



27 Crane Road, Scarsdale, NY 10583

Phone: 914-725-2173

|

Website: Yellowacorn.org

Seeks to Nurture an Inclusive and
Diverse Community

Early Childhood Handbook

2026-2027

WEBSITE
YellowAcorn.org

FACEBOOK
[/YellowAcornMontessori](https://www.facebook.com/YellowAcornMontessori)

INSTAGRAM
[/yellowacornmontessori](https://www.instagram.com/yellowacornmontessori)

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MISSION

“Knowledge can be best given where there is eagerness to learn, so this is the period when the seed of everything can be sown, the child’s mind being like a fertile field, ready to receive what will germinate into culture.” – *Maria Montessori*

The seed is the gateway through which the future potential of a living tree unfolds. Within it lies the blueprint for growth, while the surrounding environment provides the nourishment, support, and conditions necessary for the embryo to develop, mature, and ultimately contribute to the next generation.

In much the same way, each child carries within them the profound task of self-construction. The Montessori environment, both its carefully prepared physical space and its intangible culture of respect, independence, and community, serves as the fertile ground that nurtures this process. When children are supported by an environment that meets their developmental needs, their innate potential can flourish, taking root and growing into a lifelong love of learning, a strong sense of purpose, and a meaningful contribution to the world around them.

At Yellow Acorn Montessori, our mission is:

- To encourage the child's social, emotional, and cognitive development by providing a **comprehensive Montessori education** that cultivates independent thought and foundational skills, awareness of their environment, empathy for others, social ease, and confidence.
- To establish in a child the intellectual, emotional, and physical rigor needed to become a self-motivated learner, flexible thinker, and creative problem-solver, while supporting their ever-increasing curiosity about the world in which they live.
- To help our students grow into successful global citizens and nurture a sense of close-knit community within the families we serve.

VISION

We are a school that combines highly respected Montessori teaching methods with other proven education practices to develop 21st-century skills, the core elements of knowledge, and the richest learning experience possible for children ages 18 months to 6 years. We seek value in education for sustainable development and a kind, inclusive society at the preschool age. We believe that learning should prepare learners of all ages to find solutions for the challenges of today and the future.

PROGRAM OBJECTIVES

To achieve our mission, we are guided by the following objectives:

- Adhere to the eight characteristics of the authentic Montessori experience: confidence, self-discipline, intrinsic motivation, the ability to handle external

- authority, academic achievement, spiritual awareness, and responsible citizenship
- Introducing the children to the joy of learning
- Foster inner security and curiosity
- Promote self-confidence
- Develop initiative, concentration, and persistence
- Encourage a positive attitude towards lifelong learning
- Build a strong foundation for future growth
- Sustain positive interaction and compassion for others
- Nurturing nature in our curriculum

PROGRAM OF ACTIVITIES

A Typical Day

- Children ages 3–5 arrive in the morning, change into their indoor shoes, greet each other, and have a quick circle time. Then, they have the morning to choose to work independently or in small groups. In a classroom of up to 19 children, different activities can be going on at one time. This gives every child the opportunity to choose an activity they are interested in and work with it for as long as they want. Children are given the opportunity to develop concentration, order, cooperation, independence, and a love of exploration. During this time, the directress in the classroom gives individual or small-group lessons while observing what children choose to work on.
- The snack table in a Montessori classroom is a thoughtfully prepared space that supports independence, self-regulation, and social interaction. Unlike traditional group snack times, Montessori classrooms often have a snack table available during the work period, allowing children to choose **when** and **with whom** they wish to have a snack.
- Generally, at the end of the morning, the class gets ready to go outside for recess/gross motor before coming together for a gathering. During the gathering, the class will sing songs, talk about the weather, the calendar, and do/talk about projects important to the entire group.
- Around 12:30 pm, the children get ready for lunch.
- Children set their tables and enjoy lunch with their classmates at 12:30 pm, then clean up and get ready for the afternoon. Younger children may sleep or rest after lunch, and the older children may choose materials to work with, or kids who stay back for the after-care have an early snack in the afternoon after they rest for about 30 minutes. At times, there are group projects going on that the children will work on through the afternoon.
- At 3:00 pm, the full-day children are dismissed.

This schedule may change according to the children's needs and/or the classroom. Ideally, students receive a three-hour uninterrupted work cycle each day, followed by group gatherings, lunch, and recess once children are normalized.

Example of Daily Schedule	
8:30 – 8:45	Arrival and greeting
8:45 – 9:00	Circle Time/Story Time
9:00 – 11:30	Work Time Activities, Individual Snack
11:30 – 11:45	Bathroom break
11:45 – 12:30	Gross Motor
12:30 – 1:00	Lunch
1:00 – 1:45	Nap time
1:45 – 2:00	Putting away cots/Bathroom Break
2:00 – 2:30	Specials
2:30 – 3:00	Recess / Gross Motor
3:00	Dismissal

OVERSIGHT

Yellow Acorn Montessori is affiliated with the American Montessori Society and licensed as a child day care center with the New York State Office of Child and Family Services. A copy of the Office of Children and Family (OCFS) regulations can be found in our Main Office, on our website, or given upon request.

Our licensor, Monica Bischoff – Tel: 914-801-3240

New York State OCFS
Westchester Regional Office
117 East Stevens Ave. Suite 300
Valhalla, NY 10595

The OCFS Child Care Complaint Line is 1-800-732-520

HOURS

Yellow Acorn Montessori students will be in session from 8:30 am – 3:00pm. Our program will run from September 1, 2026 - June 24th, 2027. Drop-off is between 8:30am – 8:40am.

We offer an Early Drop-off program from 7:30 am – 8:45 am and an Extended Day program from 3:00 pm – 5:30 pm. Enrollment is based on availability.

EXTENDED DAY

Our Extended Day Program is designed as a peaceful extension of the Montessori day, balancing care, movement, creativity, independence, and continued learning in a nurturing environment. Following classroom dismissal, children are carefully escorted by staff members to their designated afterschool teachers to ensure a smooth and secure transition.

Throughout the afternoon, children continue engaging in meaningful work cycles, intentional experiences, and opportunities for social development from 3:00 PM–5:30 PM. The environment remains child-centered and thoughtfully prepared, allowing children to move through the afternoon with consistency, exploration, and joy.

The extended day experience includes a blend of:

- Independent and collaborative work cycles
- Music and movement
- Nature Discovery
- Art and creative expression
- Theater and dramatic play
- Gross motor and outdoor experiences
- Reading circles and storytelling
- Hands-on sensory and practical life experiences
- Special guests, food tastings, and enrichment activities

Learning and development continue intentionally throughout the remainder of the day through carefully curated experiences that support creativity, confidence, communication, coordination, and independence.

Typical Early Childhood Extended Day Schedule (subject to change)

Time	Experience
3:00–3:15 PM	Bathroom routines and transition into the afterschool environment
3:15–4:15 PM	Work cycle and a rotating 30-minute enrichment block, which may include food tasting, music circle, art, theater, movement, or other specials
4:15–5:00 PM	Work cycle continuation, reading circle, bathroom break, and 4:30 PM dismissal
5:00–5:30 PM	Outdoor play and gross motor experiences, weather permitting, followed by dismissal

All extended day programs maintain required staff-to-child ratios and comply with all applicable New York State OCFS regulations and safety standards.

Sunscreen for Full Day & Extended Day Children

Children who remain for both the full school day and the extended day program and require sunscreen application must provide **two labeled roll-on sunscreen containers** — one for use during the school day and one designated for extended/outdoor afternoon use. Please note that **roll-on sunscreen is the only sunscreen type permitted**. All sunscreen policies and OCFS medication consent requirements remain applicable during after-school hours.

PLAYDATE AND CARPOOL

To ensure the safety of your child if he/she will be going home from school with a different family member or a friend, please give the classroom head teacher a note, or send an email, with the following information, even if the person is one of your emergency contacts:

- Your child's name
- Who he/she will be going home with; must provide a valid photo ID of the pick-up person
- Parent signature and date

ARRIVAL AND DISMISSAL

A structured policy for dropping off and picking up children helps facilitate smooth transitions to and from school. Formally transferring responsibility for children ensures their safety, fosters their joy, and provides an opportunity for necessary and meaningful communication among their caregivers.

Parents/caregivers are responsible for parking their cars and walking their child to the daily health screening outside of either main entrance or bike yard gate. Parents must hold their student's hand while walking in the parking lot and cannot leave their child unattended, even for a minute, to talk to another parent or use their phone. Parents/caregivers are required to wait until the health screening is cleared. Upon completion of the process, the child will remain with the Head Teacher until all students have arrived.

Children should not be left outside the facility prior to opening hours. Staff will positively acknowledge each child's arrival by warmly greeting children and parents. For example, by going down to the child's level, making eye contact, smiling, and calling the child by name. On arrival each day, parents and staff will briefly share information relevant to the child's care. For example, a change in a child's health status, the development of a new ability, any change in diet, or requests for any supplies, such as clean clothing. Separation is handled sensitively by staff when a child appears anxious about leaving their parent. For example, by providing affectionate physical comfort to the child by holding, talking, or singing, helping the child to become involved in an interesting activity, providing something that will comfort a child, such as a photo of his/her parents, and always assuring a child with a concrete example, such as "Mommy will come after the goodbye song". Kindly be brief and prompt in conveying the message about the children's safe arrival. Avoid longer conversations with the greeter.

POLICY FOR DROP-OFF AND PICK-UP

Children will be dropped off between 8:30 am and 8:40 am at the front entrance or other designated entrances. Parents must park in the parking lot and walk their children to the door.

All families and visitors will only have access to the Main Entrance of the facility. Only children and staff who are required for daily operations and to maintain the ratio will be allowed inside the building and classrooms. Visitors will have access only to the facility's front door or entry area.

Health screenings will be performed on all staff and children upon arrival and throughout the day. If needed, we may stagger the drop-off timings.

Please do not enter the facility if you or your child has any of the following symptoms:

- Fever 100 or higher
- Cough
- Shortness of breath
- Difficulty breathing

- Respiratory symptoms
- Chills
- Repeated Shaking with Chills
- Muscle Pain
- Headache
- Sore Throat

Anyone, including all visitors, staff, and children, who has a fever of 100 degrees Fahrenheit or higher or exhibits respiratory symptoms, including cough or shortness of breath, will not be allowed to enter and/or stay.

Please do not leave any siblings alone in the car while dropping off the child. If you are having difficulty, call us, and if possible, a staff member will aid.

PICKUP

Parents/caregivers or legal guardians are responsible for picking up their child from the designated pick-up area, such as the building's front/main entrance. Names, addresses, and telephone numbers of persons authorized to take a child out of the facility should be filled out neatly in the enrollment forms, along with clarification/documentation of any custody issues/court orders. The legal guardian(s) of the child should be identified, and the necessary documentation provided. If a previously unauthorized individual drops off the child, they will not be authorized to pick up the child without first being added to the authorization record by the parents or legal guardians.

CHANGES IN PICKUP PERSON

To ensure the safety of your child, if he/she will be going home from school with a different family member or a designated person,

- The person picking up the child must be at least 18 years old.
- The person picking up the child must be named on the child's enrollment form as an authorized person, and/or written permission from the parent must be provided to a staff member at drop-off. Only authorized persons with valid identification will be allowed to pick up from the school. The staff member may verify the identification before releasing the child. Staff may request and re-verify identification prior to releasing a child, particularly during the initial weeks of authorization or until all releasing staff members are familiar with approved individuals. This procedure is in place to ensure the safety and security of all children in our care. Verbal permission, text message, or phone message will not be accepted as valid forms of communication to facilitate the release of the child. Permission slips are attached to this packet.
- In case of an acute emergency, an email can be sent to the head teacher. Parents will ensure that the pickup person will transport children in age-appropriate car safety seats.

Kindly be on time to pick up your child. If a child is not picked up at the end of the day and we are unable to contact both parent and emergency contacts, the staff member will stay with the child until the premises close or staff are no longer available to care for the child. At that time, the staff will contact Child Protective Services and prepare a full written report of the incident.

Late pick-up fee:

15 minutes late	\$5.00
30 minutes late	\$10.00
1 hour late	\$20.00

Important: *If we have not heard from you and are unable to reach a caregiver or parent within one hour of dismissal, Child Protective Services will be called.*

TRANSPORTATION

Parents are responsible for providing safe and timely transportation to and from the school. Yellow Acorn will not provide any busing to or from school during the school session.

PARKING

When you approach Crane Road, please **slow down**. Parents should follow the flow of traffic and park only in Yellow Acorn designated parking spots. The entire row of parking spaces directly across from Trinity Lutheran Church is reserved for paid commuters and is not a Yellow Acorn parking spot.

Do not park blocking the front entrance of the building or the fenced playground stairs.

Do not park in any reserved parking spots.

Do not park in the fire lane in front of the entrance to the building.

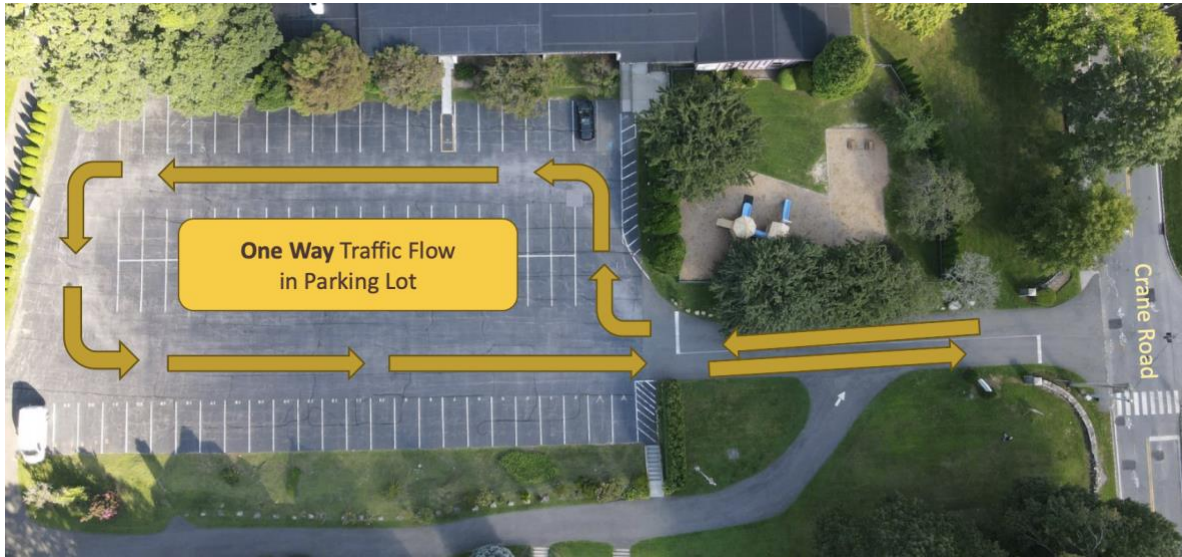
Do not park in the middle of the parking lot, blocking other cars from pulling out.

Do not leave your car parked with the keys inside.

Do not leave children unattended in the car.

Do not send your child to school unescorted.

Do not socialize in the parking lot or near the entrance for safe arrival and dismissal.



ABSENCES

If the child is absent from the program, there will be no tuition compensation. Our schedule is based on five days a week. It is not possible to offer make-up classes or change the schedule if your child is absent.

SCHOOL DAY CALENDAR (HOLIDAYS/BUILDING CLOSURES)

Please refer to the calendar below.

Yellow Acorn Montessori Calendar 2026–2027

September 26						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 26						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 26						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 26						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 27						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 27						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 27						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 27						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 27						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June 27						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Sep 1	First day of Classes
Sep 7	Labor Day
Sep 21	Yom Kippur
Oct 12	Columbus/Indigenous People Day
Nov 11	Veterans Day
Nov 25	Early Dismissal/Thanksgiving
Nov 26	Thanksgiving Recess
Nov 27	Thanksgiving Recess
Dec 23-31	Christmas Break
Jan 1	New Year Day
Jan 14	Half Day/Conference Days
Jan 15	Half Day/Conference Days
Jan 18	Martin L. King Day
Feb 15-19	Winter Recess
Mar 26	Good Friday
Mar 29	Easter Monday
Apr 19-23	Spring Recess
May 31	Memorial Day
Jun 3	Half Day/Conference Days
Jun 4	Half Day/Conference Days
Jun 18	Juneteenth - Observed
Jun 23	Last Day of School (Toddlers)
Jun 24	Last Day of School (Early Childhood)

School	Days
Sep	20
Oct	21
Nov	18
Dec	16
Jan	19
Feb	15
Mar	21
Apr	17
May	20
Jun	18

Total 184

Conference Days

Jan 14 & 15	Half Day School
Jun 3 & 4	Half Day School

In event that Yellow Acorn exhausts snow days, we will be in session on April 23, April 22, and April 21.

IMPORTANT DATES

September 1 – First Day of School
January 14 – Parent/Teacher Conference (Half Day of School)
January 15 – Parent/Teacher Conference (Half Day of School)
June 3– Parent/Teacher Conference (Half Day of School)
June 4 – Parent/Teacher Conference (Half Day of School)
June 23 – Last Day of School for Toddlers
June 24 – Last Day of School for Early Childhood

HOLIDAY AND BUILDING CLOSURES

September 7 – Labor Day
September 21 – Yom Kippur
October 12– Columbus Day/Indigenous People Day
November 11 – Veterans Day
November 25 – Early Dismissal/Thanksgiving Recess
November 26-27 November 25 –Thanksgiving Recess
December 23-31– Holiday Recess
January 1 - New Year Day
January 18– Martin Luther King Jr. Day
February 15-19– Winter Recess
March 29– Easter Monday
April 19-23 – Spring Recess
May 31– Memorial Day
June 18 – Juneteenth - Observed

ADMISSION POLICY AND DISENROLLMENT

Any parent who wishes to enroll their child in Yellow Acorn Montessori must complete an Application for Admission, available on our website or by request from the Main Office. We follow a rolling admissions process and accept applications throughout the year as space becomes available.

When openings occur, enrollment priority is given in the following order:

- Currently enrolled families seeking placement for a sibling.
- Alumni families seeking placement for a sibling.
- Families on the waitlist.

Admission decisions are based on available space, program needs, and the need to maintain a balanced classroom community.

Waitlist Policy

Families may apply to be placed on our waitlist when no immediate openings are available. Our waitlist is highly dynamic and changes frequently as applications are received; families make enrollment decisions, and program availability evolves throughout the year.

Because of the fluid nature of the waitlist, Yellow Acorn Montessori does not provide numerical waitlist positions or rankings. Placement on the waitlist does not guarantee admission, and families will be contacted directly if a space becomes available that is appropriate for their child.

We encourage interested families to keep their contact information up to date and to notify the school of any changes that may affect their enrollment plans.

Yellow Acorn Montessori is committed to maintaining a fair and transparent admissions process while creating a nurturing and well-balanced Montessori environment for all children.

Please refer to the **Yellow Acorn Montessori Parent Tuition Agreement** for information regarding the annual tuition schedule. Any parent who wishes to disenroll their child must complete the Disenrollment Form and submit it to the School Director. Note that parents are liable for full tuition for any early withdrawal from school.

TUITION AND FEES

Early Childhood Program Fee: \$22,500

We offer an Early Drop-off program from 7:30 am – 8:45 am and an Extended Day program from 3:00 pm – 5:30 pm. Enrollment is based on availability.

Early Drop off Fee: \$2,000 (September – June)

Extended Day Fee: \$4,000 (September – June)

Occasionally, parents request that their child attend extended day, as needed. If possible, we will accommodate you. Please inquire with the school administration for approval. Extended Day per-diem fees are \$50/day.

FAMILY DISCOUNTS

We offer a 5% discount for each additional child (this discount does not apply to Early Drop Off or Extended Day).

TUITION, PAYMENT, AND LATE FEES

Yellow Acorn accepts payments via Zelle (917-584-4548) or by check (payable to Yellow Acorn Montessori LLC). If paying by credit card (e.g., Dependent Care FSA card) Yellow Acorn will add a 3% credit card processing fee (charged by QuickBooks) to the payment. There is a \$30 fee for returned payments.

Tuition may be paid in the following ways:

- **One payment in full by June 1, 2026.**
- **Three payments** (June 1, 2026, September 1, 2026 and January 15, 2027). A late charge of \$10 per day will be charged after the due date.
- **Monthly Installments** (10 payments, June 2026 to March 2027, due at the beginning of each month). A late charge of \$10 per day will be charged after the due date. There is also a 3% convenience fee for monthly payments.

Please indicate on the Tuition Schedule the payment schedule you want to follow.

An application fee of \$100 is due with an application for new students.

Tuition Deposit - \$1,000 is due for new and re-enrolling students and will be applied to tuition for March 2027 or to the last payment of the school year.

Payment is due on the first day of each month unless otherwise noted. A late charge of \$10.00 per payment will be assessed on all payments received after the due date. A \$30 fee will be charged if a check is returned to us for any reason.

TUITION AGREEMENT

The Parent/Guardian(s) understand that enrollment requires a commitment for the entire school year from September 1, 2026, to June 24, 2027. Tuition and fees are non-refundable, and the Parent/Guardian(s) recognize that the Parent/Guardian(s) are obligated to pay for the full school year from September 1, 2026, through June 24, 2027, even if they withdraw the Student from the School. There will be no reduction in tuition and fees for absences, holidays, or partial months.

The Parent/Guardian(s) further understand that, in signing the Agreement, the Parent/Guardian(s) are agreeing to abide by the terms described in the Agreement regarding the payment of tuition and fees. No refund or cancellation of tuition or fees will be made by the School for the Student's absence or withdrawal before June 24, 2027.

If any lawsuit ensues between the School and the Parent/Guardian(s) as to the enforcement of any of the terms and provisions of the Agreement, then, in addition to any other legal relief that a party may receive, the prevailing party shall receive an award of reasonable attorney's fees and court costs against the non-prevailing party.

A non-refundable tuition deposit of \$1,000 is due upon the Student's acceptance. The tuition deposit shall be applied to the Parent/Guardian(s) tuition obligation in the last payment for the 2026-2027 school year, provided the Student is still enrolled in the school at that time.

The remaining tuition and fees may be paid in the following ways:

1. **Payment in full to the School** by electronic means (Zelle) or a check, payable to 'Yellow Acorn Montessori', by June 1st, 2026. If paying by credit card (e.g., Dependent Care FSA card) Yellow Acorn will add a 3% credit card processing fee (charged by QuickBooks) to the payment. There is a \$30 fee for returned payments.
2. Payment of all fees due to the School by electronic means (Zelle) or check, payable to 'Yellow Acorn Montessori, by June 1, 2026, accompanied by enrollment in the School's **Three Payments Tuition Installment Plan** or the **Monthly Installments Tuition Payment Plan**. If paying by credit card (e.g., Dependent Care FSA card), Yellow Acorn will add a 3% credit card processing fee (charged by QuickBooks) to the payment. There is a \$30 fee for returned payments. A late charge of \$10 per day will be charged after the due date. There is a \$30 fee for returned payments that will be applied to both the Three Payment Tuition Payment Plan and the Monthly Installment Plan. For the monthly installment plan, a 3% convenience fee will be charged along with the monthly payment.

The Parent/Guardian(s) agree that in the event of any failure or delay in the School's performance under the Agreement resulting from causes beyond the School's reasonable control and occurring without its fault or negligence, including without limitation, fire; pandemics; Government restrictions; wars or insurrections; civil or military disturbances; acts of terrorism; sabotage; strikes; power failures; computer failures and any other such circumstances, the obligation of the Parent/Guardian(s) to pay tuition will not abate, be reduced or be eliminated and the School shall not be liable for any such failure or delay in its performance.

The Parent/Guardian(s) understand that the School may replace in-person classes with remote learning or a combination of remote and in-person instruction and/or that the School schedule may be modified or extended, at the School's discretion, and that there will be no reduction in tuition due to changes in the manner of delivery of instruction. The Parent/Guardian(s) acknowledge that their execution of the Agreement is not contingent upon any program, curriculum, employee, or enrollment level, and understand that the School retains the right to change the School's programs, curriculum, or workforce in its discretion.

The Parent/Guardian(s) further understand that current and/or past enrollment in the School does not ensure future re-enrollment and that the School reserves the right to decline re-enrollment to any student. The School is not obligated to provide early notice, and it is expressly agreed that late notice shall neither constitute a breach of this Agreement nor serve as a basis for re-enrollment.

The School further reserves the right to dismiss the Student for excessive biting; uncontrolled hitting; physical or emotional problems that require excessive one-on-one attention; behavioral problems that are disruptive to the classroom atmosphere and other students; the Parent's refusal to seek professional help when suggested as being in the Student's best interests; inability of the School to meet the needs of the Student, as determined by teaching staff consensus; and the Parent's disrespectful behavior towards other parents, children, teachers, administrators or any other staff. If the School deems such measures necessary, either in the interest of the Student or the School, it may do so by written letter to the Parent/Guardian(s). In such an event, except for a pro rata portion for the period during which the Student attended the School, any tuition paid by the Parent/Guardian(s) will be refunded.

FORMS

We are required by law to have certain forms and information in your child's file. The list is as follows:

- Day Care Registration
- Emergency Contact Form
- Medical Statement
- Photo Consent Form
- Class List Release
- Tuition Agreement/Tuition Schedule
- Parent Questionnaire
- Acknowledgment of Parent Handbook

Each medical form is valid for one year from the date of your child's physical. No child will be admitted into the school without these forms.

If your child has a food allergy, Asthma, or other health condition that requires medication, you will need additional medical forms for the child's individualized medical plan and/or an anaphylaxis or asthma action plan, completed by their doctor and you. All these additional medical forms for allergy, Asthma, or other health conditions must be renewed every 6 months. All staff members will be made aware of how to recognize early symptoms and follow the emergency medical care plan written by your child's healthcare provider.

Enrollment forms, which will be sent along with the Parent Handbook, must be completed and returned to school no later than June 1, 2026.

If during your child's time with us, there is a change of employment, home address, or telephone number, it is the parent's or legal guardian's responsibility to notify the school management in writing of such changes. Our leadership must always be able to contact the responsible parent/guardian during the school's regular hours of operation.

Yellow Acorn admits students of any race, color, national origin, and ethnic origin to all the rights, privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational or admission policies.

PHOTO RELEASE

Yellow Acorn requires each child to have a Photo Release Form on file. Parents may choose to approve or decline permission for Yellow Acorn to use their child's photographs on Montessori Compass and other school platforms, Yellow Acorn's social media platforms, within the school building, and on child-specific projects.

At times, Yellow Acorn may host teacher interns from various Montessori Training Centers. All teaching interns are fully cleared through OCFS, employed by Yellow Acorn Montessori, and work under the supervision of a Head Teacher. Interns may be observed by their field consultant either in person or via video observation.

Any videos recorded (with prior parental permission) for observation purposes will only be viewed by the intern and their assigned field consultant. The intern will remove the videos from the Google Drive folder following the consultation. Field consultants understand that they may have access to confidential information regarding the intern, classroom, and students. Consultants will only review materials related to the interns they supervise and will not share any confidential information with others.

Parents who object to their child being included in video observations for intern supervision purposes may submit a request to the School Director to exclude their child from these observations.

MEALS

Parents will provide healthy snacks, lunch, and a medium-sized water bottle. Label each item clearly with your child's first and last name using a permanent marker. We prefer upright, soft-sided lunch boxes with handles. Lunch boxes will be kept in the refrigerator in accordance with OCFS and health department regulations. Please send warm food in a thermos to avoid using the microwave. Send containers that your children can open and close easily. Below are some suggestions for small lunch boxes and insulated food jars. Several options are available for the size and design of the lunch boxes, but we suggest you choose **something similar to** the following so we can fit all the lunch boxes in our refrigerators. For more information, please refer to the detailed supply list that was emailed to you prior to this email.

Mackenzie Lavender Floral Blooms Lunch Boxes | Pottery Barn Kids

Mackenzie Pink Heart Tie-Dye Hot/Cold Container | Pottery Barn Kids

Amazon.com: Kirecoo 2 Set Toddler Utensils, Toddler Forks and Spoons, Stainless Steel kids Silverware Set, Designed for Self Feeding Flatware Utensils with Travel Carrying Cases BPA Free (White & Aqua) : Baby

Yellow Acorn will provide healthy snacks on special occasions, and healthy non-perishable snacks will be available to the children if the child wishes to have some more servings after finishing their snack and lunch. Freshly filled water jugs will be kept out for the children should they run out of their water.

All our classrooms are nut-free. Parents must be mindful of food allergies in their child's class. The allergy list is posted outside of the classroom and can be obtained from the head teacher. Refrain from sending any food processed in the same facility as the nuts.

Additional Suggestions:

Remember to choose foods your child enjoys eating. Preparing lunch with your child the night before often leads to a more leisurely morning routine.

Due to the increased incidence of allergies and asthma, we kindly request that you refrain from sending peanuts, tree nuts, or any other allergen that may cause an allergic reaction. An allergy list will be posted outside of your child's classroom and shared with parents.

Food Allergy Guidelines:

Our staff strives to provide a safe and healthy environment for all children. We follow these guidelines to the extent possible, but we cannot guarantee that our environment will be completely free of food or other allergens that might cause a severe reaction.

- All children's allergies requiring treatment must be documented by a medical professional, including symptoms indicating a reaction and instructions for administering medication. Appropriate Yellow Acorn School documentation must be completed and turned in before the start of school.
- We talk to the children about the importance of keeping the classroom safe and healthy for fellow classmates.
- We encourage frequent hand washing, especially before and after meals.
- We clean tables and other work surfaces several times a day, before school begins, before lunch, after lunch, and at the end of the session.
- We do not permit the sharing of lunches.
- We post lists of allergies in every classroom. The teachers and assistants are required to be familiar with each child's allergies and emergency medications.
- We make every effort to avoid serving foods that contain peanuts or tree nuts or may contain traces of such foods.
- Other foods, such as shellfish, eggs, or milk, may be served on a classroom-by-classroom basis, depending on the food allergies present in that classroom.
- If children have life-threatening food allergies, we ask that the family provide an acceptable snack to be kept at school and served as an alternative, as needed. If their parents request, these children may sit apart from the others when eating snacks or lunch.
- We ask that parents speak with their child's classroom teacher about children with allergies before sending in special snacks or treats.

Our guidelines apply to all events in the building in areas where children are present.

Little Green Gourmets

Families have the option of purchasing lunch for their children. Lunch is provided by Little Green Gourmets. Meals are healthy, fresh, and delivered daily. More information is provided before the start of the school year regarding ordering meals.

Information on Healthy Living

At Yellow Acorn Montessori, we strive to promote healthy living habits for our children. We share the following information with you about healthy food and beverage choices and the prevention of childhood obesity. At Yellow Acorn, we ask that parents provide a healthy lunch and snack for their children. In addition to healthy food, Yellow Acorn will:

- Engage children in daily physical activity.
- Ensure staff supervise children at mealtimes and model appropriate table manners

- and conversation.
- Include healthy eating habits in our classroom curriculum.

The following should be encouraged at home to help your child establish healthy living habits:

- Offer fresh fruits and vegetables often, and encourage children to try new ones.
- Allow your children to help with food preparation, table setting and food planning at home.
- Cook and bake with your children.
- Chart how many different fruits and vegetables your family eats each week.
- Eat meals together as a family.
- Talk about healthy foods that your family likes to eat.
- Stay active as a family by going outdoors and participating in outdoor activities.
- Limit screen time and model this for your children.

For more information about healthy living, visit:

Choose My Plate

www.choosemyplate.gov

Eat Smart New York

www.otda.ny.gov/programs/nutrition

Core Nutrition Messages for Healthier Food Choices

www.fns.usda.gov/fns/core-nutritionmessages/default.htm

SAFETY AND EMERGENCY PLANS

Your children's safety is critical, and they are supervised at all times by the appropriate mandated adult-to-child ratio.

Emergency Drills

To be prepared for emergencies, we conduct monthly fire drills and two shelter-in-place drills per year. We ensure that all escape routes are designated. We teach children the evacuation procedures using developmentally appropriate language. In the event of an emergency, we will call or group text you to inform you of the situation and the student collection locations.

Shelter in Place

To ensure the health, safety, and emotional needs of children in the event of an emergency, Yellow Acorn Montessori will conduct two Shelter-in-Place drills annually.

Staff will notify parents in advance of this drill. Staff will be fully trained on the school's Shelter in Place procedure, and children will be informed, in a developmentally appropriate way, why drills are being conducted. Yellow Acorn will maintain a record on file of each Shelter-in-Place drill conducted.

EVACUATION PLANS:

To be prepared for emergencies, we conduct monthly fire drills and two shelter-in-place drills per year. We ensure that all escape routes are designated. We teach children the evacuation procedures using developmentally appropriate language. In the event of an emergency, we will call or text you with updates on events and student collection locations.

Shelter in Place

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EVACUATION PLANS:

In Place Evacuation:

If an emergency occurs and an "in place evacuation" is necessary due to events such as a tornado or a chemical spill, the children will be kept inside the classrooms at the facility. The children will remain there under the care and supervision of their teacher until dangerous conditions subside. If children are exposed to toxic fumes or injured during the emergency, they will be transported to the White Plains Hospital Emergency Room by ambulance, where they will be examined by a healthcare professional, and the parents/guardians will be contacted.

On-Site Evacuation:

If an emergency occurs and "on-site evacuation" is necessary due to events such as a tornado, chemical spill, etc., the children will be kept at the facility, but they will be moved to the back playground, bike area, front parking lot, or any other part of the building that is deemed safe. The children will remain there under the care and supervision of their teacher until dangerous conditions subside. If children are exposed to toxic fumes or injured during the emergency, they will be transported to the White Plains Hospital Emergency Room by ambulance or private vehicle, where they will be examined by a healthcare professional, and the parents/guardians will be contacted.

Off-Site Evacuation:

If an emergency occurs, an “off-site evacuation” is necessary in the event of a fire, flood, or similar incident. The children will be relocated to our primary or secondary evacuation sites. Our primary site is the Trinity Lutheran church (25 Crane Road, Scarsdale, NY 10583). Our secondary site is the Scarsdale Post Office (29 Chase Road, Scarsdale, NY 10583). The teacher will carry the pre-prepared Emergency Supplies Kit, which can provide supplies for immediate needs and sustain staff and children if sheltering in place is required for extended periods (e.g., 72 hours). Parents will be notified via phone call and/or a text message that children have been evacuated off-site.

The children will remain at the alternate site under the care and supervision of our staff while parents/guardians are contacted. When parents/guardians are contacted, they will be informed of the situation and can either pick up their child or authorize care for the remainder of the day. If children are exposed to toxic fumes or injured during the emergency, they will be transported to the White Plains Hospital Emergency Room by ambulance, where they will be examined by a healthcare professional, and the parents/guardians will be contacted.

Major Disasters or Emergencies:

If a major emergency or disaster occurs (such as major environmental hazards, tornadoes, hurricanes, earthquakes, etc.) and/or a mandatory evacuation is ordered, children will be transported to a Red Cross designated mass shelter by private vehicle if an ambulance is not available. The children will remain at the Red Cross shelter under the care and supervision of our staff while parents/guardians are contacted. When parents/guardians are contacted, they will be informed of the situation and will be asked to arrange to pick up their child. If children are exposed to toxic fumes or injured during the emergency, they will be transported to the White Plains Hospital Emergency Room or nearest hospital by ambulance or private vehicle, where they will be examined by a healthcare professional, and the parents/guardians will be contacted.

Our Safety and Emergency Plan will be reviewed annually and updated as needed. The review dates will be documented, and the plan will be made available for immediate review by staff, parents, and Child Care Licensors during business hours or via email.

CHILD INJURIES AND ACCIDENTS

Your children’s safety is the highest priority. We inspect the classroom, bathroom, and playground every day before the children arrive, and children are always supervised during program hours. All our staff members are CPR-, first aid-, and AED-trained, MAT-certified, and familiar with administering emergency medication. Our staff members are trained to catch early signs of medical conditions that require immediate attention. Some of the medical emergencies that would require urgent medical care by health care professional are:

- Loss of consciousness
- Semi-consciousness
- Breathing difficulties
- Severe bleeding
- Unequal pupils
- Seizure
- Neck or back injury
- Continuous clear drainage from the nose/ears after a blow to the head
- Severe headache
- Stiff neck or neck pain when the head is moved
- Hives that appear quickly
- A very sick child who seems to be getting worse quickly
- Repeated forceful vomiting
- Vomiting blood
- Severe abdominal pain that causes a child to double over
- Abdominal pain after a blow to the abdomen
- Possible broken bones
- Shock

If your child is injured on the school premises, the teacher will inform you in person (at pick-up time) about incidents such as minor scrapes. You will be informed by telephone after the incident occurs about other injuries, such as bumps to the head, large or small. You will be asked to read and sign an accident report at pick-up time on the day the accident occurs. If a parent is not picking up that day, we will email a copy to sign, and it will be returned to us in a timely manner.

CLOTHING

Please provide two complete sets of extra clothes for your child. If your child is in the process of toilet training, kindly send pull-ups with side tabs and wipes as well. Teachers will notify you when supplies need to be replenished. Each time your child wears their extra clothes home, please remember to send a replacement set the following day.

If your child runs out of extra clothes, we will provide clothing from the school's supply. These borrowed clothes must be washed and returned by the next school day.

Children should be dressed appropriately for work, play, and weather conditions. Clothing should encourage independence, allowing children to dress and undress themselves with ease.

Footwear should be safe and comfortable, providing proper support, balance, and grip for growing feet. We do not allow shoes with lights or noisy party shoes, as they are not suitable during shelter-in-place or lockdown drills.

Additionally, we require one extra pair of weatherproof, closed-toe sneakers to be kept at school for use during naptime.

As children grow quickly, especially at the primary level, please check and update their extra clothes periodically to ensure they are seasonally appropriate and fit well.

All items, including jackets, coats, hats, mittens, scarves, and other personal belongings, must be clearly labeled with your child's first and last name.

Please note: Costume masks are not allowed during Halloween celebrations.

All children should come dressed to play outdoors...even in the cold. We follow the weather watch report below to determine if outdoor play is suitable.

This means warm coats, hats/hoods, mittens, and boots when there is snow! Please label everything with your child's name. When your child wears boots to school, please send sneakers with him/her to change into once inside. We will require a pair of indoor, closed-toe, waterproof shoes to be kept at the school. Please do not send crocks, sandals, or other open-toed shoes. Shoes that have lights or sounds are not permitted.

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

Wind-Chill Factor Chart (in Fahrenheit)										
Air Temperature	Wind Speed in mph									
	Calm	5	10	15	20	25	30	35	40	
40	40	36	34	32	30	29	28	28	27	
30	30	25	21	19	17	16	15	14	13	
20	20	13	9	6	4	3	1	0	-1	
10	10	1	-4	-7	-9	-11	-12	-14	-15	
0	0	-11	-16	-19	-22	-24	-26	-27	-29	
-10	-10	-22	-28	-32	-35	-37	-39	-41	-43	



Comfortable for out door play



Caution



Danger

Heat Index Chart (in Fahrenheit %)												
Air Temperature (F)	Relative Humidity (Percent)											
	40	45	50	55	60	65	70	75	80	85	90	95
80	80	80	81	81	82	82	83	84	84	85	86	87
84	83	84	85	86	88	89	90	92	94	96	98	100
90	91	93	95	97	100	103	105	109	113	117	122	127
94	97	100	103	106	110	114	119	124	129	135		
100	109	114	118	124	129	130						
104	119	124	131	137								

REST POLICY

Experiencing a supervised nap or rest-time routine is an integral component of a full-day program for 3-5-year-old preschoolers. Rest time gives children a midday chance to physically rest and emotionally unwind, and it also helps them stay healthy and alert in the afternoon. We usually take a nap after our lunch break. At the beginning of the year, we will observe and take time to understand every child's nap pattern. Once we establish some structure, we will try to be consistent with the plan. Children who have difficulty remaining quiet and still can rest for half an hour, and the teacher may assist them with a mindful activity. A peaceful, safe, supervised environment with dim lighting will be maintained during naptime, and the head teacher may briefly update parents on your child's nap routine daily via Montessori Compass.

All children will rest in the classroom. If necessary, tables and chairs will be moved to create adequate space for each child's cot, allow for social distancing, and enable caregivers to move freely and safely within the napping area to check on or meet the children's needs. All children will be supervised during rest time. Each child will have their own labeled cot approximately 23" w x 52" provided by the school, and all cots will be covered with bed coverings. The nap cots will be cleaned and sanitized weekly.

Parents will need to provide an all-in-one bedroll rest mat to place on top of the cot. Please **do not** send a bulky sleeping bag, one with a loose pillow or blanket, or one with a side zipper. We have limited space; bulky sleeping bags are difficult to maneuver, and loose pillows, open seams, or partially secured pillow inserts or unattached blankets pose safety hazards for children. It is better to remove pillow inserts or add press buttons or eye hooks at the open seam of the pillow pocket so that a child can't remove them while resting. The all-in-one nap mat with built-in corner elastic bands to secure the mat to the cot is preferred. Note that nap mats will go home every Friday to be washed by the end of the session. Please provide your child with the travel carrier (link below).

Tot Cot® Zippered Travel Carrier – Urban Infant (Nap roll travel carrier)

[Amazon.com : Urban Infant Tot Cot All-in-One Modern Preschool/Daycare Nap Mat with Washable Pillow and Elastic Corner Straps | 52 x 22 Inches - Poppies : Baby](#)

As previously mentioned, children are required to rest/nap with shoes on. Please send your child with an extra pair of shoes to stay in school. We require sturdy shoes with solid soles for emergency evacuation in any weather, to allow the children to walk out safely.

Please do not send Crocs, slippers, or shoes that light up or make noise. For hygiene purposes, rest shoes will not be used for daily outdoor activities.

CHILD ABUSE POLICY

By State Law, all employees are required to immediately report any suspicions of child abuse or maltreatment. The staff member who has direct knowledge of suspected abuse or maltreatment will call the Statewide Central Register of Child Abuse and Maltreatment

(SCR) and, in case of imminent danger, 911. Because the School is a licensed regular day care center, employees or volunteers of the School may also be subject to reports to SCR. In this scenario, please inform the supervisor/Director as well. If a complaint were to surface from a parent to us directly, we would:

1. Listen, take notes, question, and generate specifics
2. Immediately question the staff
3. If abuse is suspected, we would notify appropriate agencies and take immediate action. Staff involved would be put on leave without pay while the inquiry is ongoing. Staff members are not authorized to speak to any members of the media or post or comment on social media.

After an Investigation, we would:

1. Pay any innocent staff for lost time/wages.
2. Continually update staff and parents on further developments.

SPECIALIZED SUPPORT SERVICE

At times, children may receive support from specialized service providers such as speech-language pathologists, occupational therapists, physical therapists, behavioral specialists, or Early Intervention (EI) / Committee on Preschool Special Education (CPSE) providers. Yellow Acorn Montessori values collaboration with families and service providers to support each child's development while maintaining the Montessori philosophy, classroom independence, and uninterrupted work cycles.

Notification and Approval

- Parents must inform Yellow Acorn Montessori administration if their child will receive services from EI, CPSE, or any other specialized service provider during school hours.
- All therapy or specialized support services must receive prior approval from school administration before services may begin on campus.
- Parents are responsible for providing the therapist's contact information, credentials, agency affiliation (if applicable), parental consent, and, upon request, a copy of the child's service plan or therapy goals.
- Approval for on-site services is contingent upon the completion of all required school and regulatory documentation.
- Prior to providing services on campus, therapists must complete the School's Independent Related Service Provider Access, Assumption of Risk & Indemnification Agreement, all required OCFS forms, and any additional documentation requested by the School.
- Parents are responsible for notifying therapists when their child is absent or when school is not in session.

Scheduling and Designated Areas

- Therapy sessions must be coordinated with school administration and classroom teachers to minimize disruption to the Montessori work cycle, lessons, and daily classroom routines.
- Services will take place only in school-approved locations unless otherwise authorized by the administration.
- All scheduling, cancellations, make-up sessions, and communication regarding therapist availability remain the responsibility of the parent and therapist. School staff is not responsible for coordinating therapy schedules or communicating scheduling changes.

Professional Conduct and Safety

- Therapists must check in with the school office or administration upon arrival, sign all required visitor logs, including any OCFS-required documentation, and wear a visitor badge while on campus.
- Therapists must comply with all school policies, OCFS regulations, health and safety procedures, emergency protocols, and visitor requirements.
- All adults working within the classroom environment must maintain professionalism, confidentiality, and respect for classroom routines and school expectations.
- Therapists are expected to conduct services in a manner that minimizes disruption to classroom activities and the learning environment.
- Teachers are not responsible for implementing therapy programs but may collaborate with therapists when appropriate to support the child's success in the classroom.

Parent and School Communication

- To maintain transparency and a safe learning environment, the school may notify classroom families that a therapist or specialized service provider will be present in the classroom.
- The identity of the child receiving services will remain confidential and will not be disclosed to other families.
- Any communication to families will state only that a therapist or service provider will be present and will not identify the child receiving services.
- Classroom teachers and school staff may be informed of a child's services as necessary to coordinate supervision, classroom routines, and educational support in accordance with FERPA and applicable privacy regulations.

Indemnification and Liability

- All therapists and service providers entering the school to provide services must sign the School's Independent Related Service Provider Access, Assumption of Risk & Indemnification Agreement before services begin.
- The school is not responsible for supervising, directing, evaluating, or implementing therapy services provided by outside professionals.

- Yellow Acorn Montessori assumes no responsibility or liability for the services provided by outside professionals or the outcomes of those services.
- Therapy services are provided independently of the school's educational program and remain the sole responsibility of the therapist, agency, and parent.

School Discretion

- The school reserves the right to approve, limit, modify, suspend, or discontinue on-site therapy services if administration determines that such services interfere with classroom routines, school policies, safety requirements, licensing regulations, or the overall functioning of the program.
- The school may discontinue private therapist services on campus at any time if administration determines that continuation is not in the best interest of the classroom environment, students, staff, or school community.
- The school reserves the right to deny access to any therapist who has not completed required documentation or who fails to comply with school policies, OCFS regulations, or professional expectations.
- For therapists assigned through EI or CPSE programs, concerns regarding services, conduct, or compliance may be communicated to the appropriate district, municipality, agency, or program representative.

Classroom Observation

- Therapists may occasionally need to observe a child in the classroom to better understand their participation in daily activities and routines.
- All classroom observations must be scheduled in advance and approved by school administration and the classroom teacher.
- Observations must be conducted in a manner that does not interfere with classroom lessons, the Montessori work cycle, or the privacy of other students.
- Therapists may observe only the child receiving services and may not photograph, record, or document other children in the classroom without written authorization from the school and applicable parental consent.

Use of Classroom Materials and Environment

- Montessori materials are part of a carefully prepared environment designed to support the developmental needs of all children.
- Therapists may use school-approved materials or designated therapy materials during sessions but must respect classroom procedures and the intended purpose of Montessori materials.
- Classroom materials may not be removed from the classroom or used in ways that interfere with classroom instruction unless approved by the classroom teacher or school administration.

Licensing, Insurance, and Compliance

- All outside therapists providing services on campus must maintain current professional licenses, certifications, and authorizations required by their governing agency, employer, EI program, or CPSE program.
- Therapists may be required to provide proof of professional liability insurance, agency authorization, background clearances, professional credentials, and other documentation requested by the school.
- All therapists must comply with school policies, OCFS regulations, health and safety requirements, confidentiality requirements, and all applicable federal, state, and local laws while on school premises.
- The School reserves the right to deny, suspend, or discontinue access to any therapist who does not meet these requirements or who fails to comply with School policies and procedures.

Photography, Recording, and Media Policy

- To protect the privacy and confidentiality of all children and families, therapists and service providers are prohibited from photographing, video recording, audio recording, live streaming, or otherwise capturing images or recordings of any child while on School premises unless expressly authorized in writing by School administration and the child's parent or guardian.
- Therapists may not use personal cell phones, tablets, cameras, smart watches, or other recording devices to photograph, record, or document children within the school environment.
- Therapists may not photograph, record, or document any child other than the child receiving services, and only when specifically authorized in writing by both the school and the child's parent or guardian.
- Any photographs, videos, recordings, notes, or documentation created as part of authorized services must be maintained in accordance with applicable privacy laws, professional standards, and agency requirements.
- Therapists and service providers may not post, share, publish, transmit, distribute, or otherwise disclose photographs, videos, recordings, student work, classroom images, or any identifying information regarding students, families, staff members, or the School on social media, websites, marketing materials, professional presentations, electronic communications, or any public platform without prior written authorization from School administration.
- The use of classroom photographs, videos, recordings, or student information for training, promotional, educational, or professional purposes is strictly prohibited unless approved in advance by the school and accompanied by all required parental consents.
- Any violation of this Photography, Recording, and Media Policy may result in immediate termination of access to School premises and notification to the therapist's employer, agency, municipality, school district, EI program, or CPSE representative, as applicable.

Families with questions regarding therapy services are encouraged to speak with the school administration. Our goal is to work collaboratively to support each child while

maintaining a peaceful, respectful, and developmentally appropriate Montessori learning environment.

HEALTHY CHILD

We strive to ensure that all children enrolled at Yellow Acorn Montessori are healthy and participate in a robust learning experience. We ask that you reinforce the following to minimize the chance of children contracting an illness during the school year.

- Teach your child healthy handwashing habits by encouraging them to wash their hands frequently and thoroughly.
- Teach your child to blow their own nose and to wash their hands afterward.
- Teach your child to cough into their elbow.
- Teach your child to keep their hands out of their mouths and away from their faces.

If your child appears sick, please keep them at home as they might become sicker over the course of the day.

Children will always wash their hands with soap and water upon entering the classroom in the morning. While at school, all children will wash their hands when they are dirty, after toileting, before and after any meals, after contact with bodily secretions or fluids, and after coming in from outdoor play time.

SICK POLICY

If your child will be absent, please let us know. Children who are absent for three or more days must have a doctor's note before returning to school. If your child falls ill during program hours, the child will be isolated in the classroom, and the parent/guardian will be notified to pick up the child within 30 minutes. This policy is subject to change in accordance with the governing agency's regulations.

EXCLUSION POLICY

If your child is not feeling well, please do not bring them to school. If they are exhibiting symptoms beyond what appears normal for your child, please do not bring them to school. When your child's teacher conducts the daily health check, if (s)he determines that your child is exhibiting symptoms and is not well enough to attend school that day, you will be asked to take your child home. Please respect that decision. Children should remain at home until they are symptom-free and have been without any medication for 24 hours. **Clarification:** Not 24 hours from when we call you, symptom-free for 24 hours. If the child is out of school for 3 days, a doctor's note (stating that the child is not contagious and is able to return) will be required.

If there is anyone in your home (Mom, Dad, sibling, grandparent) who is not feeling well, please keep your child home for 24 hours. If your child remains symptom-free for 24 hours, they may return to school.

NOTIFIABLE COMMUNICABLE DISEASE

We are required by law to report any suspected case of notifiable communicable diseases to the local health department. It is the parents' responsibility to inform us of a notifiable communicable disease their child or children may have been exposed to. If your child is exposed to a notifiable communicable disease, our school will notify the appropriate parents/guardians that their child may also have been exposed and recommend that appropriate action be taken.

LICE

Yellow Acorn Montessori LLC's Head Lice policy is committed to making every effort to control the spread of head lice. Head Lice always causes concern and frustration for parents, staff, and children. Head lice are not considered a communicable disease, and head lice infestation does not spread disease, but it can be transmitted through head-to-head contact with a person who has head lice or through contact with personal objects (for example: combs, hats, etc.).

To minimize the spread of head lice in our program, we have no lice and no live nits policy in place. Children who are found to have head lice (nits and/or live lice) will be sent home for treatment and will not be allowed to return until they are nit-free. While parents have the primary responsibility for detecting and treating head lice, our program will work cooperatively and collaboratively to assist all families in managing head lice effectively. If a child has live head lice present, they are to be excluded from the program until treatment has commenced and all live lice and eggs have been removed (the most important part of the treatment is the removal of eggs, either with a professional treatment, by hand, or with a comb; treating hair alone does not remove the lice and eggs). The procedure should be repeated in 7 days to ensure that any live eggs that weren't removed in the first course of treatment are killed off before hatching into lice. Washing and cleaning all belongings the child may have come into contact with, and disinfecting all major environments the child may be in, will prevent further spread.

Parents are encouraged to talk to:

- Your children and let them know that we conduct regular inspections in our programs.
- A trusted professional (doctor, pharmacist, naturopath, etc.) to determine the treatment that is appropriate and effective for your family.
- Please keep us informed if you have detected or treated your children for head lice.

- Wash bed rolls, backpacks, and all belongings, and try to disinfect any environments the child may have been in contact with.

IMMUNIZATIONS

Under New York State Law, there is no religious exemption from the requirement that children be vaccinated to attend public, private, or parochial schools or child day care. Please see the Medical Packet for more information regarding required immunizations.

ADMINISTRATION OF MEDICATIONS

Yellow Acorn Montessori will not administer any prescribed medications to children except in the event of an emergency. If your child has an allergy, asthma, a history of seizures, or any other serious medical condition that might require the emergency administration of medication, a health care plan will be written. A Request for Administration of Medication for each medication must be completed by your child's health care provider and signed by the parent. This form must be renewed by your child's health care provider every six months.

You can obtain a copy of the Request for Administration of Medication form on our website or by requesting it from the head teacher.

SUNSCREEN

Yellow Acorn Montessori recognizes the importance of protecting children from excessive sun exposure. To support safe and consistent sun protection, please review the following requirements:

Parent Responsibilities

Parents must complete and submit the Non-Medication Consent Form (OCFS-6010) in order for staff to apply sunscreen at school.

Parents are required to provide:

- An unopened, unexpired sunscreen
- Roll-on sunscreen only
- Broad-spectrum, PABA-free, SPF 15 or higher
- Clearly labeled with the child's full name

Note: Sprays, aerosols, and creams are not permitted.

Storage Requirements

Sunscreen and the completed consent form must be placed in a:

- Clear plastic zipper-lock bag

- Labeled with the child's name and photo
- Sunscreen will be stored in the classroom in a cool, out-of-reach location, in accordance with OCFS regulations.

Application at School

Parents should apply sunscreen to their child before the child arrives at school each day. Staff will reapply sunscreen once during the day, approximately 30 minutes before outdoor play. Children who are outdoors between 11:00 AM and 3:00 PM will be encouraged to use shaded areas when available.

Additional Sun Safety

To further support your child's protection from the sun, we encourage families to provide:

- Wide-brimmed hats (no strings)
- UV-protective sunglasses
- Sun-protective clothing
- Staff will also model and reinforce these sun safety practices throughout the day. Educational materials may be used in the classroom to help children develop lifelong sun protection habits.

EMERGENCY SCHOOL CLOSURE

Weather conditions that pose hazards from flooding, snow, ice, or extremely cold temperatures, severe enough to disrupt the transportation of pupils and staff to school, may result in a delay in start time or the closure of the school. We may wait for the Scarsdale and Edgemont district superintendents to announce before deciding whether to close the program. Parents will be informed via email and text message. Please provide us with your updated daytime contact number. We highly recommend that each family create a strong support system for the timely pickup of their child and list all authorized pickup persons on their student's enrollment form.

PUBLIC POSTINGS

We may have postings for the public to view the following or similar items: State License, OCFS regulations, Health Care Plan, classroom rules, communicable disease chart, names of persons in charge, emergency plans for severe weather and evacuation, and fire statements.

STAFF QUALIFICATIONS

Our teachers are hired in compliance with the state requirements and qualifications, at a minimum. All staff will pass a criminal history records check and have current CPR & First Aid certifications. There will be at least one MAT (Medical Administration Training)-trained person in each classroom. All staff will participate in orientation and ongoing

training on child growth and development, healthy and safe environments, developmentally appropriate practices, guidance, family relationships, cultural and individual diversity, and professionalism.

PARENT - TEACHER COMMUNICATION

To ensure clear, consistent communication, parents should direct all questions, concerns, and information regarding their child to the Head Teachers. Head Teachers will communicate relevant information to Assistant Teachers as needed. To maintain confidentiality and professionalism, discussions regarding a child's progress, development, or individual needs should take place with the Head Teachers.

Please note that drop-off and pick-up times are not appropriate for lengthy conversations, as teachers must remain focused on supervising children and supporting classroom transitions. Parents are encouraged to contact Head Teachers by email or phone and should allow up to 24 hours for a response during regular school days.

If a matter requires immediate attention, please contact the Main Office directly.

PARENT TEACHER CONFERENCE

Parent-teacher conferences are held twice a year: in the fall/early winter and in the spring. Parent-Teacher Conferences are important opportunities to hear about your child's life at school and to share information from home. Our teachers are well prepared to discuss each child on these days. By November, students are well into their school routines. They have learned the classroom rules and guidelines, refreshed their memories after a summer off from school, likely made some new friends, and are deep into their new learning. We fully expect every parent to make an appointment during Parent-Teacher Conferences and use this dedicated, pre-planned time to meet with the teacher. School will be in session for half days on these days, and there will be no extended day session.

More information will be provided regarding sign-ups and meeting structure. Please make childcare arrangements while you attend the conference. Feel free to approach any question you have at any time during the year.

STUDENT BEHAVIOR MANAGEMENT POLICY

We at Yellow Acorn Montessori recognize the importance of promoting acceptable behavior and self-control in a small day care setting. We seek to minimize teacher-imposed discipline or control by fostering the child's self-discipline. We believe that true discipline is "active" or "inner" discipline, developed by the child as she/he works on

interesting tasks at home or at school. We believe that children always have the freedom to do what is right, but they never have the freedom to do what is wrong. This freedom within limitations prepares preschoolers for successful adult life. For us, encouraging self-control is the ultimate goal of discipline. We believe that all children are entitled to experience kind, positive approaches to appropriate decision-making processes that foster self-esteem, respect, tolerance, and self-control. We are committed to creating a learning zone where independence flourishes, where students are safe in all respects (i.e., free from inappropriate and abusive language and actions, where distractions to learning and development are minimized for all students, and where learning is a happy, rewarding experience for all students. At the beginning of each school year, we invest in establishing clear ground rules and expectations.

The purpose of ground rules is the development of self-respect, respect for others and respect for the environment. Behaviors that injure people either emotionally or physically, or damage property, are real problems for adults/staff members, and the other children must be dealt with appropriately. With our behavior management plan, we will work to ensure the group is safe, fair, and considerate to all.

Our goals are:

- To nurture kindness and promote self-discipline.
- To develop within each child an appreciation of others and their feelings.
- To increase children's understanding of the consequences of their behavior on others and themselves.
- To promote positive behavior and discourage negative behavior

We will do this by:

Praise and Encouragement

The adult/s in the classroom will model kind, calming, positive behaviors for the students. We will praise and encourage positive behaviors so that qualities such as kindness, thoughtfulness, tolerance, perseverance, and concentration are appreciated and acknowledged. For example, a teacher might say, "I see that you helped your friend; that was very kind of you". We will have nonmaterial rewards such as a kindness jar for positive reinforcement and a peace basket for resolving social conflicts by talking.

Reasoning

We will reason with the child and discuss why they should and should not do something. This should help them to relate the behavior to the consequence. While doing this, we will go down to the child's level, look kindly into their eyes, and talk in a very soft, polite voice so that the child is assured that she/he is in no trouble and no other children can hear the conversation. We will avoid instructing a child across the room.

Phrasing

We will endeavor to phrase directions, as far as possible, in a clear, simple, positive manner. For example, instead of saying 'don't', we will endeavor to explain what we can do instead or why they should not do something.

Mindfulness

We will highlight our kindness curriculum by grounding the mind in simple, sensorimotor activities, movement, world music, art, and learning from stories from around the world.

Layouts

We will carefully curate the environment and design the lesson plans to ensure safety, promote positive child behavior, and reduce the possibility of problems occurring by:

- Allowing enough space around each activity
- Having each area clearly defined
- Allowing access to the range and choice of materials
- Providing appropriate materials at each activity
- Providing activities that require cooperation rather than competition. This should promote qualities such as turn-taking, sharing, trust, understanding others' points of view, and willingness to compromise midway.
- Providing a range of stimulating activities, which will require order, concentration, coordination, perseverance and independence.

Setting Rules

We will set rules in Yellow Acorn Montessori for the children, which are basic, simple and give an explanation as to why we have these rules. For example, 'Hands are only for helping' because hitting hurts and we would not like someone to hit us.

Applying the Rules

We will apply these rules consistently and fairly. This will be done by:

- Appropriate modeling by adult/s in the classroom
- Informing the children of the rules
- Informing the children why we have the rules
- Informing the staff of the rules and how to apply them
- Informing the parents of the rules
- Posting the ground rules in the classroom

The classroom is the children's place; children have agency. We involve the children in developing the classroom rules.

The Staff

We expect the staff to set a positive example to the children by:

- Regularly examining their own conduct
- Listening carefully to children and valuing what they have to say

- Give the children clear and consistent explanations of the limits required in the setting
- Ensure that children do not receive attention for inappropriate behavior
- Understanding that children always have freedom within limits. Allow them to express their choices.
- Acknowledge children's feelings and encourage them to express them verbally or creatively.
- Adhering to the rules of the group
- Respecting the children and adults in the group
- Being mannerly
- Remembering that children learn by example
- Avoid power struggles and instead focus on GEMS: Genuine Encounter Moments, which are designed to make the child feel important and valued
- Teach self-quieting techniques to children as a coping mechanism during meltdowns.
 - For example, when a child is upset about something, do not force them to stay where they are; they have a choice to take a break. During that break, the child can count to ten, stretch, or go to a peaceful place, do breathing exercises, etc.
- Help them problem-solve why they are upset and what they can do to improve the situation without disturbing other children

VALUING AND PROMOTING THE PARTNERSHIP WITH PARENTS

We value the partnership with parents in Yellow Acorn Montessori and will endeavor to inform, discuss, and involve them in every needed matter.

DONT'S

- Physical/corporal punishment will NEVER be used or threatened.
- Adults should not shout or raise their voices
- We do not use methods of interaction that punish, demean or humiliate children. Nor do we physically restrain children, other than to keep them safe.
- Any abuse or maltreatment of a child, either as an incident of discipline or otherwise, is prohibited.
- We do not tolerate or in any manner condone an act of abuse or neglect of a child by an employee, volunteer, or any person under the program's control.

DO'S

- In a conflict, redirect and provide choices and alternatives. For example, "You can either work from a language or a math shelf."
- Staff are to stop aggressive or bullying behavior immediately and make clear that this type of behavior is unacceptable.
- This is to be done by explanation rather than personal blame.

Any behavioral problems are dealt with in a developmentally appropriate way. Staff are to help the children understand that they are loved, respected, and valued, even if their behavior/actions are not.

When necessary, staff should outline the problems for children and encourage them to think of solutions.

Staff should help children to take responsibility for their actions. For example, cleaning up after work or caring for their environment.

Adults use observations and recordkeeping to identify possible reasons for unwanted behavior.

IN CASE OF PERSISTENT INAPPROPRIATE BEHAVIOR

A child may be briefly separated from the group, but only long enough to gain self-control, and will be in view of, supervised, and supported by the teacher or substitute teacher. The child's parents/guardians/caretaker should be involved.

The Director and/or Teacher will discuss the situation with the parents/caretaker to find the possible cause of the behavior.

The Director and/or Teacher will develop strategies together for dealing with unwanted behavior that could be implemented at home.

Should it be necessary, and with the consent of the parent/caretaker, advice and assistance will be sought from the group. This may be a temporary or permanent measure.

BIRTHDAY OBSERVANCES

"We shall walk together on this path of life, for all things are part of the universe, and are connected with each other to form one whole unity." -Maria Montessori.

The Montessori birthday celebration, referred to as the "Celebration of Life," or "Walk around the Sun," is one of the most moving traditions we come together for in our classroom, which combines your child's "first history" with scientific information, music, performance, and general happiness into a short and lovely narrative of your child's life on earth. Parents are encouraged to attend this special event honoring their child.

During the Planning Stage:

- Please contact your child's classroom teacher to confirm the date and time well in advance of the celebration.

- Bring pre-prepared, ready-to-serve, individual servings of healthy, nut-free choices: freshly cut fruit or fresh vegetables. No juice boxes, please; no cupcakes or sugary treats.
- Students with food allergies or dietary preferences/restrictions may have special treats stored in class. They can eat during these special occasions.
- Select and bring a picture representing each year of your child's life. If your child is now 5 years old, bring 5 pictures (including one for the day (s)he was born).
- We refrain from distributing the goody bags on the school premises. You are welcome to come in with a special art, craft, or science project. Kindly discuss it with the teacher during the planning stage.
- Upon arrival, sign in on the visitor log, take a guest pass, and wait to be escorted to the classroom. Enter the classroom number, then wait until someone invites you in. Sign in the visitor log, and sit down in the chair offered to you once in the classroom.

During the Celebration:

- The child being honored will be tasked with arranging the months of the year around a candle (representing the sun).
- The child will be encircled by her parent/s, teachers, and friends as she/he begins her/his journey (walk) around the sun while holding a globe. Each orbit around the sun represents 365 days, 12 months, or one year of that child's life. As we sing "The earth goes around the sun," this ritual reminds us that, on a deeper level, the child is experiencing time and place, geography, and even history.
- The children listen intently as Mom and Dad show photos of their child and discuss major events and milestones since the child entered the world.
- The lead teacher will lead you through a series of questions. When prompted, hold up the picture that shows your child when (s)he was first born and provide one short comment about this event. (Example: When Olivia was born, it was a rainy day in Mountain View, CA.)
- Your child will orbit one more time, kids will sing, and at the end of the rotation, the teacher will ask you another question regarding the first year's milestone, so on and so forth.

Montessori classrooms have mixed ages, which allow children to reflect on what they were like at three years old and envision what they will be like when they turn five, when they see a visual timeline of their friend's birthday celebration pictures. Often, a child who was shy in her first year evolves into a confident second- and third-year student who proudly orbits the sun and even begins to interject as her/his parents and tell her/his story. It is a time for the child to reminisce on her life, to engage in public speaking, and to be celebrated by friends and united by love. The most beautiful aspect of this occasion is the emphasis on connection to the planet and on sharing the miracle of human existence. We end the circle with a special song and sign "We celebrate your birth and your place on the earth, May the sun, moon, and stars bring peace where you are" in the tune of Happy Birthday to you. Parents are welcome to read one short book of their child's choice.

After the ceremony:

Children will be recognized in class on their birthdays with the Montessori Birthday Celebration. If you wish to send in a treat for your child's birthday, please speak with your child's teacher. We prefer that parents send in fruit, fresh vegetables, healthy crackers, or cheese. Do not bring in any sugary snacks, and please be mindful of classroom allergies.

Yellow Acorn's Birthday Book Program is a fun and easy way to celebrate your child's special day. Ask your child to pick a favorite book, then choose someone special in your child's life to visit us and read it to the class.

To commemorate your child's birthday, donate a copy of the book to the school. The teacher will write your child's name and birthdate inside the book.

For safety reasons, we cannot light birthday candles in the classroom.

We do not distribute goodie bags or gifts in the classroom. You may come in with an art, engineering, or science project that kids can take home as a keepsake. This must be discussed with your child's head teacher in advance.

You, your child, and a friend may help serve any food you have brought in. Help clean up and take all items you brought home.

TOILET TRAINING

Early Childhood students attending Yellow Acorn Montessori in 2026-2027 are expected to be toilet-trained, or at least at the tail end of toilet training and actively working on this developmental stage. If you are concerned about this, please speak with your child's head teacher.

PERSONAL BELONGINGS

Children may not bring any personal belongings to school, such as toys, stuffed animals, and books. All children need a small backpack to transport their lunch/snack and work and/or notices home. The backpack should be large enough to fit all belongings (lunch, snack, water bottle) and labeled with your child's name. Please ensure the backpack is appropriately sized for your child's height for comfort and safety.

PARENT VOLUNTEERS

A joint effort of parents and staff is the most effective way to provide a quality school environment. We welcome your visits and participation in our classrooms. Please speak with your child's teacher and/or the school director about how you can help or present on a topic in the classroom. You will receive notices about class parent meetings early in the school year. This is a wonderful opportunity for you to be actively involved in your child's school experience and to meet other parents.

Yellow Acorn Montessori is a non-denominational, secular community rooted in the Montessori pedagogy. We recognize that a child's cultural identity is a fundamental human need. Our goal is to provide an environment where global traditions and worldviews are respected and explored through an objective, sociological lens. We do not practice or promote a single faith; instead, we celebrate the diverse ways humans seek meaning and community. We invite families to share their traditions as part of our global curriculum, fostering a sense of belonging and mutual respect for all.

Although we cannot take our preschoolers on field site visits around the world to immerse them in diverse cultures, we can, in some ways, bring the world's cultures to our classrooms. By infusing cultural activities such as music and movement, art, storytelling, and food tasting, teachers can broaden their own and children's understanding and appreciation of diverse cultures, beginning with those represented in their own classrooms. Some developmentally appropriate activities include inviting parents to share special traditions through language, books, family photos, stories, culturally unique clothing, musical instruments, favorite songs, snacks, and celebrations. These activities provide a sense of belonging for every child in the program while helping children develop an appreciation for differences. For preschoolers, emphasizing the role of immersive sensory experiences in cultural learning is key.

We invite parents to partner with us to celebrate diversity in their classrooms by bringing authenticity to these presentations. Side by side with teachers, parents can help their children in:

- Emerging Imagination
- Developing reason and abstract thought
- Developing morality and ethics
- Increased social awareness and social order
- Emerging global perspective
- Cosmic belonging – being a part of the greater

Prior to approaching your child's classroom teacher with any cultural presentations, please consider the following:

- Think through the activity's objectives, then discuss them with the head teacher. Some suggestions are:
 - Introduce children to various cultures
 - Familiarize them with the world

- Showcase basic historical concepts
- Introduce various art forms
- Instill respect for nature and ecological systems
- Exposing them to a variety of cultural music and enhancing their auditory skills.
- Think about engaging children in activities that connect them to what they are already familiar with.
- Discuss clearly what materials you bring (name and author of book, brand of art materials, name/description of the cultural objects, ingredients of the food prep, recipe, etc.).
- Include visual information so that teachers can guide you to make the activity age-appropriate, check for any restricted food items due to allergies, and seek necessary permissions from other parents via the head teacher. If you bring any healthy food for tasting, please provide teachers with cutlery and paper plates, and bring the food ready to serve.
- Please note that goodie bags are not permitted for any presentations. You may engage the children in a project that will culminate in a take-home memento, such as paper lanterns, making or decorating clay pots with stickers/paint, making lucky charms, or stamping red envelopes. We encourage crafts that are instructional and educational, process-based, and child-centered. All materials should be prepped and ready before parents arrive.

Upon arrival, sign the guest log, state the purpose of your visit, and obtain a visitor pass from the front desk. Administrators will guide you to the classroom.

After the presentation, please help teachers clean up the activity, sign out at the front desk, and return the visitor pass.

CLASSROOM OBSERVATION GUIDELINES

We encourage all parents to schedule classroom observations during the school year. Observations may be scheduled beginning in November, allowing children time to settle into the environment and develop a sense of independence and ownership within the classroom. We refrain from parent observation in September and October, as children are still adjusting to the new environment.

Scheduling Your Observation

Parents are welcome to observe at any time; however, we recommend scheduling your visit through the office in advance. The best observation time is typically around 9:15 a.m., when children are fully engaged in their work cycle. Scheduling ahead also helps avoid overlap with other observers or special classes such as Music or Mandarin. Upon arrival, please sign into the guest sign book and state the time and purpose of your visit. Obtain the guest pass.

Preparing Your Child

Before your visit, please let your child know that you will be coming to quietly observe them as they work. Explain that you will sit in a designated chair for about 20 minutes and will return again at dismissal time. Please note that your child may behave differently than usual during your visit. Young children often find it challenging to balance their excitement about seeing a parent with maintaining their independence in the classroom.

During the Observation

If you are observing from the observation window, please remember to turn the hallway lights off. This way your child cannot see you. A designated observation chair will be provided for you. We kindly ask that you remain seated rather than moving around the classroom. Your child may approach you for reassurance or affection. A brief hug and gentle encouragement to return to work is usually most helpful. Please refrain from initiating conversations with children or teachers during the observation period. If another child greets you, feel free to respond politely and let them know you are there to observe their work.

Children may offer you snacks or beverages as part of their Grace and Courtesy or Food Preparation activities. You are welcome to politely accept or decline.

Kindly refrain from taking photos, audio recordings, or videos of children and staff. During classroom observations, photos and videos should not be taken inside the classroom.

During school-wide celebrations (such as Moving Up Days, holiday sing-alongs, performances, etc.), families should focus photos and videos specifically on their own child whenever possible and avoid capturing other children.

As part of our school policies, families complete photo consent forms regarding how and where their child's image may be used. Some families choose not to have their children photographed or to share them publicly, including on social media. We ask all families to help us honor and respect those preferences. If you need a picture with your child, you can ask the office to provide assistance in advance.

What to Observe

As you watch the classroom, you may notice:

- The variety of activities children choose
- Interactions between children
- Respect for the environment and classroom materials
- Different levels of concentration
- Growing independence and self-direction

Questions and Follow-Up

Please feel free to write down any questions or observations after your visit and leave them in the designated tray or hand them to the head teacher (s). A teacher will follow up

with you as soon as possible. We are also happy to schedule a meeting to discuss your observations further.

GIFTING GUIDELINES

If families would like to gift teachers or staff during the holiday season, Teacher Appreciation Week, or the end of the year, we ask that you follow school guidelines. Gifting is completely optional and never expected. Meaningful gestures, such as a handwritten note or a drawing from your child, are often the most cherished by our teachers. If you'd like to give a gift as a token of appreciation, we kindly request that you limit contributions to \$20 per family for the classroom teachers. This helps us maintain consistency and ensures that all members of our community feel comfortable and included.

Please know that your gratitude, trust, and partnership are truly the greatest gifts we receive.

MODIFICATIONS TO THIS OR OTHER POLICIES

Any policy that does not respect and promote the dignity, independence, integration, and equal opportunity of people with disabilities will be modified or removed. Our policies are maintained and updated regularly to reflect our practices, protect our employees, and best serve our students. Yellow Acorn Montessori reserves the right to modify or change the policy anytime with notice to the families.



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