

Teixeira, Rachel

From: Sarah Forrest <sarah@broadmoormi.com>
Sent: Monday, August 28, 2017 3:49 PM
To: Teixeira, Rachel
Subject: RE: 9 Upland Road

Hi Rachel,

In response to two important concerns voiced by the Broadmoor Heights neighbors, I am making some modifications to my current Family Childcare Home. Two prevalent concerns voiced at the neighborhood meeting include:

- 1) Traffic and safety on Upland Road
- 2) Active wildlife to include frequent bear sightings

I am actively responding to these concerns in the following ways:

- 1) Evaluating the feasibility of providing a carpool to and from Upland Road
- 2) Installing exterior surveillance cameras to detect wildlife before escorting children to the designated play area

I will inform you as these improvements are implemented.

Thank you,

Sarah

Sarah Forrest, MS, MLA
Broadmoor Montessori International
Owner/Director

broadmoorMI.com
719.208.1569

On 2017-08-28 20:42, Teixeira, Rachel wrote:

Yes. Please resubmit a modified site plan to me.

Thank you,

Rachel Teixeira, Planner II
Land Use Review (LUR)
p (719)385-5368
e rteixeira@springsgov.com

From: Sarah Forrest [<mailto:sarah@broadmoormi.com>]
Sent: Monday, August 28, 2017 2:33 PM
To: Teixeira, Rachel
Subject: Re: 9 Upland Road

Hi Rachel,

I hope you had a nice weekend. I wanted to let you know that I spoke to Steven Smith from fire prevention today. He said everything looked good but that he would like a more detailed site plan that shows the specs of my fenced play area. Do I resubmit a modified site plans via your office?

Thanks,

Sarah

Sarah Forrest, MS, MLA
Broadmoor Montessori International
Owner/Director

broadmoorMI.com
719.208.1569

On 2017-08-22 23:03, Teixeira, Rachel wrote:

The phone number for Steven Smith (Fire Prevention) #719-385-7362.



Rachel Teixeira

Planner II

Phone (719)385-5368

Email rteixeira@SpringsGov.com

Land Use Review

30 S Nevada Ave, Suite 105

Phone (719)385-5368

Counter M-F 8AM-5PM

Email LURPlanningInfo@SpringsGov.com

Teixeira, Rachel

From: Sarah Forrest <sarah@broadmoormi.com>
Sent: Friday, September 01, 2017 1:52 PM
To: Teixeira, Rachel
Subject: 9 Upland Rd
Attachments: Policies and Procedures.docx

Dear Rachel,

I hope you are well. As a follow-up to my previous email, I would like to update you on the additional measures that I have taken to address the neighborhood concerns voiced at our recent meeting. In addition to adding security cameras on the property to prevent an encounter with wildlife and initiating a carpool option to minimize traffic impact, I have taken the following initiatives:

1) I have met with every family currently enrolled in my program individually to review and discuss my State reviewed and approved Policies and Procedures.

2) These discussions have focused on: Traffic and safety, possible wildlife encounters

My traffic policy states: "Please be courteous to other parents and our neighbors during drop-off and pick-up. Please abide by traffic laws. Do not turn around in the street or in a neighboring driveway. Do not block the driveway entrance. Do not leave your vehicle parked in the road. Parking on the road is not permitted...Please be courteous, patient, and keep safety as your top priority."

My wildlife policy states: "In the event we must get children off the playground and indoors immediately (dangerous animal, lightning, high winds, etc.) we will enter the house through the southeast entrance...The school will remain on lockdown until the end of the school day. This means the children will remain inside and all doors will remain locked...If safety remains a concern at pick-up, an alternative pick-up protocol will be implemented and you will be notified."

*Please refer to the attached copy of my Policies and Procedures for additional information

3) To reflect the traffic patterns identified by my own traffic assessment on 9 Upland Road, I have changed my staggered drop-off and pick-up times to further ease the traffic burden. Drop-off now starts at 8:45am and ends at 9:00am. Pick-up starts at 12:45pm and ends at 1:00pm. These times are for families not participating in the proposed carpool option.

4) I met with my State Licensing Specialist today, Sept.1st, 2017, to discuss these neighborhood concerns and to review my Policies and Procedures. Hence, the State is aware of my conditional use application, the concerns that have been presented, and how I am addressing these concerns.

Thank you for your time on this project. I will be out of town next week, but when I return I will provide you with an updated site plan for the fire department and go from there.

Have a great holiday weekend!

Sarah Forrest

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Sarah Forrest, MS, MLA
Broadmoor Montessori International
Owner/Director

broadmoorMI.com
719.208.1569



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Owner/Director

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sarah@broadmoorMI.com

Policies and Procedures

1. Admission and enrollment

Thank you for your interest in Broadmoor Montessori International. To ensure our program and our environment are the best fit for your child and your family, we will begin the enrollment process with an initial interview and a tour of the classroom. If we are in agreement that Broadmoor Montessori International is the best educational environment for your child, you will be asked to provide the following enrollment documents in accordance with the State of Colorado Department of Human Services, Department of Early Childhood:

- General admission form
- Signed contract acknowledging the Policies and Procedures
- Child information form
- Notarized emergency medical authorization
- Emergency contact information
- Current immunization records
- Health care information form
- Sunscreen application release
- Photo/video/media release
- Food program enrolment form

2. Tuition agreement

Broadmoor Montessori International is a private, part-time preschool program licensed by the State of Colorado Department of Human Services. Full day care is not provided. Operating hours are weekdays from 9:00 am to 1:00 pm. The Fall 2017/Spring 2018 school calendar includes 33 weeks of operation. Your monthly tuition rate is based on the number of days your child is enrolled per week. Summer schedules and tuition will vary. On time tuition payments secure your child's enrollment in the school.

Tuition is **NOT** prorated for absences, to include vacations, illness, or snow days (in accordance with Cheyenne Mountain School District 12). School may be closed to allow for parent conferences, teacher workdays, and professional development. These closures, though infrequent, are critical to maintaining the excellence of the school; therefore, they are **NOT** prorated.

If you withdraw your child from Broadmoor Montessori International at anytime during the school year, 30 days notice must be given in writing. You are required to pay the full month's tuition. Tuition will not be prorated, nor will tuition be refunded.

Fee Schedule *Military rates/sibling rates may differ

| | | | | | | |
|-----------------|---------|--------------------|--------|--------|--------|--------|
| Application fee | 50 | Days per week | 2 | 3 | 4 | 5 |
| Enrollment fee | 100 | Monthly tuition | \$295 | \$440 | \$585 | \$730 |
| Rate | \$10/hr | Total tuition/9mos | \$2640 | \$3960 | \$5280 | \$6600 |

Full tuition payments are **due the 1st** of each month. A tuition payment made after the 5th of the month will incur a \$25 fee. The preferred method of payment is **online at Brightwheel.com**. Payments may also be made in cash or by check (made out to Sarah Forrest). Repeated failure to make tuition payments on time will result in termination of the contract, and your child will be withdrawn from the school. Legal action may be taken. Please make all payments on time to avoid a potentially uncomfortable situation for all parties involved.

3. Drop-off/pick-up

Drop-off begins at 8:45 am and ends at 9:00 am. This **drop-off window** provides flexibility and reduces parking complications. We recognize that getting young children to school on time can be challenging. Please be mindful and make ease, patience, and safety your top priority at drop-off. Your child being "on time" is **not** our priority- **safety is**.

Please be courteous to other parents and our neighbors during drop-off and pick-up. Please abide by traffic laws. Do not turn around in the road or in a neighboring driveway. Do not block the driveway entrance. **Do not leave your vehicle parked on the road. Parking on the road is not permitted.**

The driveway is able to accommodate six (**6**) vehicles. If there are cars in the driveway when you arrive, please pull in slowly, carefully, and completely, as children may be present. You may find yourself parked behind another vehicle or you may find another vehicle parked behind your. Consequently, it is possible that you may have to wait patiently for other parents to return to their vehicles before you are able to pull out. **Please be courteous, patient, and keep safety as your top priority.**

Your child's safety is always our top priority during drop-off and pick-up. Please walk your child to the gate and keep greetings to a minimum. Please be mindful that this is not the time to ask questions or to engage in a conversation about your child. A conference can be scheduled at any time to address your questions or concerns. Please know that our friendly, yet brief exchange is intended to **keep your child safe and to maintain the flow of traffic**. This is not an indication of our personal relationship with you or your child.

You are required to sign your child in and out every day. Brightwheel will be used for all attendance record keeping. The teacher will provide you with the sign-in/out record.

The teacher will escort your child from the gate to the outdoor classroom in the lower courtyard. Please remind your child not to hang on or open the gate. Only adults should open the gate. Your child will start school in the outdoor classroom, unless otherwise directed. Extreme weather conditions may warrant an alternative drop-off procedure. **Please make sure your child is wearing appropriate outerwear at drop-off.**

Occasionally young children cry when they separate from a parent or caregiver. Having been the parent of two young children, the feelings of both the parent and child are well understood. Please be assured this behavior is normal and often unpredictable. If your child is crying at drop-off, please say a quick goodbye with a hug and kiss. Let your child know when you will return. Linger often makes it more difficult for you, your child, and the teachers. Most children regain their normal demeanor within a few minutes of separating from their parent or caregiver. If this is not the case, we will contact you. Otherwise, please trust that we are doing what is best for your child and that your child is adjusting to the classroom without further distress.

Pick-up begins at 12:45 pm. Please follow the drop-off procedure to ensure safety. Your child will be dismissed from the outdoor classroom, unless extreme weather conditions warrant an alternative dismissal procedure. If you arrive after 1:00 pm, a late fee of \$5/minute will be included on your monthly tuition statement.

If you have an emergency or know you will be late, you must contact Broadmoor Montessori International promptly by phone. Children will be properly cared for if they remain at school after hours. The school is not licensed for overnight care. Emergency contacts will be notified if you do not pick up your child.

Pick-up authorization

Children will be released **ONLY** to adults authorized to pick up the child. These adults must be listed on the enrollment form. Identification is required at pick-up. If you have an emergency and are unable to pick up your child, verbal authorization must be given over the phone for someone not listed on the enrollment form to pick up your child. If an unauthorized person attempts to pick up a child, 911 will be called. * A parent has the right to pick up their child whether they are listed on the enrollment form or not- **UNLESS** court orders do not allow this. Court orders must be provided.

If you (or any other person) arrive to pick up a child and appear to be under the influence of drugs or alcohol, someone else must come to pick you up. If you leave with your child, 911 will be called.

4. Snacks/Lunch

Broadmoor Montessori International participates in a national food program through **Kids Nutrition Company**. We have voluntarily committed to meet the high standards set by the USDA and the State of Colorado to provide children with healthy foods. Offerings include a variety of fruits, vegetables, lean proteins, and whole grains. Organic options will be provided whenever possible, to include organic produce from our school garden. Processed foods and sugars will be restricted. At no time will a teacher use food as an incentive, reward, or punishment. Water is available to your child at all times.

Your child will be offered a nutritious snack during the morning work cycle between 9:15 am and 10:15 am. Consistent with the Montessori method, snack is self-serve and your child will be free to decide when he/she is hungry. The quantity of the food item available to your child will be posted. For example, if strawberries and cheese sticks are being served, a sign will indicate that each child may have 3 strawberries and 1 cheese stick. This provides some limits, but ultimately allows children to become increasingly independent, make choices, determine when and how hungry they are and practice counting and reading skills. Water is offered at snack time.

Broadmoor Montessori International will provide a nutritious lunch every day. Lunches may be either self-serve or prepared ahead of time. A copy of the menu may be requested at the end of each month. Because we participate in a food program, children **may not bring food from home** without a physician's orders. If your child's diet is restricted, accommodations may be made with careful consideration.

5. Outdoor playtime

Broadmoor Montessori International is committed to providing children with ample opportunities to connect with nature and move their bodies. We are partners of the **Let's Move Initiative** to keep kids healthy and active. Your child will have at least 45 minutes of recess everyday. Only extreme weather conditions (temperatures and precipitation) may dictate our outdoor playtime. As a general guideline, children will not play outside when the temperature falls below 20 degrees Fahrenheit or climbs above 95 degrees Fahrenheit. In the event we do not go outside for recess, an indoor recess will be taken. This will include music and movement, games, and free play time.

We embrace opportunities for your child to experience the elements. Please **ALWAYS** send your child to school with **appropriate outerwear**. Extra items may be kept at school. A sunscreen application release must be completed.

Our school offers an outdoor classroom. In addition to starting the school day in the outdoor classroom, your child will have access to the materials outside during the regular work cycle when weather permits. This unique arrangement allows for more gross motor movement, exposure to different materials, and a chance to get some fresh air. Your child will also enjoy spontaneous nature walks, scavenger hunts, and games on the property. Broadmoor Montessori International believes in regular planned and unplanned environmental education opportunities. Again, please be sure to send your child to school with appropriate outerwear so that he/she may participate. Teachers will be equipped to handle an accident or emergency outside the classroom.

6. Clothing/Outerwear/Shoes

Upon enrollment, your child will be given a “Crocs and smocks” uniform. Crocs and smocks will be worn in the classroom every day. Your child’s uniform will be kept at school in her/his cubby. The uniform will not be worn at recess. Broadmoor Montessori International will launder smocks weekly, or as necessary. Not only do our uniforms protect your child’s feet and clothing, but “dressing” for school instills a sense of pride and purpose. Broadmoor Montessori International will replace damaged uniforms.

Your child must have at least one change of clothes kept at school at all times. Accidents happen unexpectedly and being prepared with a change of clothes can make the situation less upsetting for your child. Remember, children grow quickly and seasons change, so it may be necessary to replace the clothes you initially brought to school. No child will be left in wet or soiled clothing.

Broadmoor Montessori International encourages ample outdoor playtime. Please be sure your child is well prepared for any type of weather, as Colorado weather changes quickly. You may choose to keep extra outerwear at school. This may be stored in your child’s cubby. Please **LABEL** all of your child’s outerwear. This will alleviate frustration over missing mittens! If your child is unprepared for inclement weather, accommodations will be made. However, if this reoccurs, you will be asked to review our school policies. Your child’s welfare is our top priority. Appropriate outerwear is required every day. **We will play outside when it snows. Your child must have snow pants and snow boots.**

Finally, your child must wear **closed toe shoes** to school. Our playground is not manicured. We have sticks, pinecones, pine needles, rocks, logs, and insects in our natural playscape. Your child’s feet must be protected. No sandals, crocs, jelly shoes, or flip-flops, etc. are permitted. If your child cannot tie their own shoes, we recommend shoes that they can put on by themselves without the help of a teacher. If there is snow on the ground, your child must come to school in waterproof boots. Our playscape is shaded, and snow remains on the ground for much longer than in other parts of town. If you are unsure about what your child should wear to school, please call or text us for the conditions in our neighborhood before you leave for school.

7. Special activities

Broadmoor Montessori International believes experiential education is an integral component of early childhood development. Fridays will be reserved for special programming, including monthly offsite field trips. Offsite field trips will be in close proximity to the school. Parents will be given ample notification prior to any offsite field trips. Parents will also be notified if the field trip will require an additional fee. At this time, Broadmoor Montessori International is not equipped to transport students. Parents will be asked to attend all fieldtrips and special activities.

8. Personal items

Extra clothing and outerwear may be kept at school in your child's cubby. It is in your best interest to label everything! It is difficult for the school to ensure your items are returned to you if they are not labeled. The school is not responsible for missing items; however, we will do our best to keep labeled items in your child's designated cubby.

Please do not allow your child to bring personal items from home. Children love to show their toys to their friends and teachers. However, they can be easily lost or accidentally taken. If your child has a security item (blanket, stuffed animal, etc.), we ask that you leave it at home or in the car. Again, something so important to your child could be lost, damaged, or temporarily misplaced. The school cannot be responsible for such a loss. In the event that your child is clinging to their beloved, we can make special arrangements for the child to put the item in the classroom cubby for safekeeping.

9. School property/classroom items

Broadmoor Montessori International is unique in that it is housed in a private residence. If your child deliberately or unintentionally damages the property, you may be held financially responsible. Please remind your child to treat their classroom, classmates, and teachers with love and respect.

Our classroom is full of intriguing items: tiny cubes and cylinders, small figurines, puzzle pieces, beads, etc. It is not unusual for children to want to take small items from the classroom home with them. **If you find something you don't recognize in your child's pocket or at home, please check with us before throwing it out or giving it away.** Something that is seemingly insignificant can be an important piece of a Montessori material. It is expensive to replace the materials in our classroom, so please help us keep track of even our smallest items! In the unfortunate event that your child deliberately damages a classroom material, you may be held financially responsible.

Broadmoor Montessori International complies with safety recalls in regard to materials in the classroom and onsite. Safety recall information is obtained from cpsc.gov.

10. Behavior

Broadmoor Montessori International is founded upon Montessori philosophy. It is well understood that at this age children are exercising their will, experimenting with newfound independence, and exploring the boundaries imposed by their environment. Our purpose is not to reprimand the child, but to help the child learn socially acceptable behaviors that promote the success of the entire classroom community. Redirection, thoughtful problem solving, reaffirming boundaries, and a reiteration of grace and courtesy will be used in the event that your child is engaging in undesirable behaviors. Treating each child with compassion, love, and respect, particularly as they are exercising the developing will, is paramount to our program. You may be contacted if your child's behavior is consistently disruptive. An incident report may be required if your child is hurt or inflicts injury on another child. Repeat offenses may require intervention.

Observations and recording keeping are done routinely and are in integral part of maintaining the Montessori environment. If there are concerns regarding your child's behavior or development, the teacher may suggest a formal observation of your child in the classroom. The teacher will provide contact information for community resources if necessary.

11. Media

Our classroom is a Montessori environment. Your child will **not** have access to media or screens. In alignment with our philosophy, we ask that you limit screen time when your child is at home. We endorse present, mindful parenting. Please take this into consideration when you enroll in our program. We suggest all parents consult research published by the American Academy of Pediatrics for guidelines and consequences of early media exposure on the development of the young brain.

12. Naps: Students will not nap during school hours.

13. Potty training

Broadmoor Montessori International accepts children who are in diapers or are currently potty training and are comfortable in Pull-ups or other absorbent training pants. If your child is potty training, she/he must come to school in Pull-ups or other absorbent training pants. Please provide additional Pull-ups/other, clothing, and wipes. We will assist your child in the restroom until they are able to use the toilet independently. Potty training is a very sensitive developmental milestone. We will do our best to mirror the potty training method you are using at home. You may be asked to schedule a meeting specific to your child's potty training.

14. Provider illness/Emergency/School closure

In the event that the owner/director, Sarah Forrest, of Broadmoor Montessori International, cannot operate the school for any reason, a licensed permanent substitute may be asked to fill in temporarily. You will be contacted immediately if the school must be closed unexpectedly during operating hours. In the event of an emergency, you may be asked to pick up your child immediately, before the end of the school day. If the school is closed for a prolonged period of time, tuition will be prorated.

Broadmoor Montessori International will close in accordance with weather related closures announced by Cheyenne Mountain School District 12. In the event of a **2 hour delay**, **Broadmoor Montessori International will be closed** for the day. Check the district website, the local news, or social media sources for closures. Any closure announcement will be confirmed via text message the morning of a school closure. **Tuition will not be prorated for weather related closures.**

15. Student illness

Out of respect for your child, other families, and our teachers, please keep your child at home if she/he is sick. We are diligent about keeping our classroom clean and free of germs, but germs are easily spread among children. Do not bring your child if they have had diarrhea or vomiting the past 24 hours. They may not return to school for 24 hours following a bout of diarrhea or vomiting. If your child has been put on antibiotics, they must wait 24 hours after the first dose before returning to school. Please refer to the state public health website for guidelines.

If your child becomes sick while at school, you will be contacted. You may be asked to pick your child up immediately if she/he is vomiting, has diarrhea, has a fever, or is unusually fatigued or lethargic. Keep in mind before you come to school that a fever is NOT the only indication that your child should not go to school.

16. Medication administration

If your child requires medication while at school, you and your child's medical provider must complete the required authorization forms. The medication must be in its original packaging. It must be given directly to Sarah Forrest. It will be stored in an appropriate location that is inaccessible to children.

17. Immunizations

Broadmoor Montessori International accepts children who are fully immunized in accordance with the State of Colorado and the American Academy of Pediatrics. **Up-to-date immunization records must be presented upon enrollment.**

18. Student accident/Emergency

If your child is injured and requires medical attention, you will be contacted immediately. 911 will be called first when warranted. An injury that requires medical treatment will be reported to the State of Colorado Department of Human Services. You must complete an emergency information form and a notarized authorization for medical treatment at the time of enrollment.

Small bumps and bruises are not unusual at this age. However, a crying child will always be attended to immediately. The nearest teacher will attend to injuries immediately. An accident report may be completed depending upon the severity or the injury, which will be sent home at the end of the day. You will be notified immediately if your child is seriously injured. Please let the school know if your child has sustained an injury at home that may limit his/her ability to function normally in the classroom.

19. Child Abuse

Suspected child abuse must be reported to authorities immediately. Your child's safety is our priority at all times. Suspected child abuse will be reported to the El Paso County Department of Human Services.

Website: dhs.elpasoco.com
Phone: 719-444-5700/844-CO4KIDS
Email: childabuserreport@elpasoco.com

20. Onsite Emergency Procedures

Broadmoor Montessori International has developed emergency response procedures to ensure the safety of your child in the event of an emergency. Our procedures are specific to our facility and location. A prepared emergency kit is accessible at all times and includes emergency contact information, food, water, a first aid kit, blankets, and flashlights. Teachers will have their cell phones available at all times. A landline is available in the classroom. The facility is monitored by ADT. All doors are locked during school hours to ensure safety and security. There are three (3) means of egress from the classroom. Emergency exit routes are posted in the classroom. Students will practice emergency drills monthly. It may be helpful to discuss fire drills and evacuation procedures with your child so they know what to expect.

Evacuation: An emergency may require us to evacuate the facility. If we are forced to evacuate on foot, we will go (.5 miles) directly to: **Broadmoor Fire Protection Station** at: 750 El Pomar Rd., Colorado Springs, CO 80906 719-633-1069

If we must evacuate **by vehicle**, our destination will be directly east on Lake Boulevard at the Broadmoor Towne Center parking lot in front of Home Depot. This location has been assigned to the school by the Colorado Springs Office of Emergency Management.

Home Depot: 2250 Southgate Rd., Colorado Springs, CO 80906, 719-471-0054

House Fire: In the event of a house fire, all children will be evacuated immediately to the front of the house on Upland Road. It will then be decided if the children should be relocated farther from the home, and if they can be transported by vehicle or if we must travel by foot. If it is determined that the children must be relocated, a licensed permanent substitute teacher will take to the children to the Broadmoor Fire Protection Station. You will be contacted as soon as the children's safety is secured. The owner/lead teacher will remain to meet the fire department. Teachers will remain in contact with each other throughout the evacuation. 9

Wild Fire: In the event of a wild fire, we will evacuate by vehicle. Our evacuation destination is the Broadmoor Towne Center parking lot in front of Home Depot. **Once our safety is secured, you will be notified to pick up your child immediately.**

Reverse Evacuation: In the event we must get children off the playground and indoors immediately (dangerous animal, lightning, high winds, etc.), we will enter the house through the southeast entrance. Children will return to the classroom and the normal work cycle will resume. The school will remain on lockdown until the end of the school day. This means the children will remain inside and all doors will remain locked. Parents be notified at pick-up if all children are safe and no further threats are identified. If safety remains a concern at pick-up, an alternative pick-up protocol will be implemented and you will be notified.

Severe Weather: Children will be kept inside if weather conditions are extreme or unsafe. Should weather conditions deteriorate during school hours, parents may be contacted to pick up their child early. We recognize travel conditions may make on-time pick up difficult. If you are late picking up your child due to poor road conditions, you will **not** be charged a late fee.

Shelter-in-Place: It is unlikely we will encounter an active shooter or other violent threat at Broadmoor Montessori International. Nevertheless, we are prepared to protect your child. Children will be taken to the storage closet at the back of the classroom. The door will be barricaded and 911 will be called immediately and ADT will be alerted. An emergency kit will be accessible. If it is deemed safe, children may be evacuated out the window well in the office. Parents will be notified as soon as the situation is contained.

21. Americans with Disabilities Act

Broadmoor Montessori International is in compliance with the Americans with Disabilities Act. Broadmoor Montessori International does not discriminate with regard to sex, marital status, disability, religion, race, ethnicity or national origin in the administration of its education, admissions, and personal policies. Broadmoor Montessori International is not wheelchair accessible.

22. Secondhand smoke

Your child will **never** be exposed to secondhand smoke while attending Broadmoor Montessori International. Smoking is **not permitted** anywhere on the premises at any time for any reason.

23. Chemicals

Broadmoor Montessori International is committed to the health and wellbeing of our children and our planet. We do not use harsh chemical cleaners in the classroom. All cleaning products, including hand soaps, are labeled naturally derived and eco friendly. We do not use herbicides, pesticides, or chemical fertilizers on our playground. Your child is a steward of the environment and will be included in our best practices for environmental sustainability. The school is equipped with a radon mitigation system. Radon levels in the classroom are below acceptable levels. Carbon monoxide and smoke detectors are installed and are in working condition. In addition, the classroom is well ventilated.

24. Complaints/Rules and Regulations:

Complaints against a family child care home can be made to the Colorado Office of Early Childhood:

303-866-3755 or 800-799-5876

1575 Sherman St., Denver, CO 80203

Rules Regulating Family Child Care Homes can be obtained from Broadmoor Montessori International or the Colorado Office of Early Childhood: www.coloradoofficeofearlychildhood.com 1-800-799-5876



At Broadmoor Montessori International, our purpose is to provide children with an exceptional Montessori education, to inspire mindful parenting, and to instill a sense of local and global community belonging.

I have read the Policies and Procedures outlined by Sarah Forrest, owner and director of Broadmoor Montessori International. I understand and agree to the terms and conditions of this contract.

By signing this contract my child, _____, will be enrolled at

Broadmoor Montessori International on the start date: _____.

My child will attend on these days: _____ at this tuition rate _____.

| |
|---------------------------|
| Parent/Guardian Signature |
| Parent/Guardian Signature |
| Provider Signature |