



**Montessori
Academy**

Preschool & Kindergarten
www.abacusmont.com

Parent Handbook
Aug 2021

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MISSION STATEMENT

Our mission is to provide a safe, stimulating, and nurturing environment, enhanced by dedicated teachers who are respectful of the gifts and talents of each child. The faculty and staff encourage and celebrate individual growth and development.

TEACHING PHILOSOPHY

The Montessori philosophy of education is based on the belief that all children carry within themselves the person they will become. In order to develop the physical, intellectual, emotional and spiritual potential to the fullest, the child must have freedom - a freedom achieved through order and self-discipline. Dr. Maria Montessori based her method on what is called the “Prepared Environment”, which possesses a certain order and allows children to learn at their own pace according to their own capacities and in a non-competitive atmosphere.

WELCOME LETTER

Dear Parent:

Welcome to Abacus Montessori Academy. We congratulate you on your decision to enroll your child at Abacus Montessori Academy that will give him/her an excellent academic start. We are confident that your child will have a very enjoyable and exciting learning experience with us.

At Abacus, we involve the entire family in the learning process. We recognize that parents are the most important part of a child's education. We want parents to always feel part of Abacus Montessori Academy so please feel free to contact your child's teacher at any time, stop by, offer suggestions and comments. We want you and your child to have a very rewarding experience at Abacus.

This handbook covers our policies, procedures, and other information on our school for your reference. We suggest reviewing this at your convenience and filing the information safely so you can retrieve and reference the information anytime you want.

On behalf of our entire staff, welcome to Abacus Montessori Academy!

NJ & Usha Raman

Founders

ADMISSION

We admit children as young as 12 months (must be walking), and as old as 6 years. Enrollment in the Primary program is open to children from 3 to 6 years of age. The child must be 3 years old by Sept 1 and fully potty trained to be eligible for admission to the Primary program. Our toddler program is for children aged 12 to 36 months.

Enrollment procedure:

The first few days of school operate as a phase-in period for the children to help them in the transition to school. For many, it will be a very new feeling having had no previous preschool experience. The first day, parents accompany their child and visit for only 15 to 20 minutes, meeting the teachers, seeing the classroom, and trying out the materials. The following days the child comes by himself. Sometimes separations are difficult, but it is best if the child comes alone. Parents are always welcome at Abacus Montessori Academy but it is best if parents wait outside of the child's view.

The following are required forms that need to be completed upon enrolling your child:

- Registration Form (online)
- Child Information Form (online)
- Tuition contract (online)
- Physician Health Report/Immunization Form

Weekly Schedule:

Abacus Montessori is open on weekdays, from 7:00 am to 6:00 pm, on all days except for holidays indicated in the Holidays section, and weather-related or emergency closings.

Each teacher maintains a daily activity routine for each classroom that is sent when your child joins Abacus Montessori Academy.

In addition to Montessori lessons, activities, and tasks, your child will be involved in free play, reading, arts and crafts, music/singing, dancing, dramatic play/pretend, puzzles, and educational TV/videos. We may bring in guests from time to time to present certain topics, read/tell stories, play/sing music, conduct dance/yoga/gymnastics or demonstrate child appropriate sports/activities.

Television/movies may be used as a tool to help children unwind and relax on rainy/snowy days, or as a special movie treat. Viewing will be limited to child-friendly programs/movies and the staff will watch along with the children. We avoid any type of graphic images, potentially frightening images, unpleasant language, or anything of that nature, as we believe that young children are extremely impressionable. We prefer to err on the conservative side when choosing appropriate viewing.

Meals and Snacks:

We provide a snack mid-morning and mid-afternoon. Our snacks may include fruit, crackers, cheese, vegetables, and other nut-free products. We invite parents to supply nut-free snacks one day in a week by rotation. **We are a nut-free facility.**

Parents need to pack lunch for their child if the child is going to stay for a full day. We advise parents to use a hot/cold pack, and/or indicate if the lunch needs to be refrigerated/warmed up. We cannot cook or microwave entire meals.

Nap/Rest time:

There is a designated nap/rest time each day. All children must nap, rest, read or play quietly during this period. Rest time gives children a much needed break during the day. Without rest time, some children are argumentative or cranky in the afternoon or evening.

Bringing Personal Items/Toys to School

We prefer that children do not bring toys from home unless it is something that can be shared with the entire group (i.e. books, videos, etc.). If toys are brought, please note that they may be put away, if they are the cause of disagreements among the children. Exceptions to this policy will be that a child may bring a favorite sleepy toy for naptime only, and toys may be brought for show and tell activities. We are not responsible for any loss or breakage of personal items. All personal items must be clearly marked with the child's name.

Supplies

Parents must supply the following items (if needed) to be kept in their child's cubby:

Diapers, wipes, pull-ups, changing lap/pad, powders/ointments, binkie (preferably on a binkie string), bottles, bibs, saline drops/gel and nasal syringe, blanket for rest time, and a complete change of clothes (replace when soiled), sunscreen & bug spray.

All personal belongings should be marked with your child's name. Eating utensils, cups and dishes will be supplied. If any of these items are brought, they must be marked with your child's name, to avoid mix-ups with other children.

Donations help us keep costs down, so if you have any of the following items on hand and are willing to donate them, it would be greatly appreciated. This is not mandatory.

- Dress up clothing, costumes, jewelry, hats, etc.
- Paper of any kind, brown, white, colored, waxed, foil, etc.
- Crayons, water color paints, or any misc. art supplies, such as fabric scraps, glitter, pipe cleaners, paper plates, etc.
- IDEAS! We welcome any ideas that you may have for fun activities or crafts!!!

PARENT COMMUNICATION AND INVOLVEMENT

Communication with parents is maintained via Brightwheel, monthly newsletters, social media like Facebook, as well as other communication such as emails and phone calls as needed.

Parents are required to attend two conferences during the academic year. Conferences are ideal for parents to get specific information about their child's progress in all areas, and are most valuable when parents come prepared with specific questions about their child's academic and social adjustment. Typically, conferences are scheduled in October and June of each year. In addition, parents can always call or contact the teachers or Director with any concerns or issues at any time.

Abacus also hosts special events for the children during the year (for example, Halloween Parade), and invites parents to volunteer and participate in these activities. Please provide your name and contact number to the office if you would like to be contacted.

Absences, and/or early pickups:

Please advise us if your child will be absent on any day(s) so that the teacher is aware. Also advise us if you will be picking up your child early, taking them for a dental or other appointment, so that the staff makes sure your child is ready by the time you arrive. We do not honor any requests for make-up days for vacation/child falling sick/weather related emergency closings/holidays.

Drop off and pick up are not good times to discuss serious problems. Little ears and minds hear and understand everything. Please set up a time where such issues can be discussed in private.

Late pickups:

Parents are requested to pick up their children at least 5 minutes before our closing time, or the time you are scheduled to pick your child up. This is to allow a few minutes for the staff to help the last child to use the rest room/diaper change, check the classrooms, and lockup.

Pickups past closing time will trigger a late pickup fee of \$10 for the first five minutes, and then \$2 per minute after 6:05 PM. We appreciate your cooperation in adhering to a timely pickup so that our staff does not have to work overtime. Late pickup fees should be paid directly to the staff on duty.

Emergency/Substitute Care:

Our normal procedure is to release the child only to his/her parents, or someone else the parents designate on the Authorized Pick up and Emergency Contact section of the child's Application Form. If someone other than the parent is to pick up the child, please notify us ahead of time. A verbal notice is fine on that day, if this person is on the list of people who are authorized to pick up your child. If the person is NOT on that list, we MUST have written permission to release your child. Please inform emergency contacts, or people designated to pick up your child, that if we do not know them then we will need to ask for identification. This is not meant to offend them. This is simply a measure taken for the child's protection.

Staff for Babysitting or Nannying:

Parents shall NOT engage any Abacus employee at any time for private babysitting, nannying, driving children to camps, “care for hire”, or any form of temporary or long-term employment, and for a period of 2 years after the staff person’s employment with Abacus has ended. Abacus Montessori Academy invests a lot of money and resources in hiring, training and development of its staff. It also creates a liability risk for Abacus that our insurance does not cover. A violation of this policy is grounds for termination of the employee and the resignation of the account, plus monetary penalties of \$10,000 assessed to the parent, and \$5,000 assessed to the employee.

Gifts/Tips/Inviting Staff to Events:

Parents shall NOT provide any gifts or tips to any Abacus employee except at acceptable times in a year (e.g. Holiday Season, Teacher Appreciation Week etc). Gifts or gift cards during this time should not exceed a reasonable value.

Parents shall also NOT invite any Abacus employee or their family to any event including but not limited to birthday parties, anniversaries, graduations, etc. Our liability insurance will not cover these situations and it is also in conflict with Abacus Employment policy and grounds for termination of the Abacus employee.

DISCIPLINE AT ABACUS

The development of inner discipline in a child is always the goal with Montessori education. Self-discipline is fostered in many ways. The classroom is organized in an orderly, logical manner. Children, typically, choose work that they are capable of doing and are free to use it for as long as they wish without interference from others. This approach alleviates many problems of discipline that might be present in another kind of environment. In addition, the mixed age group allows the younger children to emulate the older children’s more mature behavior.

It is our belief that discipline handled in a way that respects the dignity and the will of the child and fosters a positive self-concept, has a good chance of becoming internalized by the child. This philosophy suggests that cooperation is preferable to blind obedience because the child has input and the child participates. The child does something because it makes sense, because it is clearly needed and not simply because the teacher has made a request. We feel that boundaries are an important factor in producing an environment in which the child will feel secure. An environment in which there are no boundaries is frightening for the child.

Preferred discipline techniques include:

- Redirection – substituting other materials or suggesting another activity
- Encouragement
- Modifying the environment to meet the needs of the child
- Explaining consistent, clear rules to the children

- Maintaining realistic, developmentally appropriate expectations of children's interests, skills and behaviors
- Phrasing requests positively rather than negatively
- Acting as a role model for acceptable and appropriate actions
- Offering choices when possible and being willing to accept the choice the child makes
- Offering a breather: inviting a child to sit apart, either with the teacher or alone
- Assigning a break: telling a child to sit next to the teacher or alone, along with a discussion of what aspect of the classroom ground rules has been ignored.

Under NO CIRCUMSTANCES will there be any spanking, physical abuse, verbal abuse, name calling or isolation used. Neither food nor sleep will ever be withheld from children as a means of punishment.

If a discipline problem arises that does not respond to the above mentioned techniques, we will hold a conference with the parents. Together, we will try to find a solution. You may be called to remove your child if his/her behavior prevents us from being able to properly care for the other children. If the problem continues, other arrangements for the care of the child will have to be made, for the safety and well-being of all.

There are certain rules at Abacus Montessori Academy that all children will be taught and expected to follow. This is for the safety and well-being of everyone.

- Children may not walk around classrooms or the hallways with food, cups or bottles.
- Respectful treatment of other people and all property, toys, and furniture is expected. Willful destruction of property will be charged to the parent at the cost to replace the item.
- No running is permitted inside the school building or in any of the classrooms.
- Hitting, pushing, biting, grabbing, kicking, spitting, or pinching other children/infants/adults will NOT be allowed.
- No standing or climbing on chairs or tables, or hanging from hooks/fixtures is permitted.
- There will be no use of obscene, derogatory or disrespectful language.

At Abacus, if at any time, a child does any of the above activities and/or gets to a point of being uncontrollable, we have a "3 Strike Policy". On the child's second "strike", we may call the child's parents to inform them of the behavior. A third "strike" may require the parent having to, pick up the child from the school. This is a last resort and is done only to avoid disrupting the learning and behavior of other children. Teachers may use their own judgment on exercising this policy based on the age and other circumstances of each specific child on a case by case basis.

Please support us in the enforcement of these rules, in order to create a better environment for all. No smoking is permitted on the premises as per state law; this included parents and staff.

SAFETY AND SECURITY

Abacus Montessori Academy has taken a number of steps to ensure safety and security of its children and staff. These include detailed emergency plans (Appendix A), Fire drills, detailed background checks on its staff, and secure premises. The emergency plans are posted in the office, and also shared with the local fire and police departments, and Bucks County Critical Response Team. Each of the Academy's handsets (phone) has the emergency contact numbers on it.

State law requires us to conduct a fire drill every 30 days. These may be announced or unannounced, and a log of these drills is maintained in the office.

The school building is compliant with the latest code and requirements for fire safety and monitoring. The entry doors of Abacus Montessori Academy are always secured and locked when children are in school. Visitors and parents are required to ring a bell for admittance. A log sheet for child drop/off and pickup is maintained.

Visitors are permitted only to meet with the Office Manager and/or Director and are always escorted out of the building after their visit. Maintenance and repairmen are escorted by the Director or a staff member.

Weapons Policy: Abacus Montessori Academy will not tolerate any weapon on its premises or grounds. Possession, use, or transfer of a weapon, by a student, parent, staff, or visitor will be grounds for possible expulsion/termination/withdrawal from school in accordance with the law, and reporting to the local authorities. A weapon is defined as any object, device or instrument designed as a weapon or through its use is capable of threatening or producing bodily harm or which may be used to inflict self-injury including, but not limited to, any firearm, whether loaded or unloaded; air guns; pellet guns; BB guns; fake weapons; all knives; blades; clubs; metal knuckles; throwing stars; explosives; fireworks; mace and other propellants; stun guns; ammunition; poisons; chains; arrows; and any objects that have been modified to serve as a weapon.

Exceptions to the Weapons Policy: Active and on-duty licensed law enforcement officers are excepted from the above policy.

ILLNESS/SICKNESS POLICY

Abacus Montessori Academy is a "well-child care facility" which means that we do not provide sick childcare. Every effort is taken to reduce the spread of illness by encouraging hand washing and other sanitary practices. The following illness policies will be strictly enforced, for the health, well-being and safety of all children and staff. If you are not sure whether or not it is okay to bring your child, please call ahead to ask us. We may require a doctor's decision as to whether or not the child is contagious. We appreciate your cooperation in this matter.

Sick Child Policy:

Under no circumstances may a parent bring a sick child to Abacus Montessori Academy, if the child shows any signs of illness (see symptoms section below), or is unable to participate in the normal routine and regular Abacus Montessori program. Sick children will expose all children and staff members who they come in contact with. These people can in turn expose the other children. Sick children should be cared for in the comfort of their own homes. If other children become ill due to exposure to your sick child, either because he/she was returned to Abacus Montessori before full recovery or because he/she was not picked up promptly upon notice of becoming ill, other parents will be unnecessarily inconvenienced. Because this is disruptive to other children and their families, your cooperation on this issue is extremely important. So please, if your child is unable to participate in the normal activities at Abacus (including being able to play outside), then your child **MUST** stay home.

Children will be visually screened when they arrive in the morning. In the event a child becomes ill and needs to be picked up, the parent(s) will be called and are expected to come pick the child up within one hour (60 minutes). If the parent(s) cannot be reached, or have not arrived within an hour, the emergency contact person will be called and asked to come pick the child up.

For the benefit of our staff and other children in our care, a sick child will not be permitted to return to care for 24 hours after condition has returned to normal. The child may return 24 - 48 hours (depending upon the illness) after they have received the first dose of an antibiotic. If a child receives an antibiotic for an ear infection, he/she may return to Abacus Montessori immediately if he/she has been free of other symptoms mentioned for at least 24 hours. If you aren't sure about whether or not to bring your child to care, please call or email the office. Allergy related symptoms, and non-communicable illnesses do not require exclusion if you have a note from your doctor.

Symptoms requiring removal of child from Abacus Montessori:

- Fever: Fever is defined as having a temperature of 100°F or higher taken under the arm, 101°F taken orally, or 102°F taken rectally. A child needs to be fever free for a minimum of 24 hours before returning to Abacus, that means the child is fever free without the aid of Tylenol®, or any other fever reducing substance.
- Fever AND sore throat, rash, vomiting, diarrhea, earache, irritability, or confusion.
- Diarrhea: runny, watery, bloody stools, or 2 or more loose stools within last 4 hours.

- Vomiting: 2 or more times in a 24 hour period. Note: please do not bring your child if they have vomited in the night.
- Breathing trouble, sore throat, swollen glands, loss of voice, hacking or continuous coughing.
- Runny nose (other than clear), draining eyes or ears.
- Pink eye. Child may return next day after treatment is started and with a clearance note from the doctor.
- Frequent scratching of body or scalp, lice, rash, or any other spots that resemble childhood diseases, including ringworm.
- Child is irritable, continuously crying, or requires more attention than we can provide without hurting the health, safety or well-being of the other children in our care.

Excludable communicable diseases

Excludable communicable diseases must be reported to the Bucks County Department of Health. They include:

Respiratory Illness	Gastro-Intestinal Illness	Contact Illness
Chicken Pox	Campylobacter	Impetigo
German Measles	Escherichia coli	Lice
Homophiles Influenza	Guardia Labia	Scabies
Measles	Hepatitis A	Ringworm
Meningococcal	Salmonella	
Mumps	Shield	
Strep Throat		
Tuberculosis		
Whooping Cough		

In the event of a communicable disease case, all parents will be notified immediately via email or text without identifying the child. **In the event of any communicable disease outbreak either at Abacus, or in the community, or at the direction of public health/local/state/federal mandates, management reserves the right to close the school until it is safe to re-open.**

Medications & Immunizations:

Parents will provide any medications needed by the child, including over-the-counter and prescription medicine. Written authorization and instruction is needed for us to administer ANY medication, prescription or over-the-counter. NOTE: All medicines must be in their original container with pharmacist's or manufacturer's label, child's name, dosage instructions, current date, name of medication, and times to be administered clearly written.

Medical Emergencies

Minor bumps and scratches on children may occur sporadically, but Abacus Montessori makes every effort to keep the children safe through supervision and childproofing. Minor injuries receive appropriate first aid. We also create an incident report if the injury is serious enough, and log such incident reports. If an emergency injury or illness occurs, the parents/caregivers are contacted as soon as possible on the contact numbers given to us via phone or text message. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. If you are not going to be at your usual place of employment, or at home, please make sure that we have a number where you can be reached.

Parents are responsible for all costs involved in emergency medical treatment, including emergency transportation, if required. The owners and/or staff of Abacus Montessori Academy of Chalfont Inc., will not be held liable for any sickness/injury of either parent/guardian or child while on its premises.

Cleanliness and Hygiene

We do our best to maintain strict cleanliness and hygiene standards. Children are required to wash hands before and after meals and after toileting. We use paper towels for drying hands, so children do not have to use the same towel. All employees are required to wash their hands frequently.

We use washable nap mats for toddlers and some older children. Each child has a separate nap mat; and these are wiped with disinfectant weekly. Your child's sheet, pillow and covers are used, and sent with your child weekly for washing.

Children use separate cups, plates, bowls and eating utensils that have been thoroughly washed, or are disposable paper products.

COMPLIANCE AND REPORTING REQUIREMENTS

As a state licensed preschool and child care facility, we are mandated to report to the Department of Human Services if we feel a child is being abused or neglected. Always be sure to let your teacher/Director know when you drop your child off if he/she has any unexplained cuts or bruises.

If you ever feel that Abacus Montessori Academy is not operating in a safe manner, please bring the matter to our attention. We are proud to say we do our best to follow state licensing guidelines to the letter. Our staff is highly trained in knowing and complying with all applicable state and local laws. If you observe something that you feel may be a violation of state licensing laws, please let us know immediately so that we can make corrections.

Admissions, the provisions of services, and referrals of clients shall be made without regard to race, color, religious creed, disability, ancestry, national origin (including limited English proficiency), age, or sex.

Program services shall be made accessible to eligible persons with disabilities through the most practical and economically feasible methods available. These methods include, but are not limited to, equipment redesign, the provision of aides, and the use of alternative service delivery locations. Structural modifications shall be considered only as a last resort among available methods.

Any parent/student (and/or their guardian) who believes they have been discriminated against, may file a complaint of discrimination with any of the following:

- 1. Abacus Montessori Academy, 180 E Butler Ave., Chalfont, PA 18914.*
- 2. Commonwealth of Pennsylvania, DPW Bureau of Equal Opportunity, Southeast Regional Office, 801 Market Street, Suite 5034, Philadelphia, PA 19107*
- 3. Dept. of Human Services, Bureau of Equal Opportunity, Room 223, Health & Welfare Building, PO Box 2675, Harrisburg, PA 17105*
- 4. US Dept. of Health and Human Services, Office for Civil Rights, Suite 372, Public Ledger Bldg., 150 South Independence Mall West, Philadelphia, PA 19106-9111*
- 5. PA Human Relations Commission, Philadelphia Regional Office, 110 N 8th Street, Suite 501, Philadelphia, PA 19107*

TUITION, DEPOSIT, AND RELATED FEES

Tuition for the academic year is shown in your contract and invoice. Management reserves the right to change tuition, with a two week notice. Prorating of the monthly tuition is only done for incoming students starting on after the 7th day of a month, and based on a 30 day cycle irrespective of the days in the month. There is no prorating of the monthly tuition for any withdrawals or absences during any month. **There is no credit or refund for any student absences for any reason, or for school closures forced due to weather, safety, or health requirements.**

Drop in fees are based on availability, to currently or previously enrolled children at Abacus and by request only, and will be assessed \$120 per day or \$17 per hour if less than 5 hours).

A late fee of \$40 is levied after the 3rd business day of the due date, and \$12/day after the 7th day. Late amounts will immediately be withdrawn from the customer deposit, and the shortfall will be assessed in the next invoice. Any declined transactions/returned checks will incur a fee of \$50 and Abacus Montessori then reserves the right to request for future payments via cashier's check or money order.

We require a non-refundable deposit of two weeks of tuition and a registration fee when your child is admitted to Abacus. A continuation registration fee assessed every September to all continuing students. All dues are required to be settled when the child leaves Abacus. The deposit will be applied to the last two weeks of the child's final tuition bill when the child leaves Abacus Montessori Academy. Management reserves the right to pursue any legal remedies or engage collection agencies to recover any dues or monies that remain outstanding.

Method of Payment:

Tuition is collected online automatically via Brightwheel on the first of each month. Monthly statements are notified via Brightwheel about 5 days before the autopay activates on the 1st of each month. You will need to verify your bank information and credit card information at the time of activating your Brightwheel account. For ad hoc charges like Pizza, field trips, etc, you may pay with a personal check.

WITHDRAWAL/TERMINATION

Our budget is based on enrollment. It is our policy not to refund any portion of your child's tuition for withdrawal. If for any reason, you wish to withdraw your child from Abacus Montessori, we need a 30 day written notice. If a notice of 30 days is not given, Abacus Montessori reserves the right to charge and collect a fee of one month, regardless of whether the child attends, does not attend, or leaves Abacus during this time period. There is no prorating, so a notice to withdraw submitted on the 10th of a month, will incur tuition until the end of the following month. **There are no withdrawals allowed after March 1st of each year, and tuition will be due through end of the School Year.**

We reserve the right to terminate a child for the following reasons (but not limited to):

- Failure to pay
- Routinely late picking up your child
- Failure to complete the required forms
- Lack of parental cooperation
- Failure of child to adjust to the center after a reasonable amount of time
- Physical or verbal abuse of our staff, guests, contractors, or in general, on our premises
- Physical abuse to our property
- Our inability to meet the child's needs
- Lack of compliance with handbook regulations
- Serious illness of child

Abacus Montessori will also, as far as possible, give a 30 day notice of termination to enable parents to make alternative arrangements for their child/children. Full tuition is still due during this notice period, whether or not the child is in attendance. However, Abacus Montessori reserves the right to give written notice of immediate termination where there are extreme circumstances that affect the well-being of the provider or other children in attendance, or other unavoidable circumstances, without any refunds of paid tuition for that period or deposits if the tuition is still outstanding.

Anyone who withdraws their child from Abacus Montessori Academy and has a balance that is outstanding will need to have the account settled within 30 days. All accounts not settled within 30 days will be turned over to a collections agency regardless of amount owed. All accounts turned over to collections may incur up to 2.5 times the outstanding amount plus any collections fee.

HOLIDAYS AND CLOSINGS

Holidays:

Abacus Montessori is closed only on the following holidays:

New Year's Day

President's Day (in-service day for staff)

Spring/Good Friday

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day After Thanksgiving

Christmas Day

Winter Break (Dec 26 – Dec 31)

The academic year starts the first business day the week of or before/after Labor Day, and continues until the 2nd Wednesday in June. Summer camp starts the following Monday the regular academic year and runs through the last Wednesday in August.

Weather-related Closings/Delays

Abacus Montessori will make every effort to keep the school open on all working days. When bad weather is forecast, we may announce a 2 hour delay if snow/ice is falling in our school zone, or has fallen overnight, to ensure that the road crews have cleared the roads in and around our school, and it is relatively safe for our parents, children, and staff to come to school. Early dismissal for bad weather will also be based on our assessment of the ground situation in and around Abacus Montessori.

Snow day school closures will only be announced if ground conditions are very treacherous through the entire morning (through 11:30 AM). Similar guidelines would apply for other weather situations like floods, hurricane/thunderstorm warnings although these would be extremely rare.

The director will call and email/text parents if we have to close the school early due to weather conditions worsening after school starts, and will also post the announcement on Abacus'

website at www.abacusmont.com, subject to weather not affecting server and communication connections, and also notify local TV stations. Parents should make alternative arrangements in case of early dismissals so that your child is picked up by you or an authorized caregiver in time.

IMPORTANT CONTACT NUMBERS

Abacus Montessori Academy Office	215-996-0591
Emergencies	911
Chalfont Fire Company	(215) 822-9685
Chalfont Police	(215) 822-0809
Doylestown Hospital	215-345-2200
Emergency Department	215-345-2281
Poison Control Center	215-386-2100
Dept. of Health (Bucks)	215-345-3318

REVISIONS TO HANDBOOK/CONTRACT

Abacus Montessori Academy reserves the right to make changes in rates and policies as deemed necessary. When changes or revisions are made, these will be notified to parents at least two weeks in advance.

EOE

APPENDIX A

EMERGENCY MANAGEMENT PLANS

Goals of Emergency Plans:

1. To safeguard the lives of our children, faculty and staff
2. To outline what to do and how to react in case of an emergency
3. To communicate information to children, faculty, staff, parents and the appropriate outside resources (police, fire department, etc.)
4. To help train faculty and staff to be ready for an emergency

Command Center

The liaison between the Chalfont Police and/or fire department or other Federal, State or local agency will be the Chalfont Emergency Management Coordinator. The **Chief of Operations for Emergency Management (Chal-Brit Regional EMS) is Russ Leets , at (267) 246-0296**. The Chalfont Fire Company can be reached at (215) 822-9685.

Chain of Command

The following designated persons in priority order will be in charge of Abacus Montessori Academy's Emergency Management plans:

Director

Assistant Director

Teacher/Staff Designee

Security Plan

1. Entrances are protected from unauthorized access by keeping all doors into the facility locked from the outside. Visitors will have to ring the bell to summon staff for entry.
2. Parents can enter Abacus Montessori Academy by punching in a code in the keypad in the foyer.

At the beginning of an emergency, parents are notified by phone call or text of an emergency being declared. A second contact is then made by phone call or text notifying them when the "All Clear" is given, or for them to pick up their children from the designated pick up station (Calvary Church Sanctuary, 150 E. Butler Ave, Chalfont, PA 18914).

"Shelter in Place" Emergency Management Plan

"Shelter-In-Place" Location

The Interior main hallway will serve as the "shelter-in-place" location.

Internal Communication

In the event of an emergency covered by this plan, Abacus Montessori Academy's Director will direct teachers to escort their children to the interior main hallway. Teachers, Assistant Teachers and Teacher Aides should bring their personal cell phones with them to the "Shelter-In-Place" location.

External Communication

If a "Shelter-In-Place" is needed, staff will contact parents on their contact numbers, and also external agencies (e.g. police, emergency personnel).

General Rules for Conducting a "Shelter-In-Place" plan:

1. Immediately after being notified to institute a "Shelter-In-Place" plan, the Abacus Director will direct the teachers to escort their children to the designated safe location in the interior hallway.
2. EVERYONE SHOULD REMAIN CALM. Move in a quiet, orderly manner.
3. Teachers, Assistant Teachers and Teacher Aides should bring their personal cell phones, house, school and car keys.
4. Teachers should bring their attendance book and Child Emergency Information. Take attendance in designated safe area.
5. The exterior doors will be locked.
6. Director will ensure that the staff has at the shelter-in-place:
 - a. Cell phone
 - b. Flashlights
 - c. Paper towels
 - d. Basic First Aid Kit
 - e. Water
7. Assistant Teachers should shut all windows, doors, drapes and window shades.
8. No one should stand near a window or door.
9. In the event that the local authority declares that our "Shelter-In-Place" plan should be extended beyond 3 hours, Abacus Montessori Academy will be prepared to offer snacks, water and other nourishment to our children, faculty and staff.

"All Clear"

When the "all clear" is given, children may be sent home or regular activities will be resumed. The children, faculty and staff are not to leave their designated safe area until they receive instructions from the Academy Director or his or her designee that the "Shelter-In-Place" is over. Once an "All Clear" message has been given, the Academy Director will give instructions as to whether regular activities are to be resumed or if parents should come to the center as soon as possible to pick up their children. The Assistant Teacher and the Director will divide the list of children present in order to call parents if children are to be picked up. If parents cannot be reached, a child's emergency contacts will be called.

Intruder on Campus and "Lock Down" Emergency Management Plan

These procedures represent general guidelines to follow in the event that there is an intruder in

the building or some other internal or external emergency that necessitates locking down a building. It is not possible to plan for each and every type of incident that may occur. The primary things to remember if an incident does happen is to “GET SAFE”. This may mean that you cannot lock your door or follow any of the procedures below. It may mean that you hide under a table, stay inside a bathroom or take other evasive measures to “GET SAFE”. Try to remain calm, and think about your safety and the safety of others in your care. Do what is best at that time.

General Rules for Conducting a “Lock Down” Plan”:

1. Before a lockdown is declared, the Abacus Director or his or her designee will verify the situation and quickly gather as many facts as possible. The Director will instruct someone on staff to call 911 or the Bucks County Dispatch Center at 215-348-7400 with the following information:
 - a. Location of the incident
 - b. Type of incident
 - c. Number of injured
 - d. Number and location of intruders
 - e. Description of the intruders and weapons
2. In the event that the Abacus Director institutes a “lockdown” message or calls by cell phone, assume that the term “lockdown” means that an intruder is outside or possibly inside the building or that a situation requires that the building to be locked down. The Academy Director should declare as much detailed information as s/he can.
3. S/he should secure the Academy Office.
4. If possible, the Academy Director should meet with the responding law enforcement officials as they arrive on site and help direct them to the emergency location.
5. Teachers should follow these general guidelines if a lockdown is declared:
 - a. Clear the children from the hallway
 - b. Close and lock all windows and doors to the classroom
 - c. Close any window blinds or shades
 - d. Move children away from the windows and doors. Have them sit on the floor in the bathroom or next to the sink area away from the windows.
 - e. Write down all the names of all the children and faculty present as well as any injuries that they may have sustained.
 - f. Turn off the lights
 - g. Use a red or green card to communicate to law enforcement and emergency responders. If the room is safe, post a green card. If emergency assistance is needed, post a red card. No card means that the intruder is inside the room.
 - h. Remain inside the classroom until emergency responders arrive and the Academy Director gives further instructions. Teachers are to remain with their students.

“All Clear”

When the “all clear” is given, children may be sent home or regular activities will be resumed. The children, faculty and staff are to remain in their classroom away from the windows and doors until they receive instructions from the Academy Director or his or her designee that the “Lock Down” is over. Once an “All Clear” message has been given, the Academy Director will give instructions as to whether regular activities are to be resumed or if parents should come to the center as soon as possible to pick up their children. The Assistant Teacher and the Director will divide the list of children present in order to call parents if children are to be picked up. If parents cannot be reached, a child’s emergency contacts will be called.

Evacuation Emergency Management Plan

General Rules for Conducting an “Evacuation Emergency Plan”

Before an Evacuation is declared, the Abacus Director or his or her designee must verify the situation and quickly gather as many facts as possible. The Director will instruct someone on staff to call 911 or the Bucks County Dispatch Center at 215-348-7400 with the following information:

- a. Location of the incident
- b. Type of incident
- c. Number of injured

If the Academy Director determines that all the children must be evacuated from the Building, s/he will declare an “Emergency Evacuation”.

1. Teachers should escort their children out the main doors used for entering and leaving the Academy, as they would in a Fire Drill. If this means of egress is blocked the secondary exits should be used.
2. Teachers and children already outside when an Emergency Evacuation is declared, should not re-enter the building.
3. Teachers, Assistant Teachers and Teachers Aides should bring their personal cell phones, their house, school and car keys, their Emergency Contact Forms and their Attendance Records with them. Faculty, children or staff should not stop to put on or bring coats, boots, lunches, etc.
4. All faculty, children and staff should proceed to the sanctuary of Calvary Church at 150 E. Butler Avenue, Chalfont, PA 18914. A secondary location is the parking lot in front of Rita’s Water Ice in front of Abacus Montessori Academy, Chalfont, PA.
5. Assistant Teachers should be the last to leave the classroom. They should perform a sweep of the room, checking the bathroom to be sure all the children have left, turning out the lights and closing the classroom door as they leave.
6. Attendance must be taken by the Teacher of each class by reading a child’s name from the Attendance Book and having the child shout out “Here”. Any missing children should be reported to the Academy Director.
7. The Academy Director will record on the Academy’s phone system and, if possible, on the home page of the Abacus Montessori Academy’s website a message explaining the need for an Emergency Evacuation of the building.
8. The Academy Director should deliver the survival kit from the Academy office to the designated safe area in the parking lot.
9. In the event that the local authority declares that our “Emergency Evacuation” plan should be extended beyond 3 hours, Abacus Montessori Academy should be prepared to offer snacks, water and other nourishment to our children, faculty and staff.

“All Clear”

When the “all clear” is given, children may be sent home or regular activities will be resumed. The children, faculty and staff are not to leave their safe area until they receive instructions from the Academy Director or his or her designee that the “Emergency Evacuation” is over. Once an “All Clear” message has been given, the Academy Director will give instructions as to whether regular activities are to be resumed or if parents should come to the parking lot of Chalfont Village Square as soon as possible to pick up their children. The Assistant Teacher and the Director will divide the list of children present in

order to call parents if children are to be picked up. If parents cannot be reached, a child's emergency contacts will be called.

The Academy Director will report a fire or explosion to the Pennsylvania Department of Public Welfare within 24 hours.

Fire Evacuation Emergency Management Plan

Fire Pull Station Locations

Abacus Montessori Academy fire alarm system operates from fire pull stations. It is the responsibility of each individual faculty and staff member to familiarize him/herself with the location and proper use of the fire pull stations, located near each exit door. All faculty and staff should also be familiar with the location and use of each fire extinguisher in the building.

Should a faculty or staff member discover or even be suspicious about the possibility of a real fire, the pull down station should be activated. Our first concern is for the safety of the children. Floor plans are posted in each classroom showing the primary and secondary exits. The primary exit should be used unless blocked so staff should be aware of alternative exits.

Fire Evacuation Procedure

Fire drills will be held bimonthly and may be announced or unannounced. The alarm will sound.

1. To begin a Fire Drill, the custodian must first notify the Fire Department that a practice drill will be taking place. He will then sound the fire alarm. If a real fire has started, the fire alarm will sound when someone pulls down the Fire Pull station and the Fire Department will be automatically alerted.
2. The teacher must gather the children, (no coats should be gathered), line them up, and lead them out the proper exit away from the building. If possible, the children should exit the door at the south end of the first floor.
3. Teachers, Assistant Teachers and Teacher's Aides should bring their personal cell phones, their house, school and car keys, their Child Emergency Information and their Attendance Records with them.
4. The Assistant Teacher or Teacher's Aide is the last person leaving the classroom and must make sure that no children remain in the classroom or bathroom, that the lights are out and the door to the classroom is closed when s/he leaves.
5. The Assistant teacher will join his or her class outside the building. Each class will proceed to the sanctuary of Calvary Church at 150 E. Butler Avenue, Chalfont, PA 18914. A secondary location is the parking lot in front of Rita's Water Ice in front of Abacus Montessori Academy, Chalfont, PA.
6. Teachers and children already outside when a Fire Evacuation is declared, should not re-enter the building.
7. Attendance must be taken when outside by the teacher once her class has arrived at the safe location. The teacher of each class reads each child's name from the Attendance Record. The child whose name has been read, shout's out "Here". Any missing children should be reported to the Academy Director. Remember, in the event of a real fire, there will be noise and confusion and the teacher taking attendance must be able to hear a child's response.

8. If the Academy has had to be evacuated because of a true fire emergency, the Academy Director will record on the Academy's phone system and, if possible, on the home page of the Abacus Montessori Academy's website, a message explaining the need for an Emergency Evacuation of the building.
9. The Academy Director should deliver the survival kit from the Academy office to the designated safe areas on the sidewalk in front of Rita's Water Ice.
10. The Chalfont Fire Department will respond automatically, once they receive a call from the Pull Down Station in the school building. The Fire Chief and his crew will check out the building, subdue the fire and notify the Academy Director when and if it is safe to return the children to the building. The children may not re-enter the building until they receive an "All Clear" from the Academy Director, even if the faculty and staff suspect that the event was only a drill. Faculty, staff and children are expected to remain in groups in the designated safe areas.

"All Clear"

When the "all clear" is given, children may be sent home or regular activities will be resumed. The children, faculty and staff are not to leave their safe area until they receive instructions from the Academy Director or his or her designee that the Fire Evacuation is over. Once an "All Clear" message has been given, the Academy Director will give instructions as to whether regular activities are to be resumed or if parents should come to Abacus Montessori Academy parking lot as soon as possible to pick up their children. The Assistant Teacher and the Director will divide the list of children present in order to call parents if children are to be picked up. If parents cannot be reached, a child's emergency contacts will be called. The Academy Director will report a fire or explosion to the Pennsylvania Department of Public Welfare within 24 hours.