

Montessori Nursery



Parent Handbook

70 Circle Dr. Ste. A/B
North Liberty, IA 52317
Ph | 319-626-2608
Fax | 319-626-2931

Email | MontessoriNurseryNL@outlook.com

Directors:
Courtney Kochevar
Elvina Hill

2023-2024 School Year

August 9	First Day of School
September 4	No School-Labor Day
November 22-24	No School-Thanksgiving
December 25-January 5	Winter Break
January 8	Classes Resume
January 15	No School-MLK
March 11-15	Spring Break
May 29	Last Day of School

Montessori Philosophy

The Montessori Method of education was developed by Dr. Maria Montessori, Italy's first female physician and educational innovator. She opened her first "school" (Casa dei Bambini) in 1907, in order to reform a group of abandoned children that were destroying an apartment complex. She provided these children with practical life activities and sensorial stimulation. This transformed their behavior through constructive activity and her numerous successes with these "lost children" inspired educators throughout Europe and the U.S. Today, Montessori schools flourish all over the world. Fundamental to all of Dr. Montessori's ideas is a deep respect for a child's ability to learn and innate goodness. She recognized that children go through certain phases during which they learn more easily than at any other time in their lives. This innate potential to learn is dependent upon a loving environment that encourages the active pursuit of knowledge.

Dr. Montessori's developmentally-appropriate approach to learning is designed to fit each child instead of making each child fit into the curriculum. She believed that learning should take place in multi-aged classrooms where children who are at various stages of development can learn from and with each other. This learning should take place in a noncompetitive atmosphere to allow each child to develop at his/her own speed.

Dr. Montessori observed that the best way for young children to learn is by active, hands-on experiences. She developed the idea of the *prepared environment*, where the classroom contains a wide variety of cognitive and sensorial materials that foster learning in numerous areas. The purpose of the materials is not just to impart knowledge to children, but rather to provide them with stimuli that capture their attention and initiate a process of concentration.

Purpose and Objectives

The school's mission statement is as follows:

The Montessori Nursery follows the Montessori educational principles of providing child-directed, individualized, hands-on learning within a prepared environment. The school seeks to educate the social, intellectual, and emotional needs of each child; and to generate a sense of community among children, teachers, and families.

The objectives of the school are:

- To provide a prepared environment in which the stated purpose can be achieved, in keeping with Montessori principles and state regulations.
- To provide an instructional program that follows the curriculum based on the use of Montessori concepts and materials.
- To provide education and care for children aged six weeks to three years.
- To provide support and education for the whole family.

An Introduction to the Infant Classroom

The Montessori classroom is a beautifully prepared, enriched environment, with child-sized furnishings and materials within reach of even the smallest student. The diversity of ages among the students necessitates a broad range of activities, and allows each child, regardless of age, the opportunity to find work suitable for his or her stage of development. All children are free to develop at their own pace and to find work suitable for his/her stage of development in a noncompetitive and supportive atmosphere. The work in the classrooms falls into five main categories:

1) Practical Life: Of prime importance, this area includes activities such as sweeping, scrubbing, polishing, and other everyday tasks the child has observed in his or her own home environment. These activities allow the child to order his or her physical environment to perfection, and in turn, to order his or her own mind. They are also familiar, and serve as a link between home and school.

2) Sensorial: Special materials in this area are designed to help the child isolate and classify the perceptions of sound, texture, color, shape and size.

3) Language: Montessori observed that young children have a "Sensitive Period" during which learning names are of interest and relatively easy. Thus, basic nomenclature from geography, history, botany, biology, geometry and cultural studies is presented.

4) Music: Individual, small group and whole class art and music activities are integrated into the daily schedule, providing the foundation for full creative development.

5) Mathematics: The young child, in his or her need for order, seeks out mathematical concepts as a means of development. For infants and toddlers this is achieved

through providing real objects that represent an abstract mathematical concept, such as a set of blocks which increases in size by orders of magnitude.

School Organization/ Parent Role

The Montessori Nursery is a for-profit corporation with the shareholders being the directors of the board. The strongest foundation that can be provided for the education of the children is the support and concern of parents.

Programs

Full Day	8:30-3:30	\$1200/month
Entire Day	7:30-5:30	\$1725/month

Additional options

Early Drop-off	7:30-8:30	\$175/month
Extended Day	3:30-4:30	\$175/month
Late Day	3:30-5:30	\$350/month

***Please note that prices are subject to change**

Please note that full tuition is charged for August. Tuition is divided evenly over a 10 month period, including August, for the academic year. Summer tuition is divided evenly over a 2 month period.

Fees and policy

The salaries, supplies and administrative expenses of the Montessori Nursery are supported entirely by fees. The \$100.00 one-time registration fee covers the cost of administering the paperwork. Tuition payments are due the first day of each month, irrespective of the actual number of days and hours the child attends. The child will not be allowed to attend if the required enrollment forms are not all complete and returned to the school before the child is scheduled to start school. The parent/guardian/custodian will be responsible for payment of monthly fees starting from that date to reserve the enrollment spot until the completed forms are returned. A child may be discharged for non-payment of fees.

Non/Late Payment Policy

In the event of a non/late payment we will charge a late fee of \$40.00 through Brightwheel for every returned or late payment. If the non/late payment is 7 days late your child's care will be terminated until payment is

collected and processed through Brightwheel. We will communicate with parents when a payment has been returned or not received.

Non-discrimination policy

The Montessori Nursery encourages children of all backgrounds to attend. The school does not discriminate based on gender, race, color, creed, national origin, or ethnic background.

Eligibility

To attend the Montessori Nursery, the child must be at least 2 months of age and immunized according to recommended schedules or provides exempt documentation.

Full Enrollment Policy

Full openings are determined by a student/teacher ratio of 1:4 (under two y/o), 1:7 (two y/o) and 1:10 (three y/o) and the number of students permitted by the school's operating license. Enrollment is determined by the following priorities;

- Students currently enrolled have first priority for successive enrollment.
- Siblings of students have second priority for enrollment.
- Children registered for enrollment have third priority and will be admitted on a first-come basis according to the date of completed registration packet. When full time openings occur during the school year, enrollment for those positions is determined by the following priorities:
 - Students currently enrolled in the school who wish to change their attendance hours have priority.
 - Children registered for enrollment but were denied admittance and placed on a waiting list have second priority for enrollment.

Enrollment Forms

Parents must have all enrollment forms completed before the child will be allowed to begin school. Parents will be asked to complete the following:

1. Enrollment Form
2. Child Physical and Immunization or Exempt Form
3. Parent Emergency Medical Consent Form
4. Enrollment contract
5. Authorization for Direct Debit

It is the parents' responsibility to keep current the list of names, relationships and phone number of persons authorized to pick a child up from the center. Parents can update this information by dropping off or emailing a signed permission stating the name of individual authorized to pick up child. Parents should notify the school if there is a court order which prohibits a person from contact with the child.

Holding Fee

When an opening is available the first child on the wait list that age appropriately fills the spot will be notified. If a spot needs to be held, a holding fee of 50% of the tuition will be needed to reserve the open spot. If there is a planned (30 days notice) prolonged (exceeds 30 days) break or vacation, a holding fee of 50% will be required to hold the spot. Failure to pay tuition can cause your spot to be forfeited.

Withdrawal from the Program

Parents wishing to withdraw their enrolled child must provide a statement in writing at least one whole month (30 days) prior to the start of their last month in attendance. Example, if a child will stop attending school on Oct 15th, the 30-day written notice is required before September 1st. If we do not receive a 30 day notice you will be responsible for that month's tuition.

Parents' Rights and Responsibilities

Parents have the right:

- To know that their child is cared for in a safe, supportive environment;
- To confer with the Teacher(s), Directors concerns related to the child or the program;
- To be told about serious misbehavior on the part of their child, and to visit with the teacher (s), directors to bring about improvement in the situation;
- To be regularly informed by the directors about school activities.
- To have access to their child at any time

Parents have the responsibility:

- To pay fees on time;
- To keep the child's records up-to-date as explained in Enrollment Forms;
- To drop-off and pick-up their child on time as explained in Arrival and Dismissal Section;
- To follow health policy as explained in Health and Policy section;
- To let the Directors know if their child will not be attending on a regularly scheduled day;
- To take note of any communications from the Teacher (s), directors regarding their child's behavior, and to cooperate in any efforts to bring about improvement in the situation;
- To attempt to attend parent education meetings scheduled by the school

Children's Rights and Responsibilities

Children have the right:

- To have a safe, supportive, and consistent environment;
- To use all the program equipment, materials, and facilities on an equal basis;
- To have respectful treatment;

To have discipline that is fair and non-punitive;
To receive nurturing care from staff members who are actively involved with them.

Children have the responsibility:

To be accountable for their actions;
To respect the school rules that guides them while at school;
To remain with the group and staff at all times;
To care for materials and equipment properly.

Hours of Operation

7:30-8:30 Early Drop-Off
8:30-3:30 Montessori Full Day
3:30-4:30 Extended Day
4:30-5:30 Late Day

Arrival and Dismissals

Children should arrive in class and be picked up at their appropriate times. Time before and after class is valuable teacher preparation time. If the parents are late picking up their child, they will be asked to pay \$1.00 for each minute overtime period. Fees are paid directly to the teacher to compensate for overtime.

Late arrivals are disruptive to both class and the child. It is the parents' responsibility to escort the child to and from the classroom. Technically, guardianship of the child is transferred to the school once the parent makes known the child's presence to the teacher, and returned to the parent at dismissal once eye contact is made between teacher and parent. The school is not officially responsible until parent to teacher contact is made. Upon arrival, a child will be checked for any communicable diseases, e.g. conjunctivitis or fever.

Late Policy

We will follow a three-step policy for chronic late pickup.

Step 1. Written note with amount due of \$1 per minute to be given to the teacher on staff.

Step 2. Verbal warning

Step 3. Options of late day, extended day, and early morning will not be available to your child.

Absences

If your child will not be attending the school because of a scheduled appointment, vacation, or other planned absence, please notify the Directors in advance. If your child is sent home from school, they may not return the following day. One of the following conditions is sufficient cause for the child to be kept at home:

- A contagious disease, not including a cold;
- A fever of 101 degrees or higher within the past 24 hours;
- Diarrhea and/or vomiting within the past 24 hours;
- Rash, until cause is diagnosed and determined to be non-contagious;
- Draining sores or burn.

Scheduled and Unscheduled School Closings

Montessori Nursery will be closed on scheduled no-school days, such as conference days or holidays. Refer to the school calendar for those dates.

It may close, start late, or dismiss early due to inclement weather. You will be notified of these decisions through email, Brightwheel, Facebook, and an announcement will be made on KCRG. Please be responsible to check your email, KCRG, and/or Facebook if you think there is a possibility of a change in schedule due to poor weather or driving conditions.

In the event of a late start, school will be delayed two hours after your child's regular starting time. For example, if your child's regular start time is 7:30, they may arrive at 9:30. If your child's start time is 8:30, they may arrive at 10:30.

Bottle Policy

Parents are required to send breast milk and/or formula as well as any additional solid foods you may wish your child to have. All bottles and food containers must be labeled appropriately and taken home daily to be cleaned. Mothers who are able to breastfeed are encouraged to do so as long as they desire. Montessori Nursery will support a positive breastfeeding relationship between mother and child, pacifiers, formula, and solid food will only be used upon request. To make transition from home easier, please be sure breastfed babies are accustomed to a bottle before his/her first day.

All infant teachers are trained in the proper storage and handling of breast milk. All breast milk should be sent in tightly sealed containers to prevent spills. All breast milk should be labeled with the infants name and date it was pumped. Please be sure to provide an adequate supply for a day, as well as a backup supply to be kept in the freezer to meet the babies growing needs. Breast milk will be warmed in warm tap water and never microwaved.

All babies under the age of one who are not breastfed must be fed iron fortified formula unless a doctor has prescribed differently. Formula bottles will be made according to manufacturer's instructions, as needed for those infants who are formula fed. All bottles and food containers must be labeled appropriately and taken home daily to be cleaned. All bottle fed babies will be held closely while being fed.

Eating Policy

Infants are free to eat on demand and the teachers will work with infants to move toward a traditional feeding schedule towards the end of the first year.

Children that have progressed to solid foods will be seated and assisted as necessary. Self-feeding will be promoted as much as possible. All new foods and beverages must be introduced at home.

Lunch

Each day a balanced lunch which meets the child nutrition standards and minimum licensing standards will be served. A balanced lunch must have a fruit, vegetable, grain, and protein. Lunch options include:

1. Bring a Lunch from home: Lunch should be packed in an insulated container labeled with your child's name. This will be brought Monday through Thursday. Do not pack desserts or drinks.
2. Catered Lunch (Preferred Food Service): This option includes a commitment to pay monthly, at a rate of \$2.75/day that lunch is catered. Lunch will be catered every Monday through Thursday that the school is in session, and you will be responsible for payment regardless of your child's attendance. You will be charged through an ACH payment for lunch in addition to tuition on the 1st of the month prior to attendance. Any changes in this option can only occur monthly.

*The school will provide cow's milk (under 2-Whole milk and over 2-2%) and lunch on Fridays. If your child does not drink cow's milk, you must provide an alternative and a medical note from your doctor.

Snack Policy

Generally, most of the snacks for children eating from the school's menu are provided from home. A snack calendar will be sent home at the end of the month for the following month. We will follow the State of Iowa guidelines for serving snacks. We will serve two of the four food groups no less than two hours from a scheduled mealtime. We ask that snacks are packaged with a list of ingredients to keep children with food allergies safe.

School Bags

Every child needs to have a school bag. This is a convenient bag for correspondence, diapers, change of clothes, etc.

Child's Personal Property

Although the school attempts to help children stay organized, the school cannot be responsible for lost personal property. Items lost at school will be collected and stored in a lost and found box. Children should not bring money, toys, food, or other items unnecessary for school activities to school without checking with the teacher. If a child takes any school equipment home, it should be returned.

Diapering Policy

It is the parent's responsibility to provide diapers, wipes, and diaper cream for their child. Each child has his or her own clearly labeled bin to hold their change of clothes, diapers, wipes, diaper cream, etc. Diapers are checked frequently and changed every 2 hours or more often if required. The diaper

changing mat is cleaned and disinfected between each diaper change, and hand washing of childcare provider and child is performed after each diaper change.

School Attire

Children should wear washable, comfortable play clothes. The staff recommends that two extra sets of clothing be kept at school in case clothes become wet or muddy. All items should be marked with the child's name in permanent marker on tag.

Outdoor activities are planned if the weather permits. Outdoor play will not be allowed in rain or when temperatures (including wind chill) falls below zero degrees. Every child should be properly dressed for the weather. In the winter, this includes snow pants, a hat that covers the ears, mittens, boots, and shoes or rubber-soled slippers for classroom use. Staff/child ratios do not permit the school to keep one or two children inside during recess.

Rest Time

Each day after lunch, the full-day children have a rest period. During this time they sleep or relax quietly on their cots. State law requires each child to have cover for the cot (crib sheet) and a cover for the child (small blanket). Sleeping mats would also meet this requirement. He/She may bring one small soft toy to school for the nap time. Napping materials should be sent in a bag and clearly labeled.

Celebrations, Birthdays, and Holidays

Planned special occasions can include: Halloween, Thanksgiving, December Holidays, President's Day, May Day, Chinese New Year, and students' birthdays. The school is sensitive to the multicultural nature of our community and therefore includes cultural diversity in celebrations whenever possible. Parents are encouraged to share their ethnic traditions with the children at school.

Visitors and Observations

Parents and community members are welcome to observe at the school. A scheduled visit would be appreciated but state law states that parents have unlimited and immediate access to their children. Parents or visitors without criminal record checks and background check will not be counted as ratio and will not have unsupervised contact with children other than their own. For liability and supervisory reasons, it is not possible for children who visit the program to take part in activities. Observations guidelines are available from the child's teacher.

Service workers will be closely monitored and allowed on premises for the duration of required services while supervised by directors and will not be given unrestricted access to the building. At no time will service workers be allowed unsupervised contact with children.

Channels of Communication

Throughout the year, if a parent has any questions about their child's progress, they can contact the teacher by leaving a phone message at the school or by speaking to the teacher directly. Written messages from school will be sent periodically to keep

parents informed of school happenings. Notes on the front door or classroom doors will list important upcoming events to assist parents in keeping current with activities. In addition to more formal communications, we find informal communication vital to achieving our goals for the children. We need to know enough of what's happening in the child's world to adapt our environment to support the child's needs as much as possible. If a significant change occurs at home, the family should alert the child's teacher(s) as soon as possible.

Families should provide The Montessori Nursery with an email address in order to assure timely receipt of school information. Please be sure the email address provided is one that is checked regularly. This is particularly useful when the school needs to contact families quickly, e.g. early school closing due to bad weather, etc. Please notify the school immediately if your email address changes. Because teachers are busy with the children in the classroom and are rarely at their desk, email is not a recommended method of communication with the teachers when you need a prompt reply.

The school frequently uses See-Saw app to provide parents with pictures and videos of their children's school days. School announcements may be transmitted through the app. Information is only visible to parents.

Confidentiality

Information pertaining to the admission, progress, health, or discharge of an individual child will be confidential and limited to teachers and directors unless the parent(s) have granted written permission for disclosure of dissemination. Families should respect each other's right and privacy. Children's school records are kept in confidence and are only available to the child's parents and teachers. We have a growing number of families with unlisted phone numbers, or who otherwise do not want their home phone numbers to be mass distributed. In respect to those who wish to retain their privacy (or those who simply wish to control the release of their phone numbers) the school will not hand out phone numbers without first obtaining the family's permission.

Health and Safety Policy

If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.), parents would inform the Director of the steps to be taken if a problem occurs during school hours. Please make sure that medication is available and that the "Medical Authorization Form" for its use has been completed. If a child has any one of the following conditions, the parent will be notified to pick up the child immediately:

- Contagious disease;
- Fever over 101 degrees;
- Vomiting or diarrhea;
- Accident requiring medical attention;
- A rash, until diagnosed and determined to be non-contagious;
- Draining sores or burns

In case of accident or illness, parents of the child will be called immediately. Teachers will administer minor first aid, i.e., cleansing, bandages. The child will be moved to

a quiet spot in the office area until the parent/guardian arrives. **If your child is sent home from school due to an illness, he/she may not return to school the following day.**

Accident reports will be sent home on the day of the incident in duplicate explaining what happened and what treatment was administered. Parents should sign one copy and return it to the school while keeping the second for their records. In serious cases, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible. If the child's parents cannot be reached, the individuals designated by the parents as emergency contacts will be called. When necessary, announcement of an outbreak of a communicable disease or head lice will be posted on the front door.

Biting Policy

Biting is an unavoidable consequence of grouping young children together. Children bite for a variety of reasons: teething, simple sensory exploration, cause and effect, imitation, seeking attention, frustration and stress. Biting is not something to blame on children, their parents or their teachers. When a biting incident occurs, the child who was bitten should be immediately cared for using appropriate first aid. Teachers will provide confidential reports to parents of involved children. In events of repeat biting, teacher, parent, and administration will meet to create an action plan and measure the outcome of these changes.

First aid procedures are as follows:

1. If skin is broken, the wound will be cleaned and effort made to stop bleeding. Wound may be covered with sterile dressing.
2. If skin is unbroken, the wound will be cleaned with soap and water, ice will be applied to reduce pain and swelling.
3. If skin is broken, parents of both children will be notified and it will be determined if the children need to be seen by a healthcare provider.
4. A detailed report will be written for each child, respecting the confidentiality of both children.

Minor Behavioral Concerns

The lead classroom teacher will discuss minor behavioral concerns with parents in person or via email. Any meetings required will take place at a time that is convenient for all parties involved.

Major Behavioral Concerns

Serious incidents involving inappropriate and sexually acting out behavior will result in parents being notified immediately and an incident report form will be filled out.

Dental Emergency Procedures

The school will follow the guideline as outlined by the American Academy of Pediatric Dentistry.

Distribution of Medications

If a child is to be given any medication (including over-the-counter medicine), the parents must complete a "Medication Authorization Form". This

procedure must be followed every day that the child is to receive medication. Teachers are not permitted by law to administer any medication unless this form is completed. Parents should hand the medication directly to a staff person. Parents should ask the teacher for a medication form, fill it out, give the form and the medication to the teacher, and indicate if the medication needs to be refrigerated. Medication should be in its original or duplicate container, or a container accompanied by the doctor's directions. If medication is to be kept at the school for treatment of a chronic condition, no more than a one-month supply should remain at the school at any time. Staff members must complete their portion of the form, and initialize it where necessary. Sunscreens must be stored separately from oral medicine and any food or food service items. Any unused medicine must be disposed of properly or returned directly to the parents. Children may never bring in the medication themselves.

Parent Emergency Medical Consent

The school requires the forms to be kept current. The parent must provide new information to the school regarding changes in information, such as, emergency contacts' names, new employers, new phone numbers, changes in arrival or departure procedures, etc.

Accommodations for Disabilities

Efforts will be made to accommodate those with disabilities in accordance with Title III of the ADA.

Smoke-Free Environment.

Smoking and the use of tobacco products shall be prohibited in or around the center.

Hand washing Procedure

Hand washing is probably the most critical element in reducing the spread of germs. Hands should always be washed upon arrival at the school, whenever contact is made with bodily discharges, immediately before and after eating, after using the restroom, and upon leaving the school. A full list of times when hands should be washed is included in the school's Infectious Disease Control and Universal Precautions Policy and first aid kit.

Universal Precautions/Exposures to blood or other body fluids

Gloves shall be worn by Staff when diapering or when contact with blood or other body fluids is possible and when cleaning contaminated surfaces. Spills of urine, feces, vomit or blood shall be cleaned from the surfaces first with soap and water and then surfaces shall be disinfected with a solution of household bleach and water. Any blood contaminated material shall be disposed of in a double layer plastic bag with a secure tie. Diapers will be disposed of in garbage bin out of reach of children in locked cabinet.

Tornado Plan

Tornado escape plans will be posted at each exit door. Class attendance record, emergency information book, cell phone and first aid kit will be taken to the interior hallway between the kitchen and the office. All children will be accounted for using the class attendance record. Cell phone will be used in

the notification of parents and emergency vehicle's. Children will get down on the floor and cover their heads. Tornado drills will be practiced and recorded monthly. One teacher will blow a whistle and record the time. Another teacher will lead the children to the hallway with the class attendance, emergency records, and first aid kit. Another teacher will be responsible to get the cell phone and help any immobile child.

Emergency Plan for Intruder

Our school has keyed entry to the front door, all other doors are locked. Action should be taken if a person enters the center that is not authorized to pick up a child and/or intoxicated. Staff should not attempt to physically restrain the individual. Staff cannot refuse access to a legal parent or guardian, but every attempt will be made to discourage the person from leaving with the child. Proper authorities will be immediately notified if the child is taken. Description of the vehicle, license number, and description of the state of the individual will be reported to the authorities.

Emergency Plan for Abducted or Lost Child

If a child is abducted or missing, the center will notify the parents and authorities immediately. Description of the person and the vehicle will be reported to the police.

Blizzard Plan

In the case of a school closing due to a blizzard, parents are asked to pick up their child as soon as possible. Parents may also be notified by phone. Children will remain at the center if parents are unable to get to the center.

Power Failure Plan

In the case of a power failure, children will remain at the center until parents are notified. If evacuation is necessary, the children will be escorted to the North Liberty Recreation Center. Parents will be instructed to pick up their child at the recreation center. Emergency information, child attendance records, and cell phone will be taken.

Bomb Threat Plan

In the case of a bomb threat, children will be escorted to the North Liberty Recreation Center. Parents will be notified as to where to pick up their child. Proper authorities will be notified. Emergency information, child attendance records, and cell phone will be taken.

Active Shooter Plan

In case of an active shooter/intruder, the school will immediately go on lock down. All doors/windows will be locked. If children are on the playground they will immediately go inside. All blinds will be closed, doors and windows will be barricaded with cribs, shelves, cots, chairs, etc. Children will be placed hidden away from doors and windows and barricaded as best with protection. If time allows, children will be moved to kitchen and bathrooms. The director(s) and/or on-site supervisor will contact the police and follow the chain of command for the best possible solution. If the children need to be immediately transported out of the school, the staff will listen to the police/directors to load the children quickly and safely in the vans (provided from the NL rec center) to be relocated to the North Liberty rec center. Staff cell phone usage will not be allowed

during this time. If any child needs immediate medical attention the police and directors will load them into an ambulance if readily available or provide the best medical care until a professional is available. All children will be checked over and provided with medical attention if needed. After everyone is safe, the staff will call the parents of the children who are not needing medical attention. If a child needs medical attention the directors will call the parents to pick them up to transport them to the nearest doctor or if severe, will be given the information of where the child was transported to.

First Aid Kits

A first aid kit will be maintained and kept in a location not accessible to the children within the program space. A first aid kit will be maintained and kept on the playground and be taken on field trips.

Chemical Spill

In the case of a chemical spill, children will be escorted to the North Liberty Recreation Center. Parents will be notified where to pick up their child, as well as a note placed on the door of the school. Emergency information, child attendance records, a first aid kit, and cell phone will be taken.

Staff Training

Staff will receive training regarding emergency procedures upon starting school. A copy of the schools policy will be given to all new employees. Staff is required to update their Universal Precautions training every year.

Fire Plan

Fire escape plans will be posted at each exit door. Class attendance record, emergency information book, cell phone and first aid kit will be taken outside to the fenced playground. All children will be accounted for using the class attendance record. Cell phone will be used in the notification of parents and emergency vehicles. Children will be taken to the fenced playground until parents can pick them up. Fire drills will be practiced and recorded monthly. One teacher will activate the fire alarm and record the amount of time to evacuate. Another teacher will lead the children to the playground with the class attendance record, emergency records,

Handicap Accessibility

The school is handicap accessible and has a handicapped accessible bathroom. Any further accommodations will be handled on an individual basis.

Mandatory Reporting of Child Abuse

Under Chapter 232 of the Iowa Code, all employees are required by law to report cases of child abuse. Employees are required to make an oral and a written report. See the Director (s) for more information regarding the procedure and the information required to be included in such a report. According to the Code, any Mandatory Reporter, who makes a report of child abuse or participates in an investigation of child abuse in good faith, has immunity from any criminal or civil liability.

Staff Development

The following policies have been established by DHS:

- All staff will obtain and maintain current First Aid certification, mandatory reporting, Universal Precautions and Infectious Disease Control training, and a CPR certificate (Adult, Child, and Infant) as required by current law.
 - All teachers will meet the minimum professional development training requirements for DHS requirements: First year of employment for employees working 20 hours per week or more-
 1. 10 hours of training
 2. Essentials Pre-service training modules as required by the DHS.
 - Succeeding years of employment for staff working 20 hours per week or more
 1. 6 hours of training
 - First year of employment for employees working less than 20 hours per week
 1. 5 hours of training
 2. Essentials Pre-service training modules as required by DHS
 - Succeeding years of employment for staff working less than 20 hours per week
 1. 4 hours of training
 - All staff is required to meet the following requirements:
 1. CPR & First Aid
 2. Universal Precautions
 3. Mandatory Reporter Training
- All staff will go through initial orientation to the School's policies and licensing requirements. Included in this training will be instruction regarding the School's emergency procedures policies and policies on universal precautions and infectious disease control. Beyond the initial orientation, staff will undergo ongoing training on these policies at least once a year as per DHS requirements.
- All staff will undergo a yearly evaluation on their performance.

Late Policy

We will follow a three step policy for chronic late pickup.

Step 1. Written note with amount due of \$10 per 10 minutes to be given to the teacher on staff.

Step. 2 Verbal warning

Step 3. Options of late day, extended day, early morning will not be available to your child or the tuition will increase monthly for a later stay time.

Absences

If your child will not be attending the school because of a scheduled appointment, vacation, or other planned absence, please notify the School in advance. If your child is sent home from school, he/she may not return the following day. One of the following conditions is sufficient cause for the child to be kept at home:

- A contagious disease, not including a cold;
- A fever of 101 degrees or higher within the past 24 hours;
- Diarrhea and/or vomiting within the past 24 hours; more than 2 stools that cannot be contained by diaper in 24 hour period

- Rash, until cause is diagnosed and determined non-contagious;
- Draining sores or burn.

Scheduled and Unscheduled School Closings

Scheduled No-School Days

The Montessori Nursery will be closed on scheduled no-school days. Refer to the school calendar.

Unscheduled No-School Days

The school may, close, start late or dismiss early due to inclement weather. You will be notified of these decisions through e mail and an announcement will be made on KCRG. Please be responsible to check your e mail and/or check KCRG if you think there is a possibility of a change in schedule due to poor driving conditions. If a child has already arrived at school on the unscheduled early dismissal days, parents are expected to pick him/her up as soon as possible.

In the event of a late start, school will be delayed two hours after your child's regular starting time. For example, if your child's regular start time is 7:30, he/she may arrive at 9:30. If your child's start time is 8:30, he/she may arrive at 10:30.

Insurance

The school's property and liability insurance policy does not cover costs for medical treatment incurred by students due to injuries resulting from normal participation in any school activity, including but not limited to classroom, recess, athletic and extracurricular activities, whether or not these activities take place on school property. Families are encouraged to provide their own insurance coverage.

Discipline and Discharge Policy

The Montessori Nursery has a positive approach using redirection, communication, and conflict resolution. Children are entitled to a pleasant and harmonious environment at the Montessori Nursery. The school cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior that:

- Requires constant attention from the staff;
- Inflicts physical or emotional harm on other children;
- Ignores or disobeys the rules which guide behavior during the school day.

Field Trips

Field trips are scheduled occasionally during the school year. Each trip is planned with small children in mind and every precaution is made to ensure each child's safety. Whenever a field trip is planned, parents are notified and often requested to assist in chaperoning the children. A criminal record check, and a signed statement of any convictions, is required by the state for chaperones. There will be one more adult per ratio than is required by Department of Human Services to accompany the group. If a parent chooses not to have their child participate special arrangements will have to be made for the child to remain at the school with a staff person.

Enrollment papers include a waiver for field trips. There will not be any field trips taken that would need a vehicle to transport the children.

Non-Center Activity Policy

Parents will be notified if there will be routine non-center activities for example library or recreation center activities. These will be handled like field trip.

Center Pets

The Montessori Nursery may have pets. These pets include dogs, cats, hamsters, fish, or gerbils. There is a file maintained with up-to-date vaccinations in the office.