

# Maple Mountain Montessori School Policies

Please read and review the following school policies. You will be asked to sign a confirmation that you understand and accept our policies. If you have any questions, please don't hesitate to ask us. Thank-you

## **Equity Commitment:**

Our school does not discriminate on the basis of ethnic or religious background, race, gender, or disability in its admission practice. We do reserve the right to refuse enrollment to children that require more supervision or assistance than can be provided by our child-to-teacher ratio (5:1) unless parents are willing to provide an additional one-on-one assistant for their child.

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## **Section 1.**

### **Tuition Information:**

#### **Fees:**

Tuition is based on the total number of school days you enroll for in the entire school year and then divided by 9 equal monthly payments. We do not include holidays, teacher development days, or school breaks in the monthly tuition.

Any special class activities, field trips, and daily snacks are included in tuition.

There is a one time, non-refundable registration/materials fee of \$130.00 due at the time of your child's accepted enrollment.

Information regarding late payment, early withdrawal, and late child pick-up fees are explained under the following captions.

#### **Payments:**

All tuition payments are processed through an ACH automatic payment system.

ACH forms must be submitted with your completed enrollment forms before your child's space in the class can be held.

An Enrollment/materials fee (\$130.00) will be deducted through ACH at the time of enrollment.

Tuition payments will be processed on the first of each month beginning Sept. 1, and on the first of each following month through May 1st for a total of 9 equal monthly payments.

We will not accept checks or cash except for occasional added services. Occasional added services include an extra day not included in your usual schedule, adding a lunch hour, or adding an

extended day. These extras must be paid for in cash or check on the day of added service.

**Late Payment:**

If on any month your payment fails to go through by the 5th of each month, you will be charged a \$35.00 late payment fee.

Any failure to pay tuition for one month will result in your child's withdrawal from the school.

Re-enrollment will then require full payment of past due amount and a one month's additional tuition to be held until your May 1st billing.

**Enrollment termination:**

Should it become necessary for the school to terminate your child's enrollment in the program, such actions will be based upon the following criteria:

1. Non-payment of tuition.
2. Unresolved student behavior issues requiring supervision beyond our teacher-to-child ratio.
3. Repetitive hurtful physical and/or verbal behaviors that jeopardize the safety and wellbeing of the other children and/or staff.
4. Parent being abusive to staff, children, or other parent in the opinion of the teacher.
5. Irreconcilable differences between the school and parents.

**Withdrawal during school year:**

Should you need to withdraw your child before the end of the school year, for whatever reason, a one month's written notice is required. Failure to give one month's notice will result in a one month additional tuition payment fee.

## **Section 2.**

### **Safety Practices:**

#### **Signing your child in and out of school:**

State licensing requires that all children be signed in and signed out each day of attendance by an adult 18 yrs. or older until they either enter their Kindergarten year or become 6 years of age. You MAY NOT wait in the car while your child walks into school alone or send under-age siblings to escort your child into or out of school. Teachers can not be authorized to sign your child in or out of school.

We are not licensed to receive or release your child until they are properly signed in and signed out each day.

Licensing does periodically review our sign in/out logs and issues fines for non-compliance.

#### **Someone else is picking up your child:**

Please let us know if your child will be picked up by someone other than you or your child's usual care giver.

Even if the person is listed on your child's emergency form, it's best to make us aware of a change in the usual routine.

Let your pick-up person know that we will ask for a picture ID if we have not met them before. We will not allow your child to leave with anyone before confirming the pick-up with you.

#### **Dropping off:**

Our door opens at 9:00am each morning. Time before that is teacher's prep time. Please be timely in arriving to school each day.

Our school generally follows a simple routine schedule that begins each morning with a group circle time and lesson. Arriving late can be upsetting to a child that misses part of their routine.

**Picking up:**

Late pick-up likewise can be concerning to a young child who is left waiting after his peers have gone home. Pick-up time is at 12:00 noon for am class and 2:00pm for extended day class. If you find yourself unavoidably running late, please call so we can convey the message to your child and help alleviate any possible anxiety. It is the parent's responsibility to find someone to pick up their child and notify the teacher if they are going to be unable to arrive on time. Please respect that your child's teachers also have personal time commitments, appointments, and families after work.

Please note: For every 5 minutes past 12:15pm or 2:15pm that you are late, a \$5.00 fee will be due and payable directly to the teacher that had to wait upon your arrival.

## **Section 3.**

### **Health and Hygiene**

#### **Classroom Hygiene:**

Our classroom is cleaned at the end of each school day.

- This includes shelves, materials, tables, floors, high-touch areas.
- Bathrooms are disinfected daily and as needed throughout the day.
- Tables are disinfected before any food service.
- proper hand washing is demonstrated and taught to the children.
- We strive to enforce, as best as possible, that children wash their hands after using the restroom, blowing their nose, or putting fingers into their mouth or nose.
- We also require hand washing before serving themselves snack, lunch, or participating in any food prep activities.
- All dishes, trays, containers, and utensils used for food service, are sanitized in the dishwasher daily.

#### **Student Illness:**

Children must stay home if any of the following conditions are present:

1. Fever, diarrhea, or vomiting.
2. Any unusual or unexplained rash on skin.
3. Any discharge from eyes or ears.
4. Severe soar throat or continuous and persistent cough.
5. Runny nasal mucus that is not clear in color.
6. Contagious diseases (RSV, Strep Throat, Influenza, Covid,

Pink-eye, Chicken Pox, and so on.)

7. If your child is exposed to someone with Covid, Influenza, etc. , Please consult with your doctor regarding safe incubation periods.

We ask that you please notify us if your child becomes ill with any concerning, contagious disease. We are required to alert other parents if their child may have been exposed.

If your child becomes ill during their school day, we will notify you promptly. You will need to make arrangements for the immediate pick up of your child. Your child will be comforted while being isolated from their peers until they are picked up.

### **Returning to school:**

Your child may return to school once he/she is:

1. Free of all previously mentioned conditions for a full 24 hours without the use of medication.
2. If your child still requires medication to feel well, you may be asked to provide a signed doctor's notice confirming he/she is no longer contagious and is able to return to school.

### **Missed School Days:**

We do not provide make-up days for student absences. Your tuition pays for and holds your child's place according to the schedule he/she is enrolled for. Our enrollment is usually filled to capacity which also makes it impossible to offer make-up days.

### **Medication:**

If your child must have prescribed emergency medication at school, such as an Epi-pen, inhaler, nebulizer, etc., please let us know.

There are specific licensing forms that parents and the child's doctor must complete before any teacher may administer medications.

Head teachers are certified in pediatric CPR, emergency first aid, and the administering of epi-pens, inhalers, and nebulizers every 2 years as per state licensing requirement.

All medications are kept in a lock box.

Administration of any medication or treatments are logged in and signed by the teacher who administers the medication to the child. Please time doses of antibiotics or non-emergency medications for before or after school hours.

IMPORTANT! Do not send any medication, including lozenges, ointment, sun-screen, vitamins, and so on in your child's lunch box, backpack, or pocket. Such practices pose a serious threat to all children who may find and/or share with each other.

### **Emergencies:**

Teachers are Red Cross certified in CPR and pediatric first aid.

We maintain a supply of water, food bars, space blankets, flashlight, radio, batteries, and first aid kit as well as your child's emergency information in a bin located in outdoor shed.

If it becomes necessary for your child to be transported by ambulance before you can arrive at school, a teacher will accompany your child until you can arrive. Your child's emergency information will be given to the attending physician.

If we ever have to evacuate the property, we will relocate to the closest and safest possible location. Notification of our location will be prominently posted at the school. A teacher will remain with the children at all times until each has been picked up by a designated adult.



## **Section 4.**

### **Discipline**

#### **Feeling safe at school:**

Our first rule at school is that everyone must feel safe and respected. A rule is always stated clearly and positively, emphasizing what can be done as opposed to what cannot be done. For instance;

“Hands are used for helping and doing our work”

“Teeth are for chewing our food”

“You may sit in the chair, the table is for our work”

“Potty words are for the bathroom”

“The red and blue rods are for counting”

Parents will always be notified that day if their child was injured or hurt at school, if their child was involved in mistreating or injuring another peer or teacher, if their child was inappropriate or overly disruptive, or if their child deliberately damaged either school or another person's property.

#### **Peer conflict:**

In a well prepared Montessori environment, the children have freedom to move about the classroom, make individual choices, focus, and then move on when ready. They have the right to work alone or with a friend as they desire. This freedom within limits leads to the children's independence and ability to self-regulate their own behavior.

Hurtful behaviors, either physical or vocal are not common. The children are taught and shown how to give their peer a clear

message. The children are also shown how to pay attention to the message given and to respond appropriately. If a child needs help, both children are brought together and asked to give each other clear messages to resolve their issues together. When necessary, the teacher will give each child the appropriate words and ask them to repeat the messages to each other.

These phrases may include such messages as:

"It hurt me when you pushed me, please don't touch my body"

"I'm sorry I pushed you, may I get you an ice pack?"

"This is my work, you may do it when I'm finished"

"Ok, will you tell me when you are finished?"

"I don't like it when you call me a baby, my name is Joe, you may call me Joe"

"I'm sorry I called you a baby, Joe, I won't do it again"

The children are always taught to seek immediate help from a teacher if their peer chooses to not listen to their message.

### **Respecting property:**

The works on the shelves are carefully presented to the children demonstrating the proper use of each material. Children are taught that the classroom and the materials are for everyone's use and must be cared for. If a child mistreats any work/material, he/she will be shown again how to use the item correctly. If the misuse continues, the child will be asked to put the work away and refrain from using the item for the remainder of that day. If something is damaged, the child will be asked to assist the teacher with repairing the item if possible.

Children are also taught to respect their peer's personal property such as an item brought for sharing day, their peer's work, and their classmates individual property bins.

**Negative behaviors continue:**

When a hurtful, destructive, or disruptive behavior continues, escalates, or becomes consistently deliberate, a parent/teacher conference will be scheduled to discuss the issue and gain insight to what may be causing the behavior. We will together implement a plan for resolving the negative behavior. If all reasonable efforts have been made and the behavior continues, the child will be asked to withdraw from the school to maintain the safety of the other students.

## **Section 5.**

### **Food and celebrations:**

#### **Snack:**

We provide snack every day. Snack always consists of wholesome items from at least 2 major food groups.

The children are free to prepare and serve themselves snack during our morning work period. Preparing and serving themselves snack is considered a "work" within the curriculum area of practice life. (see "The Montessori Curriculum")

Possible snack offerings:

- Making simple sandwiches

- Peeling and slicing fruit or hard cooked eggs

- Pouring cereal and milk

- Grating or slicing veggies for simple salads or dips

- Toasting bread or frozen waffles

- Blending smoothies

- Yogurt or cottage cheese with fruit

- Cheese and crackers

- Pasta or rice with butter or sauce

The snack menu is posted each day. If your child has dietary restrictions, you will need to provide a supply of alternative items for us to serve your child when necessary.

### **Bringing food to school:**

Please assure your child has an adequate breakfast each morning before school. Other than a packed lunch for extended day class, do not send food with your child to keep in their pocket, backpack, or property bin. This causes issues for the other children that do not have a "special" snack or treat. Some children have dietary restrictions or parental preferences that must be observed and children that have an extra "stash" of food are often all too eager to show and share it with their friends.

### **Lunch:**

Children that stay for extended day class should bring a packed lunch. Please assure that lunches are nutritious and appropriately sized for your child's appetite. No candy or overly sugary desserts! We will send uneaten foods home with your child so you may monitor what they consumed and items they may not prefer. Lunch boxes may be kept in our refrigerator if needed and we are happy to warm pre-cooked foods. We will NOT "cook" frozen dinners, frozen pizzas, prepare instant Mac"n"cheese, mix and prepare canned or instant soups, etc.

### **Birthdays:**

We love to celebrate your child's growth and development on his/her birthday with our "Walk Around the Sun" birthday tradition. We will give you a simple form to jot down some of your child's milestones or special events of their life. If you are able, please provide a few photos representing your child's birth and growth each year.

We will schedule your child's celebration with you and welcome you to join us.

If your child desires, a simple treat may be brought to pass out to the class to take home after school. We ask that these treats be

small and not overly sugary. Please ask the teacher for the number of treats to provide and for any suggestions if needed. Children with summer birthdays may schedule a half-year birthday celebration if they choose.

## **Section 6.**

### **Personal Property at school**

#### **Property bins:**

Each child has their own property bin and coat hook in which they will keep their personal belongings and take-home work.

Please provide:

1. 2 small photos of your child to be used on their property bin and name card.
2. A complete change of clothing to be used in the event of an accident or spill.
3. Labeled package of diapers and wipes, if needed.

#### **Extra clothes:**

Your child's extra clothes will be placed inside a labeled zip-lock bag and kept on premises to be used in the event of an accident or spill. Most children prefer their own clothing rather than borrowing something unfamiliar from school. Soiled clothing will be sent home to be laundered. Please replace used items when your child returns to school.

Also, be aware of your child's growth and the seasons. You may wish to swap out their extra clothing as appropriate.

#### **Toys:**

Please refrain from bringing any toys to school other than an appropriate item on sharing days. The environment is prepared to encourage hands-on learning. Toys become a distraction from the works on the shelves and often become lost or broken.

### **Sharing time:**

We will post the sharing time schedule and weekly theme each month. We use sharing time to reinforce our class lessons.

If your child chooses to bring sharing, please help him/her choose an item that is appropriate to the assigned theme and fits in their property bin. If your child has something special (living animal, special artifact, or oversized item) he/she wishes to share with the class, please speak to a teacher to make arrangements.

### **WE DO NOT ALLOW WEAPONS OF ANY KIND AT SCHOOL**

### **What to wear:**

Please have your child dress in clothing that he/she can manipulate on his/her own with the exception of tying shoes. We encourage independence and difficult clothing such as one-piece jumpsuits, difficult buttons, shoulder or back fastenings, stiff belts, overall clasps, and so on, while cute and fashionable, are often impossible for young fingers to manipulate.

While we do provide painting aprons and use washable paints and markers, you may expect your child to sometimes come home a little less spotless than when he arrived. We advise you to not dress your child in anything that if it were to become soiled or stained would disappoint you.

Please be aware of weather conditions. We do go outside every day unless the weather is extreme.

### **Shoes:**

Children must wear shoes or sandals that tie, Velcro, buckle, or slip on securely to the feet so their shoes don't fall off during active play. Please choose shoes that your child is able to put on/off on their own with the exception of tying laces.

**NO FLIP-FLOPS OR SHOES/SANDALS WITHOUT A BACK STRAP.**



**Slippers:**

If desired, your child may keep a simple pair of non-slip slippers, slipper socks, or mukluks in their property bin to wear inside during class time. If your child chooses to wear slippers, they should be able to put on their own shoes before going outside.

During inclement weather when boots are worn, most children prefer having slippers to wear inside over the bulkiness of their boots.

No bulky character slippers. These are distracting and make it difficult to move gracefully throughout the classroom.

**Hats and sunglasses:**

Hats, hoods, and sunglasses are for outdoors. Your child will be asked to keep these items in their property bin while inside the classroom. Hoods on jackets or sweatshirts are also kept off the head while inside. Your child may wear these items when we go outside.

**Diapers:**

Please provide a supply of diapers and wipes as necessary for your child. Let the teacher know when you begin and how toilet learning is progressing. We want to support you and your child during this developmental milestone.

## **Acknowledgement of School Policies**

(Please sign and return with enrollment forms)

We have read and understand the policies of Maple Mountain Montessori School as stated above.

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Name

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Signature

Date