

Palisades Montessori

A Neighborhood Preschool Since 1984



Palisades Montessori Infant and Toddler Community Handbook

Welcome!

Palisades Montessori is part of over 100 years of Montessori tradition in offering children the experience of joyful learning. Our beautiful infant and toddler community provides activities, materials and lessons that are suitable for the developmental needs and interests of children from the ages of three months through three-and-a-half years. Individualized learning, appropriate challenges and freedom to choose allow even the youngest children to develop confidence, independence, exploration and critical thinking skills, grounded in the real-life experiences of participating in a community.

Our team will aid children as they transition to their new classrooms with loving, sensitive care. They will give particular support and attention to each child's needs as children become acclimated to the classroom and new friends. Their day will consist of lessons, work, activities and play in the classroom environment, as well as exploration outdoors. Our beautiful neighborhood and nearby parks will provide natural outdoor environments for extended gross motor activity and play, with careful supervision.

Children who have reached the age of three months are eligible to enroll in the Palisades Montessori Infant and Toddler Community's programs. As children approach 36 – 40 months of age, Palisades Montessori will support each child's transition to their chosen Montessori Primary program.

Contact Information

Palisades Montessori Infant and Toddler Community
5104 Macarthur Blvd. NW
Washington, DC 20016
www.palisadesmontessori.com
(202) 537-6807
Fax (866) 411-5090

To reach the Palisades Montessori Infant and Toddler Community during operating hours, call the school's direct line: (202) 537-6807. This number is always monitored and voicemails will be picked up within one hour if during normal business hours (8:00 AM – 6:00 PM).

Facility Management

Palisades Montessori is licensed by the Office of the State Superintendent of Education of the District of Columbia ("OSSE"). The Palisades Montessori Infant and Toddler Center's adult to student ratio for students from birth to 24 months of age is 1:4. The adult to student ratio for students for students aged 24 months and older is 1:6. The adult to student ratio for students aged 30 months and older is 1:8.

Palisades Montessori first opened its doors to the community in 1984. Our owner, Heather Gustafson, has operated the program since 2013. Our Director, Gwendolyn Hines, brings 20+ years of experience as a Montessori teacher and professional trainer to the team. Sharing teaching responsibilities with her is a growing team of loving and attentive Assistants and Teachers. The whole team participates in regular training and consultations in Montessori theory and practice.

Operating Hours and Ages

The Palisades Montessori Infant and Toddler Community operates year-round each Monday through Friday, with the exception of federal holidays, teacher professional days and regular school vacations, which are communicated through the school's website. Our 10-hour, daily program (8:00 AM – 6:00 PM) provides a positive learning experience for infants and toddlers. The infant classroom and toddler classrooms each have defined environments within an open-plan facility. Opportunities to cultivate refinement of movement, communication, independence, and order abound in our warm, nurturing environment.

Students with Special Needs

Palisades Montessori Infant and Toddler Community does not discriminate on the basis of national origin, race, color, religion or disability in the admission of students, the employment of staff, or administration of its policies. Children with special needs may enroll if their developmental and social needs can be met with reasonable accommodations and without fundamentally altering the educational and developmental program offered by the school's facilities and staffing capabilities.

Developmental Philosophy

The Palisades Montessori Infant and Toddler Community's program is designed and continually updated to help each child flourish. Caregivers guide each child to activities and lessons suited to the child's age, interests, and skills. The curriculum and learning environments are designed with the developmental needs of infants and toddlers in mind.

Movement

Opportunities for purposeful movement include gross and fine motor activities that engage the hand, body, and mind. Mats, mirrors, mobiles, and low bars to support movement may all be present in the environment in order to challenge children to new goals. Practical Life activities give both older and younger children items to manipulate with their hands, developing dexterity. Through purposeful movement, children gain the ability to navigate their environment, develop their senses, and coordinate their bodies and minds.

Communication

Our environments are language-rich, immersing each child in "whole communication" experiences that engage the senses and create connections between objects, gestures, words, symbols, and ideas. We intentionally appeal to the child's "absorbent mind," which facilitates the easy acquisition of thousands of words as they grow from birth to six years old, along with developing fluency in one or more languages. Each day, infants and toddlers learn that every object has a name. Younger children practice and use sign language for the most important needs that govern their lives, while they gain the ability to speak. Opportunities for conversation abound when children are ready. Caregivers make careful observations and speak thoughtfully, clearly, and briefly so that children learn to communicate their needs, interests, observations, and questions.

As the children experiment with communication and reach the later months of their toddler years, they will know and name objects in their indoor and outdoor environments. They will also combine and transpose words to communicate and express themselves in speech, song, and dance, forming a strong foundation for future language development.

Independence

Independence stems from all areas of the Montessori curriculum. Practical Life exercises allow children to develop care of self, as well as of the home and classroom environments. They also build concentration (focus), refinement of small and large movements, the ability to sequence steps in an activity, the child's sense of order, and attention to detail. The exercises isolate and combine a range of skills required to prepare meals and snacks, dress oneself, practice self-care, master toileting, and beautify and maintain the community environment. The activities also progress in difficulty over time, as a child is ready for new challenges. Over time, the Practical Life exercises support the growth of executive functioning and self-confidence.

Order

Young children continuously build their internal sense of order from their external environment. We take great care in ensuring our physical learning environments, routines, and caregivers are consistently prepared so that each child's inner sense of order can blossom. A child's blossoming sense of order can be seen in a love of routine, a desire to keep personal and shared belongings organized, and an affinity for peaceful interactions with other children and adults.

Preparing to Join our Community

Infant and Toddler Classroom Supply Lists

One daily home-to-school tote bag:

- Meals (please see "meals and snacks" charts for family- and school-provided foods)
- Indoor slippers or soft shoes
- Water bottle for children 6+ months of age who are drinking water
- Spare clothing set labeled and stored in a bag (including socks)
- Wet bag for used clothing (please check daily for items that need laundering)
- One sleeve of diapers or pull-ups (approximately 10-15 diapers)
- One pack of wipes
- Diaper balm if needed, with a written statement authorizing its use

Outerwear, as needed:

- Jacket or raincoat
- Hat
- Mittens
- Rain/snow boots or shoes

One weekly naptime supply bag for children older than 12 months who are sleeping on a cot:

- Flat (non-fitted) sheet for daycare cot
- Coverlet or small blanket
- Small pillow if used

All required forms must be submitted on paper to the office before your child can begin services. We do not accept emailed forms. Forms are always available for download on the Palisades Montessori

website, www.palisadesmontessori.com. Physical examinations, and dental examinations for children older than three years, must be within one year of the exam date, and must be signed by the provider. No exceptions will be made to forms at any time for any reason!

Typical Daily Schedule

A typical daily schedule at Palisades Montessori includes individual and group activities or lessons, as well as daily time in gross motor play both inside and out of doors.

Infant Community Schedule

- 8:00 – 9:00: Arrivals
- 8:30 – 6:00: Daily infant program
 - The children will have support from teachers and assistants while resting, feeding, participating in diaper changes, and interacting with their environment and materials.
 - When 12 months or older, children will have more lessons in independence, which largely include Practical Life activities.
 - The children will go outdoors for a walk and outdoor play at a nearby park or forested area. Outdoor time will vary depending upon the children’s needs; however, it will occur daily in most weather conditions.

Toddler Community Schedule

- 8:00 – 9:00: Arrivals. Please note that at 9:00, the Montessori work period begins. All children should arrive before 9:00 am in all classes, unless a doctor’s note is provided or there is a serious emergency at home that would require a later drop-off. *All late drop-offs should be communicated by phone, using the school phone number.*
- 9:00 – 10:30: Morning work period
 - Individual lessons will be shared by the teachers during this time period from the various learning areas in the classrooms.
 - The assistants will support the children as needed in independence.
 - The children will take turns preparing their morning snack, with water always available.
- 10:30 – 11:45: Snack and outdoor time
 - The children will share their morning snack.
 - The children will go outdoors for a walk and outdoor play at a nearby park or forested area. Outdoor time will occur daily in most weather conditions. On days of bad weather, the children will have time for gross motor play indoors.
- 11:50 – 12:30: Lunch
- 12:30 – 2:00 PM: Rest / naptime
 - Following lunch, the classroom area will be quiet and soothing to allow all children to rest and sleep.
- 2:30 – 5:30: Afternoon program
 - The afternoon program includes art projects, circle-time songs, and stories with caregivers or sometimes the Palisades Library staff. The children will participate in a variety of activities while still fostering the Montessori approach.

- The children will take turns preparing their afternoon snack, with water and milk always available
- 5:30 – 6:00: Dismissal
 - The children will receive support in preparing their personal belongings for dismissal

Arrival and Dismissal Plan

Please read the arrival and dismissal plan carefully. Noncompliance could result in dismissal of your child from our school, or suspension of our permits to operate.

On time, consistent arrivals are critical to a child’s sense of order. Brief goodbyes are easiest on the child’s emotions and transition into the community. A consistent farewell routine is also essential.

- Please park your car legally a long MacArthur Boulevard or on adjacent streets using any one-hour, two-hour, or metered parking space.
- Walk into the front entrance and sign in.
- Your child should walk if possible!
- If your child cries or struggles emotionally, our teachers and assistants will assist in the transition.

On your first Family Visit, we invite you to stay for 30 minutes for an observation in order to help your child with the transition to school. We will provide more details about your Family Visit upon your enrollment.

Dismissal will occur in a similar manner:

- Infants can be picked up directly from their caregivers.
- Toddlers will be guided to the front entrance for dismissal.

While our dismissal window is normally from 5:30 PM to 6:00 PM, parents and caregivers are welcome to come in for earlier pick-ups. If a child is to be picked up earlier, parents should call the program with advance notification by phone.

Late Pick-Ups

A child picked up more than 10 minutes late will be charged \$10 for the first 10 minutes and two dollars for every additional minute. This will be invoiced through our payment portal. It is helpful to the school staff if you call when you become aware that your schedule has unexpectedly been delayed.

Releases

Children will only be dismissed to their parents or another adult on the approved caregiver list. If your child is going home with a friend or relative who is not on the approved caregiver list, please notify the school office in advance in writing, either by handing a note to the Director or sending an email.

Snow Policy

Palisades Montessori takes its cues from the District of Columbia Public Schools, the (federal) Office of Personnel Management, and from the Office of the Mayor regarding inclement weather and other emergencies.

- If DCPS is closed, we will also be closed.
- If DCPS has a two-hour delayed start, we will have a two-hour delayed start.
- If snowy or serious inclement weather day occurs on a day that DCPS does not have school, a notification to the Palisades Montessori parents will be emailed by 6 AM to inform if the school will be open, delayed, or closed.

Parent Participation and Communication

Growth and development occurs at every turn during this all inspiring, critical period in a child's life. Parents have consistent and varied opportunities to engage with our infant and toddler teams to learn more about their child's program and progress.

Contacting the program: Gwendolyn Hines, Director, is always available to discuss your child's school experience. Please reach out to Miss Gwen on the school's main phone number: (202) 537-6807. If your message is more urgent, you can contact her by her cell phone: (301) 291-5129. If calling, please contact Miss Gwen before 6:00 PM, and only for emergency reasons after that time or on weekends. You can always also reach out by email: gwendolyn@palisadesmontessori.com.

Community newsletters: The school will share newsletters from the infant and toddler classrooms with photos and important updates and resources, using both our Montessori compass system, and our school email platform.

Daily updates: The classrooms will share regular updates with parents via Montessori Compass. The infant community will receive daily feeding, sleeping, and diapering information, plus additional information. The toddler community will receive daily sleep and snack lunch schedules, plus additional information.

Parent conferences: Parent conferences will be scheduled at least twice a year. Conferences will give parents an opportunity to share observations, raise questions, and learn about their child's growth. This is a wonderful opportunity to discuss strength and interests, recent developments, and developmental areas that need more attention or support.

Parent observations: An observation morning, called a Family Visit, is a part of each family's transition to our program. This visit can be as short as a half hour, or as long as one hour. Parents will receive more information about the observation upon enrollment.

Parent volunteer opportunities: Parents and special friends are welcome to support occasional projects in the classroom. Toddler community parents are additionally welcome to offer simple cultural and holiday celebrations, age-appropriate demonstrations, or music / movement activities. Please contact Gwendolyn Hines to volunteer such opportunities.

Disclosure of information: Personal, family, and enrollment information will be kept for at least three years after your child leaves the school. Automatic access will be allowed for teachers, administrators, and licensing inspectors. Written permission by a parent or legal guardian is required to allow access to anyone else.

Referrals: Our program staff are responsible for observing and assessing the progress of each child. When there is an area of concern about the child's progress, development or behavior, the school will

schedule a conference with the child's parents or guardians to share the concerns and observations. If one of the steps to address the concern is a referral to a specialist or to the DC Early Stages program, it is understood that all results from the referral, screening, or evaluation will be shared with the child's teacher(s) and Director, in order to best serve the needs of the child.

Outdoor and Transportation Policy

Children at Palisades Montessori will never participate in offsite field trips by car, bus, or van. Children will participate in supervised walks around the neighborhood to visit nearby playgrounds or storefronts, for the purpose of learning about the community. Students will not be permitted to participate in neighborhood walks without a signed outdoor and transportation policy form, which is part of the enrollment contract. It is expected that all students will have a signed form, in order to allow for all the students to enjoy these wonderful experiences.

Tuition Policies and Withdrawal of Children

Please refer to your enrollment contract for details regarding tuition and withdrawal policies.

Clothing and Toileting

When dressing your child for school please keep the following in mind:

- Clothing should be comfortable and encourage independence and dressing.
- Snaps and zippers are discouraged. Elastic waist bands will be more comfortable and easier for your child to manage.
- During the school day, there are both indoor and outdoor activities during which clothing may become wet, dirty, or stained. Children should wear clothing that allows them to move easily and comfortably; and have changes of clothing on hand when needed (per the supply list). A change of clothes should be brought to school each day in the child's tote bag, in addition to the spare set that remains at school. When a set is returned to be washed, do your best to return a clean set the next day.
- All clothing and personal items need to be labeled.
- Children must wear closed-toe shoes. No exceptions. Slip-on shoes such as Crocs will not be permitted!
- The children will go outside in all kinds of weather. Please check the forecast and dress appropriately. Send your child with a waterproof coat and rain boots on rainy days, and full snow gear on snowy days. Children will not be permitted to walk or play outdoors if they do not have the appropriate outerwear on hand.
- Please avoid having your child wear special clothing, costumes, or other items that would cause distress or be damaged or lost. These items will need to be changed if they are worn to school.
- Toys, stuffed animals, costumes, and related items must be left at home. We cannot be responsible for personal items that are lost or damaged.

Toilet learning is an important part of your child's daily activities at the Palisades Montessori Infant and Toddler Community. Please note: Whether using diapers or cloth underwear, your child will have a

chance to use our bathroom and changing areas in ways that encourage toilet independence. Children younger than 24 months of age will have opportunities to use a variety of changing areas with increasing independence leading up to regular toilet use. Toileting will become a routine part of every 24-month-old child’s daily experience. We will discuss when your child is ready to make a transition from diapers to cloth underwear.

Safe Sleep Practices

Children are always supported during their naptime transitions. Infants under the age of 12 months who show signs of sleepiness are placed on their backs in their individual cribs. The program provides a fitted sheet for each crib mattress, which is laundered and changed frequently. Parents should choose snug-fitting, breathable clothing such as footed onesies. Wearable blankets are permitted; however, please note that wearable blanket must be accompanied by a signed note authorizing the program to use it. No other items will be allowed in cribs. In order to ensure safe sleep practices, the program will not provide or allow extra covers, soft items, swaddling materials, or positioning devices.

Meals and Snacks

Our meal and snack plan builds home-to-school connections while supporting transitions from bottle-feeding to solid and traditional foods.

Note: *We are a peanut-free school. Peanuts, peanut products and peanuts containing traces of peanuts will not be allowed on the premises.*

	3-5 Months	6-11 Months	12-18 Months
Morning meal / snack	4-6 fl oz breast milk or formula	A portion of this meal can be saved and brought to school, as long as the remainder is consumed at home: ¹ 6-8 fl oz breast milk or formula 0-4 tbsp. vegetable, fruit or both	Palisades Montessori will provide: ½ oz of grains (such as bread or cracker) with spread ½ cup serving of vegetables or fruits
Lunch	4-6 fl oz breast milk or formula	6-8 fl oz breast milk or formula 0-4 tbsp. cooked, solid food ²	Lunch from home should include: 1 – 1 ½ oz meat or vegetarian protein

¹ Note: Children older than six months should have breakfast at home and leftovers, if any, can be brought in to school.

² Cooked or solid food may include infant cereal, meat/fish/poultry, whole egg, beans/peas, cottage cheese, yogurt, up to 2 oz solid cheese

		0-2 tbsp. vegetable, fruit or both	$\frac{1}{8}$ – $\frac{1}{4}$ cup vegetables $\frac{1}{2}$ oz grains Palisades Montessori will provide a serving of fruit and milk to drink.
Afternoon meal / snack	4-6 fl oz breast milk or formula	2-4 fl oz breast milk or formula 1 serving of grains: $\frac{1}{2}$ slice of bread 2 crackers 4 tbsp. cereal	Palisades Montessori will provide: $\frac{1}{2}$ oz of grains (bread, cracker) with spread $\frac{1}{2}$ cup serving of fruit

Breastmilk Preparation

Each bottle must be labeled with the child’s name and date. Bottles will be stored in the refrigerator between 35°F to 40°F upon arrival, warmed and provided. Empty bottles given back to parents at regular dismissal time to be cleaned and sanitized at home. We accept frozen breastmilk labeled with the child’s name and date, and will store it for up to two months. Fluid breastmilk can be stored for up to 24 hours in the refrigerator.

Formula Preparation

Each container of formula must be labeled with the child’s name and date provided. Formula will be prepared according to written instructions provided by parents or the child’s health care practitioner, and bottles and accessories will be returned to parents as needed. Leftover formula will be discarded within one hour of feeding.

Solid Food

Each solid food container must be labeled with the child’s name and date. Children who are ready for solids will be invited to sit and eat independently, using our tables and chairs. They will practice using provided spoons and drinking cups for water or milk. This ritual helps prepare them for the transition to the Toddler Community. Freshly prepared food will be stored in our refrigerator upon arrival. Unopened canned and bottled food will be stored at room temperature. Any leftovers will be stored in the refrigerator and returned to parents, or discarded at the end of the day.

Additional Information for Toddlers 18-40mo.

Will have one main meal and two snacks with water and milk available throughout the day. Students are expected to have breakfast and dinner at home; we do not serve breakfast or dinner. The main lunchtime meal is a daily celebration of grace and courtesy at a dining table with place settings. Snacks are eaten independently when children are hungry, either individually or in small groups.

Holidays and Celebrations

Birthdays: birthdays are very special and we look forward to celebrating them. Birthday celebrations are attended by parents and children in the infant or toddler communities. Please plan for your child's birthday celebration in advance.

For the infant classrooms, set up a date for your child ceremony by contacting Gwendolyn Hines or your lead Teacher one week before hand. Our caregivers will acknowledge your child's special day, and other infants might be interested to join the brief celebration. For the toddler classrooms, set up a date for your child's birthday ceremony by contacting Gwendolyn Hines or your lead Teacher one week beforehand. Your child's birthday ceremony will take place within 30 minutes of your pick-up or drop-off time, to ensure your child's celebration is convenient for you.

Seasons: The children will delight in observing the changing seasons through the classroom windows and outside on our nature experiences. The toddler classrooms will celebrate each new season around the date of each equinox or solstice, using seasonal materials, lessons, songs, and special meal-time celebrations and table decorations.

Family socials: We aim to celebrate the coming of each summer with a potluck garden party for the entire community. Other family socials may occur throughout the year. We will be in contact with you through our regular newsletters when such events are being planned.

Cultural celebrations: We value the many different holidays our multicultural student body celebrate, while honoring each child's need for routine. Parent volunteer participation is requested to bring these holidays to life. Parents are invited to contact Gwendolyn Hines to plan a visit to share a brief, age-appropriate holiday activity during the morning or afternoon.

Health and Safety Policies

Illness Policy

Palisades Montessori's health and wellness guidelines are as follows: Students with any of the following conditions must be kept home. Students will be sent home to rest and recover if these conditions become apparent during the school day:

- Fever of 100°F or higher
- Congestion or runny nose
- Vomiting or nausea
- Skin rash or eruptions of unknown origin
- New or worsening cough
- Shortness of breath or difficulty breathing
- Fatigue, muscle or body aches
- Headache
- New loss of taste or smell
- Diarrhea
- Drainage from the eyes
- Painful sore throat
- Parasites (nits, lice, etc.)

Communicable diseases (chicken pox, measles, scarlet fever, etc.) Students may also be sent home to rest and recover if and when Palisades Montessori believes, in its sole judgment, that the student's condition poses a threat to the health or safety of the student, or other students, or staff in the program.

A student who becomes ill at school will be separated from the group for rest, recover and control of contagion. The parent(s) and/or emergency contact(s) will be called. Ill students must be picked up within one hour after being notified of the illness. After one hour, the family account will be charged an additional \$15.00 per hour (or part thereof) related to the cost of providing isolated care.

NOTE: Students must be fever-free for 24 hours without the aid of fever-controlling medications before returning to school.

In response to the COVID-19 pandemic, the Parent Handbook has been amended with the October 2020 Amendment to Parent Handbook; [please click to view this important amendment](#).

First Aid

Bumps and bruises are a normal part of childhood. If a child is injured at school, the parents will receive a call from the Director or Teacher, stating the circumstances and treatment. In a true Emergency, 911 will be called first, and then the parents or guardians. A staff member will always be with the child until the parent or guardian, or medical services, arrives. All incidents will be documented by Palisades Montessori and submitted to the Office of the State Superintendent of Education using the required Unusual Incident Form.

Medication

To give any medication to your child, including diaper rash or other creams, you provide the Director with a signed form from your pediatrician, which is always available for download on the Palisades Montessori website. This includes ALL medications – even common, over-the-counter medications such as Tylenol. Never send medication, whether prescribed or over-the-counter, to school unless accompanied by the required, signed health forms. Medications should never be in a child's tote bag or in their possession at any time.

Discipline Policy

Appropriate behavior is elicited in a positive and clear way. The child who demonstrates inappropriate behavior will be reminded how to behave, with gracious language, modeling, and activities that encourage self-discipline. If the behavior continues, there are different steps that the Teacher and Assistant will use, depending on the individual child. Simple steps will be used, such as a suggestion to become involved in work, move to another table, or stay with the Teacher or Assistant for a brief period of time.

It is recognized that young children need time to develop awareness of socially-inappropriate behavior and to change behavior that is hurtful to self or others. If problems persist, despite the efforts by the staff to effect a change, parents will be asked to attend a conference to discuss the behavior issues and collaborate on next steps.

Prevention of Abusive Head Trauma (AHT) and Shaken Baby Syndrome (SBS)

Crying for periods of time is a normal part of child development. When a baby cries or fusses, our caregivers understand that it may be due to discomfort or an illness. Our caregivers are trained to respond appropriately by easing sources of discomfort throughout the period of crying. They will soothe, make conversation, gently rub the child's back, and softly rock the child in a supportive position. Our caregivers will never handle children in a rough manner, in order to prevent abusive head trauma and shaken baby syndrome. The signs of these syndromes include changes in sleeping patterns, agitation or confusion, convulsions or seizures, loss of energy, slurred speech, uncontrollable crying, and an inability to nurse or eat. If a child enrolled at the school appears to show signs of either of these syndromes, the school will notify parents and local authorities in order to secure immediate care for the child.

Emergency Contingency Plan and Fire Drills

Palisades Montessori will conduct a regular fire and emergency drills on a monthly basis. The children are simply told that it is a time to go outdoors, so as not to raise unnecessary fear or attention on "fire." Upon discovery or notification of a fire, or regular participation in a drill, all staff and children will immediately be notified and will proceed to evacuate the building. A floor plan detailing fire equipment and evacuation routes is posted in each classroom and reviewed annually by the District of Columbia FEMS. The staff shall assist children in evacuating the building and then proceed directly to the assembly area. The assembly area for drills will be the sidewalk adjacent to the program facility. The assembly area for true emergencies will be located Francis Scott Key Elementary School. A head count will be taken to ensure the safety of all children and staff. In the case of a fire or other true emergency, a staff member shall call 911 to alert the fire department from a safe location. Staff will then notify parents and guardians.

Reporting of Unusual Incidents

Palisades Montessori is required to report any unusual incident that may occur during our normal operations, including but not limited to:

- Death of a person occurring within the facility
- Injury to or unusual illness of any child that occurs during the hours the child is involved in care
- Damage to the facility, or to any facility equipment, that interferes with the capability of the facility to protect the health, safety, and well-being of the children and adults in the facility
- The presence of any individual in the facility who has or is suspected of having a communicable disease that must be reported to the District of Columbia Department of Health in accordance with Title 22 of the District of Columbia municipal regulations
- Any circumstance under which a child is deemed missing or on accounted for
- Any other occurrence at the facility that involves a response by police, fire, ambulance, or any other emergency service
- Child abuse laws require that anyone who suspects a child is being abused to report the matter to the police

Grievance Procedures

The Palisades Montessori Infant and Toddler Community is a community-based organization and we welcome collaborations with our families. Should you at any time have questions or concerns about your child's experience in our school, please inform the office immediately.

Questions related to tuition, arrival/dismissal policies, facilities, and other institutional matters should be directed to the school office at (202) 537-6807. Questions related to curriculum, schedules, transitions, parent events, and conferences should be directed to Gwendolyn Hines, Director, at gwendolyn@Palisadesmontessori.com.

Suspension or Termination Policy

Palisades Montessori may temporarily or permanently terminate any student's enrollment as follows:

Upon two weeks' notice:

- Failure to abide by school policies.
- School's program is not meeting the developmental or special needs of the student as determined by the school administration, in its sole and absolute discretion.
- Account is past due for seven days; and/or a pattern of disregard of tuition policies.
- Persistent pattern of late pick-up as determined by the school administration, in its sole and absolute discretion.
- Persistent pattern of failure to abide by the communication guidelines between parents and staff as set forth in the Parent Handbook.

Immediate suspension or termination without prior warning:

- The student's behavior or conduct is threatening or abusive to the mental or physical well-being or health of one or more of the other students, staff, or other persons at Palisades Montessori, and the school administration is unable to reasonably eliminate the threat.
- The parent's or guardian's behavior or conduct is threatening or abusive to the mental or physical well-being or health of one or more of the students, staff, or other persons at Palisades Montessori. Grounds for immediate termination within this clause include verbal abuse of students, staff, or other persons at Palisades Montessori. Examples of verbal abuse include, but are not limited to, use of profanity, loud talking, verbal intimidation, and/or making physical threats, on the phone, by email, or in person, to one or more of the students, staff, or other persons at Palisades Montessori.