(ren) into the building. While you sign them in, a staff member will escort them to their classroom(s). *Please do not leave until you confirm that your child(ren) is under the direct supervision of an OMMS staff member.*

## Dismissal

Dismissal time is determined by the program in which your students are enrolled:

| Program                                       | Dismissal Time | Assisted Dismissal |
|---|----------------|--------------------|
| Half Day Program                              | 12:45 PM       | 12:40 to 12:55 PM  |
| Toddler and Primary Programs                  | 3:00 PM        | 2:55 to 3:10 PM    |
| Elementary Program and their younger siblings | 3:30 PM        | 3:25 to 3:40 PM    |

As with the Assisted Arrival, please pull forward to the furthest spot marked with a Loading/Unloading sign. A staff member will help your child into the car. We ask that you drive around to the **STOP & Buckle Zone** (See *Parking Lot Guidelines, Appendix B*) to buckle your child(ren)'s seatbelts. *Please note: We are unable to place a child in a vehicle without approved, age-appropriate car safety seats for each child.*

Late pick-up fees will be assessed for students remaining at school 10 minutes or more after their dismissal time without prior approval. A **\$25 late fee will be charged, with an additional \$1/minute charge for each minute** after the end of their Assisted Dismissal time.

If your child is enrolled in our Afterschool Program or in one of our afterschool enrichment classes, please pull your car into a designated parking space, turn off your vehicle, and walk to the front entrance to receive your child and sign them out. Please do not leave any children unattended in the vehicle at any time.

Students in our All-Day Program must be picked up by **5:00 p.m. for toddlers** and **6:00 p.m. for all other students**. A **\$25 late fee will be charged, with an additional \$1/minute charge for each minute** after their dismissal time.

If a child is not picked up within 30 minutes of the official closing time, the school's Director will be notified, and the proper child welfare authorities will be notified. Every effort will be made to contact a parent or persons designated on the child's Emergency Information Form before calling authorities.

## Authorization to Pick Up a Child

Your child's Emergency Information Form allows you to designate persons other than immediate family who are authorized to pick up your child(ren). Please note that it is legal for either parent to pick up a child unless we have specific custody orders on file in our office.

We are unable to dismiss a child to anyone other than the parent or guardian without specific permission. Please notify us in writing to make any changes to your typical pick-up routine. For your child(ren)'s protection, we check and make a copy of the identification of anyone unfamiliar to us. No child will be released to a person not authorized by a parent/guardian to pick that child up.

# Health and Safety

## ***General Health and Safety Information***

Your child(ren)'s safety and well-being are of foremost importance to us. Once you enroll your child, provide us with the standard Georgia Certificate of Immunization form (GA Form 3231, available from your doctor or the Department of Public Health). This form should be submitted to our office within 90 days of enrollment (see Appendix C for recommended immunization schedule). In addition to immunizations, children 5 years old and older will need a current Certificate of Vision, Hearing, Dental and Nutrition Screening (Form #3300).

Please keep us up to date on any allergies or specific conditions your child may have and notify us if your child will not be at school.

A daily health check is given upon each child's arrival at school. If any symptoms of an illness appear during the day, your child will be immediately isolated from the others, and you will be contacted to pick them up. If your child is exposed to a communicable disease at school, you will be notified in Transparent Classroom.

When our school is notified by a Public Health Authority of an epidemic or a threatened epidemic in our area, we will proceed as follows: if the epidemic is of a disease preventable by immunization required by the Department of Public Health, students who have not been immunized may not attend school until (a) they provide evidence of immunization against the disease or evidence of prior disease, or (b) the epidemic or threat no longer constitutes a significant public health danger. The school will follow protocol as directed by state and county authorities.

Please keep your child home if they:

- have a fever of 100.4 degrees or higher or has had one during the previous 24 hours.
- have been on antibiotics for less than 24 hours.
- have a cold for less than 4 days.
- have a heavy nasal discharge.
- have a constant cough.
- have symptoms of a possible communicable disease.
- seem unusually fatigued. Rest at such times may prevent the development of serious illness.

Your child may come to school:

- if a cold is over, but a minor nasal drip remains.
- if there has been an exposure to a communicable disease, but the school has been notified, the incubation period discussed, and it is determined that your child may safely return to school. A written note from a physician may be requested before your child's return to the classroom.

### ***Guidelines for returning to school after illness***

Please use the following guidelines for determining when a sick child may safely return to school after exposure to a communicable disease:

- Chicken Pox: At least seven (7) days after the onset of rash and once all sores are crusted.
- Conjunctivitis: During the acute stage, when the eyes are clear or 24 hours after the onset of treatment.
- Covid-19: We will continue to depend on the guidance of our licensing agency, GA DECAL Bright from the Start, and the Gwinnett County Department of Health for isolation and quarantine periods associated with Covid-19.
- Diarrhea: Acute, infectious; 24 hours after the child no longer has an elevated temperature and is no longer having loose watery stools.
- Fever: At least 24 hours after any fever returns to normal for the child without the aid of fever-reducing medication.
- Hepatitis: Seven (7) days after the onset of jaundice (yellowish skin and eyes) and diarrhea subsides. An authorized release from your child's doctor is required.
- Influenza: Consult a doctor to determine strain and follow recommended guidelines. A doctor's note is required to return to school after a positive diagnosis of flu.
- Impetigo: Antibiotic treatment is given, and lesions are crusted and healed.
- Measles: Five (5) days after onset of rash or once the rash disappears.
- Meningitis: When the child is completely recovered, and we have a written release from the physician.
- Mumps: For seven (7) days after swelling appears or until the swelling is gone.
- Pediculosis (lice): When treatment with medicated shampoo has begun and there is no sign of eggs.
- Rubella: Five (5) days after onset of rash.
- Scabies: When treatment has begun and the parent presents proof of treatment, for example, the box label or empty bottle of medication.
- Streptococcal pharyngitis (strep throat): 24 hours after beginning therapy.
- Tuberculosis: 14 days after beginning treatment.
- Vomiting accompanied with fever (temperature of 100.4 degrees or above, taken orally): 24 hours after vomiting stops and the child's temperature returns to normal, and other symptoms have disappeared.
- Whooping Cough: Two (2) weeks after beginning antibiotic treatment. If not treated, the child should not return to school for 21 days.

### ***Head Lice***

Head lice are a common issue for school-aged children. Children can get head lice anytime they are in close contact with others, for example, in schools, at sporting activities, slumber parties, and/or camps. Because lice are easily spread among children, it is the policy of Oak Meadow Montessori School for children to be nit-free before returning to school. If it is suspected by a parent, guardian, staff member, or school official that a student has head lice, the student will be examined and if needed, be sent home for appropriate treatment.



### ***Medication Authorization Forms***

Medication may be administered during the school day with the permission of the parent or guardian and a completed Medication Authorization Form in Transparent Classroom. All prescription medications must have the original label containing your child's name, prescription name and amount, expiration date, and pharmacist. Over-the-counter medications such as acetaminophen, ibuprofen, cough drops, vitamins, and others must be labeled with your child's name and must be in the original container.

It is also a good idea to let your child's guide know when they are taking any medication at home. Never send any prescription medications or over-the-counter medications of any type in your child's lunchbox or bag. **Always give the medication directly to a member of our administrative team.**

### ***Injuries***

As children play outside and learn to move about the classroom, minor injuries can happen. When they do, we will comfort the child, provide appropriate first aid, and write an incident report in Transparent Classroom, as needed.

In the case of a more severe injury, we will contact parents/guardians according to the information provided on your child's Emergency Contact form. *It is imperative that this form is always up to date so we can reach you in case of an emergency.* If we cannot reach you and the injury warrants it, we will call 911. Until the parent/guardian or ambulance arrives, a director will be in charge and make all decisions regarding the care of the child.

In the event hospital care is required, the nearest medical facility is Northside Hospital Gwinnett. The school maintains a student accident policy that will be applied after the student's personal insurance has been utilized. OMMS will maintain a parent/guardian's signed consent form agreeing to this provision. A copy of the policy and its benefits are available for review in the school office. To be prepared for all emergencies, it is your responsibility to keep the school up to date on all pertinent phone numbers, emergency contacts, allergies, and other essential information related to your child(ren).

### ***Emergency Procedures***

The school is well equipped to manage most emergencies. In the event of a serious emergency, we will call 911. The children will practice emergency procedures and fire drills throughout the year. Should we ever need to leave our facility in the event of a serious emergency on the campus, we will transport the children as soon as safely possible to the lower parking lot of Collins Hill Park on Collins Hill Road (near the school). A Director will remain with the children until they are safely delivered to their parents.

### ***Parking Lot Safety***

At OMMS, the safety of our children, staff, and families are always our number one priority. We work with young children who can often be unpredictable; you never know when a child may leave their parent to chase a butterfly! We respectfully ask that you use *extra caution* in our driveway and parking area as you never know when children may be present. ***The speed limit on our campus is 5 MPH.*** Please review and follow the Parking Lot Safety Guidelines found in Appendix B.

Do not leave your car unattended unless it is in *a marked parking space* and never leave a child unattended in your vehicle for any reason. Thank you for helping us to protect all the children, staff, and families at OMMS!

# Guidance and Discipline

## **Guidelines**

Oak Meadow Montessori School accepts and respects the wide range of diversity that is the human community. We believe that all children have a right to full participation, full access, and a full sense of belonging in a classroom community of acceptance and respect. Each student receives best practice support from the physical, social-emotional, and instructional environment of the classroom to thrive and succeed.

Our classrooms provide a variety of activities from which a child may choose, and which are designed to develop self-discipline. Once a child becomes acclimated to the classroom, their concentration on the absorbing tasks enables the children to maintain a comfortable hum of activity. Children are free to move about the environment provided they follow Oak Meadow Montessori School's core values of Love, Respect, Freedom, Accountability, and Unity. Occasionally, a child may disrupt the normalized atmosphere with behavior that is dangerous, disruptive, or destructive. In this event, the guide will redirect the child to less disruptive developmentally appropriate activities.

If the behavior continues, the guide will observe the child, noting what happens before, during, and after the behavior to see the situation from the child's point of view and to understand what the behavior is saying about the child's needs. The guide will ask the child questions to try to resolve the conflict and will always involve the feelings of the child when trying to find a solution. The guide may also ask for other school staff to observe the child, including the classroom assistant, our student support specialist, or a member of our administrative team.

Dr. Montessori believed a child to be capable of reason at an early age. Through observation and conversation, the guide will attempt to ascertain the reason for the child's behavior. On occasion, the parent/guardian(s) may receive an Incident Report, which is intended to keep you apprised of situations which have occurred.

If the behavior(s) continue, a conference between the family and the school will be held to discuss the nature of the behavior. This is an opportunity for school staff and the family to learn what the child is experiencing both at home and at school and to work together in the best interests of the child.

Certain behaviors, such as willful fighting, extreme language, or violent behavior, will require a parent to be called to come to the school to take the child home for the day.

Communication between parents, school staff, and the student is essential. These conferences aim to discuss the best ways in which to support the child and may incorporate explicit teaching of social-emotional skills of self-awareness, self-management, social awareness, and relationship management as they learn to collaborate and develop positive friendships. Information shared at these conferences will help to better understand the child's perception and needs. A plan is formulated, and a follow-up conference is scheduled.

If our collaborative efforts fail to successfully resolve the situation, we may recommend an appropriate professional on a private basis or direct you to services offered by your county. These professionals include but are not limited to speech and/or language therapy, physical therapy, occupational therapy, and child psychology.

When all efforts prove unsuccessful and we believe that our program is unable to meet the specific needs of a particular child, we may require that the child be dismissed from the school. Please understand that the well-being of your child, as well as their classmates, is our primary concern. Every effort possible will be taken to avoid this final measure.

Bullying is defined as unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance, and the behavior is repeated, or has the potential to be repeated, over time. Bullying in any manner will not be tolerated and will be addressed immediately. While young children under 6 may be aggressive and act out when they are angry or do not get what they want, this is not bullying; however, any altercations will be addressed according to OMMS guidelines.

## Behavior Responsibilities and Consequences

In teaching children about respect, it is necessary to model respect in how we treat them. Here are some examples of responsibilities and natural consequences in a Montessori environment. The consequences are not in any order, it depends on the child's needs and the situation.

|            | Responsibility  | Consequence   |
|------------|---|---|
| Classroom  | <ul style="list-style-type: none"> <li>• Respect and take care of equipment and materials.</li> <li>• Refrain from doing anything dangerous, destructive, or disruptive.</li> <li>• Treat friends the way you would want to be treated.</li> <li>• Walk and talk softly inside.</li> <li>• Listen, without interruption, when others are speaking.</li> <li>• Refrain from interrupting others while they are working.</li> </ul>   | <ul style="list-style-type: none"> <li>• Receive redirection.</li> <li>• Help to correct the problem.</li> <li>• Additional lessons given to show appropriate behavior.</li> <li>• Work at a classroom table alone or with guide.</li> <li>• Stay with guide to observe other children working.</li> <li>• Visit the office.</li> <li>• Incident report sent home regarding the behavior.</li> <li>• Parent called to pick up child and conference scheduled.</li> </ul>  |
| Bathroom   | <ul style="list-style-type: none"> <li>• One person at a time.</li> <li>• Wait for turn in line at designated place near door.</li> <li>• Use facilities in an orderly manner.</li> <li>• Use correct amount of toilet paper and flush afterward.</li> <li>• Boys should lift the seat and aim carefully, return the seat to down position.</li> <li>• Wash hands when done.</li> <li>• Make sure bathroom is ready and clean for next person.</li> </ul>   | <ul style="list-style-type: none"> <li>• Receive redirection.</li> <li>• Help to correct the problem.</li> <li>• Additional lessons are given to show proper restroom manners.</li> <li>• Must leave bathroom door open so adult can observe bathroom behavior.</li> <li>• A conference is scheduled to address behaviors and how to best support student needs.</li> </ul>   |
| Lunch      | <ul style="list-style-type: none"> <li>• Wash hands before eating.</li> <li>• 30 minutes are reserved for lunch.</li> <li>• Eat the lunch brought or purchased, no sharing of another person's lunch.</li> <li>• Use appropriate table etiquette, including proper use of utensils.</li> <li>• Use appropriate manners for passing and sharing side dishes.</li> <li>• Stay seated while eating.</li> <li>• Wipe table and clean floor after eating.</li> <li>• Keep any uneaten food in lunchbox unless it is scraps.</li> <li>• Candy, cookies, puddings, and sweets may not be eaten at school and will be sent home.</li> </ul> | <ul style="list-style-type: none"> <li>• Receive redirection.</li> <li>• Help to correct the problem.</li> <li>• Additional lessons given to show proper lunch etiquette.</li> <li>• Eat with guide or alone if necessary.</li> <li>• Parent will be notified if lunch is not appropriate or if the child is not eating.</li> </ul>   |
| Playground | <ul style="list-style-type: none"> <li>• Stay within the limits of the fenced playground.</li> <li>• No willful physical harm to others, no rough play.</li> <li>• Must have an adult with child to come inside the school.</li> <li>• May not go to the bathroom outside.</li> <li>• Foul language and verbal abuse will not be tolerated.</li> <li>• Playground equipment will be used as intended and returned to the proper place when finished.</li> </ul>   | <ul style="list-style-type: none"> <li>• Receive redirection.</li> <li>• Help to correct the problem.</li> <li>• Additional lessons given to show proper equipment usage.</li> <li>• Child will walk with the guide until student can show they are in control of their body.</li> <li>• Incident report sent home to the parent.</li> <li>• Removal from playground, visit to the office.</li> <li>• Parents will be called to pick up child from school.</li> <li>• A conference is scheduled to address behaviors and how to best support student needs.</li> <li>•</li> </ul> |

# Nutrition

## **Breakfast**

Every great day begins with a great breakfast. Please make sure your child(ren) comes to school already fed.

According to the Mayo Clinic, a healthy breakfast should include food from these core food groups:

- **Whole grains.** Examples include whole-grain rolls and bagels, hot or cold whole-grain cereals, whole-grain English muffins, and whole-grain waffles.
- **Lean protein.** Examples include eggs, lean meat, legumes, and nuts.
- **Low-fat dairy.** Examples include milk, plain or lower sugar yogurts, and low-fat cheeses, such as cottage cheese and natural cheeses.
- **Fruits and vegetables.** Examples include fresh or frozen fruits and vegetables, 100 percent juice drinks without added sugar, and fruit and vegetable smoothies.

## **Snack**

Healthy snacks such as fresh fruits and vegetables will be readily available to the children. We will provide a mid-morning snack that rotates weekly and is posted on our Menu bulletin board. Snack is cleaned up by 11:00 a.m. to ensure the children are hungry for lunch. An afternoon snack is also provided. After School Enrichment students receive a similar snack.

## **Lunch**

You may purchase and pay for lunch directly from our lunch service, **School Eatery**, or you may send a nutritious lunch for your child(ren) from home.

If you choose for your child(ren) to eat lunch sent from home, we suggest helping them to pack their lunch to the extent they are able. For example, a toddler may choose between two different lunch options and put the prepared items into the lunch box. An elementary student may be able to independently pack their lunch from choices you approve in advance. For the safety of all our students, **nuts, candy, and sugary snacks are not allowed at school.** Show your child(ren) how to check the ingredient list for sugar or corn syrup; if they are listed as one of the first ingredients, they are not appropriate for school.

Please note that GA Department of Early Care and Learning (DECAL), Bright from the Start, our licensing agency restricts *foods that are associated with young children's choking incidents, such as, but not limited to, peanuts, hot dogs, raw carrots, popcorn, fish with bones, cheese cubes, grapes, cherries with pits, and any other food that is of similar shape and size of the trachea/windpipe shall not be served to the children less than four (4) years of age.*" This provision applies to food sent from home as well as food provided by the school.

### ***USDA Lunch Requirements for Children***

GA DECAL Bright from the Start requires all students' lunches, whether brought from home or provided at school, to meet USDA guidelines:

| <u>Food Group</u>               | <u>Ages 2 to 6</u>        | <u>Ages 6 to 12</u>       |
|---------------------------------|---------------------------|---------------------------|
| Fluid Milk (provided)           | $\frac{3}{4}$ cup         | 1 cup                     |
| Meat, yogurt, or Meat alternate | 1½ ounces                 | 2 ounces                  |
| Vegetable and/or Fruit          | $\frac{1}{2}$ cup (total) | $\frac{3}{4}$ cup (total) |
| Bread or bread alternate        | $\frac{1}{2}$ slice       | 1 slice                   |

*At any time that we feel a food is unsafe or unhealthy in the classroom setting, we will remove it and replace it with something more suitable to the school situation.*

Be sure your child(ren)'s lunch box and all containers are marked with their name. Include an ice pack in the lunch box for refrigeration and use insulated containers to keep warm food warm.

Toddlers are offered whole milk or water and Primary and Elementary students are offered Low fat (2 %) milk or water to drink with their lunch. Please do not send packaged drinks to school.

***Please be sure that we are aware of any known food allergies.***

# Media Use Policy

Technology and the internet are a part of our society and our lives. At Oak Meadow Montessori School (OMMS), we understand the benefits and the pitfalls technology can have on young, developing brains. As adults, whether parents or staff, we are role models for our children and must always be aware of how our behavior informs the behavior of the children.

Children from birth to six years old cannot distinguish fantasy from reality and learn best through real life, hands-on experiences. Children in our Toddler and Primary classrooms should not have any screen time while at school or in the car, and limited screen time while at home.

Children six to twelve years old may have limited, supervised screen time as they learn to use it discriminatingly.

For all these reasons, we have created this policy to keep our students safe and engaged in their learning while at school.

- Technology includes any device, provided by school, or brought from home.
- **Children may not bring any personal technology devices to school, including smart watches.** The school will make every effort to provide resources to support the academic needs of the children. If a child needs resources that the school is unable to reasonably provide, accommodations may be made on an individual case-by-case basis with written consent from the parents and the school.
- Any individual with access to technology resources at OMMS is expected to use them legally, ethically, and in accordance with this policy, with state and federal regulations, any regulations specific to certain websites, and in compliance with copyright law and fair use guidelines as published by information resources.
- Internet access by children will be provided under direct adult supervision only. Filtering and monitoring software will be used to further supervise access. The Internet shall be accessed for educational purposes only.
- Children will not be allowed to access e-mail, social networking sites, electronic chat rooms, music and video websites, video gaming websites, and other media at OMMS unless directly approved by and supervised by a guide or other authorized adult.
- E-mail and chat functions shall be limited to OMMS business only. Recreational use of technology devices is not allowed before, during, or after school.
- Adults and children are expected to respect the work of others. Users may not access accounts, folders, pictures, or data files of others without permission. No downloading of files from OMMS computers onto flash drives or other external storage devices is allowed without prior permission from the school.
- Children are taught and expected to cite sources and avoid plagiarism.
- Neither adults nor children may download software programs, files, pictures, video clips, or other media onto OMMS computers or technology devices without permission from the school.
- While accessing technology at OMMS, children shall not publish any personal information about themselves or their families. OMMS will not publish information about families and children without prior written permission.
- Neither adults nor children shall participate in using inappropriate or inflammatory language while accessing school computers nor on school social media.
- Children shall not have access to sites deemed inappropriate for student use, including, but not limited to, pornography, adult entertainment, merchandising of adult material, hate-mongering, and discriminatory sites,

video gaming, and other potentially damaging sites. The school shall have final authority to determine the appropriateness of any given site.

- Children shall be instructed in respect for privacy (of self and others), respect for copyright protection, and respect for others and how what we post can infringe upon the rights of others.
- As part of the Family Agreement, parents must give permission for their child(ren) to access technology and the Internet while at school. Parents may revoke their child's access at any time by giving the school written notice. The school may restrict or revoke the child's access to technology and the Internet at any time. The school does not guarantee Internet access will be provided. See the Family Agreement in Transparent Classroom.
- OMMS regularly takes photographs, videos, and audio clips of the children at school. These images and/or clips may be used with permission for public relations, marketing, or training purposes (see the Photography and Video Permission Form in Transparent Classroom). Your child's name will never be used in connection with these images.
- No payment shall be made by OMMS in exchange for the use of these images and/or clips. Parents or staff may not use images and/or clips published by the school in any fashion other than for personal home use.
- Oak Meadow Montessori School shall not be responsible for any intentional misuse of OMMS computers, printers, cameras, or other technology devices by the child. Parents will be held responsible for damage to technology devices done by their children.
- Training will be given before student access to technology devices is granted. The school will make every reasonable effort to supervise access to all computers and other technology devices; however, the school will not be responsible for damages incurred by the child while accessing technology devices.
- Inappropriate use of technology may result in the suspension of technology privileges. The school has the final determination when questions of inappropriate use arise.
- Adults must comply with these policies when using technology at OMMS. OMMS staff, faculty, substitutes, and volunteers must adhere to the OMMS Code of Ethics and always use good judgment while at the school.
- OMMS staff members may not be "friends" or connected with current OMMS families, including families that volunteer at the school, on social networking sites.
- Staff should use OMMS email, phone, and written communication channels when discussing school-related topics with each other and with parents and should keep written records of their discussions.
- OMMS administration may monitor social networking sites and employees will be subject to disciplinary action up to and including termination if any inappropriate content is discovered, including but not limited to:
  - sexual content
  - exhibiting or advocating the use of illegal drugs and/or the misuse of alcohol
  - negative remarks about the school, staff, parents, or other schools
  - derogatory remarks about any gender, race, sexual orientation, or religious affiliation
  - any remarks, photos, clips, or narratives portraying behavior that does not align itself with behavior that is considered acceptable under the OMMS Code of Ethics or by the school's administration.

## Other General Policies and Procedures

### ***Conferences and Progress Reports***

Your child's guide will conduct two regular parent conferences each school year in October and May. Written progress reports will be presented at these conferences. You may schedule other conferences with your child's guide at any time throughout the year.

No standardized testing is done with children in the Toddler and Primary classes. Elementary children in the third year and above may opt-in to participate in nationally recognized, standardized achievement testing in the spring, scheduled by the elementary guides.

### ***Additional Assessment and Guidance***

The Montessori classroom can accommodate the needs of a wide range of children. As part of the guide's normal recordkeeping process, anecdotal notes are kept documenting each child's behaviors that may raise concerns about possible learning or behavioral challenges. The lead guide, along with our student support specialist, monitor the areas of concern to determine whether a child is developing emotionally, intellectually, and socially as expected. Initial concerns will be addressed with the parents as needed. The school and its staff are committed to open and ongoing dialogue with parents regarding special concerns about every child's progress.

The classroom guide, in conjunction with the student support specialist and the directors of the school, may request a formal evaluation, outside assessment, or guidance for working with individual students. The reasons for such requests will vary greatly. Often, the guide may need more information about the learning style of a student to work with him or her more effectively. OMMS commits to implementing all recommendations consistent with its mission and within its resources; and expects parents to follow through on recommendations for tutoring, therapy, or other treatment.

### ***Outdoor Playtime & Physical Activity***

Our program includes a variety of regular outdoor activities. Organized physical activity, free play, games, water work, sand play, gardening, nature walks, and story time are just a few of the fun outdoor activities in which the children will participate. **Children are required to wear closed-toe shoes for outside playtime.** Children should be properly dressed for the weather, so that they may play outside each day. Hats, coats, and gloves are essential during the winter months as we try to have the children outside at least a brief time each day. We will make sure hats, coats, and gloves that are sent to school are put on the children before they go outside. **Remember to mark all articles of clothing with your child's name.** If you feel that your child needs to remain inside and is unable to join his class for outside play, he is probably not feeling well enough to come to school. If you know of any special needs your child may have while playing outdoors, please bring them to the attention of your child's guide. The school uses the Child Care Weather Watch guidelines to determine safety for playing outdoors. A copy of this chart can be found in ***Appendix A.***

### ***What to Wear to School***

We want your child(ren) to be comfortable but to also recognize that school is a special place. At OMMS, we strive to meet each child's individual needs while also meeting the needs of our whole school community. Your child(ren) should wear comfortable, washable, play clothing that will not pose a distraction for other students. It is important for children to feel responsible for themselves, so please make sure their available clothing choices are appropriate for school and easy to get into and out of during restroom breaks and in case they need to change their clothes during the school day. Students should bring a pair of comfortable indoor shoes with a rubber sole that they keep at school.



Outside shoes must be closed-toed for safety. Clothes and shoes with glitter or that may cause a distraction to others are not permitted.

Toddlers and young primary students should bring at least two complete changes of clothing, including shoes, to stay at school. Older Primary and Elementary students should have one complete set of clothes. Accidents happen even with the older children, and it helps if the child can retrieve a change of clothes from their cubby. If the child uses their standby clothing, please replace whatever was used the next day. If you find you have an item that does not belong to your family that you believe may have come from school, please check with the school office and we will try to locate the owner.

We recommend that all clothing and any other items your students bring to school are labeled. Commercial labels are nice, but adhesive tape or fabric paint work just as well.

### ***Lost and Found***

All items and clothing coming into the building should be clearly labeled with your child's name. We cannot be responsible for lost items. We will maintain a lost and found box in the front office. Please be sure to check the lost and found as unclaimed items are periodically donated.

### ***Toys and Items from Home***

Help your child(ren) to leave their toys and other special items at home or in your car. If an item is brought to school, we cannot be responsible for it. Your child's guide will provide you with information about appropriate items for Show and Share and how and when those items should be sent to school and cared for.

Every student will receive an OMMS school tote bag to be used to carry items (such as changes of clothing, lunch boxes, schoolwork, extra diapers, etc.) back and forth to school. We will remove the belongings and send the bag home that day.

### ***No Guns, War Toys, or Other Toys of Destruction***

Oak Meadow Montessori School Core Values are Love, Respect, Freedom, Accountability, and Unity. Guns, war toys, or other toys of destruction are the antithesis to our values and are not allowed at school. Additionally, fighting, aggressive play, and war games are prohibited. Children playing in such a way will be redirected. If they are unable to play respectfully, we will work with the parents/guardians to understand the reasons for the behavior and help the child develop more respectful play.

### ***Birthdays and Holidays***

OMMS celebrates birthdays with a beautiful recognition of each year of the child's life. Lead guides will ask parent/guardians to help their child create a Birthday Timeline with pictures and information about their most important milestones and activities from each year of their life. We wish to recognize each child's uniqueness, and birthdays are a wonderful way to do that. Speak to your child's guide about how you can be involved in the at-school celebration. You may wish to donate a book or other small activity to your child's classroom as a gift in honor of his or her birthday. **OMMS does not serve sugary or heavily sweetened birthday snacks in the classrooms. "Goody" bags, balloons, and gifts may not be sent to school.** If you are planning to invite your child's classmates to a party at home, please use the school directory in Transparent Classroom to mail invitations.

Holidays are celebrated in each classroom according to the discretion of the classroom guide. We encourage parent/guardians to visit and share their cultural and religious celebrations with us. We do not allow dress-up for Halloween.

### ***Classroom Observations***

We regularly conduct virtual observations of the classrooms and campus tours for prospective parent/guardians. We also welcome families of currently enrolled students to observe at any time. Please call the school to arrange an appointment to observe virtually or in the classrooms.

### ***Field Trips***

Throughout the year, students will participate in “Field Studies.” For younger students, this may involve trips to the kitchen, our woodland areas, or the school Media Center; or it may include in-house guests to share a particular skill or profession such as storytelling, dental hygiene, and the fire department. Children in their final year of the Primary Program and Elementary Students may take off-campus trips that correspond to a unit of study. You will be notified of all off-campus field trips and will be asked to sign a Permission to Participate form in Transparent Classroom to allow your child to attend. Please keep your child at home if they are unable to attend our scheduled field trips. Contact us if you would like to accompany us on any of our field trips; we will provide you with a list of Chaperone Guidelines to help you understand our field trip procedures.

### ***Student Records***

Parent/guardians are notified that they have a right to expect the privacy of educational records. Only school personnel and their consultants have access to student records on a discernible need-to-know basis. Families do have a right to know that a student’s records are being released. If educational records are requested or subpoenaed by others, parent/guardians will be notified. Full details of the Oak Meadow Montessori School student records policy and procedures are available from the front office.

### ***Requests for Educational Records***

Requests for educational records of both currently enrolled and former students can be made to the Director of Admissions at Oak Meadow Montessori School. Parents/guardians can inspect and review records once a request has been made. Copies of educational records will not be supplied if families have an unpaid financial obligation to the school. Parent/guardians may request and secure a copy of the student’s record once this financial obligation has been satisfied. All copies of educational records will be emailed or mailed by regular first-class mail service within ten business days of receipt of a written request for student records. With written parent/guardian consent, the school may request records from other schools the child has attended.

### ***Volunteer Assistants***

We always welcome volunteers! Let us know when you would like to join us so that we may arrange for your visit. OMMS offers plenty of areas for volunteering, so we are sure you can find something you like. When you are working as a volunteer assistant, wear comfortable clothing, something that will not be ruined should it get some finger paint on it, and be sure that you are prepared for the outdoor weather. Tennis shoes or other comfortable walking shoes are advised. Volunteers are required to have their fingerprint background check arranged by the school.

### ***Substitutes***

Substitute guides and assistants work in the school when one of the staff members must be away from class during the day. All substitutes must take an orientation course offered by the school to sub in the classrooms. Substitutes are required to have their fingerprint background check arranged by the school before working with children. Often parents/guardians of children enrolled in the school serve as substitutes in the classrooms. The school requires all substitutes to read, sign, and adhere to the OMMS Code of Ethics included in the next section. Parent/guardians interested in subbing should contact the front office staff. All substitutes and their contact information are listed on a Substitute List and distributed to the staff members.

### ***OMMS Code of Ethics***

All parents/guardians must adhere to the OMMS Code of Ethics to promote a positive learning community for all families. The guidelines are put in place to protect the privacy of our students and their families. In any school community, parents/guardians and guides may accidentally overhear confidential information. Please keep all information private. If something comes to your attention that causes concern, you should contact the Head of School. Parents, guardians, or family members violating the Code of Ethics are subject to having their child(ren) disenrolled. If you have any questions, see the Head of School.

1. Use proper channels of communication, take questions to the Lead Guide first, then the Head of School.
2. Discuss confidential information only with authorized persons.
3. Each child is an individual and their school experiences can vary greatly. Don't compare one child to another.
4. Strive to be of the highest moral character.
5. Show respect for each child, each family, each person at the school.
6. Practice patience, courage, perseverance, and calmness.
7. Speak in a quiet voice. Move slowly and carefully throughout the school.
8. Use the school directory for personal use only, never for solicitations.
9. Model the behavior we seek from the children.
10. Practice "Do unto others as you would have them do unto you."

# Financial Information

The school is operated by Oak Meadow Montessori School, Inc., a Georgia Domestic Non-Profit Corporation, recognized as a 501(c)(3) public charitable organization and is supported by enrollment and tuition payments made by the parent/guardians of children enrolled in the school. Our financial procedures are established to maintain the integrity of the program and the stability of the school. The school strives to uphold the provisions of the Admission Agreement and expects families to do the same. parent/guardians should familiarize themselves with the terms of the Admission Agreement. The school accepts payments in the form of check, money order, credit card, and/or Direct Payment Authorization.

As a non-profit school, we rely on fundraising to help us meet our long-term strategic plans. Tuition is the money we live by. Fundraising is the money we grow by. Throughout the year, there will be various fundraising campaigns to help us add programs and create spaces that meet the changing needs of our students. Please consider Oak Meadow Montessori School as you consider your annual charitable donations and whether your company or employer offers a matching gift program to match your donations.

## ***Application Fee***

A nonrefundable Application Fee must accompany each application for enrollment. We must have a completed application before scheduling a child visit or enrolling a child in a class.

## ***Enrollment Fee***

Once your child is accepted into our program, their non-refundable Enrollment Fee is due. Enrollment Fees are published in the Tuition Schedule and ensure that a space has been reserved for your child. It also helps us to plan accordingly for the expected number of students in each class. Enrollment Fees go towards the purchase of materials and supplies for the children throughout the year. Re-Enrollment occurs in February for the upcoming August for all students.

## ***Tuition***

Tuition is based on the annual expenses associated with providing a high-fidelity Montessori education. Payment plans are available according to the annual Tuition Schedule, included at the end of this section. For those students who start later in the Traditional school year, tuition will be due in full for the month in which they start. Tuition for the entire month is due for any child attending school during that month. We do not offer any discount for partial attendance during any month.

An invoice will be provided to remind parents/guardians that tuition is coming due. Families selecting Plan A are required to participate in our Direct Payment Plan according to the terms of the Direct Payment Authorization form included in your enrollment documents. Invoices will reflect tuition, billed in advance, as well as any charges for our Afterschool Program, field trips, late pick-up fees, provided lunches, and other fees from the previous month.

Plan A Direct Payment Plan payments may be scheduled for the 1st or the 15th of the month. Invoice amounts vary based on charges incurred, so note the amount of the invoice to make sure funds are available. For Payment Plans B and C, a 5-day grace period following the due date will be allowed for payments, after which the account will be considered delinquent. A \$50.00 late fee will be assessed to your delinquent account. Delinquent accounts are subject to dis-enrollment.

There will be a \$30.00 fee assessed for a check or Direct Payment Plan payment returned for any reason. Any check, ACH Direct Payment, or Credit Card payment that is dishonored by the bank for any reason will be re-presented to the bank. If the item is not honored after being re-presented, arrangements will need to be made with the office to pay

the tuition in cash or money order. After two returned items, we will place the account on a cash basis. In the case where the parents/guardians are divorced or never married, one person will be responsible for payment and will need to sign the Admission Agreement.

### ***Late Pick Up Fees***

Late pick-up fees will be assessed for students remaining at school 10 minutes or more after their dismissal time without prior approval. A **\$25 late fee will be charged, with an additional \$1/minute charge for each minute** after their dismissal time.

Students in our All-Day Program must be picked up by **5:00 p.m. for toddlers** and **6:00 p.m. for all other students**. A **\$25 late fee will be charged, with an additional \$1/minute charge for each minute** after their dismissal time.

### ***Scholarships***

The school sponsors FACTS scholarships and tuition assistance. Please see the Director of Admissions or Head of School for more information.

### ***Notification of Withdrawal and Refund Policy***

Parent/guardians must give the school thirty-day notice, in writing, with the appropriate tuition paid in full if the child is to be withdrawn from the program. Cancellation of the Direct Payment Plan will be effective at the end of the 30 days notification period. Pre-paid tuition beyond the official notice period will be refunded after all charges have been assessed and the final balance is calculated. Refer to the Admission Agreement regarding the payment of fees and tuition. Delinquent accounts shall be prosecuted to the fullest extent of the law. Accounts must be paid in full before records will be released to another school.

It is important to emphasize the benefit of continuing the Montessori program for the full developmental cycle, without interruption. Note we offer both Traditional School Year and All-Year Montessori Programs to further accommodate your family. We also encourage parents and guardians to make a commitment to Montessori education through the Elementary Plane of Development, as this is one of the most important periods in the development of a child.

No refunds for withdrawals will be processed after March 1 of the traditional school year. Tuition through the end of May will be assessed, whether or not the child attends.

# OMMS 2023 Tuition Schedule



## Oak Meadow Montessori School 2023-2024 Tuition Schedule

| Program                          | Half Day <sup>1</sup> | Full Day <sup>2</sup> | All Day <sup>3</sup> |
|----------------------------------|-----------------------|-----------------------|----------------------|
| <b>Toddler 3 Day</b>             | \$875                 | \$1030                | \$1380               |
| <b>Toddler 5 Day</b>             | \$1060                | \$1300                | \$1650               |
| <b>Primary</b>                   | \$975                 | \$1210                | \$1570               |
| <b>Lower or Upper Elementary</b> | N/A                   | \$1275                | \$1630               |

### School Schedule:

<sup>1</sup>Half Day: 8:00 AM – 12:45 PM

<sup>2</sup>Full Day: Toddler & Primary: 8:00 AM – 3:00 PM  
Elementary: 8:00 AM – 3:30 PM

<sup>3</sup>All Day: Toddler: 8:00 AM – 5:00 PM  
Primary & Elementary: 8:00 AM – 6:00 PM

**New Student Application Fee:** \$75

### Annual Enrollment Fee:

Half Day \$725  
Full Day \$725  
Elementary \$850

*Rates effective July 1, 2023*

### Payment Provisions:

- Three payment plans are available. Indicate your choice on the Enrollment Application:
  - Plan A:** Payments are made using Direct Payments from your bank or credit card account on either the first or fifteenth of each month.
  - Plan B:** Receive a 3% discount. Payments are due on July 1, 2023 & December 1, 2023.
  - Plan C:** Receive a 5% discount. Payment is due July 1, 2023.
- Receipt of the Enrollment Fee will complete the application and ensure placement in the program. Application and Enrollment Fees are nonrefundable.
- A 10 % tuition discount is offered for younger siblings.
- Thirty-days' notice shall be given in writing in the event of withdrawal from the program. Prepaid fees are nonrefundable; tuition shall be paid through the end of the notice period.
- Afterschool "drop-in" rate is \$25 per day for all levels.

# OMMS Family Community

Children thrive best when school and family work together. In fact, the three sides of the triangle in our logo represent the school, the family, and the prepared Montessori environment with the child (represented by the tree) in the center. At OMMS, we encourage every family to volunteer their time, talents, and resources to enrich our school community. Here are some ways you can support our children in having an even better school experience:

**Classroom Coordinators:** Two or three parent/guardians per class work with the guides to coordinate special classroom projects and activities and to organize family participation, as needed, for these special events.

**Volunteer Substitutes:** Volunteering to substitute at the school is a great way to learn more about Montessori and how the children learn. OMMS will coordinate getting the required GA DECAL Bright from the Start Comprehensive Records Check and specialized training. Volunteer subs fill in when regular classroom staff are unable to be in the classroom and can observe our Montessori Magic firsthand!

**Classroom Listener:** Classroom Listeners work with lead guides to visit their child's classroom regularly and listen to students as they practice reading.

**Yearbook Staff:** Our yearbook staff take pictures in the classrooms and at special school events. They also work on the planning, editing, layout, and design of the annual OMMS yearbook.

**Hospitality:** This group recognizes special situations, such as births, illnesses, and deaths, and addresses them appropriately to help the community express their excitement or sorrow. In addition, they plan several informal gatherings during the school year, such as visits to the park or library, family dinner night, and trips to special events.

**Gardening:** Help to beautify our school environment by organizing clean-up and planting on the school grounds, assist the children with maintaining their classroom courtyards, provide recycling education, and help implement recycling programs at the school.

**Special Event Coordination:** OMMS Families plan, organize, and carry out several events each year, with a staff advisor who helps ensure the events remain consistent with Montessori and OMMS values.

**Going Out Drivers:** Part of the elementary curriculum is for students to have the opportunity to "go out" into the community for additional learning opportunities and drivers will be needed. Parent drivers require a GA DECAL Bright from the Start Comprehensive Records Check coordinated by OMMS and a Motor Vehicle Report from GA Department of Driver Services.

**Social Media Support:** Parents who have photography or design skills are needed to help us create a strong social media presence to both educate current families and to attract new families who are knowledgeable about the Montessori system of education.

**Other Skills You Have to Offer:** What hobbies or skills do you possess that you would like to share with our school community? Let us know and we are happy to have you support our school in whatever way you can!

All OMMS Family volunteers are required to complete a 2-Hour Training Session. Volunteer Substitutes will require additional sessions.

## Child Care Weather Watch

| Wind-Chill Factor Chart (in Fahrenheit) |                   |     |     |     |     |     |     |     |      |    |    |    |
|---|-------------------|-----|-----|-----|-----|-----|-----|-----|------|----|----|----|
| Air Temperature                         | Wind Speed in mph |     |     |     |     |     |     |     |      |    |    |    |
|   | CALM              | 5   | 10  | 15  | 20  | 25  | 30  | 35  | 40   | 45 | 50 | 55 |
| 50                                      | 50                | 48  | 40  | 36  | 32  | 30  | 28  | 27  | 26   |    |    |    |
| 40                                      | 40                | 37  | 28  | 22  | 18  | 16  | 13  | 11  | 10   |    |    |    |
| 30                                      | 30                | 27  | 16  | 9   | 4   | 0   | -2  | -4  | -6   |    |    |    |
| 20                                      | 20                | 16  | 4   | -5  | -10 | -15 | -18 | -20 | -21  |    |    |    |
| 10                                      | 10                | 6   | -9  | -18 | -25 | -29 | -33 | -35 | -37  |    |    |    |
| 0                                       | 0                 | -5  | -21 | -36 | -39 | -44 | -48 | -49 | -53  |    |    |    |
| -10                                     | -10               | -15 | -33 | -45 | -53 | -59 | -63 | -67 | -69  |    |    |    |
| -20                                     | -20               | -26 | -46 | -58 | -67 | -74 | -79 | -82 | -85  |    |    |    |
| -30                                     | -30               | -36 | -58 | -72 | -82 | -87 | -94 | -98 | -102 |    |    |    |

Comfortable for out door play

Caution

Danger

| Heat Index Chart (in Fahrenheit) |                             |     |     |     |     |     |     |     |     |     |     |     |
|----------------------------------|-----------------------------|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| Temperature (°F)                 | Relative Humidity (Percent) |     |     |     |     |     |     |     |     |     |     |     |
|                                  | 15                          | 20  | 25  | 30  | 35  | 40  | 45  | 50  | 55  | 60  | 65  | 70  |
| 110                              | 108                         | 112 | 117 | 123 | 130 | 137 | 143 | 150 |     |     |     |     |
| 105                              | 102                         | 105 | 109 | 113 | 118 | 123 | 129 | 135 | 142 | 149 |     |     |
| 100                              | 97                          | 99  | 101 | 104 | 107 | 110 | 115 | 120 | 126 | 132 | 138 | 144 |
| 95                               | 91                          | 93  | 94  | 96  | 98  | 101 | 104 | 107 | 110 | 114 | 119 | 124 |
| 90                               | 86                          | 87  | 88  | 90  | 91  | 93  | 95  | 96  | 98  | 100 | 102 | 106 |
| 85                               | 81                          | 82  | 83  | 84  | 85  | 86  | 87  | 88  | 89  | 90  | 91  | 93  |
| 80                               | 76                          | 77  | 77  | 78  | 79  | 79  | 80  | 81  | 81  | 82  | 83  | 85  |
| 75                               | 71                          | 72  | 72  | 73  | 73  | 74  | 74  | 75  | 75  | 76  | 76  | 77  |

## Understand the Weather



### Wind-Chill

- 30° is **chilly** and generally uncomfortable
- 15° to 30° is **cold**
- 0° to 15° is **very cold**
- 20° to 0° is **bitter cold** with significant risk of **frostbite**
- 20° to -60° is **extreme cold** and **frostbite** is likely
- 60° is **frigid** and exposed **skin will freeze** in 1 minute



### Heat Index

- 80° or below is considered **comfortable**
- 90° beginning to feel **uncomfortable**
- 100° **uncomfortable** and may be **hazardous**
- 110° considered **dangerous**

All temperatures are in degrees Fahrenheit



## Child Care Weather Watch

Watching the weather is just part of the job for child care providers. Planning for playtime, field trips, or weather safety is part of the daily routine. The changes in weather require the child care provider to attend to the health and safety of children in their care. What clothing, beverages, and sun screen are appropriate? Dress children to maintain a comfortable body temperature (warmer months - lightweight cotton, colder months - wear layers of clothing). Drinking beverages helps the body maintain a comfortable temperature. Water or fruit juices are best. Avoid high sugar content beverages and soda pop. Sunscreen may be used year around. Use a sunscreen labeled as SPF-15 or higher. Apply sunscreen generously and frequently. Read the label of the sunscreen product. You can also use sunscreen to block harmful rays from the sun. Look for sunscreen with UVB and UVA ray protection. Have children play in shaded areas or create shade in the play area.



Condition **GREEN** - Most children may play outdoors and be comfortable. Child care providers should watch for the child that becomes uncomfortable while playing outdoors.

**INFANTS AND TODDLERS** Infants/toddlers are unable to tell the child care provider if they are too hot or cold. The infant/toddler may become fussy when uncomfortable. Infants/toddlers tolerate shorter periods of outdoor play. Dress infants/toddlers in lightweight cotton or cotton-like fabrics during the warmer months. In cooler or cold months dress infants in layers to keep them warm. Protect infants from the sun by using sunscreen and playing in shaded areas. Give beverages while playing outdoors.

**YOUNG CHILDREN** Use precautions regarding clothing, sunscreen, and beverages. Young children need to be reminded to stop play and drink a beverage and apply more sunscreen.

**OLDER CHILDREN** Use precautions for clothing, beverages, and sunscreen. The older child needs a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens). Apply sunscreen and give beverages while outdoors.



Condition **YELLOW** means the child care provider must use caution and closely observe the children for signs of being too hot or cold while outdoors. Clothing, sunscreen, and beverages are important. Shorten the length of outdoor time.

**INFANTS AND TODDLERS** Child care providers should use the precautions outlined in Condition Green. Clothing, sunscreen, and beverages are important. Shorten the length of time for outdoor play.

**YOUNG CHILDREN** Use the precautions regarding clothing, sunscreen, and beverages. Younger children may insist they are not too hot or cold because they are enjoying playtime. Child care providers need to structure the length of time for outdoor play for the young child.

**OLDER CHILDREN** Use precautions for clothing, sunscreen, and beverages. Use a firm approach to wearing proper clothing for the weather (they may want to play without coats, hats or mittens), applying sunscreen and drinking liquids remain important while playing outdoors.



During condition **RED** most children should not play outdoors due to the health risk.

**INFANTS/TODDLERS** should play indoors and have ample space for large motor play.

**YOUNG CHILDREN** may ask to play outside and do not understand the potential danger of weather conditions.

**OLDER CHILDREN** may play outdoors for very short periods of time. Child care providers must be vigilant about proper clothing, beverages, and use of sunscreen

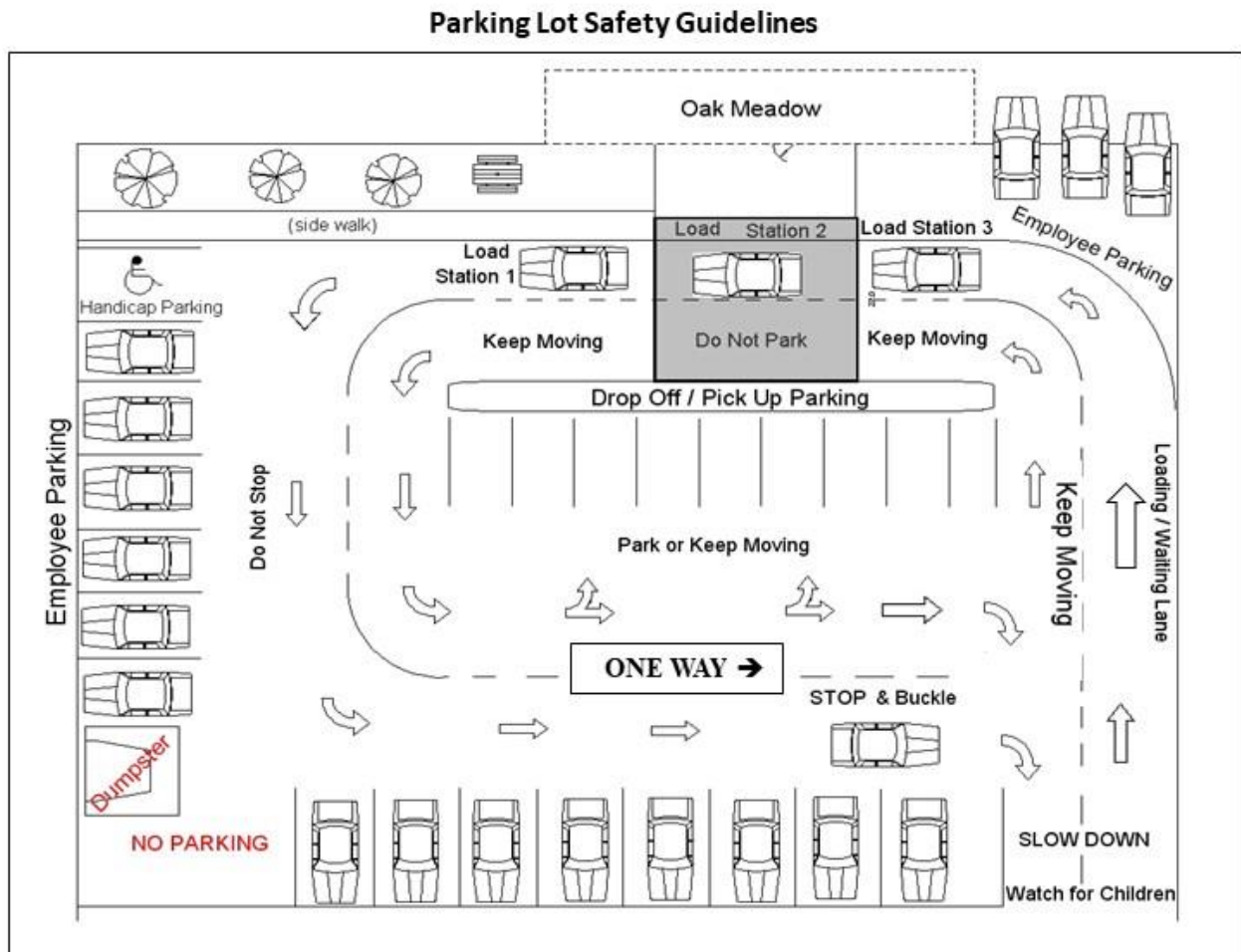
Child Care Weather Watch was produced by the Iowa Department of Public Health, Healthy Child Care Iowa. This guide was produced through federal grant (MCJ19T029 & MCJ19KCC7) funds from the US Department of Health & Human Services, Health Resources & Services Administration, Maternal & Child Health Bureau. For questions about health and safety in child care contact the Iowa Healthy Families line telephone 1-800-369-2229. Wind-Chill and Heat Index information is from the National Weather Service.

## Understand the Weather

The weather forecast may be confusing unless you know the meaning of the words used by your weather forecaster.

- **Blizzard Warning:** There will be snow and strong winds that produce a blinding snow, deep drifts, and life-threatening wind chills. Seek shelter immediately.
- **Heat Index Warning:** How hot it feels to the body when the air temperature (in Fahrenheit) and relative humidity are combined.
- **Relative Humidity:** The percent of moisture in the air.
- **Temperature:** The temperature of the air in degrees Fahrenheit.
- **Wind:** The speed of the wind in miles per hour.
- **Wind Chill Warning:** There will be sub-zero temperatures with moderate to strong winds expected which may cause hypothermia and great danger to people, pets & livestock.
- **Winter Weather Advisory:** Winter weather conditions are expected to cause significant inconveniences and may be hazardous. If caution is exercised, these situations should not become life threatening.
- **Winter Storm Warning:** Severe winter conditions have begun in your area.
- **Winter Storm Watch:** Severe winter conditions, like heavy snow and ice are possible within the next day or two.

# Appendix B: Parking Lot Safety Guidelines



| Assisted Arrival and Dismissal Schedule |                          |
|---|--------------------------|
| All Students Arrival:                   | 7:55 a.m. to 8:15 a.m.   |
| Half Day Student Dismissal:             | 12:40 a.m. to 12:55 p.m. |
| Full Day Student Dismissal:             | 2:55 p.m. to 3:10 p.m.   |
| Elementary Student Dismissal:           | 3:30 p.m. to 3:40 p.m.   |

## Parking Lot Safety Guidelines:

- The speed limit on our campus is **5 MPH**.
- Slow down and watch for pedestrians and moving vehicles in our parking lot.
- There are two lanes of traffic circling our parking and drive-through areas. Both lanes proceed under the covered canopy. The right lane is for waiting, loading, and unloading during **assisted arrival and dismissal times only**. The left lane is **only for through traffic**.
- Please notice that the first attended unloading station is located beyond the covered canopy. To facilitate an efficient drop-off, you should drive forward to the first available attendant.
- During assisted arrival and dismissal, students **must** exit and enter their vehicles from the passenger side. If your child needs to enter the vehicle from the driver side, please park your car and walk in with your child.
- When using our assisted arrival and dismissal services, **please stay in your vehicle**. Once the attendant has assisted with loading your child into the vehicle, pull forward to the area designated "Stop & Buckle" on the map to safely secure your child.
- **DO NOT** leave your vehicle unattended in the drive-through area **at any time**.
- Never leave children unattended in the car or the parking lot under any circumstances.

**Please help us maintain a safe and orderly parking lot during our busy arrival and dismissal times.**

**Thank you for your cooperation.**



# Appendix C: Immunization Schedule

**Table 1** Recommended Child and Adolescent Immunization Schedule for ages 18 years or younger, United States, 2021

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

| 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 yrs               | 17-18 yrs |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|-------|--|----------------------|--------|-----------|---------|---------------------------------|----------|----------------------|--------------------------------|----------------------|-----------|
| Hepatitis B (HepB)  | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose |                      |                      |                      |       | 3 <sup>rd</sup> dose                               |                      |        |           |         |                                 |          |                      |                                |                      |           |
| Rotavirus (RV): RV1 (2-dose series), RV5 (3-dose series)                  |                      | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose | See Notes            |                      |       |  |                      |        |           |         |                                 |          |                      |                                |                      |           |
| Diphtheria, tetanus, acellular pertussis (DTaP <7 yrs)                    |                      |                      | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose | 3 <sup>rd</sup> dose |       |  | 4 <sup>th</sup> dose |        |           |         | 5 <sup>th</sup> dose            |          |                      |                                |                      |           |
| <i>Haemophilus influenzae</i> type b (Hib)                                |                      |                      | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose | See Notes            |       | 3 <sup>rd</sup> or 4 <sup>th</sup> dose, See Notes |                      |        |           |         |                                 |          |                      |                                |                      |           |
| Pneumococcal conjugate (PCV13)  |                      |                      | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose | 3 <sup>rd</sup> dose |       | 4 <sup>th</sup> dose                               |                      |        |           |         |                                 |          |                      |                                |                      |           |
| Inactivated poliovirus (IPV <18 yrs)                                      |                      |                      | 1 <sup>st</sup> dose | 2 <sup>nd</sup> dose |                      |       | 3 <sup>rd</sup> dose                               |                      |        |           |         | 4 <sup>th</sup> dose            |          |                      |                                |                      |           |
| Influenza (IIV)<br>or<br>Influenza (LAIV4)                                |                      |                      |                      |                      |                      |       | Annual vaccination 1 or 2 doses                    |                      |        |           |         | Annual vaccination 1 or 2 doses |          |                      | Annual vaccination 1 dose only |                      |           |
| Measles, mumps, rubella (MMR)   |                      |                      |                      |                      |                      |       | See Notes  | 1 <sup>st</sup> dose |        |           |         | 2 <sup>nd</sup> dose            |          |                      | Annual vaccination 1 dose only |                      |           |
| Varicella (VAR)   |                      |                      |                      |                      |                      |       | See Notes  | 1 <sup>st</sup> dose |        |           |         | 2 <sup>nd</sup> dose            |          |                      |                                |                      |           |
| Hepatitis A (HepA)  |                      |                      |                      |                      |                      |       | See Notes  |                      |        |           |         |                                 |          |                      |                                |                      |           |
| Tetanus, diphtheria, acellular pertussis (Tdap ≥7 yrs)                    |                      |                      |                      |                      |                      |       |  |                      |        |           |         |                                 |          | Tdap                 |                                |                      |           |
| Human papillomavirus (HPV)  |                      |                      |                      |                      |                      |       |  |                      |        |           |         |                                 |          | See Notes            |                                |                      |           |
| Meningococcal (MenACWY-D ≥9 mos, MenACWY-CRM ≥2 mos, MenACWY-TT ≥2 years) |                      |                      |                      |                      |                      |       | See Notes  |                      |        |           |         |                                 |          | 1 <sup>st</sup> dose |                                | 2 <sup>nd</sup> dose |           |
| Meningococcal B   |                      |                      |                      |                      |                      |       |  |                      |        |           |         |                                 |          |                      | See Notes                      |                      |           |
| Pneumococcal polysaccharide (PPSV23)                                      |                      |                      |                      |                      |                      |       |  |                      |        |           |         |                                 |          | See Notes            |                                |                      |           |

Range of recommended ages for catch-up immunization  
 Range of recommended ages for certain high-risk groups  
 Recommended based on shared clinical decision-making or \* can be used in this age group  
 No recommendation/ not applicable