

# Sikora Montessori



## Parent & Student Handbook

### Checklist for Orientation Meeting

Child's Name \_\_\_\_\_

I have been given, received, and discussed the following policies of Sikora Montessori School (in the Parent School Handbook) with the school director.

- Statement of purpose
- Statement of compliance with civil rights laws
- Policy regarding prohibition of corporal punishment
- Policies concerning behavior management
- Reporting of child abuse and neglect
- Policy concerning sole legal guardianship of a child
- Immunization requirements-- objections to treatment
- West Virginia Health Check Periodicity Chart
- Policies regarding communicable diseases
- Medication administration: procedures and forms
- Confidentiality and information disclosure
- Meal and nutrition policy
- Emergency evacuation and sheltering procedures
- Discharge policies
- Parent communication forms and procedures for parent/teacher communications
- Parent's right to report complaints related to compliance with West Virginia code
- School access when child is in attendance
- Liability insurance coverage

\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Parent Signature

\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Parent Signature

\_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_  
Director's Signature

## **REPORTING PROCEDURES FOR SUSPECTED CASES OF CHILD ABUSE AND NEGLECT**

1. Make every assurance that the child is safe.
2. Contact your director or immediate supervisor and WVDHHR with the report. Have factual information available. (Who, What, When, Where, How)
3. If your supervisor is not available, contact any other administration official.
4. If the contact needs to be made at a time when your supervisor or other official is not available, contact the appropriate supervisor utilizing the emergency call-down list. If necessary, CALL THE WVDHHR AND OTHER DESIGNATED PARTIES YOURSELF (see below).
5. Do not conduct your own investigation.
6. Do not violate confidentiality.
7. The incident must be documented in writing on the CRITICAL INCIDENT FORM (Who, What, When, Where, How).

**WV Department of Health and Human Resources (WVDHHR) 232-4411**  
**Child Abuse Hotline 1-800-352-6513**  
**WV State Police 238-1100**  
**Ohio County Sheriff 234-3607**  
**Wheeling City Police 234-3661**

78-1-2;3.7 WV Licensing Definitions:

Child Abuse and Neglect – Physical injury, mental or emotional injury, sexual abuse, sexual exploitation, the sale or attempted sale, or negligent treatment or maltreatment of a child by a parent, guardian, or custodial responsible for the child's welfare.

The Sikora Montessori School employees are mandated reporters of suspected child abuse and neglect. The above information is the procedure our employees have been instructed to follow.

x \_\_\_\_\_

Sikora Montessori is required  
By law to report suspected  
Child abuse and neglect to  
Child Protective Services.

Signature: \_\_\_\_\_

## CHILDREN'S RIGHTS

Children have the right:

Not to be harmed. Not to participate in practices that are disrespectful, degrading, dangerous, exploitive, intimidating, emotionally damaging, or physically harmful.

Not to be discriminated against by denying benefits, giving special advantages, or excluding them from programs or activities on the basis of race, ethnicity, religion, sex, national origin, language, ability, or status, behavior, sexual orientation, or beliefs of their parents.

To have those with relevant knowledge (including staff and parents) in decision concerning the child.

To adaptive teaching strategies, learning environment and curriculum so that the child can fully benefit from the program.

To caregivers, teachers and staff who are familiar with the symptoms of child abuse, including physical, sexual, verbal, and emotional abuse, and neglect, and know and follow state laws and community procedures that protect them against abuse and neglect.

To caregivers, teachers and staff who will report to the appropriate agency if they have reasonable cause to suspect child abuse and then follow up to assure proper procedures were followed. Appropriate, parents or guardians will be informed that the referral has been made.

To caregivers, teachers and staff who will assist another person with suspicion of abuse or neglect to take appropriate action.

To caregivers, Teachers and staff who will work to improve an agency who fails to protect an abused or neglected child.

To caregivers, teachers and staff when becoming aware of a practice or situation that endangers the health or safety of children, but has previously known to do so, will take the responsibility to inform those who can remedy the situation.

**PARENT SIGNATURE:** \_\_\_\_\_

## PARENTS' RIGHTS

Parents have the right to:

Be in the building at any time while their child is in care.

Be informed about program philosophy, policies, and personnel qualifications.

Be aware of why we teach the way we do.

Be informed of policy change and, when appropriate, be involved in policy change.

Be involved in significant decisions affecting their child.

Be informed of accidents involving their child, exposure to infectious disease that may result in infection, and occurrences that might result in emotional stress.

Be made aware of any research projects involving their child. Be able to withhold consent without penalty and know that no research will be allowed that would hinder the education, development and well-being of a child.

Be assured of confidentiality and privacy except in the case of eminent danger to the child.

Be assured that the center will work openly with families in conflict without taking sides.

Be aware that the center will make appropriate use of professional and community resources and follow up referrals.

**PARENT SIGNATURE:** \_\_\_\_\_

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