

HANDBOOK FOR PRESCHOOL/KINDERGARTEN STUDENTS

Daily Schedule

- 7:00 a.m. - 8:00 a.m. Extended Care, free choice
8:00 a.m. - 11:00 a.m. Montessori work time--includes individual work time, snack, outside playtime, projects, stories, songs, etc.

Afternoon Preschool (Tuesday, Wednesday, Thursday only)

- 11:30 p.m. - 2:00 p.m. Montessori work time—includes individual work time, snack, projects, stories, songs, etc.

Extended Care

- 11:00 a.m. - 12:00 p.m. Extended Care lunch and story time
12:00 p.m. - 2:15 p.m. Extended Care quiet/nap and project/free play time
2:15 p.m. - 2:30 p.m. Clean up/Story
2:30 p.m. - 2:50 p.m. Snack
2:50 p.m. - 5:30 p.m. Outside/Inside free play time

Preschool can be the 3, 4 or 5-day morning program or the 3 day afternoon program. Kindergarten is the 5-day morning program. Children in attendance for 5 or more hours per day will be considered full time; less than 5 hours is part day.

A calendar of special days is available at the beginning of each school year.

Absence

If your child will not be in school, please call the school (849-8800) between 7:00 a.m. and 8:00 a.m. If we have not heard from you nor seen your child by 8:30 a.m., we will be calling your home (or office) to find out where your child is. This is mostly a call to insure we know that you know where your child is. Please save us this phone call by calling us first. For the afternoon program, please call by 12:00 p.m.

Emergency School Closing

Severe weather conditions during the winter may warrant the closing of school. (We will make every effort to remain open for the extended care.) Please follow these guidelines for weather related closing: When Waunakee schools have closed for the day, we will not have preschool/kindergarten; day care will open at 7:30 a.m. Both preschool and after school children are welcome to come for care. There will be no announcement on the TV or radio. If we open at 7:30 a.m. and we have only a handful of children, we may close entirely that day. We will keep you informed. It would be helpful for you to call if your child will not be in for day care. Also, if the weather is so bad and we do not open at all that day, we will put that announcement on the TV—CBS/WISC TV 3.

When Waunakee has a 1 hour delayed start, we will have preschool and day care. There will be no announcement on the TV. When Waunakee has a 2-hour late start, we will have day care only that day. We will open as usual and preschoolers are welcome to come for playtime or stay at home. Afterschoolers may come if needed for before-school care. There will be no announcement on the TV.

Respect and Courtesy/Social Graces

Respect and courtesy is encouraged and expected at all times. Respect includes special regard for property of others, the school building and grounds as well as treatment of children, teachers and parents. Social graces we encourage are: Please and thank you, good table manners, excusing oneself, being kind to everyone.

Admission

Mary Lake Montessori admits students of any age, race, color, sex, sexual orientation, national origin, creed, handicap, political persuasion, or ancestry.

Enrollment

Enrollment is on a first come, first served basis with families currently enrolled given priority as well as those needing all day care. Submission of registration form and payment of registration fee is required before being considered enrolled. Those placed on the waiting list will not pay a registration fee until enrollment into the program is accepted.

Reflection

At snack and lunch times, children will take a moment in thanksgiving for the food before them. The prayer used is as follows: "Thank you for the world so sweet, thank you for the food we eat, thank you for the birds that sing, thank you, God, for everything."

Dress

The children may wear anything as long as it is weather appropriate and clean. The children will play outside each day, weather permitting. Please dress them appropriately--especially in winter. They need hats, boots and mittens and snow pants or a snowsuit to enable them to play more freely. We do keep an extra supply of mittens on hand. However, due to the possibility of the spread of things such as head lice, we do not share hats, combs, etc.

Children will also need a change of clothes, comfortable for the season that may be kept at school. There should be at least two pair of socks and underwear. These clothes should be brought to school in a shoebox to be kept in your child's cubby. Those in diapers or pull-ups will keep a supply of diapers or pull-ups and wipes at MLM. Parents will be notified when the child's supply is running low.

Field Trips

Your child will periodically have the opportunity of taking field trip. A parental consent form is on your child's enrollment form. We will always let you know of a planned field trip in advance for your information or if you prefer to not have your child attend the field trip, you can let us know.

We will also be in need of parent volunteers as chaperones. At the time of the field trip, parents will be called upon for assistance. We will use a local bus company such as Riteway Leasing for transportation and a fee will be charged for that cost.

Parent Conferences

Formal conference times will be held twice a year. You will be notified of the scheduled dates and times. It is up to you at those times whether you wish a conference or not.

If, for any reason, you wish to speak with the teacher at other times than at conferences, please contact us and we will be most happy to arrange a convenient time. However, please do not try to conference with the teacher during school time.

Persons having access to children's records do not discuss or disclose personal information regarding the children and facts learned about the children and their relatives.

Show and Tell

Each classroom will have show and tell. Please check with your child's teacher regarding the schedule.

Supplies

Each child is responsible to bring to school the following and those items will be collected and kept to be used communally unless otherwise indicated:

1. washable markers
2. 2 glue sticks
3. 2 boxes of at least 150 tissues (non-generic)
4. a backpack or book bag big enough to carry papers and projects

Supplies (continued)

5. For those children not yet 5 years old and staying more than 4 hours a day (we lay the children down at 12:00 p.m.), will be required to have a rest time. Each child will need a sleeping bag or blanket on which to lie and a pillow if so desired. The sleeping bag will be sent home after each 5 uses for laundering.
6. For those children resting, XXL Ziploc storage bags for storage and transportation of sleeping bags when being sent home for laundering.
7. For children in diapers or pull-ups, a supply of diapers or pull-ups and wipes are required to be kept on hand.
8. two sets of extra clothes including both warm and cold weather apparel. Please also include 2 sets of underwear and socks. Put these items into a shoebox and label with your child's name. These will be stored at each child's cubby.

Nutrition Policy

The nutrition policy of this school is to have the school and parents provide snack of nutritious value coming from two of the following food groups: milk group, meat group, vegetable group, fruit group or grain group. Parents are provided with a food guide pyramid at initial registration. Additional food guides are available upon request. The parent will also provide lunches for those children involved in the Extended Care program. Those lunches will be constructed from the Food Guide Pyramid from the USDA.

Snacks (mid-morning or mid-afternoon) shall consist of at least one of the following: milk or milk product, fruit, fruit juice, vegetable, whole grain or enriched bread or cereal. When only fruit juice is served, it shall be pure fruit juice. MLM will provide milk at each snack and at lunch times.

Fire and Tornado Drills

Fire drills will be conducted regularly according to state law. The signal is the high-pitched wail of the smoke detector. When the signal for the fire drill is heard the following procedure must be observed:

1. All rise, leaving immediately in single file and proceed outdoors.
2. The first teacher out the outside door props it open.
3. Teachers will turn out lights and close the door and windows. They will also check for all children in bathrooms and other rooms used by the program.
4. Silence and no running and/or pushing will be strictly enforced.
5. All members of the center, children and staff will meet outside at the brick fireplace behind school.
6. Lead teachers will take attendance.

Tornado drills will be held monthly, April through October. The signal will be a blast from a marine horn. The deputy director of the Dane County Emergency Planning designated safe areas in our school basement. It is the downstairs hallway of our school building. The following procedure will be followed:

1. All rise and move single file down the stairs to the downstairs hallway.
2. Children are to sit on the floor.
3. Children will be covered with blankets.
4. Lead teachers will take attendance.
5. When the threat of severe weather is over, all will proceed upstairs.

Termination of Enrollment

Termination of enrollment for a given child may occur if:

1. The child moves away from the area.
2. The child is unable to adapt to limits set within the first three months of attendance after looking into all situations to help the child to do so fail.
3. Health records are not filed.
4. The child poses a serious threat to those in the classroom.
5. There has been lack of payment of one month or more. (Note: Payment is still owed to the center.)

Child Guidance

The children will be given clear-cut limits to be followed:

1. If children stay within limits they shall be rewarded with a hug, encouragement, etc.
2. If children cannot stay within the limits:
 - a. the children will be given a reminder to correct his/her behavior.
 1. Children under 3 years of age will be redirected to a more constructive activity or use of materials.
 - b. the child on a second offense of a given conflict on a particular day will be asked to take a seat to think about how he can correct him/herself if the child is 3 years or older. This time will last no longer than 1 minute per year of the age of the child.
 - c. the child on a third offense will be given a time-out to reflect again until he/she is ready to stay within the limits set—again 1 minute per year of the age of the child.
 - d. the child on a fourth offense will forfeit his/her outside playtime.
 - e. the child on a fifth offense will have short conference with parents at the end of the day.
 - f. if the child cannot conform to the given limits, a conference with parents will be scheduled to determine what can be done for the child to help.
 - g. for children who are continuously disruptive, aggressive, or a safety risk to others and are not responding to any form of correction will have their parents called and parents will be expected to remove their child from the program for the remainder of a given day. Parents are asked to help the child understand this is unacceptable behavior and when picked up for the day, do not make this a “fun day” for the child by doing activities at home that the child finds rewarding.
 - h. if all options on how to best help the child adapt and he/she cannot, the child will be asked to leave the program.
3. Only a childcare worker meeting the qualification of childcare teacher or assistant childcare teacher may discipline children.
4. Punishment that is humiliating or frightening to a child is prohibited.
5. Children will be included in the solutions to help him/her better understand how to deal with situations.

Birthdays

A child's birthday is probably the single most important event in the whole year. Since this event is unique to each individual, we feel each child should share in the experience. Please check with your child's teacher for the manner in which birthdays are celebrated in the classroom.

Some parents have initiated the idea of the birthday child giving a book or music to the class, which is continued kind of sharing.

Transportation

The parents will provide transportation to and from school. For field trips and other outings, we will use a local bus such as Riteway Leasing company to provide transportation.

Emergency information for each child shall be carried in the vehicle on field trips. Smoking is prohibited in the vehicle while children are being transported. All vehicles shall be clean, uncluttered, and free of obstructions on the floor, aisles and seats. All vehicles shall be enclosed. Children may not be transported in a truck except in the cab. Children shall be seated in child booster seats when 4 years or older and in car seats if under 4 years of age. Doors shall be locked at all times when vehicle is moving. Children may not be left unattended in the vehicle. There shall be at least one adult supervisor in addition to the driver when there are more than 10 children under 5 years in the vehicle. After transporting a child to his or her destination, the driver shall wait until the child enters the building or is in the hands of a designated authorized adult. A seat 13 inches shall be provided for each child. Children shall remain seated while the vehicle is in motion. No more than 3 persons, including the driver may occupy the front seat of a vehicle. Children under 12 years old shall not ride in the front seat if there is a passenger side airbag. (This information is intended for the vehicles used during field trips.)

Emergencies

Every effort is made to prevent accidents. However, if one should occur, the procedure is as follows:

1. First aid is given as soon as possible (as described in the Health Policy).
2. Parents are contacted.
3. In case parents cannot be reached the school contacts the family physician; his instructions will be followed.
4. If the family physician cannot be reached, we will presume the parents permission to call EMS as indicated on your child's enrollment form.

Health Policy

Any pupil, who is obviously sick, even if the ailment is unknown, will be sent home without delay.

Students with fever, sore throats, should not be in school.

All medications, including aspirin, acetaminophen, brought from home must be brought to the teacher and distributed from him/her. We have a consent form to give out medication that must be signed.

Medications may not have a blanket approval such as "as needed." They must be specific as to times to be administered and/or symptoms present.

Students must have a daily written note requesting that they stay in at recess--only when absolutely necessary.

When a child has a communicable disease, please inform the school since we must report certain diseases to the County Health Department.

Each child, upon arrival, shall be observed by a staff person for symptoms of illness. Any evidence of unusual bruises, contusions, lacerations and burns shall be noted on the child's record and reported immediately to the person in charge of the center. Food allergies and other allergies of specific children will be known to staff members, child care workers, and substitutes having direct contact with these children.

An isolation area shall be provided for the care of children who become ill. The area to be used will be the administrator's office. If the area is not a separate room, it shall be separated from space used by other children by a partition, screen or other means.

When an apparently ill child is observed in the day care center, the following procedures shall apply:

1. Children with a sore throat, inflammation of the eyes, fever, lice, rash, vomiting, diarrhea, or other illness or condition shall be isolated.
2. The child shall be provided with a bed, crib or cot and sheet and blanket in the isolation room or area with a staff within sight and hearing of the child. Isolation shall be used until the child can be removed from the center.
3. The child's parent, or designated responsible person when a parent cannot be reached, shall be contacted as soon as possible after the illness is discovered. Arrangements shall be made for the exclusion of the child from the center as quickly as possible and the parent will be asked when they believe they will arrive to pick up the child. A parent will be asked to make arrangements as soon as possible and within the hour.

Each child shall have an initial examination not more than 12 months prior to nor later than 3 months after admission to the center. Evidence of current physical examination shall be provided by a report signed and dated by a physician licensed in this state or in the state where the examination is done. Each child shall have a subsequent physical examination at least once every 2 years thereafter by a physician.

Each child shall have an immunization history that states that the child has been immunized against diphtheria, pertussis, tetanus, poliomyelitis, measles, rubella, Hib and Hepatitis B and the month and year each dose was administered. Chicken pox will also need to be reported in the form of whether the child has had the disease, the immunization or is waiving the immunization. This written statement shall be on file at the center prior to the child's admission or one of the following compliance alternatives shall be met prior to the child's admission:

Health Policy (continued)

1. A signed permission by the parent to have the child immunized in a prompt and timely manner by either a physician specified by the parent or the local public health agency;
2. A statement signed and dated by the parent authorizing the administration of needed immunization through medical arrangements made by the day care center with a physician or local public health agency;
3. Upon written and dated statement by a physician that, in the opinion of the physician, a particular immunization required under s. 140.05, Stats. is or may be detrimental to the health of a particular child, the requirement for the particular immunization shall be waived by the department for that child until it is certified by that physician or another physician chosen by the parent that the particular immunization is no longer detrimental to the health of the child; or
4. Upon written, signed and dated statement by the parent that a particular child is a adherent of a religious belief which precluded immunization, the immunization requirement under s. 140.05 Stats., shall be waived by the department for that child.

A written statement from the parent regarding the type and date of any immunization required under s. 140.05 Stats., which is administered to a child after the immunization history has been submitted to the center shall be on file in 90 days or according to the required immunization schedule.

Parents of enrolled children shall be notified:

1. When their child has been exposed to a communicable disease that has been diagnosed or suspected.
2. Of illness or serious injury to the child immediately.
3. Of minor injury to the child, upon departure of the center.

A child, who does not have all forms of immunization records returned in accordance with state law, shall be asked to complete and return forms. Failure to do so will result in termination of enrollment.

When a child is suspected of having a communicable disease or condition such as but not limited to, chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, lice, ringworm of the scalp, scarlet fever, whooping cough, diphtheria or meningitis, the county or city public health nurse shall be notified.

When a diagnosis of a communicable disease is made, the exposed children shall be watched for symptoms of the disease and the parents shall be notified as specified. A child may be readmitted without a statement from a physician after a communicable disease if the child has been absent for a period of time designated by the department.

No prescriptive or non-prescriptive medications such as, but not limited to, aspirin, cough medicine or nose drops may be given to a child except under the following conditions:

1. A signed, dated, written authorization of the parent is on file.
2. Prescription medication is in the original container and labeled with the child's name, name of drug, dosage, and directions for administering, date and physician's name.
3. Non-prescriptive medication is labeled with the child's name and the request, signed by the parent, includes dosage and directions for administering.
4. A written report including type of medication given, dosage, time, date and the name of the person administering the medication shall be kept in the child's record and the center medical log.

The center will use St. Mary's Hospital and Medical Center as an emergency location. 911 will be called as needed and it is assumed Waunakee EMS will transport.

The center shall have a supply of bandages, tape and Band-Aids. Superficial wounds shall be cleaned with soap and water only and protected.

First Aid measures for serious accidents: (continued)

Procedure to be followed in bringing the child to emergency medical care:

1. Contact parent, or designated responsible person when a parent cannot be reached, shall be contacted as soon as possible. Arrangement with them will be made to receive the child.
2. If no one can be reached, the EMS will be called depending on the seriousness of the injury.

Routine procedures for treatment of minor injuries:

1. Minor injuries shall be washed with soap and water and protected with a Band-Aid.

First Aid measures for serious accidents:

1. Depending on the type of injury, care will be taken to prevent infection and further injury. The parents will be notified, or a designated responsible person. Arrangements will be made with that person to be transported for medical treatment. If no one can be reached, the EMS will be called.
2. The primary teacher will accompany the child to the emergency room in the case that there is no parent available.

Fees and Payments

Fee schedules are available upon request. Fees are to be paid every four weeks. All fees will be collected by the administrator on designated due dates. Due dates will be distributed prior to each new session. Payments may be made by cash or check.

Fees not paid with one week (seven days) will begin accruing a late charge service fee of 1.5% each week the bill is not paid unless prior arrangements have been made with the administrator.

Absences: Parents/guardians are responsible for fees to reserve the child's place when he/she is sick or will not be attending. There will be no refund for days absent and no child will be kept in the program on credit.

Disciplinary Measures: Parents/guardians are responsible for fees to reserve the child's place when he/she is sick or will not be attending. In the event of suspension of a child due to behavior difficulties or other reasons, payment is still expected. There is no credit for those days in which the child is on suspension.

Vacations: Family vacations will not result in a credit. All families will receive one designated week of vacation in the fall/spring in which no payment will be expected. That designated week is one week at Christmas. (The exact dates will be determined at the beginning of each fall/spring program.) Spring Break will be charged on a "Use Only" basis. You are charged only for the days used by the family. It will be billed on the weekly basis of days used, ie, 3 days will be charged the weekly rate for 3 days, 4 days will be charged the weekly rate for 4 days, 5 days will be charged the weekly rate for 5 days and anything under 3 days will be charged the 3 day minimum rate. The designated vacation week in the summer program will be approximately the last week of August when we are closed—just before school starts in the fall. That week will be determined at the beginning of the summer program and no one will be charged for that week.

Holidays: There are no credits given for holidays. The weekly rate will apply. The exception will be Christmas as we will be closed that week and no one will be charged for that time as discussed above.

Additional fees for field trips, lunches, lessons: Fees for field trips, lunches provided by the center or lessons other than the Montessori classroom time is the responsibility of the parent. Field trips and lunches provided by the center will be invoiced to the parent by the center. Outside sources of lessons such as dance or music will be invoiced by the entity supplying the service and will not involve the center.

Fee determination methods: Fees will be determined by the contract the parent has with the center as to the expected attendance of the child.

Full/part time attendance definitions: Children who attend the center 5 or more hours per day, 5 days per week are considered full time. Children who attend any less than this are considered part time.

There will be a minimum charge of 3 days per week for the preschool program.

There is a registration fee of \$30.00 per family per year due at registration.

There is a \$100 yearly supply fee due in September of each year for the preschool program.

AFTER 5:30 P.M. THERE WILL BE A CHARGE OF \$1.00/MINUTE FOR LATE PICK-UP.

Refunds

There will be no refunds given for care received nor unused child care for which payment has been made.

Refunds will only be given in cases of overpayments of fees. When a refund is due, this center will issue a check to the parent.

Returned Checks

Returned checks due to insufficient funds will result in a charge comparable to the bank's service fee.

Non-Payment

Should there be non-payment for more than one month, the parent/guardian will be notified of the intent of Mary Lake Montessori to begin Small Claims Court action. The fees incurred by Mary Lake Montessori will be the responsibility of the party on whom the action is initiated. If there is no attempt, either by phone call or letter within 7 days not he part of the parent/guardian, court action will be taken.

Discharge of a child--The children will be given clear-cut limits to be followed:

1. If children stay within limits they shall be rewarded with a hug, encouragement, etc.
2. If children cannot stay within the limits:
 - a. The children will be given a reminder to correct his/her behavior.
 - b. The child on a second offense of a given conflict on a particular day will be asked to take a seat to think about how he/she can correct his/her behavior. This time will last no longer than 1 minute per year of age of the child.
 - c. The child on a third offense will be asked to take a seat again until he/she is ready to stay within the limits set.
 - d. The child on a fourth offense will have a short conference with parents at the end of the day.
 - e. If the child cannot conform to the given limits, a conference with parents will be scheduled to determine what can be done for the child to help.
 - f. If all options on how to best help the child to adapt and he/she cannot, the child will be asked to leave the program. We will give the child a three to four month (depending on the seriousness of behavior such as hitting, biting or other injurious or destructive behavior) time period in which to adapt. During this time period, parents will be informed that discharge is a possibility. Records will be kept regarding the child's behavior and kept in his/her file. It will be at the discretion of the staff and administrator on whether this will be the best choice for the child and the other children in the program. Parents will be given one month notice of dismissal unless the safety of the child or the other children at the center cannot be maintained.
 - h. Appeals must be in writing and within one week of the school's decision.

Discharge due to parent behavior--Parent behavior which is detrimental to the program such as, but not limited to maltreatment to either children or staff, lack of payment of fees and disregard of school rules, shall be given a warning to correct his/her behavior. Occurrences of maltreatment that continue will not be tolerated and are cause for immediate release from the program. Each case of lack of payment and disregard of rules will be considered individually and dealt with on an individual basis.

Toys

Children are welcome to bring to school personal toys from home. The following guidelines must be adhered to:

1. Label it. Period. With the number of children in our program, we are unable to memorize what each child has to play with or has brought with them each day.
2. If you allow your child to bring something, we will assume you do not mind if they play with it whether that is inside or on the playground. For example, if your little girl wants to take her American Girl doll outside, we will allow her to do so. If you do not want her to, then make sure she knows that or do not send it to school.
3. We suggest fragile toys remain at home, but if you allow your child to bring it to school, know there is a possibility that toy may break.
4. If your child is using his/her toy inappropriately or in an aggressive manner, we will ask your child to put that particular toy away for the remaining portion of the day. If your child repeats this behavior the next time he/she brings it, he/she will be asked to leave it at home the remaining days of the week. If your child repeats this behavior a third time, we will ask you to leave that toy home and not bring it in again. You will receive a notice at each of these stages, should that be necessary.
5. We will not allow any toys that simulate weapons of any kind.
6. We encourage constructive, peaceful toys and games that encourage creative and cooperative play.
7. Please keep the gameboys at home.
8. If your child brings a toy to school, it must be shared.
9. We encourage toys that encourage creativity, dramatic and active play, and intellectual and social growth.