



13973 WEST PRESERVE BLVD, BURNSVILLE, MN 55337

14401 PILOT KNOB ROAD, APPLE VALLEY, MN 55124

PARENT HANDBOOK

Modified August 2012

To improve your satisfaction of the school we would really like to get input from you the parent, on the service that we are providing for you and your child. Please let Miss Sandy know immediately if there are any concerns or questions by contacting her one of the following ways:

- Email – sandy@americanmontessori.com
- Note – Handwritten note left in paybox.
- Phone – 952-736-1004

OUR LICENSING INFORMATION

We are licensed annually by the Minnesota Department of Human Services – Division of Licensing. We follow rule 3 licensing requirements as stated by the DHS.

Burnsville location is licensed for 53 Preschool/School-Age children and 7 Toddlers
Apple Valley location is licensed for 20 Preschoolers

When your child is enrolled at American Montessori you may visit the program at any time during normal hours of operation which is 7AM – 5:30PM, Monday - Friday.



Parent Welcome Letter

Dear Parents,

We feel honored that you have considered American Montessori as a school for your child. We hope that you have visited other schools and then found that our school is the kind of school that you want your child to attend. At American Montessori your child comes first. We feel that it is a privilege that you will allow us to share in the development and education of your most precious possessions, your children.

It is a task, however, that we will not accept fully on our own. The education and well-being of your child will be a task that should be combined. We realize that the parent is the first teacher of the child and we will gladly assist in providing a combined education for each and every one of your children. If this is truly what you would like for your child then let me welcome you to our American Montessori Family.

Sincerely,

Miss Sandy

Table of Contents

OUR LICENSING INFORMATION	1
Parent Welcome Letter	2
ABOUT AMERICAN MONTESSORI.....	4
HOURS OF OPERATION	4
PERSONS AUTHORIZED TO PICK UP CHILDREN.....	4
FINANCIAL POLICIES	5
Rates / Hours / Fees / Billing Structure / Non-Payment.....	5
DAILY SCHEDULES	6
Kindergarten Schedule	6
Pre-Kindergarten Schedule	6
DAILY SCHEDULES (continued).....	7
Preschool Schedule	7
Toddler Schedule (Not Available at Apple Valley)	7
HEALTH RECORD INFORMATION	8
Immunization Record	8
Health Care Summary	8
Health Care History for Preschool / Pre-K / Kindergarten Toddler Form – Getting to know you Toddler	8
Emergency Contact Sheets	8
Emergency Contact List	8
Permission for Applying Products / Sunscreen (Parent Responsibility)	8
Permission for Basic Field Trip form	9
MEDICATIONS	9
EXCLUSION OF ILL CHILD	10
CARE OF ILL OR INJURED CHILDREN	11
ACCIDENT, INJURY, INCIDENT LOGS	11
FIRST AID / CPR / SHAKEN BABY	11
DISCIPLINING YOUR CHILD/CHILDREN.....	14
BREAKFAST, LUNCH, SNACK AND DRINKS	14
FOOD BROUGHT FROM HOME FOR TREATS	14
RESEARCH, PUBLIC RELATION ACTIVITY.....	14
PETS	14
FIELD TRIPS	14
SEAT BELTS AND TRANSPORTATION	14
ITEMS BROUGHT FROM HOME	15
ATTIRE WORN TO SCHOOL.....	15
LETTER BAG DAY	15
BOOK DAY	15
SPANISH.....	15
DANCE & GYMNASTICS.....	15
MUSIC/PIANO	15
ART & SCIENCE.....	16
COMPUTERS & SPORTS.....	16
ZUMBA, MARTIAL ARTS & YOGA	16
SUMMER MONTESSORI PROGRAM.....	16
SIGNING IN AND OUT	16
REFERENCES	16
PARENT TEACHER CONFERENCES	16
SCHOOL PROGRAMS AND GRADUATION	16
HEALTH CONSULTATION SERVICES.....	16
BEHAVIOR GUIDANCE.....	17
SIGNED PARENT HANDBOOK FORM	19

ABOUT AMERICAN MONTESSORI

Where Children Are Our Priority

At American Montessori we strive to give the best Montessori education and childcare for your child. We have been offering the Montessori Method of education for 16 years and counting. Our dedicated staff, which consists of AMI/AMS Montessori teachers and qualified childcare providers from around the world, brings over 100 years of combined Montessori and childcare experience to our school. For more information on what we offer please see our website at www.americanmontessori.com.

HOURS OF OPERATION

- **Hours and School Year:**

- *We are open Monday through Friday*
- *7:00am to 5:30pm*
- *We are open all year round with the exceptions of the school closings*
- *All children must be picked up no later than **5:30PM**. If enrolled in the 4 hour / 5 hour program, must pick up on time or late fees will be charged. Full Day is up to 9.5 hours per day (**8 hours is recommended**).*
- *School year runs September through May and summer school is June, July and August.*

- **School Closings:**

- The school will be closed on the following days:
 - Martin Luther King Day, President's Day, Spring Break (Good Friday), Memorial Day, Independence Day, Labor Day, Thanksgiving Day and day after Thanksgiving and Winter Break (Please refer to School Calendar on the website for exact dates).
- There will be no refund for school closings due to weather, holidays, and illness/sick days, loss of job, etc. **NO EXCEPTIONS PLEASE**
- For school closings due to bad weather please watch WCCO, KSTP, FOX and KARE 11.

PERSONS AUTHORIZED TO PICK UP CHILDREN

In the event that parents are not able to pick up their child, the **Emergency Pick up Authorization** form is to be filled out. In order to release your child, your emergency contact must bring their valid photo ID/ driver's license. Also prior written notice is required from the parent. If you are unable to do this you may fax the letter to 952-736-8430. We will not accept phone authorization for the safety of your child; however a phone call followed by an email is accepted.

FINANCIAL POLICIES

Rates / Hours / Fees / Billing Structure / Non-Payment

Rates

- Toddler/Preschool/Pre-K/Kindergarten – Full Time **Rate \$ _____ per week**
- Toddler/Preschool/Pre-K/Kindergarten - Part Time **Rate \$ _____ per week**
- **Fees DO NOT include food or beverages** - Food & beverages must be brought from home.
- (No more than **9.5** hours a day, there is a **\$5.00 charge** for each additional ½ hour)

Hours

- **Hours of Operation** are from 7:00AM to 5:30PM. All children must be picked up no later than **5:30PM**. If enrolled in the 4 hour / 5 hour program, must pick up on time or the same late fee will apply. There will be a **\$5.00 per minute** charge for first minute and **\$1.00 each additional minute** that you are late payable immediately upon pickup.
NO EXCEPTIONS PLEASE. (Please respect the teacher's personal time by picking up your child on time, and plan accordingly to allow yourself enough time including during bad weather days.)

Fees

- **Registration fee** of \$100.00 will be required when this application is turned in for processing along with all other required enrollment forms. It is your responsibility to be sure that all the information contained in the forms are kept up to date.
- **Weekly Fees** are due each Thursday prior to the following 2 weeks that your child is attending.
- **Bounced Check Fee** - There will be a \$30.00 fee for returned (bounced) checks, if more than two checks are returned unpaid, only money orders will be accepted from then on.
- **Pizza Fees** – Friday's are pizza day for lunch; an additional small fee is required to be paid every 4 months.

Billing Structure – you are responsible to pay for 52 weeks a year

- **Billing structure** for 2012 – 2013 school year: Sept – Dec, 2012 (17 Weeks), Jan – May, 2013 (22 Weeks) and June – August, 2013 (13 Weeks), Sept – Dec, 2013 (18 Weeks)
- The **last week of December fees and first week of January fees** are due on or before the school is closed for the holiday break in December.

Non-Payment

- **Non Payment** - if fees haven't been paid your child will be unable to attend until payment is made. We also require that you give a 2 week paid notice when your child will be leaving. If you are unable to pay due to employment loss or other circumstances, please notify Miss Sandy immediately; do not continue to attend unless you can pay or unless prior arrangements have been made with Miss Sandy. If late payment is made after the due date, there is a \$5.00 per day service charge that you will need to pay with the next payment. Persistent late payments are grounds for termination of child care. Child care positions will be lost after two weeks of non-payment. (Late fees will still accrue until the account is paid in full).

Client Responsibility

- Clients are responsible to pay for all late payments, late fees and two weeks' notice even after termination of child care. Clients will also be held responsible for all court, attorney and collection agency fees involved in collection of late payments, late fees and two weeks' notice.

Right of Refusal

American Montessori has the right to request that a child be withdrawn, if the child is not adjusting to or benefiting from the environment or if parents are not cooperating with the school policies and the Directress (Miss Sandy) and the policies within this handbook and application. This includes disrespect of children, staff or other parents.

Supplies

You are responsible to download the updated supply list from the website and purchase these supplies prior to enrollment. The supplies are put into a general supply and used throughout the school for all children to share and use. You may be asked to provide more supplies throughout the year depending on the needs of the school.

DAILY SCHEDULES

Kindergarten Schedule

7:00 AM - 8:00 AM	Breakfast / Puzzles / Computers
8:00 AM - 8:30 AM	Montessori Exercises of Practical Life
8:30 AM - 9:00 AM	Montessori Sensorial
9:00 AM - 9:30 AM	Montessori Circle & Presentations
9:30 AM - 10:00 AM	Snack
10:00 AM - 10:30 AM	Montessori Lessons / Spanish / Science
10:30 AM - 11:00 AM	Montessori Lessons - Numbers & Letters
11:00 AM - 11:30 AM	Outside Play / Park
11:30AM - 12:00PM	Dance / Sing / Music / Walking on the Line
12:00 PM - 1:00 PM	Lunch
1:00 PM - 3:00 PM	Reading / Writing / Math
3:00 PM - 3:30 PM	Snack
3:30 PM - 4:00 PM	Art Projects / Science / Geography
4:00 PM - 4:30 PM	Outside Play / Park
4:30 PM - 5:00 PM	Montessori Manipulatives / Computers
5:00 PM - 5:30 PM	Story Time / Children Pick Up
Schedule subject to change according to weather	

Pre-Kindergarten Schedule

7:00 AM - 8:00 AM	Breakfast / Puzzles / Computers
8:00 AM - 8:30 AM	Montessori Exercises of Practical Life
8:30 AM - 9:00 AM	Montessori Sensorial
9:00 AM - 9:30 AM	Montessori Circle & Presentations
9:30 AM - 10:00 AM	Snack
10:00 AM - 10:30 AM	Spanish
10:30 AM - 11:00 AM	Montessori Lessons - Numbers & Letters
11:00 AM - 11:30 AM	Outside Play / Park
11:30AM - 12:00PM	Dance / Sing / Music / Walking on the Line
12:00 PM - 1:00 PM	Lunch
1:00 PM - 3:00 PM	Reading / Writing / Math
3:00 PM - 3:30 PM	Snack
3:30 PM - 4:00 PM	Art Projects / Science / Geography
4:00 PM - 4:30 PM	Outside Play / Park
4:30 PM - 5:00 PM	Montessori Manipulatives / Computers
5:00 PM - 5:30 PM	Story Time / Children Pick Up
Schedule subject to change according to weather	

In addition to the daily schedule we have extracurricular activities offered to the children throughout the week by teacher consultants, Spanish, gymnastics & dance and music individual & group, creative art, sports camp in the afternoons and indoor/outdoor field trips. These extra activities may change according to budget and time constraints.

DAILY SCHEDULES (continued)

Preschool Schedule

7:00 AM - 8:00 AM	Breakfast / Puzzles / Computers
8:00 AM - 8:30 AM	Montessori Exercises of Practical Life
8:30 AM - 9:00 AM	Montessori Sensorial
9:00 AM - 9:30 AM	Montessori Circle & Presentations
9:30 AM - 10:00 AM	Snack
10:00 AM - 10:30 AM	Spanish
10:30 AM - 11:00 AM	Montessori Lessons - Numbers & Letters
11:00 AM - 11:30 AM	Outside Play / Park
11:30AM - 12:00PM	Dance / Sing / Music / Walking on the Line
12:00 PM - 1:00 PM	Lunch
1:00 PM - 3:00 PM	Nap / Rest
3:00 PM - 3:30 PM	Snack
3:30 PM - 4:00 PM	Art Projects
4:00 PM - 4:30 PM	Outside Play / Park
4:30 PM - 5:00 PM	Montessori Manipulatives / Computers
5:00 PM - 5:30PM	Story Time / Children Pick Up
Schedule subject to change according to weather	

Toddler Schedule (Not Available at Apple Valley)

7:00 AM - 8:00 AM	Breakfast / Puzzles
8:00 AM - 8:30 AM	Montessori Exercises of Practical Life
8:30 AM - 9:00 AM	Montessori Sensorial
9:00 AM - 9:30 AM	Montessori Circle & Presentations
9:30 AM - 10:00 AM	Snack / Diaper Changing
10:00 AM - 10:30 AM	Spanish
10:30 AM - 11:00 AM	Montessori Lessons - Numbers & Letters
11:00 AM - 11:30 AM	Outside Play / Park
11:30AM - 12:00PM	Dance / Sing / Music / Walking on the Line
12:00 PM - 1:00 PM	Lunch
1:00 PM - 3:00 PM	Nap / Rest
3:00 PM - 3:30 PM	Snack / Diaper Changing
3:30 PM - 4:00 PM	Art Projects
4:00 PM - 4:30 PM	Outside Play / Park
4:30 PM - 5:00 PM	Montessori Manipulatives
5:00 PM - 5:30 PM	Story Time / Children Pick Up
Schedule subject to change according to weather	

In addition to the daily schedule we have extracurricular activities offered to the children throughout the week by teacher consultants, Spanish, gymnastics & dance and music individual & group, creative art, sports camp in the afternoons and indoor/outdoor field trips. These extra activities may change according to budget and time constraints.

HEALTH RECORD INFORMATION

The following Health Record and Other Forms can be downloaded from the website.

Immunization Record:

This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due on admission. Records must be kept updated whenever your child receives additional immunizations. We recommend that parents take the responsibility to keep your child current with flu shots or any current vaccinations that are available per the CDC (Centers for Disease Control).

Health Care Summary:

This information must include the date of your child's most recent physical exam (within six months), and be signed by the child's source of health care. This form is due within thirty days of admission. As a minimum, an updated report of physical examination is required whenever a child 24 months or older advances to an older age category.

Health Care History for Preschool / Pre-K / Kindergarten Toddler Form – Getting to know you Toddler

These records need to be filled out by the parent of guardian and is due on admission before your child can attend American Montessori.

Emergency Contact Sheets:

Emergency Contact Sheets are located in the Emergency Contact Binder located near the Signing In table. Each child will have an Emergency Contact Sheet completed by the parent/guardian and turned in at admission. This sheet lists all emergency contact information such as clinic, doctor, dentist, etc. This sheet will be updated as needed, annually, and when changing age groups.

Emergency Contact List / Emergency Pick Up:

This needs to be filled out and turned in at admission. This contains emergency contact information other than the parents or guardians.

Permission for Applying Products / Sunscreen (Parent Responsibility)

For the safety of your child sunscreen should be applied by you at home prior to your child/children coming to school, we will **NOT** be responsible for applying sunscreen or any effects of your child not being protected.

Insect repellents, diaper cream, lotion, chapstick also need written parental approval. These products must be used according to manufacturer's instructions. They must be in original container with the child's name on it. This will be stored in a box in the classroom away from the children. Please fill out this form to allow us to do so.

Permission for Basic Field Trip form

The basic field trip form is required to allow your child to go to the park and on nature walks with the rest of the class.

MEDICATIONS

Prescription Medication:

Prescription medications will only be given with written parent consent and written physician approval. Please complete the medication form that can be downloaded from our website or is located in a file by the front sign-out table, if your child needs a medication while in our care. Medications must be in their original container and may be given only to the child for whom they are prescribed. Outdated/expired medications will not be given. This is stored in each child's classroom in the medicine box away from the children. Please let the staff know if the medication requires refrigeration.

Over the Counter Medications:

We will give over the counter medications with written parental permission and instructions (medication form can be downloaded from our website or is available at the school). The teachers at American Montessori will administer over the counter medication for 3 consecutive days; thereafter we will require the Health Care Provider Evaluation Form filled out and signed by a doctor before the child is able to attend school and is no longer sick or contagious. Parent written instructions must correspond to manufacturer's instructions, if dosage differs from manufacturer's instructions, written doctor's instructions will be needed. Containers must be labeled with child's name and date. Outdated medications will not be given. This is stored in each child's classroom in the medicine box away from the children. Please let the staff know if the medication requires refrigeration.

Special Needs / Conditions / Allergies

Parents also have the responsibility to inform the center when their child has any special medical condition, needs, or allergies (food or other) so that we can provide the best care and support. If child has a special needs, medical conditions or allergies the parent must provide detailed written information about the child's special condition or need in the form of a care plan for the child as well as train and educate the staff so the child is at no risk while in our care. Ongoing updates have to be provided in writing.

Dietary modification because of special dietary needs shall be made under the direction of a trained health care provider at the parent's expense. American Montessori will try to accommodate as much as possible within our limits. Written permission from the child's parent/legal guardian and the child's health care provider is required.

EXCLUSION OF ILL CHILD

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from *INFECTIOUS DISEASES IN CHILD CARE SETTINGS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS*, prepared by Hennepin County Community Health Department, Epidemiology Program. We must exclude a child with any of the following conditions:

Chicken pox	Until all the blisters have dried into scabs; usually about 6 days after rash onset.
Conjunctivitis (Pinkeye)	Bacterial (with pus): until 24 hours after antibiotic treatment begins. (pink or red conjunctiva with white or yellow discharge that causes matting of the eyelids; pain or redness of eyelids).
Diarrhea (Infectious)	Until diarrhea has stopped. For some infections, the person must also be treated with antibiotics before returning to childcare.
Diarrhea (Uncontrolled)	Until uncontrolled diarrhea stops, or until a medical exam indicates that it is not a communicable disease (uncontrolled diarrhea is an increased number of stools, compared with a person's normal pattern, along with watery stools, and/or decreased stool form that cannot be contained by the diaper or use of the toilet).
Fever	When accompanied by behavior changes, stiff neck, difficulty breathing, rash, sore throat or other symptoms of illness or the child is unable to participate in normal activities. In some cases until a medical exam indicates that a child can return. Auxiliary armpit temperature: 100 ⁰ F. or higher. Child can return only if their fever is normal before fever reducing medication is given.
Impetigo	Until child has been treated with antibiotics for at least a full 24 hours.
Lice (head)	Until after the first treatment and no live lice are seen.
Rash With or Without Fever or Behavior Change	Until a medical exam indicates these symptoms are not that of a communicable disease (i.e., chickenpox, fifth disease, measles, roseola, rubella, shingles, and strep throat).
Respiratory Infections (Viral)	Until child is without fever for 24 hours and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.
Ringworm (skin & scalp)	Until 24 hours after treatment has been started.
Scabies	Until 24 hours after treatment has been started.
Signs/Symptoms of Possible Severe Illness	Until a medical exam indicates the child may return (unusually tired, uncontrolled coughing, irritability, persistent crying, difficult breathing, wheezing).
Streptococcal Sore Throat	Until at least a full 24 hours after treatment begins and child is without fever for 24 hours.
Vomiting	Until vomiting stops (vomiting is defined as one or more episodes in the previous 24 hours).

*Any child who is not able to participate in child care program activities with reasonable comfort, including outdoor play; or who requires more care than staff can provide without compromising the health and safety of other children in care should not come to school.

When a child in our care has been medically diagnosed with a communicable disease, we will notify the appropriate health authorities and follow their recommendations to provide information to parents of all exposed children. The childcare program will notify the parents of exposed children on the same day or within 24 hours by one or any combination:

- A written notice that will be posted on the signing out table.
- A written notice that will be sent home for parents to read, if necessary.

Parents are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends / holidays, if their child is diagnosed with a communicable disease.

CARE OF ILL OR INJURED CHILDREN

If your child becomes ill or injured while in care, he/she will be isolated away from other children under supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. **Within one hour you should have your child picked up, if not the school/staff cannot be held responsible for any complications.** Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff thinks it necessary, the child's health care provider will be contacted or we will call 911.

ACCIDENT, INJURY, INCIDENT LOGS

All accidents, injuries and incidents are recorded in their appropriate logs and they are reviewed annually by Miss Sandy, if needed adjustments to the program are made immediately and a report will be filled out.

FIRST AID / CPR / SHAKEN BABY

All American Montessori staff has received training and has been CPR and First Aid certified. They have also received In-Service training about Shaken Baby Syndrome. In the event of any injury or illness; our trained staff will administer appropriate first aid. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. **Staff will not transport children.**

Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs

Who Should Report Child Abuse and Neglect?

- Any person may voluntarily report abuse or neglect.
- If you work with children in a licensed facility, you are legally required or mandated to report and cannot shift responsibility of reporting to your supervisor or to anyone else at your licensed facility. If you know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years you must immediately (within 24 hours) make a report to an outside agency.

Where to Report

- If you know or suspect that a child is in immediate danger, call 9-1-1.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651-297-4123).
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at 651-224-1133 or local law enforcement at 651-483-3366.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services at 651-296-3971.

What to Report

- Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556)
- A report to any of the above agencies should contain enough information to identify a child involved, any persons responsible for the abuse or neglect (if known), and the nature and extent of the maltreatment and/or possible licensing violations. For reports concerning suspected abuse or neglect occurring within a licensed facility, the report should include any actions taken by the facility in response to the incident.
- An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

- A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Dept of Health, and unlicensed Personal Care Provider Organizations.

Retaliation Prohibited

- An employer of any mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

Maltreatment of Minors Mandated Reporting Policy for DHS Licensed Programs (cont.)

Internal review

- When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:
 - Related policies and procedures were followed
 - The policies and procedures were adequate
 - There is a need for additional staff training
 - The reported event is similar to past events with the children or the services involved
 - There is a need for corrective action by the license holder to protect the health and safety of children in care.

Primary and secondary person or position to ensure internal reviews are completed

- The internal review will be completed by Miss Sandy (name or position). If this individual is involved in the alleged or suspected maltreatment, Mr. Jim (name or position) will be responsible for completing the internal review.

Documentation of the internal review

- The facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

Corrective action plan

- Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

Staff training

- The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, Section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, Section 245A.04, subdivision 14.

The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.

DISCIPLINING YOUR CHILD/CHILDREN

At anytime on school property, inside building or outside at the park or the parking lot, there is no hitting, spanking, pulling, grabbing, yelling, degrading behavior towards a child, or anything of that nature allowed. This is for the protection of the child, yourself and the school. Also there should be NO disciplining of children that are not your own, if there are issues with a specific child please let the staff know immediately.

BREAKFAST, LUNCH, SNACK AND DRINKS

All meals including breakfast, lunch and morning, afternoon snacks and drinks should be brought from home in an insulated container/cooler with ice packs. Parent is responsible for providing enough utensils, cups and napkins for your child's food for the day. We encourage you to pack and bring healthy and nutritional food for them to eat. We are not responsible for refrigeration of any food or beverages. **Please no peanut butter/peanut snacks**, etc. due to allergies are allowed in premises.

FOOD BROUGHT FROM HOME FOR TREATS

No outside food or drink may be brought into the premises without the permission from Miss Sandy because of some children that may have food allergies. In a case of special occasions, like birthdays, all treats should be store bought and have the wrapper on them. There is absolutely **NO PEANUT** or **PEANUT BUTTER** products allowed in the school due to allergies. Please let the staff know ahead of time about the occasion and the plans. Due to fire codes no birthday candles are allowed. **NO EXCEPTIONS PLEASE.**

RESEARCH, PUBLIC RELATION ACTIVITY

For all research, experimental procedures and public relation activity we require all children must have a signed permission slip with them in order to participate in these activities, these will be given out as necessary and are optional. Pictures of school activities may be used for website, bulletin boards, newsletters, brochures and other marketing outlets.

PETS

American Montessori does not allow any pets on or near any of the premises.

FIELD TRIPS

We go on field trips throughout the school year when possible. All children must have a signed permission slip with them in order to attend the field trip. If your child's classroom is going on the field trip he/she must go on the trip, we do not have enough staff to allow children to stay back and not attend. We may request parent volunteers to accompany us on the field trips when necessary, be sure to let the class teacher know if you are interested. As most field trips cost extra there may be additional fees that are required from you.

SEAT BELTS AND TRANSPORTATION

There is no transportation provided for regular attendance for children while enrolled in our program. When planned activities at our program (i.e., field trips) require transportation, the methods used will be in accordance with the Department of Human Service's regulations and Minnesota law. Minnesota law requires federally approved age-appropriate car seats and/or seat belts to be used to transport children. We hire First Student Transportation for our busing needs for field trips outside the school.

ITEMS BROUGHT FROM HOME

We request that no **toys, games, watches**, etc. be brought from home as they interfere with classroom activities, also we are a non-violent school, so **NO** violent pictures/toys/books and coloring books such as **Transformers, Power Rangers, GI Joe, or anything representing fighting and violence** are allowed in the school.

American Montessori will **NOT** be held responsible for losses or damages to anything brought into the premises (toys, clothing, books, show & tell, etc.), please be sure to take your stuff home at the end of day, this includes Snow Pants, Jackets, Letter Bag, Books, Extra Shoes, etc. All items that are brought from home **MUST** have your child's first and last name on it, includes Jackets, Books, Etc.

ATTIRE WORN TO SCHOOL

Children should be dressed appropriately for classroom activities and outdoor activities.

To avoid power struggles and to keep the children more focused on classroom activities, we request that

- Children **DO NOT** wear any jewelry or belts.
- Children **DO** wear shoes with Velcro for independence, also the shoes should cover toes and be snug on the feet, **(No open toe shoes, flip flops, crocs, sandals or any shoe similar to these), if children are wearing these, they will need to sit out from activities for their safety and to prevent accidents.**
- No Torn or ripped clothing. Encourage wearing play clothes that can get dirty.

LETTER BAG DAY

Every Wednesday during the school year is letter bag day. The teachers will let you know what the letter is for that week as we go alphabetically. Your child is encouraged to bring a bag full of items with that letter as the beginning letter (i.e. B could be a bat, ball, book, etc.)

BOOK DAY

Every Friday during the school year is book day. Please send a book with your child to school so they can share during circle time.

SPANISH

Spanish is taught by Miss Mariza and Miss Mabel on a daily basis. We follow the American Montessori Spanish curriculum.

DANCE & GYMNASTICS

Gymnastics and dance are taught during summer months.

MUSIC/PIANO

For an additional cost, you can have your child take music lessons from Miss Natalya.

ART & SCIENCE

Miss Cassandra will be teaching science daily, as well as showing a science experiment too, we do an Art Project everyday.

COMPUTERS & SPORTS

We provide laptops for the children to work on the computer in Burnsville and a desktop in Apple Valley. Games that they play are educational and fun and teach them the basics of computers. We also teach some basic sports during the summer months.

ZUMBA, MARTIAL ARTS & YOGA

Miss Kelly does a high energy 45 minute Zumba class that teaches them balance, rhythmic moves and teaches them that exercise can be fun. Martial Arts & Yoga classes to be announced soon, watch the website for details.

SUMMER MONTESSORI PROGRAM

We offer an excellent summer program for Toddlers through 3rd Grade, please ask Miss Sandy for more details.

SIGNING IN AND OUT

Please make sure you sign your child in and out each day. This book is located as you enter the schools on the signing in tables.

REFERENCES

If you would like any references, please let Miss Sandy know.

PARENT TEACHER CONFERENCES

We hold Parent Teacher conferences twice a year, once in November and once in April. Please contact your child's teacher about scheduling your conference.

SCHOOL PROGRAMS AND GRADUATION

Our holiday program is held in the month of December and our spring/graduation program is held in May, exact details are posted on our website.

HEALTH CONSULTATION SERVICES

Our program receives health consultation services from the Minnesota Visiting Nurses Agency. The phone number is 612-617-4616

BEHAVIOR GUIDANCE

Sub Part 1. *General Requirements*

American Montessori staff must adhere and follow these behavior guidance policies and procedures for each and every child within our centers:

- a) Ensure that each child is provided with a positive model of acceptable behavior.
- b) Ensure that these policies are tailored to the development level of the children the center is licensed to serve.
- c) AM staff will redirect child and groups away from problems toward constructive activity in order to reduce conflict.
- d) AM staff will teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- e) AM staff will protect the safety of children and other AM staff persons.
- f) AM staff will provide immediate and directly related consequences for a child's unacceptable behavior.

Sub Part 2. *Persistent Unacceptable Behavior*

American Montessori staff will follow these policies and procedures in the event of unacceptable behavior occurring:

- a) AM staff will observe and record the behavior of the child and staff response to the behavior. For example, disrespecting staff and children such as not limited to hitting, biting, scratching, not listening, not following directions, not respecting authority.
- b) AM staff will develop a plan to discuss the behavior documented in item A with the child's parents and with other staff persons and professionals when appropriate.
- c) AM staff will ask the child to be evaluated for a behavioral, psychological, social, cognitive, hearing, attention span and concentration by a qualified professional and physician if behavior continues.
- d) AM staff will ask the parents to follow a care plan to help the child at home and AM staff will have similar care plan for them to follow at school.
- e) If after trying the above recommendations, the child still is not benefiting from the program and staff, we will ask that this child be removed from the program and put in a program that better suits the child's needs.

Sub Part 3. *Prohibited Actions*

American Montessori prohibits the following actions by or at the direction of a staff person:

- a) Subjection of a child to a corporal punishment. It includes, but is not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- b) Subjection of a child to emotional abuse. It includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or child's family, and using language that threatens, humiliates, or frightens the child.
- c) Separation of a child from the group except within the rule requirements.
- d) Punishment for lapses in toilet habits.
- e) Withholding food, light, warmth, clothing, or medical care as punishment for unacceptable behavior.
- f) The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm.
- g) The use of mechanical restraints, such as tying.

Sub Part 4. *Separation from the Group*

American Montessori policy is that no child will be separated from the group unless the following occurs:

- a) Less intrusive methods of guiding the child's behavior have been tried and were ineffective
- b) The child's behavior threatens the well-being of the child or other children in the center
- c) A child who requires separation from the group must:
 - a. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a staff member
 - b. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation; and
 - c. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops

Note: Children between the ages of six weeks to 16 months must NOT be separated from the group as a means of behavior guidance.

Sub Part 5. *Separation Report*

American Montessori policy is that all separations from the group must be noted in the daily log and must include the following::

- a) Child's Name
- b) Staff Person's Name
- c) Time
- d) Date
- e) Information indicating what less intrusive methods were used to guide the child's behavior
- f) How the child's behavior continued to threaten the well-being of the child or other children in care
- g) If a child separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log; and
- h) If a child is separated five or more times in one week, eight times or more in two weeks, the procedures in Sub Part 2 must be followed.

Sub Part 6. *Children with developmental disabilities or related conditions*

For children with developmental disabilities or related conditions or children under the age of five as specified in Minnesota Rules, Parts 9525.0004 to 9529.0036, the standards governing the use of aversive and deprivation procedures in Minnesota Rules, Parts 9525.2700 to 9525.2810 apply.