



Policies and Procedures

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ADMINISTRATIVE POLICIES

This section provides general policies and procedures to inform parents of how Casa Dei Bambini operates.

Vision

Learn, Explore, Grow.

Mission Statement

Casa dei Bambini encourages the development of the whole child by providing a comprehensive Montessori education, cultivating independent thought and foundational skills as well as awareness of their environment, empathy for others, social ease and confidence.

The school establishes within each child the necessary intellectual, emotional and physical rigor required to develop self – directed learner, flexible thinker, creative problem solver and an ever increasing curiosity about the world.

Equal Opportunities

Casa Dei Bambini respects and welcomes children and families from all races, cultural backgrounds, genders, abilities, financial status and religions. No child will be discriminated against for reasons of background. Casa Dei Bambini celebrates all faiths and cultures.

Casa Dei Bambini believes that all children learn at their own pace. Therefore, we support the whole child to learn according to his/her ability.

Casa dei Bambini considers all pre-school children as having specific and individual needs; and the school provides attention to enable the child to progress at his/her own pace.

Data Protection

The school commits to treating the children's and families' information with the utmost care and confidentiality. Casa dei Bambini behaves in a fair and moral manner concerning the gathering, storing, and handling of data. Casa dei Bambini implements this policy with transparency and respect towards the rights of the children and their families.

Admissions

- i) Casa dei Bambini admits children of any race, creed, national or ethnic origin.
- ii) The Toddler Program accepts children aged 16 months to 3 years.
- iii) The Pre-School program accepts children aged 3 to 5 years.
- iv) The Kindergarten accepts children aged 5 to 6 years. Children need to be 5 by September 1st to qualify for kindergarten.
- v) Parents must fill in an enrolment form and return with a deposit to guarantee a space.
- vi) Each parent must sign a policy and procedures receipt.

- vii) Children on a waiting list have first priority if they have a sibling at the school, otherwise the school accepts the child on a first come first served basis.

Special Needs

The school welcomes children with special educational needs and properly supports their development whenever possible. The school also requests parents to inform the school during the application process, if the parents have reason to suspect that their child may have special educational needs.

The teachers work closely with professionals to provide the best help for special educational needs and inform parents if they have any cause for concern about their child's development and progress.

Casa dei Bambini reserves the right to decline a child if the school does not have the appropriate resources in place to accommodate and support a child with special educational needs.

FEES AND FINANCIAL RESPONSIBILITIES POLICIES

This section outlines the school's policies for the payments of fees and associated parental and school financial responsibilities.

Fee Payment

- i) Parents may pay in US dollars (USD) or alternatively in Zambian Kwacha(ZMW) at an exchange rate agreed with the school.
- ii) All checks whether local or US must be made payable to [Casa Dei Bambini Montessori School](#)
- iii) Payers must pay by the due date indicated on the invoice.
- iv) The school charges a 2% late fee per month from the due date (cumulative).
- v) The school charges a once-off non-refundable enrolment fee for each new student admitted to the school.
- vi) The school also charges a non-refundable annual materials fee for every student.
- vii) If the school suspends operations for any reason, revenue from school fees would first be used to meet the school financial obligations and the remainder refunded to the payer.
- viii) Parents need to give 1 terms written notice when withdrawing a child or you will be charged with 1 terms fee.**

Bank Charges

All bank charges are for the account of the parent or their payer. This includes both payer and Casa dei Bambini bank charges. The school asks parents to note that the invoice reflects the amount of fees clear of any bank charges.

Banking Details

Banking details will be provided on the invoice.

Parents or the payer must cover all bank charges related to any bank transfer

PLEASE ENSURE THAT YOUR CHILD'S NAME APPEARS AS THE REFERENCE ON ALL TRANSFERS

Early Withdrawal and Refunds

The fees are divided by three terms. In order to provide a refund the school must receive written notice of withdrawal one term prior to the date of withdrawal or you will be charged for the new term.

Multiple Child Discounts

Casa dei Bambini offers a discount of 9% on the school fees to families with more than one child enrolled simultaneously at the school. The school does not offer a discount on the enrolment fee and materials fee.

Insurance

Casa Dei Bambini does not provide medical insurance for the children enrolled in the program. The school recommends parents take out their own private medical cover including evacuation and emergency.

SCHOOL OPERATIONS

This section outlines the policies that the teachers use to make sure the school runs smoothly. The section also provides information to parents regarding settling in and other school related matters.

Settling in and Transitional Items

Casa dei Bambini asks families for flexibility during the first few weeks of every term. Teachers settle the children in to the class gradually and securely.

Each child experiences separation from home differently. The school works with each family to minimise distress to both child and parent. Teachers and assistants never leave any child alone if he/she is crying, anxious / distressed or lonely. Teachers observe new children closely to ensure a smooth settling in process.

The school allows transitional items such as pacifiers/dummies and comfort items in the toddler class. These items make the settling in process much easier especially for children attending school

for the first time. The teachers use them as and when needed and encourage children to put them in their cubbies as time goes on.

Parental Assistance for Settling In

The following tips help with this process:

- i) Parents should discuss school with their children in a positive manner.
- ii) Parents should demonstrate positivity as children can sense anxiety in a parent.
- iii) The school encourages parents to read books about school to the child.
- iv) When a child cries, parents should remain calm.
- v) The school advises parents to use positive language and remind your child that the teachers do take care of them.
- vi) Parents should never leave the class during the settling in period without informing the child or saying goodbye kindly and firmly.
- vii) The school asks parents to follow the teacher's instructions on when to come back.
- viii) The teacher always comforts the child when the parents leave.

When parents have successfully completed the settling in process, the schools ask that parents have a clear and consistent separation routine with their children. Thereafter, the school asks parents to allow the child to WALK into his/her classroom on their own resulting independence and empowerment.

Sometimes children may cry and resist entering the classroom. This reaction is not unique and does not reflect negatively on either parent or child.

Food / Snacks and Water

Casa Dei Bambini encourages children to take snacks whenever they feel hungry. The school requests parents to send in daily, a healthy and fulfilling snack for the child, early introduction of **water, healthy foods, low in sugar**, lead to long term success in good food choices later in life.

When teachers conduct cooking projects, they take allergies into account.

Parents must also supply a flask with water for the child. The school maintains a water dispenser as a backup. The school discourages juices, milk and drinks other than water at school.

If your child is staying for the extended day program, please pack snack and lunch separately in order for the child to differentiate between the two.

Outdoor Play

Montessori philosophy encourages free flow within limits between the indoor classroom and the outside. The teachers ensure all children get adequate opportunities to learn within the outside area.

Birthdays and Celebrations

The teachers enjoy celebrating birthdays at school. The school asks that parents do not exclude children if the parent hands out invitations at school. If you wish to invite a select few students, please arrange the invitations with the class teacher. The school also enjoys cultural celebrations and asks parents to discuss any upcoming celebrations with teachers.

Toys

The school discourages toys other than transitional items.

Child Cubbies

The school allocated each child a personal cubbie or open shelf space at the child's height, to use during the year. The use of cubbies encourages and develops a child's sense of responsibility and independence according to the Montessori philosophy.

Drop off and Pick up

Casa dei Bambini insists that parents hand over children to the teacher or assistant within the school premises. The school also requests that parents drop off children between 07.15am and 08.00 am to maximise the child's enjoyment and minimise disruption to others.

The school requests parents to promptly pick up their child between 12:00pm and 12.30pm if they attend a half day and promptly at 14:30pm if they attend a full day. The parent must identify the authorised carer at the start of each term and to advise the school in advance if the carer changes in way for example if a grand-parent wishes to pick up instead of the usual carer. The school cannot release a child to an unauthorized carer without a verbal or written authorization.

Clothing and Diapers / Nappies

Casa dei Bambini sends out an initial list of requirements for the first day of school. The school asks the parents to ensure children come to school in season suitable clothing. Temperatures in Zambia do vary dramatically between morning and lunchtime. Casa Dei Bambini suggests that the children come to school in clothing that allows them to get dirty as we love to paint and play outdoors.

Parents must also inform teachers promptly if any item goes missing at any point. Parents may reclaim any lost and found items from the teacher.

All children still wearing diapers / nappies must come to school in disposable diapers / nappies. The school cannot wash non disposable diapers / nappies. If a child soils a non disposable nappy/diaper, the school sends back the item in a plastic bag, unwashed. Please note parents must send children to school in disposable diapers or nappies.

Toilet/Potty Training

Parents do not have to potty or toilet train children attending the toddler program. During the process of potty training, parents should send children in training pants and not pull ups. Parents are encouraged to share their potty-training routine with the class teachers in order for them to follow the same routine at school whenever possible. Teachers and assistants struggle to change pull-ups and the school prefers parents to send an extra change of clothes. Children do have accidents and the school believes in handling these in a loving and calm manner. Parents must coordinate potty training plans with the teachers at least two weeks in advance of starting the training. The school encourages all parents to complete potty training of children by the age of 3.

All children need to be potty trained before joining the pre-school class.

CHILD BEHAVIOUR AND GUIDANCE POLICY

This section outlines the policies that Casa dei Bambini puts in place to support, guide and deal with all child behavioural issues including biting.

Child Behavioural Guidance

The school policy requires teachers to focus on the behaviour of the child and NOT on the characteristics or personality of the child. The school aims to assist children in managing and attaining self-control, self-discipline and sensitivity as well as develop self-confidence for the long run. The school provides guidance through modelling of good behaviour, verbal communications and concise explanations of boundaries.

Corporal Punishments

The Montessori environment does not permit corporal punishment of any kind. The school goes further to ensure any behavioural guidance does not include any kind of physical contact with the child, other than removing the child from any imminent danger to themselves or to others.

Disruptive Behaviour

Teachers evaluate disruptive behaviour on an age and individual basis. These behaviours include, but not limited to hitting, kicking, biting, vulgar language, continuous defiance, throwing objects and bullying.

When disruptive behaviour occurs, teachers follow a verbal redirection method to remind the child of the school ground rules and ask them to maintain a good behavioural standard.

Depending on the severity of the incident, the teacher may contact a parent and keep a record of the incident. Furthermore, the teacher may ask the parent to acknowledge receipt of the incident record.

Biting

Casa dei Bambini takes the safety of all children and staff as our primary concern. Children may go through biting as a natural developmental phases.

If a child bites someone else, our policies require that a teacher or assistant immediately attend to the bitten child. Staff wash the bite area with soap and water, and apply ice if necessary. If the bite breaks through the skin, the teacher contacts the affected child's parents and asks the parent to take the child to the doctor. The teacher completes an incident report and gives a copy to all parents involved.

Removal from School

When teacher's efforts fail to change the standard of the Child's behaviour or the behaviour endangers others, the school may ask parents to remove that child from school either temporarily or permanently.

HEALTH, SAFETY AND HYGIENE POLICIES

The school takes hygiene and the physical and emotional wellbeing of the child very seriously. Casa dei Bambini has developed a series of policies to inform parents of how the school approaches this area.

Safeguarding

Casa Dei Bambini Montessori School reports any suspected incidents of domestic child abuse or maltreatment to the relevant authorities. The teacher who has direct knowledge of the allegations of the suspected abuse or maltreatment and or neglect must make the report in written form. If necessary the school contacts the Chisala Welfare Society.

Injuries and Emergencies

If a child sustains any injury during the school day, a teacher fills out an injury report describing the situation that resulted in the injury, the injury itself, first aid procedure taken and the name of the of the adult supervisor who handled the injury. Parents must sign this injury report. In any more serious situations, the school calls the parents in the first instance and if the school cannot reach the parent, the school acts *in loco parentis*.

The school maintains a basic First Aid kit and has trained the teachers in the use of that kit. The school does not maintain any sort of Epi-pen in the case of a severe allergic reaction. Parents must supply the Epi-pen and provide instructions for usage of that device to the teachers.

We have first aid trained teachers and assistants in all classrooms.

Sick Policy

To protect the children and staff from exposure to infections and contagious diseases. The school requests that parents keep their child at home any time he or she exhibits any of the following symptoms.

- i) Fever within the previous 24 hours
- ii) Vomiting and diarrhoea within the previous 24 hours
- iii) Any symptoms of childhood diseases (measles, mumps, chicken pox,) Runny nose with coloured discharge
- iv) Excessive coughing
- v) Sore throat
- vi) Unexplained rashes
- vii) Pink eye
- viii) Head lice (child must be free of all head lice).

The school also requests parents collect their child if the child exhibits any of these symptoms during the school day:

- i) Fever
- ii) Unidentified rash or pustules
- iii) Discharge from eyes or ears
- iv) Nausea, vomiting, diarrhoea
- v) Flu symptoms
- vi) Nasal discharge
- vii) Stomach ache
- viii) Evidence of lice, scabies, or a parasitic infection

Returning to School after Sickness

- i) Cold/ flu your child should be fever free for 24 hours and on no fever reducers for 24 hours
- ii) Strep throat on antibiotics for at least 24 hours s/he should not have a fever for at least 24 hours
- iii) Conjunctivitis on antibiotics for 24 hours and eye redness has lightened and there is no discharge
- iv) Chicken Pox: all lesions should be crusted over (generally 7-14 days after rash breaks out).
- v) Measles: all lesions should have crusted over (generally 7-14 days after rash breaks out).
- vi) Ear infection: if the child has no pain and without fever
- vii) Parasitic Infections: As directed by the child's physician
- viii) **PLEASE SPEAK WITH THE ADMINSTRATIO REGARDING ANY ILLNESS NOT LISTED**

Medications

The school administers any temporary medication as necessary if the parent has completed the required medication administration form, obtainable from the teachers. The school can only administer medication for acute short term illnesses and cannot take responsibility for long term medication for chronic conditions. Casa dei Bambini does take responsibility for any miss-timed or missed dosages and any subsequent issues. The school endeavours to make all reasonable efforts to administer medicines as notified by the parent.

Diaper / Nappies Changing and Hygiene

The teachers and assistants check diapers often and change them each time need arises, rather than waiting until a specific interval or time has elapsed.

If a child has soiled their nappy, the teacher or assistance changes the diaper using disposable gloves and subsequently washes both their own hands and the child's hands. The teacher or assistant subsequently wipes down the area with a disinfecting solution, stored in a clearly labelled spray bottle placed out of reach of the children. The teacher logs each diaper change.

Sunscreen Policy

All parents must apply sunscreen to the child prior to sending to school and send some sunscreen with the child for the teacher to reapply.

Hand Washing and Hygiene

Children wash hands prior to meal times, after diapering, playing outside and using the toilets. The school takes hand washing routines and hygiene with utmost seriousness.

Fire and Evacuation

The school practises one fire drill per term. The school follows the evacuation procedure as below.

- i) Evacuate to meeting place at bottom end of gate by guard house.
- ii) Take roll of all children immediately upon evacuations.
- iii) Close all doors upon leaving.
- iv) If smoke deepens, stay low to the ground.
- v) When approaching a closed door, feel with back of hand before opening; feel temperature along crack between door and floor or frame.
- vi) Shut down all air conditioners prior to evacuation.
- vii) Approval must be received from fire chief to return inside.

Over and above, the school trains each teacher to remain aware of each child's location at all times. The school also places clearly marked exit signs as well as the evacuation procedure in each classroom.

Risk Assessments

The school carries out regular risk assessments for all hazards in and out of the classroom and puts in place mitigation procedures for identified risks. The teacher completes a daily checklist for hazards and the school encourages all parents to review this checklist.

COMMUNICATIONS POLICIES

This section outlines other important parent teacher communication policies for the parent's attention, not covered within the sections above.

Open Door

Casa dei Bambini maintains an open door policy. The school encourages parents to drop into the office or discuss with the teachers any aspect of the child's development, the program or the school in general.

Absences

The school requests parents inform the child's teacher in the event of an absence for any reason whatsoever.

Communications

Teachers send out monthly newsletters and regular Whatsapp messages. Any parent may make an appointment to see the teacher for any reason whatsoever outside of school hours. Any parent can call, email or visit the school in person to review a child's progress or to understand more about the program and the Montessori philosophy.

Closure of School

Casa dei Bambini informs parents on school closure by phone or email if Casa dei Bambini needs to close the school for any reason beyond the school's control.

Complaints

Casa dei Bambini treats all complaints with utmost confidentiality, whether via email or phone call. The school also endeavours to respond to parents concerns and complaints in an effective and timely manner.

Separated or Divorced Parents

Casa Dei Bambini likes to involve both parents in the child/ren's education therefore we have put a Separated / Divorced Parents Policy in place. This policy will help us promote a healthy relationship between the school and parents regardless of the situation. In the event of separated or divorced parents, we will work and make every effort to promote the welfare of the child/ren.

The policy has been created to minimise any impact and to clarify to all parties what is expected from parents and what can be expected from the school and its staff.

Schools have a legal duty to work in partnership with families and to involve all those with parental responsibility in their child's education.

Parents are responsible for informing the school when there is a change in family circumstances. We recognize the sensitivity of such situations and we will maintain confidentiality requested by the parents as far as possible, and both parents will be treated equally. We as a school respect your privacy and have your child/ren's best interest at heart.

When there is a court order in place, a copy needs to be submitted to the school. This will allow us to know which individual the child should be released to.

The parent who enrolled the child will be presumed to be the custodial parent until a court order or written agreement between the parties, identifying the custodial parent, is provided to the school. A parent will only be prevented from participating in his/her child's education if a court order specifically denies visitation rights.

The school will ensure that both parents are able to access their child/ren's, receive termly reports and are encouraged to attend parent evenings and school events. Progress reports will be sent to the custodial parent with the expectation that he/she will share the report with the non-custodial parent. We will send copies of the progress report to the non-custodial parent only if that parent submits a written request that we do so.

Only the custodial parent has the right to authorise collection of the child from the school. If the custodial parent desires that the child be collected by another individual, he/she must inform the school by providing the authorized pick-up person name and phone number.

Parents Policies & Procedures Handbook Receipt

I, _____, acknowledge receipt of the Casa Dei Bambini Montessori School's Parents Handbook. I agree that it is my responsibility to read and become familiar with and abide by the contents of this handbook.

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____