



***PARENT  
HANDBOOK***

720.210.1177 • [victorymontessori.com](http://victorymontessori.com)  
11777 Sheridan Blvd. Westminster, CO 80020

**Table of Contents**

Welcome.....2

Contact Information .....2

Statement of Faith .....2

Admission Procedure .....4

Children With Special Needs {7.702.61C} .....4

Guidance {7.702.56} .....4

Illness.....4

When To Keep Your Child At Home .....5

Communicable Diseases {7.701.52-3}.....6

Medication {7.702.52-C}.....6

Abuse {7.701.53A-E} .....6

Accidents And Injuries .....6

Family Unification Plan.....6

Complaint {7.701.55}.....7

Fire/Tornado Procedure {7.702.82} .....7

Excessively Hot/Cold Weather .....7

Inclement Weather .....7

Diapering And Toilet Training .....7

Arrival/Pick UP .....7

Releasing of Children.....8

Parent/Teacher Communication .....8

Special Procedure .....8

Meals .....8

Child's Belongings .....9

Special Activities .....9

Visitors .....9

Holiday Closures .....9

Attendance Days .....9

Medical Leave .....9

Absences .....9

Financial Policy .....10

Tuition Late Fees .....10

Delinquent Accounts .....10

Charge For Late Pick-Up.....10

Withdrawal From Enrollment .....10

## **Welcome**

This 2021 Parent Handbook is designed to acquaint you with Victory Montessori. By listing our policies and procedures, we inform you of our purpose and desire to provide your child with the very best care. This is a flexible document. We reserve the right to make changes as necessary throughout the year.

Victory Montessori is an extension of the ministry of Victory Church. We are a state licensed center who provides traditional and Montessori education for young children, as well as childcare serves for children ages six weeks through kindergarten.

## **Contact Information**

*Address:* 11777 Sheridan Blvd. Westminster, CO 80020

*Phone:* 720.210.1177 (alternative phone/church office: 303.426.8888)

*Website:* [www.victorymontessori.com](http://www.victorymontessori.com)

*Center Hours:* Monday-Friday 7:00AM-6:00PM

*Office Hours:* Monday-Friday 8:00AM-4:00PM

## **Statement of Faith**

**HOLY BIBLE:** We believe that the Holy Bible, and only the Bible, is 100% of the Word of God. It is the final authority in determining all doctrinal truths. The Bible, in its original writing, is both inspired and inerrant (2 Timothy 3:16; 2 Peter 1:20-21; Proverbs 30:5; Romans 16:25-26).

**TRINITY:** We believe that there is one God, who is a Trinity, or Tri-Unity, of three distinct persons: the Father, the Son and the Holy Spirit. They are all co-equal and co-eternal (1 John 5:7; Genesis 1:26; Matthew 3:16-17, 28:19; Luke 1:35; Isaiah 9:6; Hebrews 3:7-11).

**JESUS CHRIST:** We believe that Jesus Christ is God the Son, the second person of the Trinity. Jesus Christ is 100% man and 100% God. He is the only man ever to have lived a sinless life (John 1:1-14, 20:28; 1 Timothy 3:16; Isaiah 9:6; Philippians 2:5-6; 1 Timothy 2:5).

**VIRGIN BIRTH:** Jesus Christ is the only-begotten Son of the Father, conceived by the Holy Spirit in the Virgin Mary. Therefore, Jesus is the Son of God (Matthew 1:18, 20, 23; Luke 1:27; Romans 5:12-21).

**SALVATION:** We are saved by grace (which is undeserved and unearned) through faith in Jesus Christ, His death, burial, and resurrection. Salvation is a gift from God, not a result of our good works or of any human efforts (Ephesians 2:8-9; Galatians 2:16; 3:8; Titus 3:5; Romans 10:9-10; Acts 16:31; Hebrews 9:22).

**CHRIST'S BLOOD:** Because Jesus Christ lived a sinless life, His blood shed on the cross of Calvary is 100% sufficient to cleanse us of all sins when appropriated individually through repentance and faith. Jesus allowed Himself to be punished for the sins we have committed, enabling all who believe to be freed from the penalty of sin (which is death) (1 John 1:7; Revelation 1:5, 5:9; Colossians 1:20; Romans 3:10-12, 23, 5:9; John 1:29).

**REPENTANCE:** Repentance is a commitment to turn away from sin in every area of our lives and to follow Christ. Through repentance we receive forgiveness of our sins and appropriated salvation (Acts 2:38, 3:19).

**CHRIST INDWELLS ALL BELIEVERS:** A Christian is a person who has invited the Lord Jesus Christ to come and live inside him by the Holy Spirit. He is putting his trust in what Christ accomplished for him when He died, was buried, and rose again from the dead (John 1:12, 14:17, 23, 15:4; Romans 8:11; Revelation 3:20).

**WATER BAPTISM:** After believing in the Lord Jesus Christ the new convert is commanded by the Word of God to be baptized in water in the name of the Lord (Matthew 28:19; Acts 2:38).

**THE CHURCH:** The church is the Body of Christ, the habitation of God through the Spirit, with divine appointments for the fulfillment of Christ's great commission. Every person who is born of the Spirit is an integral part of the church as a member of the body of believers (Ephesians 1:22, 2:19-22; Hebrews 12:23).

**THE LORD'S SUPPER:** The Lord's Supper is a unique time of communion in the presence of God when the elements of bread and wine (or grape juice), representing in some mysterious, spiritual way the body and blood of the Lord Jesus Christ, are taken by believers in remembrance of Christ's sacrifice on the Cross (1 Corinthians 10:16, 1 Corinthians 11:23-25; Mark 16:16; Acts 8:12, 36-38, 10:47; Matthew 26:26-29).

**BAPTISM IN THE HOLY SPIRIT WITH EVIDENCE OF SPEAKING IN TONGUES:** Initiated at Pentecost, Holy Spirit baptism is the promise of the Father, given by Jesus after His ascension, to empower the Church to preach the gospel throughout the whole earth. The primary purpose of speaking in tongues is to bring edification to the believer by enhancing his prayer life (Acts 2:1-4, 17, 38-39, 8:14-17, 10:38, 44-47, 11:15-17, 19:1-6; Mark 16:17; Joel 2:28-29; Matthew 3:11).

**SANCTIFICATION:** Sanctification is the ongoing process of being set apart for God, characterized by our yielding to God to complete the development of Christ's character in us. The lifestyle of developing righteousness and holiness is the evidence to all men that Christ's Spirit lives within us (1 Thessalonians 4:3, 5:23; 2 Corinthians 3:18, 6:14-18; 2 Thessalonians 2:1-3; Romans 8:29, 12:1; Hebrews 2:11).

**HEALTH AND PROSPERITY:** We believe that, as a part of Christ's work of salvation, it is the Father's will for believers to become whole, healthy and successful in all areas of life: 1) Spiritual (John 3:3, 11; 2 Corinthians 5:17-21; Romans 10:9-10). 2) Mental and Emotional (2 Timothy 1:7; Romans 12:2; Isaiah 26:3). 3) Physical (Isaiah 53:4; Matthew 8:17; 1 Peter 2:24). 4) Financial (Joshua 1:8; 3 John 1:2; Malachi 3:10-11; Luke 6:38; 2 Corinthians 9:6-10; Deuteronomy 28:1-4; Psalm 34:10, 84:11; Philippians 4:19).

**HEALING OF THE SICK:** Healing of the sick is illustrated in the life and ministry of Jesus, and is included in the commission of Jesus to His disciples. Healing is a provision of Christ's atonement on the cross, and is given as a sign which is to follow believers (Matthew 8:16-17; James 5:14-16; 3 John 2; Psalm 103:2-3; Isaiah 53:5; Mark 16:17-18).

**SECOND COMING:** Jesus Christ will physically and visibly return to earth for the second time to establish His Kingdom. This will occur at a time undisclosed by the Scriptures (Revelation 1:7; Matthew 24:30, 26:63-64; 1 Thessalonians 4:15, 17; 2 Thessalonians 1:7-8).

**RESURRECTION:** We believe that Jesus Christ was physically resurrected from the dead in a glorified body three days after His death on the cross. One day all believers in Christ will also be physically resurrected in glorified bodies to their eternal reward in heaven with God (Luke 24:16, 36, 39; Philippians 1:21-23, 3:21; 1 Corinthians 15:42, 44; John 2:19-21, 20:26-28, 21:4; Acts 24:15).

**HEAVEN:** Heaven is the eternal dwelling place for all who believe in Jesus Christ (2 Corinthians 5:1; 1 Peter 1:4; Hebrews 11:16; John 17:24; Matthew 5:3, 12, 20, 6:20, 19:21, 25:34).

**HELL:** After living one life on earth, those who have rejected Christ will be judged justly by God and sent to Hell, where they will be eternally tormented together with the devil and the fallen angels (Hebrews 9:27; Matthew 25:41; Revelation 14:9-11, 20:12-15, 21:8; Mark 9:43-48).

MARRIAGE AND SEXUALITY: We affirm chastity for Christian single men and women, fidelity for Christian married men and women, and the sacredness of Christian marriage. We define marriage as a union between one born a man and one born a woman and that romantic and sexual contact between the same sex is sinful (Exodus 20:14, Leviticus 20:13, Romans 1:26-27, 1 Corinthians 6:9-10).

### **Admission Procedure**

STEP ONE: Schedule a tour and personal interview with one of our directors.

STEP TWO: Complete an Enrollment Application and submit with non-refundable registration fee to reserve a spot for your child(ren).

STEP THREE: Fill out the listed forms and return to the office for your child's registration to become official.

—Application for Childcare

—Consent To Policy

—Information Sheet/Family Bio

—Emergency Contact Form

—Pick-Up Authorization

—Emergency Medical Authorization

—Medical Information Sheet

—Two-Year Health Plan

—Certificate of Immunization

(we do accept children who are not fully immunized, but exemption forms must be filled out and signed)

### **Children With Special Needs {7.702.61C}**

Victory Montessori will accept children with special needs if we feel we can be of help to them. We will assess each child on individual merit and determine if accommodations can be met.

### **Guidance {7.702.56}**

Victory Montessori uses a positive approach to guidance as indicated below:

- Re-direct the child to appropriate activities
- Praise the child for appropriate behavior
- Provide alternatives
- Use quiet times away from the group, with a maximum of one minute per year of age (beginning in toddlers)
- Keep children challenged, interested, and engaged

### **Illness**

Young children frequently become mildly ill. Infants, toddlers and preschoolers experience a yearly average of six respiratory infections (colds) and can expect up to two gastrointestinal infections (vomiting and/or diarrhea) every year. Please contact us when your child is ill and describe the illness. If a specific diagnosis is made (e.g. strep throat, conjunctivitis/pink eye, chicken pox, etc.), please inform our directors so that other families can be alerted.

There are instances when a child needs to remain home (or be sent home). If your child has a fever of 100 or above with other symptoms, or 100.4 with no other symptoms, he/she will need to stay home. Your child must be free of fever for 24 hours un-medicated before they may return. We also recommend keeping children home for 24 hours after immunizations. The following list gives guidelines for exclusion from childcare.

## When To Keep Your Child At Home

DISEASE	EXCLUSION IS NECESSARY
DIARRHEA (stools that are watery and frequency is twice what is usual)	YES — will be sent home if frequency is two times in one hour. Keep home for 48 hours after last episode.
CHICKEN POX	YES — children with uncomplicated chicken pox may return on the 6th day after the start of rash or until blisters are crusted over and dry.
CONJUNCTIVITIS (pink eye)	YES — if there is any sign of infection (i.e. discharge, irritation) child will be sent home. Keep home until 24 hours after treatment.
COXSACKIE VIRUS (hand, foot and mouth disease)	NO — may attend if able to participate in childcare activities.
FIFTH'S DISEASE	NO — child no longer is contagious once rash appears.
HEADLICE	YES — until the day after treatment
STEP THROAT	YES — until 24 hours after treatment, child has been fever free for 24 hours
HEPATITIS A	YES — until 1 week after onset of jaundice and when able to participate in childcare activities
HERPES	YES — if areas is oozing and cannot be covered
IMPETIGO	YES — until 24 hours after treatment
RINGWORM	YES — may return after treatment starts
SCABIES	YES — until the day after treatment starts
ROSEOLA	YES — seek medical advice. A child with a rash and no fever may return to childcare.
RSV (Respiratory Syncytial Virus)	Once a child in the group has been infected, spread is rapid. An infected child does not need to be excluded unless he/ she is not well enough to participate in usual activities.
MILD COLD SYMPTOMS (stuffy nose with clear drainage, sneezing, mild cough)	NO — may attend if able to participate in normal activities
UPPER RESPIRATORY COMPLICATIONS (large amounts of yellow-green nasal discharge, extremes sleepiness, ear pain, fever about 101)	YES — seek medical advice and decide whether your child should be in childcare
VACCINE PREVENTABLE DISEASES	YES — until judged not infectious by health care provider
VOMITING	YES — until 48 hours after last episode
YEAST INFECTIONS (thrust or Candida diaper rash)	NO — may attend if able to participate in childcare activities. Caregivers use good hand washing skills.

### **Communicable Diseases {7.701.52-3}**

Victory Montessori is required to report certain communicable illnesses, such as Campylobacter, Chicken Pox, Cryptosporidiosis, E. Coli, Giardia, Hepatitis A & B, Measles, Meningitis, Mumps, Rubella, Salmonella, Shigella, Tuberculosis, and Whooping Cough to the Colorado Department of Health disease control.

### **Medication {7.702.52-C}**

All medications, or individual special medical procedures shall be provided only by a (written order) prescription from a physician and the parent. Medication prescribed for a child must be kept in the original container with the child's name clearly marked.

Do NOT bring cough syrup, decongestants, Tylenol, or any other over the counter medication without written notice from your physician.

Medication is to be left with a director, not in the classroom. A qualified staff member will administer the medicine and log it on the medical form. Parents will be notified of the time medicine was given.

All refrigerated medications must be kept in the box in the white refrigerator in the kitchen. All other medications will be kept in a locked box (out of reach of children) in the office. When medications are no longer needed, medications will be returned to the parents or be destroyed.

The procedure for storing and administering children's medicines and delegation of medication administration is in compliance with Section 12-38-132, C.R.S., of the "Nurse Practice Act."

### **Abuse {7.701.53A-E}**

Child abuse and neglect can occur in childcare settings as well as in families. Colorado law requires that all cases of known or suspected abuse and neglect in any setting be reported. If you believe that your child has been abused, you should seek immediate assistance from your country department of social services. The telephone number to report child abuse in our county is: Jefferson County Department of Human Services 303.271.4131. Colorado requires that childcare providers report all known or suspected cases of child abuse or neglect.

### **Accidents And Injuries**

If there is an injury to your child, the staff will fill out an accident report detailing the injury and the first aid that was performed when the accident happened. If the injury is serious, you will be notified before pick-up. If it is an emergency, we will call 911 and then notify you.

### **Family Unification Plan**

In the event of an emergency that involves evacuation of the building, parents will be notified using the information provided on the Emergency Contact Form. Local media will announce that Victory Montessori's Family Unification Plan has gone into effect. Children will be supervised and remain with a staff member until they are reunited with their family at the Northwest corner of 112th and Sheridan Blvd.

Northwest ER  
11230 N. Benton Street  
Westminster, CO 80020

### **Complaint {7.701.55}**

Montessori Centers play an important role in supporting families, and strong families are the basis of a thriving community. Your child's educational, physical, emotional, and social development will be nurtured in a well planned and run program. Remember to observe the program regularly, especially regarding children's health and safety, equipment and play materials, and staff. For additional information regarding licensing, if you have concerns about a childcare facility, or to file a complaint, please consult Colorado Department of Human Services.

Colorado Department of Human Services  
Division of Child Care  
1575 Sherman Street  
Denver, CO 80203  
303.866.5958  
1-800-799-5876

### **Fire/Tornado Procedure {7.702.82}**

For fire emergencies, all children are evacuated from the building according to established procedure. For tornado emergencies, all children are escorted to the interior hallways, away from windows and flying objects. Infants only are placed in an evacuation crib for emergency exiting. Children will remain on the Victory Church property until picked up by an authorized adult.

### **Excessively Hot/Cold Weather**

No children will be allowed to play outside for long periods of time when the weather is excessively hot or cold. Staff is responsible for applying sunscreen to each child and written permission for sunscreen is required for each child. Recess will continue to be a part of our curriculum provided the weather is conducive to play outside. Please provide your child with boots, hats, coats, and mittens when the weather is excessively cold. Parents are also responsible for supplying sunscreen for their child for any outside time.

### **Inclement Weather**

In severe snow storms or inclement weather that would necessitate the closing of Victory Montessori, you will be notified via text message through the Brightwheel app. In the event that children need to be dismissed before the regular closing time, parents will also be notified for early pick up. There will be no reimbursement of tuition for these days.

### **Diapering And Toilet Training**

Wet or soiled diapers and clothing will be changed promptly. Procedures established by the Health Department are followed by staff members. We have a dirty clothes bin located in the office for parents to pick up your child's belongings after accidents. Children under the age of two are not toilet trained at Victory Montessori. Once children turn two, staff encourages the children to use the toilet with parental permission. The staff uses positive techniques in teaching children potty training skills.

### **Arrival/Pick UP**

We ask that each child be accompanied to the entrance of their classroom by the parent or responsible adult. Entrance into the building must be from the west double doors. Please do not leave or pick up your child without checking him/her in or out and using your signature through the Brightwheel app.

In the event that parents or authorized adults have not picked up a child at the close of the day, staff will attempt to message and/or call the parents or those authorized to pick up the child. If the staff is unsuccessful in contacting any of these adults, the Westminster Police Department will be contacted based on the discretion of the directors and those in authority.

### **Releasing of Children**

Please list all persons who may pick up your child on the Emergency Contact Form. Your child will only be released to persons listed by you. If someone other than the parent of the child comes to pick him/her up, they will be asked for identification by our staff. Parents must notify the directors prior to any change in who is allowed to pick up their child.

It is advised that new families to Victory Montessori keep an I.D. available the first two weeks when picking up their child(ren). This is to ensure that every teacher in your child's class has had the opportunity to meet you. If a restraining order has been placed on anyone on your Emergency Contact Form, a copy of the order must be submitted to the directors. It is imperative that this information be updated as needed.

In the event of a teacher believing that the person who picks up your child is under the influence of either drugs or alcohol, this person will be denied pick-up. These policies are for the protection of your children, and this decision will be made in the child's best interest.

### **Parent/Teacher Communication**

You may call or message us to request a conference with any of our directors or teachers any time you wish to discuss a concern or a problem regarding your child. Reports from the Fire Department, Health Department, and Social Services are available upon request.

### **Special Procedure**

Each teacher is required to be able to identify where children are located and are responsible for knowing the amount of children in their care at all times. In the unlikely event that a child is not accounted for at any time of the day, staff will follow proper procedure searching the building and playground. If the search is unsuccessful, the Westminster Police Department and parents will be notified immediately.

### **Meals**

A nutritious lunch is offered at 11:00AM and a snack at both 9:00AM and 3:00PM. If your child will be eating breakfast at Victory Montessori, our breakfast time is 7:30AM-8:00AM. We provide milk and utensils; parents provide the breakfast. If you are planning on arriving after 11:00AM, please feed your child lunch at home.

Lunch provides  $\frac{1}{3}$  of your child's daily food needs. The serving size is suitable to the child's age and appetite. Sufficient time is given for meals to be unhurried. Children are served family style (the teacher sits with the children at the table) which contributes to a more home-like atmosphere.

Table manners are encouraged. Meal-time prayers are done before each meal. The menu is posted on our website. No food substitutes will be made except for allergies diagnosed by a physician in writing or special diets prescribed by parents.

## **Child's Belongings**

Please be sure that all diaper bags, blankets, car seats, and all other belongings such as coats, gloves, etc. are labeled with the child's first and last name in permanent marker. Victory Montessori is not responsible for loss or damage to anything brought to the center.

## **Special Activities**

Victory Montessori sometimes offers some special activities from different organizations in our community. If you decide to enroll your child in one of these extra classes, please know that the teachers have been background checked and finger printed. If they are not qualified to be an Early Childhood Teacher, they will be supervised by one of our certified teachers. If you have any questions or problems regarding the special activities offered, please see one of our directors.

## **Visitors**

Visitors to Victory Montessori will be required to provide an I.D. and sign in on the Visitors Form in the office showing their name, time of arrival, departure, and purpose of visit.

## **Holiday Closures**

Victory Montessori will be closed the following dates in 2021:

- January 1 (New Years Day)
- May 31 (Memorial Day)
- July 5 (Independence Day observed)
- September 6 (Labor Day)
- November 25-26 (Thanksgiving)
- December 24-31 (Christmas week)

## **Attendance Days**

We hold a spot for your child on the days that you are enrolled for. To change attendance days or number of days enrolled per week, we require a three week written notice via email to [montessori@victorydenver.com](mailto:montessori@victorydenver.com). Please note this will be processed as a request as space is limited and subject to availability.

## **Medical Leave**

If needed, each Victory Montessori family is offered a medical leave. Tuition will be 50% of normal weekly family tuition if your child/children are out for an entire week due to illness, surgery, etc. that is accompanied by a doctor's note. Limit to two full weeks per family per calendar year. Notice of medical leave must be requested by written notice via email to [montessori@victorydenver.com](mailto:montessori@victorydenver.com) as soon as possible, but still in advance of absences to be considered for 50% off tuition that week.

## **Absences**

If your child is going to be absent, please let us know through the Brightwheel app as soon as possible so that our staff can plan accordingly. Credits will not be offered for missed days.

## **Financial Policy**

Tuition paid weekly is due on Mondays in advance of care. Tuition paid monthly is due on the 1st day of the month in advance of care. These are automatic payments by ACH or credit card through Brightwheel. You are required to pay for all days your child is scheduled to attend, whether or not your child comes. This includes a day for illness or out for fun since we are still holding their spot in class. We do not accept cash or check payments.

### **Tuition Late Fees**

A daily \$10.00 late fee will be assessed for all late payments and insufficient funds.

### **Delinquent Accounts**

Please note that your account will be sent to collections and you will be responsible for all collection fees, attorney fees, court fees, and any other fees that may occur.

### **Charge For Late Pick-Up**

Parents who fail to pick up their child(ren) by 6:00PM will be charged \$15.00 per child for each 5 minutes they are late, beginning at exactly 6:00PM. This fee will be charged to your account.

Example of late pickup charges:

1 Child	6:00PM-6:05PM = \$15.00	6:06PM-6:10PM = \$30.00	6:11PM-6:20PM = \$45.00
2 Children	6:00PM-6:15PM = \$30.00	6:06PM-6:10PM = \$60.00	6:11PM-6:20PM = \$90.00

### **Withdrawal From Enrollment**

To withdrawal from Victory Montessori, we require at least a four week written notice via email to [montessori@victorydenver.com](mailto:montessori@victorydenver.com). If you cancel and then plan to re-enroll at a later time (i.e. canceling for the summer and returning in the fall), you will return on the current rates that Victory Montessori is offering at that time of re-enrollment.

Children may be unenrolled from Victory Montessori for not having updated medical records by a doctor at the time of enrollment or if payment is not made on a timely basis. Children may be unenrolled if we are unable to meet their needs physically, emotionally, or cognitively. Children who show irresolvable behavior problems may also be unenrolled.