

Mary Lake Montessori Licensing Policies
Revised June 2023

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Mission Statement:

To provide an educationally stimulating environment for children creating an atmosphere conducive to each child reaching his/her fullest potential while allowing him/her to be an individual and to “Help me to do it myself.” Children are given a caring, safe environment to be.

Admission

Terms of the License/Limitations on enrollment--We will serve 80 children ages 2 1/2 years to 11 years. We will operate from 7:00 a.m. to 5:30 p.m., Monday through Friday, January to December. No limitations of enrollment.

Days closed and procedure for emergency closing--Parents are given an updated calendar at the beginning of each school year for days closed. Parents are informed that if Waunakee Schools are closed due to the weather, we will be closed. In the event that the weather dictates closing our child care, parents will be notified on Channel 3—

WISC TV(CBS), Channel3000.com, Channel 15—WMTV(NBC) and NBC15.com on the internet. Parents will also receive an email as early in the morning as possible to alert them to closing. Parents are also informed we will make every effort to remain open for day care families.

MLM will be closed on January 1, Good Friday, Memorial Day, Fourth of July, Labor Day, Thanksgiving and the following Friday, Christmas Eve, Christmas Day, New Year’s Eve and the week between Christmas and New Year’s, one week before the start of the fall program which is usually the last week or second last week of August.

Posting of Rules, License and violations--These will be posted on the large bulletin board in the hall across from the teacher desk in the hall.

Parental notices, observation, and other parent information--These will be posted on the bulletin board and may be posted on hallway walls outside of all classrooms. Parents may also receive this information as they are attached to their child’s cubby or through emails. Parents will also receive calendars with important dates at least monthly from the classroom in which their child is assigned. Parents may select to receive information and invoices via the internet or paper copy. Parents will receive monthly newsletters from the administrator via email or paper copy.

Parents will be notified when their child has been exposed to a diagnosed or suspected communicable disease reportable under ch.DHS145 and transmitted through normal contact; if the child becomes ill or is injured seriously enough to require professional medical treatment; of a minor injury when they pick up the child; of a field trip—the date, destination and time which requires the use of a motor vehicle.

Center policies--Parents are given a handbook with the centers policies at the beginning of the fall session and are posted next to our license on the bulletin board in the hall. If parents require materials in another language other than English, we will seek assistance from Child Services or the school district.

Absent child without prior notification--When a preschool child does not appear at the center by 8:30 a.m. on his/her expected day, and we have not received prior notification that the child will be absent, the parent will be contacted to inquire about the whereabouts of the child. If the first person is not available, we will contact those listed as emergency contacts. When an afterschool child does not arrive on the bus as scheduled, the parent listed first will be contacted to inquire as to the whereabouts of the child. If the first parent is not available, the second person listed, will be contacted and so on. If all attempts to contact the parents have been exhausted, we will call the school from which the child is to have arrived to inquire if he/she was in school that day. If the child was in school, we will then contact the bus company to inquire if the child was on the bus.

Attendance methods--Parents are required to sign in and sign out their children on a daily basis. Children will be checked “in” to the classroom upon arrival at the center and checked “out” by center staff upon departure from the classroom. During the preschool time, teachers keep an attendance sheet in the classroom as well. A teacher also checks in the afterschool children at arrival and a designated teacher keeps attendance on a clipboard. When a child leaves a room—with the exception of bathroom and water breaks, s/he will be checked “out” of that given room and checked “in” when moving to a given room. When the entire group of children moves to a new location, whether it is to play outside or change rooms, the clipboard will move with them.

Written record of daily attendance—Parents are asked to sign in and out their children on arrival and departure. In addition, staff keeps track of children arriving or leaving by way of attendance check lists.

Part and full time definitions and minimum attendance hours--A full time student is one who is with the center 21 or more hours per week, a part time student is one who is with the center 20 or less than hours per week. Each family is charged a minimum of three days or part days per week. (Also see Fee Payment Policy, page 16.)

Confidentiality of information--Persons having access to children’s records will not discuss or disclose personal information regarding the children and facts learned about the children or their relatives. A parent, upon request, has access to all records and reports maintained on his or her child. All records required by the department are available to the licensing representative.

Child Abuse and Neglect procedure--Each child, upon arrival, shall be observed by a staff person for symptoms of illness and any evidence of unusual bruises, contusions, lacerations and burns. These shall be noted in the medical log book and reported to the person in charge of the center. Together, the staff who noticed the unusual injuries and the director will report to child protective services. If the director is not available, the staff member is still expected to report to protective services at 261-KIDS (261-5437). If the director and the staff do not agree that it is reportable, the staff is still expected to report the incident. Each staff member will be required to undergo child abuse and neglect training biannually.

Child Abuse and neglect reporting—Employees or volunteers at the day care center who know or have reasonable cause to suspect that a child has been abused or neglected as defined in s.48.981(1), Stats., shall immediately contact the county department of social services or human services or a local law enforcement agency, as required by s. 48.981, Stats.

Administrative Structure--The administrative structure for MLM is as follows:

1. Administrator/Directress
2. Assistant Director
3. Child Care Teachers
4. Assistant Child Care Teachers

The Administrator/Directress shall be responsible for the center's management, planning and implementation of the program, for directing orientation and in-service training. Each set of cooperating teachers per classroom shall be responsible for planning and implementation of daily activities with the administrator overseeing content.

Forms and timelines for submission--Parents are provided with the necessary forms for each child's enrollment prior to actual admission to MLM. These include the Registration Form (for Fall and/or Summer Programs), Child Enrollment Form, Health History and Emergency Care Plan form, Child Health Report for children under 5 years old, Immunization Form, Program Contracts, Transportation Agreement for those children arriving by other means than parent/guardian transportation, Child Intake Form, Field Trip Information Form, Ethnicity and Racial Data form (for Special Milk Program), Website/Internet Permission Form, Emergency Information Card, and Skills Questionnaire. For fall enrollment, parents are sent forms by mid-July and for summer programs, by mid-May. Parents are asked to complete and return forms by August first or the first day of enrollment for fall and by the first day of enrollment for summer. Children who need physicals are asked to return the forms according to the State's requirements.

Method of enrollment--Each family is expected to visit the center before being given an enrollment form. Enrollment is filled on a first-come, first-served basis. Enrollment is filled as forms are received with preferences given to full time enrollment.

Items parents provide and those provided by the center--Parents are asked to provide Mary Lake Montessori with the following items:

1. A backpack or book bag big enough to carry papers and projects.
2. For those children under 5 years old and staying more than 4 hours a day, 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 for laundering weekly or after 5 uses, whichever comes first.
3. For those children resting, XL, XXL Ziploc storage bags or similar bag for storage and transportation of sleeping bags when being sent home for laundering.
4. For children in diapers or pull-ups, a supply of diapers or pull-ups and wipes are required to be kept on hand.
5. Two sets of extra clothes including both warm and cold weather apparel. Parents are asked to include 2 sets of underwear and socks and to put these items into a shoebox and label with their child's name. These will be stored at each child's cubby.

4K parents will provide morning snacks for their child's classroom once per month on a rotating basis. Mary Lake Montessori will provide morning and afternoon snack as well as milk and water for lunch and snack times for all other enrollees.

Parent access to center for observation, conferences, etc.--Parents are welcome to visit the center at any time, we do request, but not require, a breaking in period for the children of one month for visits. This means we would like to have parents wait to spend significant periods of time in the classroom until after the first month. Multiple, short visits prior to your child starting are welcomed and encouraged so when it is time for you to leave your child with us, s/he is familiar with the staff and the classroom. When it is time to go, we suggest saying "goodbye" in your own special way (give a hug, blow a kiss, etc.) and then leave immediately after doing so. Showing ambivalence will undermine the message to your child that s/he will be safe and fine without you.

When custodial issues arise, we will follow the court's decision as to with whom the child is to leave the school. A copy of the court's decision must be in the child's file at Mary Lake Montessori. If the court has denied access to the child, this decision must also be in the child's file at school.

Parent conferences are scheduled in November and May of each school year. In addition, there will be a new parent conference before or within 45 days of starting at the center. If a parent has a concern, they are encouraged to contact us and we will set a conference time most convenient for everyone.

Number and types of pets—Pets will change throughout the year. Parents will be notified upon registration as to what they are. No animal will be closer than 7 feet to the snack table.

Children's access to pets—Children will be allowed only to view the pets at MLM. With close adult supervision, pets may be allowed to be held and petted. All pets will be in cages with covers (certain animals do not require cages with covers) on them that the children cannot remove without the help of an adult.

Method that parents are informed of pets—Parents are informed of residence pets initially during a school tour, in the initial correspondence sent for summer and fall programs and then through parent letters as pets are added or changed.

Children's records, medical log, injury log--Children's records are kept in a safe location in the administrator's office. Medical and injury logs are kept in a convenient location for teacher use—in the hall teacher desk.

Philosophy--Mary Lake Montessori implements a Montessori approach to learning. It is a materials-based curriculum in which children learn through manipulation of various equipment. It is an individual-based program in which children proceed at his/her own pace and interest level. Adults in the room facilitate this learning through careful set-up of the classroom with various materials to encourage self-direction through choice. There are four basic elements in a Montessori education including, Practical Life, in which children learn to care for themselves and their environment; Sensorial, in which children master the use of their senses through manipulation of materials that isolate one sense at a time; Language, in which children learn the sound of letters, vocabulary and reading; and Math, in which the child starts with the most basic concept of quantity and moves up through the various math concepts such as counting, numeral recognition and addition. Geography, science and art activities are also part of the curriculum. We include singing, games, large and small motor activities and social activities as well. It is our intent that each child has a positive learning experience and given the opportunity to grow both intellectually and emotionally.

Admission Policy/Nondiscrimination Statement--Mary Lake Montessori admits students of any age, race, color, sex, sexual orientation, national origin, creed, handicap, political persuasion, or ancestry within the terms of the license. Admission to Mary Lake Montessori is a first come, first served basis with preference given to full time students.

Americans with Disabilities Act Statement—Mary Lake Montessori is committed to complying fully with the Americans with Disabilities Act (ADA) and other applicable federal, state, and local laws for both children and employees. We are also committed to ensuring equal opportunity in employment for qualified persons with disabilities. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual. Further, the Company is committed to not discriminating against any qualified employee or applicant or child because the person is related to or associated with a person with a disability.

Access to children's records—A parent, upon request, has access to all records and reports maintained on his or her child. The department are available to the licensing representative.

Use of Photos of children—Parents will be asked for permission or denial of permission in regard to the use of photos of his or her child or children in any form—paper or electronic/internet. No child's image or artwork done by any given child will used without written permission from either parent.

Discharge of enrolled Children

Child's progress communication between center and parents--Parent/teacher conferences are scheduled biannually and all parents are encouraged to contact teachers as needed with concerns or questions anytime.

Rules and policy of discharge of enrolled children availability—The rules and policy of discharged children is available to parents through the parent handbook distributed at the beginning of each school year.

Discharge of a child including circumstances and procedures for termination of enrollment, time frame, verbal or written notice—

Please see child guidance policy on page 4. In addition:

- a. 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 a one month written notice of dismissal unless the safety of the child or the other children in the program cannot be maintained.

Parent initiated, mutual decision, center initiated, involuntary discharge—Whether it is a parent or center initiated, mutual or involuntary discharge, the welfare of both the child and the remaining children or staff at the center will be considered in the decision. Appeals must be in writing and within one week of the school’s decision. Appeals will be considered by the administrator on a case-to-case basis.

Behavior related discharges, steps prior to discharge, documentation, decision making—see Child Guidance Policy

Child Guidance Policy

Provision for positive guidance, redirection, and the setting of clear-cut limits for the children and for developing self-control, self-esteem, and respect for the rights of others--There may be times when a child does not make the best choice and will need to be redirected. We try to avoid situations that might create these choices. We strive for consistency for all children in our program in regard to behaviors and “rules” to reinforce good choices and create positive experiences for the children. We try to “catch them being good” and praise those efforts. This could include a child helping a friend, showing compassion to another, being kind, taking care with materials, exhibiting self control in a situation, etc.

Discussions during group time reinforce concepts of sharing, helping each other, respecting others choices, expectations of behaviors and activities.

Even with our efforts there may be times when a child needs a little more than redirection. In those cases, here is what we will do: The children will be given clear-cut limits to be followed:

1. If children cannot stay within the limits:
 - a. the child will be given a reminder to correct his/her behavior or may be redirected to another activity.
 - 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 him/herself if the child is 3 or older. This time will last no longer than 1 minute per age of the child and no longer than 5 minutes. At the end of the time out, there will be a discussion with the teacher and the child regarding the reason for the time out and what a better approach to the incident there could be should events cause similar reactions or feelings. If another child is involved, and if necessary, discussion with the other child could occur if apologies would like to be made or to help the children come to a more positive conclusion should another incident occur.
 1. Children under 3 years of age will be redirected to a more constructive activity or use of materials. The child will be given the choice of activity or use of the materials. Time outs may not be given to children under 3 years of age.
 - 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 and no longer than 5 minutes. See 2.b. for the end of the time out.
 1. Parents will be called to alert them that their child is having a “tough day.” Depending on the nature of the “troubles” such as physical aggression, parents, will be informed that the child may need to be removed from care for the rest of the day, ensuring safety of all and respect of the child.
 - d. the child on a fourth offense could be sent home depending on the issue or there will be a conference 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. 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 the 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. Documentation of the day will be made a part in the child’s file.
 - g. If all options on how to best help the child adapt and he/she cannot, a decision that is in the best interest of the child and the school will be made. The outcome could be the child will be asked to leave the program.
 - h. Parents will be given both verbal and written notice of removal of their child from the program.
 - i. The parent, the center, or by mutual decision, it will be determined if removal of their child from the center is in the best interest of all parties.
3. Only a childcare worker meeting the qualification of childcare teacher or assistant childcare teacher may discipline children.
4. Punishment, which is humiliating or frightening to a child, such as spanking, hitting, pinching, shaking or inflicting any other form of corporal punishment, verbal abuse, threats or derogatory remarks about the child or the child’s family, binding or tying to restrict movement or enclosing in a confined space such as a closet, locked room, box or similar cubicle, withholding or forcing meals, snacks or naps, is prohibited. These actions are prohibited even at parent request.

Outside agency involvement—Should there be continuous disruptive, aggressive behavior or a safety risk to others and not responding to any form of correction, we will enlist the help of our local school district as a first step for outside agency involvement.

Reasons for discharge of enrollment—Could include behavior issues as described in the Child Guidance policy, non-payment of fees, parent misbehavior as discussed in Discharge due to parent behavior.

Staff guidelines for use of time-out—Staff will make use of a time out for which a child is unable to control his/her actions such as aggressive behavior, disregard for the safety and comfort of other children or adults, inappropriate behavior such as, but not limited to,

destruction of materials, disrespect of children, adults or materials. A time out may also be used to help the children refocus him or her to calm down when he/she become overly excited. Staff are to make use of a time out to maintain a safe environment for the children in the classroom. A time out will consist of a child being placed in a location either on a chair or on the floor that is in a safe location in the room so as not to injure him or herself or others. S/he will be asked to stop the unwanted behavior and discuss with the child what would be a more appropriate way to act if the situation were to again arise. The staff member will attempt to help the child connect how the unwanted behavior occurred through discussion and what a better solution might be. Children may be taken for a short walk inside the school to calm them down while maintaining compliance in regard to child/teacher ratios or taken to the administrator's office until calm enough to return to the classroom.

Appropriate ways to manage crying, fussing, or distraught children—Children who are crying, fussing or distraught will have determined the cause of emotions and will be handled appropriately in ways including, but not limited to:

1. Injury—children who are crying due to injury will be comforted as well as possible while injuries are being attended to. Holding, rocking and being spoken to in a soothing manner will be used to help calm the child.
2. Frustration—a child who is crying due to frustration will be asked if they would like help. The child will be asked what the problem is and shown ways to avoid the situation in the future.
3. Sadness—a child who is sad will be comforted with holding, rocking and being spoken to in a soothing manner. We will help the child get involved in an activity to assist them in being distracted from that which makes him/her sad.
4. Anger—a child who is angry will be given the opportunity to discuss his/her anger and the situation when they are able. A discussion with the child will help the child understand what is making him/her angry and assisting him/her to come up with a solution.

Patience with all crying, fussing and distraught children will be necessary and present in all situations.

Transitions without line standing or large groups--We include singing, poems and discussions with the children to help through transitions and have materials prepared so as not to make the children have to wait in large groups. We also keep staff in good ratio to help prevent waiting. We may have one teacher working with one small group on a particular project or outside while others are getting ready. Snack is available throughout the morning session for the children as they are interested.

Classroom arrangement, materials, and programing which will contribute to providing clear guidelines and promoting positive behavior-- See our Philosophy on page 3 of this handbook.

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 including lack of respect, lack of payment of fees and disregard of school rules will not be tolerated. Parents will be reminded of this policy asked to correct his/her behavior. Occurrences of maltreatment will not be tolerated and are cause for immediate release from the program. Each case of lack of payment and disregard of rules or maltreatment will be considered individually and dealt with on an individual basis. The center will determine disenrollment with regard to the best interest of the child and the school.

Fee Payment and Refund Policy:

Policy made available to parents—The fee policy is made available to parents through the parent handbook as well as on the contract. Fee schedules are provided to the parents with registration fees as well as enrollment time. 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.

When and how parents/other sources pay—Parents are asked to pay invoices on designated due dates. Parents may pay with cash or check. Other sources, such as Wisconsin Shares, pay through direct deposit. Other sources, such as relatives, pay with cash or check. Fees not paid within 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.

Late payment—Fees not paid within 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.

Late Pick-up—After 5:30 p.m., there will be a charge of \$1.00 per minute for late pick-up.

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.

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

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.

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 as a normal weekly 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.

Registration/Materials Fee—There will be a minimum charge of 3 days per week for the preschool program. The afterschool program is a flat weekly rate regardless of the number of days used.

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

There is a \$150 yearly supply fee due in September of each year for the preschool program. 5

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. Parents are responsible for fees for the duration of the current contract whether or not they continue to have their child enrolled in the program.

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. 5

Discounts for additional children—Families with more than one child enrolled in the center will be given a 10% discount on each child after the first enrolled with the lesser fee receiving the discount.

Fee determination methods—Fees will be determined by the contract the parent has with the center as to the expected attendance of the child. A child enrolled for 21 or more hours per week is considered full time and under 21 hours is considered part time.

Fee calculating methods—Fees will be determined each year by adding a 5% increase to the previous years' rates of the 5 day rate and the 5 day ½ day rate. Fewer days per week will be \$10 less per week per day dropped down to 3 days per week. (Minimum charge is 3 days per week.)

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.

Education Policy:

Religious training--We at MLM will celebrate the following holidays: Halloween, Thanksgiving, Christmas, Valentine's Day, Easter, and Fourth of July as well as discussion of different cultures and practices. Most of the content is non-religious, but some elements of Christmas are discussed with permission from the parents for the current year. The 4K program will have discussion of different cultures and practices only. At lunch and afternoon snack times, we say a "prayer" which goes: "Thank you for the world so sweet, thank you for the food we eat, thank you for the birds that sing. Thank you, Earth, for everything."

Plan for early morning and late afternoon care--Children are given quiet activities, such as coloring or drawing, playing with toys they may have brought, or are school supplied, etc. as well as games, blocks and the like.

Outdoor activities and play space--Every effort is made for a variety of outdoor activities to be provided. We have playground equipment for swinging, climbing, running, etc. as well as balls, jump ropes, sand and sand toys, tricycles and other various equipment.

Our outdoor play space supplies more than the required area for children to play. We have pea gravel at least 9 inches deep under swing sets and climbing equipment and slides with a fall zone of 4 feet beyond the structure. We have fall-zone mats under all swings, trapeze and at the end of each slide. The outdoor play space does not hold standing water and is free of hazards such as wells, cisterns and unused appliances. All treated lumber is sealed with an exterior stain. We have a 4 foot high fenced boundary for our playground. A 15-minute, teacher-led activity will be offered each recess. Children are not required to participate.

Water activities--In the summer months, a sprinkler may be used. Children will be allowed to run through sprinklers or other sprayers for a means of water play.

Developmentally appropriate programming for preschool children—See our Philosophy on page 3 of this handbook.

We utilize a mixed-age classroom structure in which children 2.5 years and up to 5 years are combined to create the make-up of each

classroom. The reason behind this grouping is to allow children to remain with the same teachers as long as possible in their early years. This creates a more comfortable environment for each child as they can feel more safe or comfortable to try new activities, they are able to bond well with their teachers and other children in the classroom. It also allows the teacher to better know their students and their families and help each child grow by knowing the child's moods and abilities. In addition, children are able to bond with peers as they get older. Older children can help younger ones—giving the older children a feeling of responsibility and leadership. The younger children can feel comfortable asking older children for help and then in turn being the ones to help younger ones as they become the older children of the group. Some children may have the same teachers for up to 3 years depending on their age and when they enroll at MLM. Initially a child is assigned to a classroom for his/her school experience based on age and sex to create classrooms that are as close to equal as possible in those two categories.

Developmentally appropriate programming for afterschool age children--Mary Lake Montessori implements activities to allow the children to have a positive child care experience and to relax after their regular school day.

This may include, but is not limited to, time used for homework or time used to unwind through play, both quiet and active, inside and outside and a snack. Children have access to art materials, games, building toys, books, knitting, etc.

Large/small motor, creative, social, intellectual, cognitive opportunities--Children have these activities woven into the activities on a daily basis. One needs to look at individual teacher plans for specific activities. There are activities for dress-up, block play, dolls, trucks, coloring, creating with crayons, markers, play dough, puzzles, games, etc. We may play CD's that allow both quiet listening and active participation. The Montessori method lends itself to the small motor, creative, social, intellectual and cognitive opportunities.

Center schedules--Schedules for a given group are listed at the start of each parent handbook.

7:00 a.m. to 8:00 a.m.	Extended Care free choice
8:00 a.m. to 10:15 a.m.	Preschool/4K individual work time/snack
10:15 a.m. to 10:30 a.m.	Preschool/4K songs, large motor, etc.
10:30 a.m. to 11:15 a.m.	Preschool outside play time
11:15 a.m. to 12:00 p.m.	Preschool/4K lunch and ready for rest/quiet time
12:00 p.m. to 2:10 p.m.	Extended care nap, quiet/free play time and project time
11:40 a.m. to 2:15 p.m.	Afternoon Preschool/4K as above for morning preschool
2:10 p.m. to 2:45 p.m.	Extended care story/snack
2:45 p.m. to 4:00 p.m.	Extended care outside play time/organized activity
(3:00 p.m. to 3:30 p.m.)	Afterschool snack time)
4:00 p.m. to 5:30 p.m.	Extended care free play

Communication with parents--Parents are sent monthly calendars regarding the plans for each classroom to which their child belongs. In addition, parent/teacher conferences are scheduled biannually and all parents are encouraged to contact teachers as needed. New families meet with the classroom teachers before starting or within 45 days of starting to discuss classroom routines, expectations and go over important points in the parent handbook. In addition, the administrator communicates monthly with each family and occasionally more often as the need arises. Occasionally, teachers may send home notices or letters outlining past and future "happenings."

Cultural Diversity--Mary Lake Montessori includes opportunities for introduction to cultural diversity through songs, stories, discussion of different holidays, and sampling of foods and craft projects, which are related to our given topics.

Walking field trips—Children will have on file permission to take walking field trips. Any walking field trips away from the center grounds will have been previously noted to parents as to the whereabouts and time of departure, arrival and dates.

Type of curriculum—Montessori based. Please see our Philosophy on page 3.

Rest periods--A child under 5 years of age in care for more than 4 hours shall have a nap or rest period. Childcare workers shall permit a child who does not sleep after 30 minutes and a child who awakens to have quiet time through the use of equipment or activities, which will not disturb other children. Each child who has a nap or rest period shall provide a sleeping bag or, 2-inch thick mat, which is, placed at least 2 feet from the next sleeping child. Each child shall be provided with an individually identified sleeping bag, which may be used only by that child until it is washed. Bedding shall be maintained and stored in a clean and sanitary manner, replaced immediately if wet or soiled and washed at least after every 5 uses. If bedding does not come back to school, we will have on hand extra mats or sleeping bags. These will be laundered by the family after each use.

Curriculum plan time frame--We schedule different topics or themes related to the calendar or other time-based topics as well as topics of interest to the children. Generally, themes last two weeks to provide an opportunity to cover the topic as completely as it suits the children. Topics may last only a week to up to four weeks.

Staff responsibility for curriculum—Each set of classroom teachers is responsible for topics chosen. They are to plan and implement activities related to appropriate topics. Staff will follow the Montessori principles when planning activities.

Center Educational Philosophy—See our Philosophy on page 3 of this handbook

Screen Time—There are no televisions in any classroom. Use of a television is limited to special occasions during which there may be a short movie show for the children's enjoyment. No child is required to watch and may choose an alternate activity at any time. As for computers and screen time, the only access is when a staff member uses an iPad to further discussion or explanation of a topic, point or concept. For example, an iPad may be used to observe how a butterfly emerges from a cocoon or how a backhoe or other machine works. All uses with an iPad will be teacher-led. When there is screen time, no more than 30 minutes for preschoolers and no more than 60 minutes for afterschoolers will be allowed per week.

Emergency Plans

Emergency planning (fire evacuation, tornado evacuation, flash flood procedures, injured child, missing child, severe weather)--

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. The assistants from each room will turn out lights and close the door and windows of their respective rooms. The person assigned to the hall desk will check bathrooms, the Star Room and the office for children and will take the emergency cards with him/her. The co-teachers in each room will assist in getting the main group of children from their own room outside to the designated area. The co-teacher from each room in the lead week will take the attendance book and go immediately outside with the main group of children.
4. Attendance will be taken immediately by the lead week teacher for each room. Silence and no running and /or pushing will be strictly enforced. All members of the center, children and staff will meet outside at the back of the fence behind school.
5. In the case of an afternoon drill, designated staff will be responsible for each of the above duties. Lead teachers of individual rooms will be responsible for lead duties previously assigned above.
6. In a real evacuation—not practice—no one may re-enter the building after it has been evacuated.

Tornado drills will be held monthly, April through October. Our school tornado drill signal will be staff informing other staff of potential problems by listening to the weather radio. Staff will remain calm and relocate the children to the safe areas. The deputy director of the Dane County Emergency Planning designated a safe area in our school basement. It is in the downstairs hallway between the two main rooms.

1. Students proceed by way of the back stairs in silence to the designated place in the basement and must remain there until all clear notification has been given.
2. Children are to be seated on the floor ready to be given the order to cover their heads with blankets.
3. The assistants from each room will turn out lights and close the door and windows of their respective rooms. The person assigned to the hall desk will check bathrooms, the Star Room and the office for children and will take the emergency cards with him/her. The co-teachers in each room will assist in getting the main group of children from their own room to the designated area. The co-teacher from each room in the lead week will take the attendance book and go immediately with the main group of children.
4. Blankets and other emergency and first aid materials will be stored on top of the coat racks located in this hallway.
5. In the case of an afternoon drill, designated staff will be responsible for each of the above duties. Lead teachers of individual rooms will be responsible for lead duties previously assigned above.

In the event that a child is missing the following procedure will occur:

1. The building and grounds will be searched.
2. In the event the child cannot be located on the grounds, parents will be called.
3. Nearby neighbors will be contacted as well as law enforcement.
4. Any extra teachers will be used in a local search.
5. Children not missing will be contained in the classrooms.
6. State licensing will be contacted.

The procedure for an injured child on or off the premises will be as follows:

1. A determination as to the extent and seriousness of injuries will be made.
 - a. Children with minor injuries such as scrapes and minor cuts will have his/her injuries cleaned with soap and warm water and bandaged. Parents will be notified of injuries by note and at times a phone call.
 - b. Children with more serious cuts/broken bones will be taken care of to stop bleeding/keep the child still and parents will be called. In cases deemed more serious, the parents will be called and EMS as well.
 - c. Parents will be called when a child has a head or face injury whether it is a bump or a laceration regardless of the severity of the injury.
2. All information will be recorded in the medical log book.
3. Injuries resulting in professional medical treatment will be reported to the department within 48 hours of the director becoming aware of the treatment.

Other emergencies (flood, extreme heat or cold; loss of building services, including heat, water, electricity, telephone, human-caused events, such as threats to the building or its occupants; allergic reactions; vehicle accidents; or other circumstances requiring immediate attention)-- Mary Lake Montessori will contact parents to notify them of any of the above issues after the safety of the children is secure. 911 will be called when necessary.

Should the building temperatures exceed licensing expectations in either heat or cold, we will close for the time required to repair the problem. Should there be no water or electricity, we will close for the time required to repair the problem. Depending on the plumbing issue, we will make a determination whether we are able to continue with operations for the time it takes to repair the issue. Every effort is made to keep the building temperature in which the children remain no lower than 67 degrees F. If the inside temperature cannot be maintained, parents will be notified and asked to pick up their children. If the inside temperature exceeds 80 degrees F, fans are provided for air circulation and/or the air conditioners are employed.

A no-telephone issue will be handled by use of staff personal cell phones in emergencies.

Should there be threats to the building or occupants, we begin with the building having all outside doors locked at all times. Each classroom will be locked from the inside of the room, children will be gathered together away from the vision from the door. 911 will be called as soon as possible.

Daily Attendance and child location at all time, number and names of children to be known by childcare worker—Each child is logged in daily by his or her parent. This log in sheet is located in the hall near the teacher desk between the restrooms. Children are assigned to a given classroom at specific times of day. A list of children in a given room is kept on a clipboard inside the room. Children are marked “in” when they join a room and “out” when they move to a new room or leave for the day. A checklist moves with the children in a group if the children as a group move. Staff is required to maintain accurate attendance at all times. The teachers in charge of a given room at given times is also posted in the hall next to the teacher desk.

Emergency contact person/second adult available within 5 minutes--We have a signature of our emergency contact person on file with the center as well as posted by the phone.

Procedure for releasing a child to a person who is not a parent or is not authorized—We will not release a child to a person who is not authorized. Confirmation will be made by the parent when a new person will be picking up their child. At the time of pick up, the person will be asked for photo identification.

Custody issue disputes--When such issues arise, we follow the courts decision as to with whom the child is to leave the school. In the case of non-custodial parents without permission to take the child, we will not release the child to them provided we have a court order on file stating as such. If necessary, we will call 911.

Action when authorized pick-up person appears under the influence--We will try to talk the parent under the influence out of driving. If we are unsuccessful, law enforcement will be called. We will also call the other parent or next authorized person.

Procedures when releasing child to unfamiliar, authorized person--We will ask for identification from unfamiliar, authorized person before releasing the child to him/her. The parent must supply the name and relationship to the child of the person picking up. If the parent has not identified that a different person other than the parent is to be picking up the child, the parent will be called to confirm permission and asked to describe such person before releasing the child to that person.

First Aid equipment storage in vehicle--First aid equipment is taken when children from the center are taken on field trips. During field trips, the person in charge is the lead teacher planning the trip. In the case the lead teacher is not available, the co-teacher will be in charge.

Reports to the department--Reports are submitted to the department as requested. Reports to be submitted include but are not limited to accidents resulting in the death of a child while in the care of the center or a serious injury requiring professional medical treatment, damage to the premises which may affect compliance, change in location of the center, change in room usage such as using a room not previously approved, incidents related to a child who leaves the premises of the center without the knowledge of the provider or any incident that results in a provider not knowing the whereabouts of a child in attendance, any suspected abuse or neglect of a child by an employee or volunteer that was reported or any inappropriate discipline of a child by an employee or volunteer, any incident involving law enforcement, any construction or remodeling on the premises affecting an area accessible to children or condition of the license, any confirmed case of a communicable disease reportable, change of administrator or center director, change of any program service, statistical data, plan of correction for cited violations, any convictions, and pending charges or other offenses of Mary Lake Montessori or its employees, or other persons subject to criminal record checks with could potentially relate to the care of children at the center or activities of the center.

Posting emergency numbers--There are two telephones and one telephone number at the center. Emergency and other numbers are posted by each phone.

Motor vehicle availability or emergency vehicle availability--There is always at least one vehicle on the premises. Emergency personnel can be summoned through 911 if needed.

Emergency supplies—Flashlights, blankets, radio, extra batteries will be accessible to all staff. They will be located at the end of the hall by the back door. Epi pens will be located in the administrators office on the shelf just inside the door on the right.

Special evacuation considerations for children/staff with physical/mental disabilities—Those children or staff with physical or mental disabilities will be assisted by staff in evacuations. Those children with disabilities will be assisted by the lead teacher of a particular classroom in emergencies. Remaining staff will assist remaining students. Staff with disabilities will be assisted by other staff available at the time of the emergency.

Extreme heat and cold outdoor temperatures--Children will be kept indoors during extreme heat and cold outdoor temperatures—0 F or 90 F or heat indices. Inside temperatures will be monitored to maintain a minimum of 67 degrees F.

Safe location for children after emergency evacuations--Mary Lake Montessori plans to use the adjacent St. Mary of the Lake Church or rectory in emergency evacuations.

Children's records taken in emergency situations other than tornado or fire--Kathryn K. Lange, administrator, will be responsible for taking emergency information cards with him/her as he/she leaves the building. If the administrator is not present, the person scheduled to be hall monitor will be responsible for this information.

Health Care Policy

Ill child definition, care isolation and removal—A child who has a fever of 100.4 degrees F or more, who has vomited or has diarrhea will be isolated from the other children and will be removed from the center--as soon as physically possible--and shall not return until the child has been fever-free, vomit-free or diarrhea-free for 24 hours without the use of fever reducing medication.

Parents are asked to refrain from administering a fever-reducing agent to their child and then bring their child to school.

A child with a rash must have a determination from his/her own doctor as to whether or not the rash is contagious. When it is determined that it is not contagious, the child may return to the center.

An isolation area, the administrator's office, shall be provided for the care of children who become ill. If the area is not available, a space used by other children will be separated 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. If the parent or designated responsible person does not come the child will remain in the administrator's office with a teacher who is within sight and hearing of the child until they do come.
4. Each child, upon arrival, shall be observed by a staff person for symptoms of illness.

Communicable Diseases--Parents of enrolled children shall be notified when their child has been exposed to a communicable disease, which has been diagnosed or suspected. A child with a reportable communicable disease may not be admitted or be permitted to remain in a day care center during the period when the disease is communicable.

When a child has a communicable disease, parents are asked to inform the school so we may report it to the County Health Department, other parents and licensing as required.

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 local public health official and the child's parents 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. 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.

Medical log responsibilities and entries The log shall be in a book with stitched binding with pages that are lined and numbered. The pages may not be removed or lines skipped. Entries shall be made in ink on the date of occurrence and shall be dated, time of day will be noted and signed or initialed by the person making the entry. The center director with staff will review the medical log every six months in order to determine that all possible preventive measures are being taken. There shall be documentation in the medications and injury log book that reviews have taken place.

There shall be only one child's name per entry and in the event the incident involves a second or more children, each child shall be

entered individually. Both the first and last name of a child shall be used. Corrected errors entered shall be initialed at correction by the person entering the information.

Medication administration and storage--Parents are required to fill out and sign a medication consent form. The medication will then be stored in a sealed container out of children's reach. No prescriptive or non-prescriptive medications such as, but not limited to, acetaminophen, cough medicine, lip balm, lotions 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 parent, includes dosage and directions for administering.
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 entered in the school's medical log.
5. Medications may not have a blanket approval such as "as needed." When using "as needed," symptoms must be indicated such as in asthma attacks—shortness of breath, wheezing—whatever the symptoms may be.

Medication Authorizations—A written authorization that includes the child's name and birthdate, name of medication, administration instructions, medication intervals and length of the authorization dated and signed by the parent or guardian must be on file in order for staff to dispense any medication, lotion, salve, lip balm or sunscreen.

Missed medicine dosage or other errors in distribution—In the event a child has missed a medicine dosage or there have been other errors in distribution, the parent will be notified as soon as the error has been discovered and follow the parents instruction as to a solution.

Cleanliness--A child's hands shall be washed with soap and warm running water before meals and snacks and after toileting or diapering. A child's hands and face shall be washed after meals. A child's hand shall be washed with soap and warm running water after playing outside. Persons working with children shall wash their hands with soap and warm running water before handling food, and after assisting with toileting and after wiping bodily secretions from a child with a disposable tissue. Cups, eating utensils, toothbrushes, combs and towels may not be shared and kept in a sanitary condition. Wet or soiled clothing and diapers shall be changed promptly from an available supply of clean clothing and diapers.

Glove usage and disposal—Disposable, plastic gloves will be used when changing a child's diaper, caring for an injured child, cleaning up bodily fluids and disposed of inside-out in the trash receptacle.

Diapering and Toileting (disposal of soiled diapers, wet/soiled clothing, bedding)--Childcare workers shall do all of the following:

1. Plan toilet training in cooperation with the parent so that a child's toilet routine is consistent between the center and the child's home.
2. Change wet or soiled diapers and clothing promptly.
3. Change each child on an easily cleanable surface which is cleaned with soap and water and a disinfectant solution after each use with chlorine bleach solution of one tablespoon bleach to one quart of water, made fresh daily or wipe down the surface with disinfectant towelettes.
4. If the diapering surface is above floor level, provide a barrier or restraint to prevent falling. A child may not be left unattended on the diapering surface.
5. Place disposable soiled diapers and gloves, if used, in a plastic lined, hands free, covered container immediately.
6. Removed soiled diapers from containers as needed but at least daily for disposal.
7. Wash hands with soap and running water before and after each diapering or assistance with toileting routines.
8. Apply lotions, powders or salves to a child during diapering only at the specific written direction of the child's parent or the child's physician. The directions on how to use them shall be recorded and posted in the diapering area.
9. Wash the child's diaper area before each diapering with a disposable or fabric towel used only once.
10. There shall be a supply of dry and clean clothing and diapers sufficient to meet the needs of all the children at the center. Parents are required to provide these. The center will maintain extra clothes as well.
11. Wet or soiled clothing shall be placed in a plastic bag and sealed for the parents to take home and clean.
12. Wet or soiled sleeping bags shall be placed in a plastic bag and sealed for the parents to take home and clean.

Sanitation of toys and equipment--Toys and equipment shall be washed or cleaned when they become soiled. A disinfectant solution shall be used after the toys have been washed with a disinfectant soap and left to air dry. A thorough cleaning of all toys is done before the summer program begins. Toys and equipment will be cleaned at times when there is an outbreak of head lice or other similar condition as well as when they may become soiled due to a child's action such as spreading of fecal matter on the materials or upon child putting an item in his/her mouth.

Universal precautions--Staff shall adopt universal precautions when exposed to blood and blood-containing body fluids and injury discharges of all children. All persons exposed to blood or blood-containing body fluids and tissue discharges shall wash their hands immediately with soap and warm running water. Single use disposable gloves shall be worn if there is contact with blood-containing body fluids or tissue discharges. Hands shall be washed with soap and water after removal of gloves. Gloves shall be discarded in plastic bags. For spills of vomit, urine, feces, blood or other body fluids, staff shall clean and disinfect the floors, walls, bathrooms, tabletops, toys or diaper changing tables as needed.

First aid--The center shall have a supply of bandages, tape and bandaids. Superficial wounds shall be cleaned with soap and water only and protected. Routine procedures for treatment of minor injuries shall include washing with soap and water and protected with a bandaid. For minor injuries, staff will leave a note on the child's cubby to notify the parent of the nature and cause of the injury. For more serious injuries, staff will call the parents as well as leave a note. Both will be entered into the injury log book.

Injury off-site procedures--Children injured off the program premises will be cared for as typically as possible as stated above. Depending on the seriousness of the injury, the child's parents may be called.

Emergency medical source--The emergency medical source for this center is University of Wisconsin Hospital and Clinics, Madison, WI. 911 will be called as needed and it is assumed Waunakee EMS will transport. If a hospital is needed, University Hospital, Madison will be used.

Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child through the day—Each staff member will receive a printout of children with special needs that will include anyone with physical, emotional, social or cognitive disabilities. It will include the child's name and special needs. This information will be kept confidential to those assigned to that child's care. Updates will be added as they occur.

Health related forms--Each child 2 years of age and older (with the exception of school-age children) shall have an initial health exam not more than one year prior to nor later than 3 month after being admitted to the center and a follow-up health examination at least once every 2 years after admission. The health examination report shall be on a form provided by the department and shall be signed and dated by a physician, physician assistant or Health Check provider. A child's health history completed by the child's parent shall be on file at the center by the first day of attendance. The center shall maintain a record of immunizations for each child to document compliance of immunizations. An electronic printout from the WI Immunization Registry or other registry maintained by a health care provider may be used in place of the Day Care Immunization Record.

Immunizations, physical exams and health history requirements—All medical information required by the state licensing as indicated in state licensing 251(6)(a)(6m) will be maintained in the child file.

Child-biting health procedures—Should one child bite another child, the bitten child will have the bite looked at to determine if the skin was broken. If bleeding occurs, it will be monitored and the wound will be cleaned and protected. In any case, the child's bite mark will be washed with soap and water and the parents will be informed via phone call that their child was bitten so medical advice may be obtained. The child who was the biter, will have his mouth rinsed with water and his/her parents will be called to inform them of what happened. The incident will be recorded in the injury book in two entries as per policy.

Bathroom supplies—There shall be a sufficient supply of toilet paper, soap and paper towels kept on hand.

Nutrition Policy:

Meal time routines--Snack is scheduled two times per day. Children are allowed to take snack during the morning work time. MLM provides this snack and the milk and water for the preschool. Parents of children in the 4K classes will provide the snack and MLM will provide the milk and water. The second snack is scheduled at 2:20 p.m. for the preschool and any remaining 4K children and at 3:00 p.m. for those children arriving at 3:00 p.m.--the afterschool children. MLM provides both snack and milk and water for the afternoon snack. Snack will consist of 2 food components of the USDA food groups. Snack menus will be posted for parents to see and kept on file for 3 months. Lunch time is scheduled at 11:15 a.m. Parents provide lunches and MLM provides milk and water. Parents will be provided with a list of food components that are of nutritional value at the beginning of each school year as well as a copy of the current Food Guide Pyramid. If a component is missing from a child's lunch, Mary Lake Montessori staff will supplement the child's lunch with the missing component. Parents will be reminded to include the missing component in the child's future lunches.

Child guidance and food--Food may not be used as a punishment for any child. Children are encouraged, but not forced to try snacks made available.

Mealtime socialization—Children are seated in groups of up to 6 children with at least one adult at mealtime. Children are encouraged to use proper manners and allowed to interact with those seated at their own table. Staff will sit with children during lunch and afternoon snack. Staff will engage children in conversation during these times and make it a pleasant experience as well as a safe experience. Staff will help to ensure children have healthy lunches which are provided from home by ensuring their dietary guidelines are being followed.

Menu requirements, preparation and changes, age-appropriate menu, USDA requirements--Children's likes and dislikes are taken into consideration when planning the afternoon snack menu. Children will be given a variety of snacks and encouraged to try new foods. We like to choose snacks of nutritious value and milk and water is always available. Snack will consist of 2 food components of the USDA food groups. If there are changes in the snack menu, they will be noted on the snack calendar. Snack menus are located in the main hallway on the bulletin board and in the kitchen area. Snack preparation is done in the food preparation area after hands and counter tops have been cleaned thoroughly.

Early morning and late afternoon feeding—Those children arriving early and have not had breakfast will be allowed to eat food that the parent has brought from home. It is not this center's policy to provide breakfast, but if the child has not eaten, a light snack may be offered. It is not this center's policy to provide late afternoon snacks beyond the scheduled snack time.

School-age children and eating—School-age children's likes and dislikes are taken into consideration when planning the afternoon snack menu. Children will be given a variety of snacks and encouraged to try new foods. We like to choose snacks of nutritious value and milk and water is always available. Snack will consist of 2 food components of the USDA food groups. If there are changes in the snack menu, they will be noted on the snack calendar. Snack preparation is done in the food preparation area after hands and counter tops have been cleaned thoroughly.

Specialty menus/diets—Children requiring special foods will be asked to supply appropriate snacks or meals for that child.

Food allergies and other allergies of specific children and Plan for children with allergies or dietary restrictions will be known to all staff members, child care workers, and substitutes at the start of enrollment and posted in the areas where food is consumed for food allergies and on the information board located in the kitchen downstairs and in each child's classroom. What food or foods are allergens or restricted from a child's diet will be made known. Depending on the seriousness of the allergy or restriction, certain steps could be followed including but not limited to: 1. The food will be restricted from use at Mary Lake Montessori, 2. The food will be restricted from the classroom in which the child attends, 3. The food will be restricted from that child's intake only, 4. Parents will be asked to provide allowable snacks for that particular child, 5. Labels of foods will be read to determine if the food that is restricted is an ingredient and if so, restricted from that child's food intake. Parents of children with severe food allergies may be asked to supply a separate snack for each snack served in which the child will be in attendance.

Children with Epi Pens, whether they are for food allergies or other allergies such as bee stings, etc. will be identified and where needed, that child's epi pens will follow him/her wherever that child goes throughout the course of the day. All children with Emergency Health Plans will have their plans reviewed at each staff meeting.

All staff will be trained in the use of Epi Pens at initial hire and refresher training will be discussed at each staff meeting. Practice Epi pens are on site for refresher training.

Menu posting—Menus for snack will be posted in the Star Room, the Hall bulletin board and in the kitchen where snack is prepared.

Kitchen cleanliness, dishwashing—All equipment and utensils will have smooth, hard surfaces, easily cleanable and in good repair, durable, non-toxic, free of cracks, seams, chips, and roughened areas and maintained in clean and sanitary condition. A 3 step procedure will be used for washing dishes. We will wash in water between 110 F and 125 F, using an effective soap. Dishes will then be rinsed in clear, hot water and then sanitized by submerging dishes and utensils for at least 2 minutes in 1 ½ teaspoons of bleach per gallon water. They are then air(drip)-dried.

Food Storage—Foods are stored at temperatures to protect against spoilage. Perishable and potentially hazardous food will be continuously maintained at 40 F or below or 150 F or above as appropriate. Foods not requiring refrigeration shall be stored in clean, dry, ventilated and lighted storerooms or areas which shall be protected from contamination by sewage, wastewater backflow, condensation, leakage or vermin. In addition, dry foods shall be stored in bags with zip-type closures or metal, glass or food-grade plastic containers with tight-fitting covers and shall be labeled and dated. Food stored in a basement shall be at least 8 inches above the floor.

Special treats, holidays, etc.--On occasion, children will bring in birthday or holiday treats. We will allow them but will encourage healthy choices. Parents are encouraged to supply healthy choices that will fit the two foods groups. The center will continue to supply milk with the snack. Items will be checked for allergens related to the children in our care. If necessary, a child may be offered a safe, alternate snack.

Transportation

For Preschoolers--All transportation to and from the center on a daily basis is provided by the parent.

For Afterschoolers—Transportation from the public schools to Mary Lake Montessori will be provided by the parent through the district bus company.

Field Trips—When being transported on field trips, we will contract with local bus companies. Each child will be assigned to a child care worker and parent volunteer for the duration of the field trip. Child care workers and parents will be paired up to work with a group of children and the teacher/child ratio will be maintained. (Parents will not be included in the ratio unless the parent meets the licensing requirements for state licensing 251.05(3)(f). (Page 19 of State licensing handbook) Upon arrival at the destination of the field trip, entry on the bus for the return trip, and upon returning to school, each child will have his/her name called and responds for attendance by the designated adult. All children will be returned to his/her designated classroom and checked in after any field trip to ensure all children have exited the vehicle for transportation or walking field trips. One teacher will exit the bus first and one teacher will remain on until all children are off. S/he will then check every seat to ensure no child is left behind.

Parents will be notified via a note (paper or email) of field trips in which a vehicle will be used. The information will contain the date, time and destination. We generally will give notice on walking field trips as well.

Children's emergency information will be carried in the vehicle in which the child is riding or carried while on walking field trips. Notification of a field trip will also be sent via email if applicable and on the hall bulletin board.

Transportation provided through a written or verbal contract with another individual or organization meets the requirements of 251.08(1)(c)—Transportation provided through a written or verbal contract with another individual or organization meets the requirements of this section.

Safety precautions to be followed and implemented when transporting children with disabilities or children who have a limited ability to respond in an emergency—When a child with a disability or limited ability to respond in an emergency is being transported, that child will have a single individual solely responsible for that child's care. That person will have that particular child's emergency information and other apparatus necessary for the care of that child.

Orientation of new staff and volunteers

1. Center Policies—Review of our center's policies
2. Licensing rule--review of the Wisconsin Administrative Code DCF 251(state licensing)
3. Confidentiality—page 11 of DCF 251 handbook (state licensing)
4. Child Abuse and Neglect--We will follow brochures provided by CCIC

Staff orientation, time frame--Orientation for new staff will take place within the first week of employment. The administrator is responsible for orientation of new staff.

Items covered--Review of the Wisconsin Administrative Code DCF13 251 (licensing rules),

- *Review of center policies and procedures,
- *Review of center contingency plans including fire and tornado evacuation plans—(page 8 of this handbook) and the operation of fire extinguishers (page 15 of this handbook),
- *Prevention and response to emergencies due to food and other allergic reactions, (page 13 of this handbook)
- *First aid procedures (pages 8 & 12 of this handbook),
- *Administration of medications (page 10 & 11 of this handbook),
- *Job responsibilities in relation to the job description (page 15 of this handbook),
- *Training in the recognition of childhood illnesses and infectious disease control, including hand washing procedures and universal precautions for handling body fluids (pages 10, 11 & 12 of this handbook) and immunizations page 12 of this handbook),
- *Schedule of activities of the center (page 7 of this handbook),
- *Procedure for ensuring all child care workers know the children assigned to their care and their whereabouts at all times (page 9 of this handbook),
- *Child management techniques (pages 4 & 5 of this handbook),
- *Procedure for sharing information related to a child's special health care needs including any physical, emotional, social or cognitive disabilities with any child care worker who may be assigned to care for that child through the day (page 12 of this handbook),
- *Procedure to contact a parent if a child is absent from the center without prior notification from the parent (page 1 of this handbook),
- *Information on any special needs a child enrolled in the center may have and the plan for how those needs will be met (page 12 of this handbook),
- *Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic, (page 15 of this handbook)
- *Handling and storage of hazardous materials and the appropriate disposal of biocontaminant (page 15 of this handbook)
- *Confidentiality (page 1 of this handbook),
- *Emergency training including first aid, CPR, AED (page 15 of this handbook),
- *Procedure for tracking transported children (page 9 of this handbook).

Orientation of Volunteers—All substitutes and student teachers shall be required to complete an orientation program within their first week at the center. The orientation shall include all components of the staff orientation found on page 14 of this handbook.

Fire extinguishers and training--Staff are instructed on the safe use of a fire extinguisher. We follow the PASS instruction (Pin, Aim at the base of the fire, Squeeze the handle, Sweeping motion back and forth). Teachers are also instructed to leave the building and not go back in.

Job Responsibilities—1. Job descriptions include but are not limited to the following: co-lead teach a classroom of 2 ½ year old children and up in activities appropriate to this age level, including but not limited to math and language readiness, social skills songs and games, large and small motor development; assist children with toileting, snack, reading to the children, lunch preparation, greeting children, supervision of inside/outside play time, supervision of lunch, assisting in clean up, snack preparation and distribution, snack clean up, playing with children, care for sick or injured children, supervision of nap time, assist in daily log of children's attendance times, keep rooms tidy, lock up as needed, lay out sleeping bags, supervision in bathrooms, assist other teachers as needed.

Building and physical premises safety, including identification of and protection from hazards, bodies of water, and vehicular traffic—All staff will be apprised of any building and physical premises safety issues including identification of and protection from hazards, bodies of water and vehicular traffic during orientation training.

Handling and storage of hazardous materials and the appropriate disposal of biocontaminants—Proper disposal of biocontaminants will be handled by local EMS. We have been given special bags into which we can dispose of materials containing blood. Hazardous materials such as cleaning materials or anything labelled to be kept out of the reach of children will be stored out of children's reach.

Continuing Education of Staff

Documentation of continuing education--Each staff member will receive a form at the beginning of each school year on which I will keep track of continuing education. Staff is responsible for notifying and providing to the director certificates of completion of continuing education. The director is responsible for entering each class, seminar, etc. on each staff file, the number of hours and who provided the class. The administrator will initial each entry to verify attendance.

Staff meetings--To ensure that staff has the opportunity to receive pertinent information and clarification of problems and issues, each center shall conduct staff meetings at least 9 times in a calendar year or one time for each month of center operation and document that staff meetings have been held. Attendance at these meetings is expected and required. Child care providers are expected to attend staff meetings of one-half to two hours monthly. Staff will be compensated for attendance at these meetings. Staff meeting minutes will be kept in the Administrator's office.

Requirements for continuing education for all staff--1. Each administrator, center director and child care worker shall participate in at least 15 hours of continuing education each year. 2. Continuing education courses taken for credit through an institution of higher education may be used to meet the continuing education requirement during the year in which the credits were earned and 2 years following that year. 3. Assistant child care teachers who are currently enrolled in their first entry level course are not required to earn continuing education hours for that calendar year. 4. Types of training acceptable to meet continuing education requirements shall be limited to: a. formal courses resulting in credits or continuing education units. b. Workshops, conferences, seminars, lectures, correspondence courses and home study courses. c. Training offered by the child care center through the use of guest or staff trainers. d. Documented observation time in other early childhood programs, e. independent reading. 5. Continuing education experiences may be in the areas of early childhood education, child development, child guidance, health, first aid, caring for children with special needs and nutrition as it pertains to child development, supervision of staff or the business or administrative aspects of the operation of a day care center or in communication skills. See licensing handbook for a more complete list of acceptable training. Each administrator, center director, and child care worker shall have documentation of the 12-month period included in his or her training year for meeting continuing education requirements and begin a new training year in the same month each year.

First aid and CPR and AED training requirements for staff—Each staff member must have and maintain a current CPR and AED certificate acquired within 6 months of hire. Initial First aid certification will be required; CPR, AED training is given every 2 years by a qualified instructor.

Child Abuse and Neglect Biennial Training, Abusive Head Trauma Training—Staff will receive biennial child abuse and neglect training. Mandated Reporter training will be required by all staff. Training in Abusive Head Trauma (AHT) Prevention will be required by all staff.

Reimbursement, work release time, compensatory time--The center will pay each employee the hours needed for continuing education. The cost of the class or workshop is the responsibility of the employee. Payment of fees for Montessori training which results in a diploma or degree which is paid for by MLM will result in a contract with MLM to continue employment for two full years after completion of the training. Further discussion of this point will take place between the employee and MLM to determine

the details. Staff will not be reimbursed for time during the continuing education classes or conferences unless part of T.E.A.C.H. scholarship as per the requirements set forth by the scholarship.

Carryover of hours from credit courses, sources of continuing education, study areas acceptable--See above description in "Requirement for continuing education for all staff."

Sources of continuing education and study areas acceptable--See above description in "Requirement for continuing education for all staff."

Personnel Policy:

- Job descriptions—1. Job descriptions include but are not limited to the following: co-lead teach a classroom of 2 ½ year old children and up in activities appropriate to this age level, including but not limited to math and language readiness, social skills songs and games, large and small motor development; assist children with toileting, snack, reading to the children, lunch preparation, greeting children, supervision of inside/outside play time, supervision of lunch, assisting in clean up, snack preparation and distribution, snack clean up, playing with children, supervision of nap time, assist in daily log of children's attendance times, keep rooms tidy, lock up as needed, lay out sleeping bags, supervision in bathrooms, assist other teachers as needed.
2. Hours of work—Child care providers shall work from 8 to 10 hours daily, depending upon individual agreements. All persons may be called on for a reasonable amount of extra time in emergency situations, in preparation for meetings, open house, or other special events and in connection with individual responsibilities as an employee of Mary Lake Montessori.
3. Lunch and Break times—All staff persons working 8 or more hours a day will be given a 45 minute break between the hours of 12:00 p.m. and 2:15 p.m. Adequate supervision of children will be arranged. When additional breaks are needed during the day, the employee will not leave children unattended or the room out of compliance. Staff will sit with children at lunch and may opt to eat with them or at a later time when on break.
4. Holidays—MLM will be closed on January 1, Good Friday, Memorial Day, Fourth of July (or one day either before or after if the holiday occurs on a weekend), Labor Day, Thanksgiving and the following Friday, Christmas Eve, Christmas Day, New Year's Eve and the week between Christmas and New Year's, one week before the start of the fall program.
5. Vacations/Sick Leave/Personal Leave—Each employee will earn one day a month, sick/personal pay. Those employees not using this pay will be allowed to accrue days and will be allowed to use up to 5 consecutive work days at one time for personal time or vacation. An employee may not borrow against future/unearned sick/personal leave time. Employees will be granted 1 week of vacation pay at the start of employment and with each year of employment, employees shall begin earning one additional paid vacation day per year worked in addition to the above mentioned hours. Maximum days off will be equivalent to 4 weeks or 20 days per year. Days off prior to or adjacent to after a holiday must be preauthorized by the director. If an employee takes an unauthorized vacation day or calls in sick on either the day before or after a holiday the employee forfeits the paid holiday. Days off whether for appointment or vacation must be authorized by the director as far in advance as possible. To the best of one's ability, requesting time off should be done before an appointment or vacation plans have been made to ensure there is sufficient staff coverage for any given day. Every effort will be made to grant requested days off.
6. Family Medical Leave—Staff becomes eligible for family/medical leave at the date of hire. Up to twelve weeks unpaid leave may be taken for family care or medical purposes due to:
- A serious health condition of the employee's child, parent, spouse;
 - His or her own health condition; or
 - Pregnancy; the birth or adoption of his or her own child.
 - Accrued vacation or sick time may be used as part of family/medical leave. While on leave, sick time and vacation time does not accrue. Upon returning to work after the completion of the leave, the staff will return to the same or comparable position unless business dictates otherwise. In the event of condition 1 or 2 above, a doctor's note will be required after 6 weeks. Discussion with the administrator is also required.
7. Leave of Absence—Any leave of absence by an employee will be determined on a case by case basis with the approval of the administrator.
8. Probationary period—Each employee, upon hire, will be on probation for 90 days. During this probationary period, the employee will be observed for ability to work within the Mary Lake Montessori program. During this time, an employee may be relieved of his/her duties at any time and at the discretion of the administrator, or the employee may terminate employment at his/her discretion. The employee will not be awarded benefits until completion of the probationary period.
9. Evaluations—Evaluations will be done on a yearly basis.
10. Grievance procedure—When an employee of MLM has a grievance, he/she is asked to speak to the director whether it is regarding a child, another staff member, the director or any other issue related to the program. The director and the staff with a grievance will discuss the problem and try to resolve the issue. If the grievance involves another party, the director and staff member bringing out the grievance will speak to the third party together if that is the request of the staff member. At that time, a solution will be attempted. In the event a solution cannot be reached, the director will be the person in charge of coming up with a solution that will be fair to all parties involved.
11. Discipline of Staff—Depending on the offense of a staff member, the following may occur:
- The staff member will be notified of a problem involving him/her through discussion with the director.
 - Depending on the seriousness of the offense, the staff member:

- a. Will have a written report placed in his or her file, and/or;
- 1. Given a warning the behavior is not acceptable and told on the reoccurrence it could be grounds for dismissal. The warning will be documented and placed in the staff members file and both staff and administrator will sign it.
 - 2. Let go immediately.
- 12. Salaries—Salaries are to be set for each employee according to agreement between the employee and the director. Salaries will be based upon abilities, training, length of service, education, experience, job responsibilities and education along with enrollment and income of the center. Salaries are considered confidential information not to be shared among employees. Time for Staff meetings and for program preparation will be compensated at the hourly rate unless such time causes more than a 40 hour work week. Hours above the 40 hour work week will be compensated at one and one-half times the normal hourly rate unless any of the days are days we are closed and are paid days. Salaried employees will not receive extra pay as this extra time is built into the employee’s salary.
- 13. Incident Weather Closing—Staff will continue to be paid when the weather is such that we will be closed.
- 14. Staff termination in relation to “whistle blowing”—An employee will not be discharged because that employee has reported violations of this chapter to the representative of the department.
- 15. Staff Termination—Reasons for dismissal include but are not limited to: Repeated absences, threat to children, threat to other staff, consistent late arrival, consistent early departure, arriving at work intoxicated or under the influence of drugs, not qualified for position, ineffectiveness in job duties, stealing or lying.
- 16. Benefits—All employees shall be covered by Social Security and Worker’s Insurance Compensation. As a nonprofit corporation, the center is not required to carry State Unemployment Insurance Compensation. All employees shall be given the option of enrolling in the health and dental policy of Mary Lake Montessori at the time of employment. Those employees wishing to accept the health insurance will be required to wait 60 days before becoming eligible for enrollment. Mary Lake Montessori will pay for a single person’s health insurance coverage per month. Any additional people on the plan will be the responsibility of the employee and 50% of dental coverage. The employee will be required to pay for the remaining monthly premiums. Employees must work a minimum of 30 hours per week to be eligible for health insurance. Employees may choose health insurance with dental, health insurance alone or dental insurance alone. If an employee opts out of dental insurance, s/he may not elect to take it in the future. If an employee opts out of medical coverage initially only a change in situation will allow them to join at a later date without the 12-month waiting period or at open enrollment each year.

Procedure for staff to notify MLM of conviction of crime, etc.—Staff are required to notify the administrator of the following as soon as possible but no later than the next business day:

- a. the employee has been convicted of a crime.
- b. the employee has been or is being investigated by any governmental agency for any other act, offense, or omission, including an investigation related to the abuse or neglect or threat of abuse or neglect, to a child or other client, or an investigation related to misappropriation of a client’s property.
- c. the employee has a substantiated governmental finding against them for abuse or neglect of a child or adult or for misappropriation of a client’s property.
- d. when a professional license held by an employee has been denied, revoked, restricted or otherwise limited.

Criminal history check reporting--Each employee will have a criminal record check from the Wisconsin Department of Justice. If there is a report with a record, the offense will be examined for charges or convictions for crimes that relate to the care of children and/or the operation of the center. MLM will then make a determination based on the facts of the case as to whether or not the employee will be allowed to remain at the center. The employee will be asked to write a statement regarding the crimes and an 16 investigation of the crime or crimes will be made. Typically this involves obtaining the police report and disposition from the clerk of courts. A finger-print based background check will be done for each employee 18 years and older.

Wisconsin Registry Requirements--A certificate from the Wisconsin Registry documenting that the person has met the educational qualifications for the position under sub. (3) if the person has worked as a teacher, director, or administrator at the center for at least 6 months is required. A copy of an educator’s license issued by the department of public instruction as a teacher may substitute for a certificate from the Wisconsin Registry.

Required staff records--Each staff member will be required to have in his/her file,

- 1. a Staff Record form indicating personal information such as employees name, address, birth date, educational experience, previous work experience including the reason for leaving previous positions, and emergency contacts name, address and phone numbers.
- 2. Documentation from the department, either paper or electronic, that indicates a child care background check was completed in compliance with the timelines and requirements and the person is eligible to work in a child care program.
- 3. A report on a physical exam that was completed not more than 12 months prior to nor more than 30 days after the person was hired. Signed and dated by a licensed physician, PA or other EPSDT provider. The report shall indicate he/she is free from diseases detrimental to the health of children including TB and that the person is physically able to work with children.
- 4. Registry certificate for teachers, directors or administrators stating the person has met the educational qualification for the position. An educator’s license issued by DPI may substitute for a certificate from the Wisconsin Registry.
- 4. Those not required to have a Registry Certificate, documentation of educational qualifications.
- 5. Copy of a high school diploma or its equivalent.
- 6. Documentation of continuing education requirements. 17

7. Staff Orientation Form,
8. W4/New hire reporting form,
9. I9 form
10. current certificate of completion for child CPR and use of AED,
11. Shaken Baby Syndrome Prevention Training, or Abusive Head Trauma Training, Mandated Reporter Training

Employment Procedures

1. Recruiting Practices—Mary Lake Montessori will use various means by which to find candidates for open positions. These practices include word of mouth, advertising in local newspapers and craigslist. An advertisement will include the title of the job opening, days and hours needed as well as the requirement that the applicant be qualified as required by the state licensing rules for the position listed. Interested parties are asked to call the school for more information. The director is responsible for placing the advertisement as well as informing the people of vacancies to pass on the information to interested parties.
2. Interviewing Process—Applicants who fulfill all required aspects asked for in the advertisement will be given a telephone call or email asking him/her to come in for an interview. At that time, the person applying may ask questions before agreeing to an interview. If an interview is set up, it is at a time and date that is convenient for both the director and the interviewee. The interview will include the director and the applicant. The two will sit down and discuss the applicant's qualifications, the requirements of the job opening including job description, hours of work, compensation and benefits, the general conversation to gauge the personality and general demeanor of the applicant. The applicant is given the opportunity to ask questions as well. The applicant will be asked for references. The director is responsible for contacting applicants and setting up and conducting the interviews.
3. Selection Process—After interviews are completed, applicants will be reviewed for qualifications and references will be called. It is the director's responsibility to review the applicant's qualifications and contact references. The director will rank applicants in the order the director would like to employ the applicants. The director will make a decision based on the aforementioned criteria on whether to offer an applicant a position at MLM. The first applicant will receive a telephone call inviting him/her to work at MLM and so on the down the list until the position is filled. If the position is not filled, the recruitment process starts over. Upon hire, the applicant will receive a copy of his/her job description, personnel policies, salary and benefit schedules as well as required forms and paperwork. In addition, upon hire each staff member will receive a copy of the Employee Handbook and Salary Schedule.
4. There will be no discrimination based on age, race, color, sex, religion, sexual orientation, creed, handicap, political persuasion, or ancestry.

Wage/salary scale, payroll information—Each employee will have individual wages discussed on hire. Wages are increased each July 1 at a minimum of 5% each year. Payroll--MLM implements a bi-weekly payroll system. Staff will be required to fill out a timesheet for the two-week period and staff will receive paychecks every other Wednesday. Paychecks will be one week in arrears. Paychecks cannot be issued before the regularly scheduled date of pay.

- Work Rules—
1. Personnel Differences—In the event of lack of agreement on procedure between members of the child care staff, the director will make the final decision. In the event of lack of agreement on procedure between members of the child care staff and the director, the director will seek a third party to arbitrate and will abide by the arbitrator's decision.
 2. Dress Code—Employees are expected to dress neatly and in good taste. Good taste includes, but is not limited to clothes that are not torn, not too short in the case of skirts and shorts, women must wear bras, and men must wear shirts. Please dress professionally while wearing clothes that allow movement, being on the floor and lifting children and spending time outdoors.
 3. Staff Absences—It is hoped that all staff is able to stay healthy! However, in the event that a staff member is ill, staff is required to telephone the school as soon as you know you will be unable to make it to work and no later than 7:30 a.m. All staff is urged to make every effort to be in attendance.
 4. Professionalism—As a member of the staff of Mary Lake Montessori, you are expected to conduct yourself in a professional manner at all times. You are expected to be punctual, dependable, tactful and helpful. You are expected to uphold ethical codes of conduct. Cell phone use—whether a telephone call or texting while supervising children is not acceptable and cell phones should be used during one's personal time. Please keep personal phone calls to a minimum and on personal time.
 5. Ethical Code of Conduct—
 - A. All personnel and payroll files are confidential. Staff members have a right to ask to see their own files at any time. This will always be done in the presence of the director.
 - B. Information on children and children's families is confidential and should not be shared with anyone outside Mary Lake Montessori. Information shared among staff should only be done in determination of what is best for the child. The only time confidentiality may be broken is when a child is endangered, either in areas of health, neglect, or abuse, in which case you may need to report certain confidential facts without permission.
 - C. When a child imparts information to you that implies abuse or neglect, you are legally obligated to report the information to the appropriate authorities.
 - D. Both children and adults have the right to be corrected in private. Children have the right to display feelings.
 - E. Questions that you have regarding policy or personal matters of a child's family should be asked of the director rather than of another child care provider or assistant.
 - F. Children should not be required to participate in any activity or to abide by a policy that is not good for them.

- G. Personal information about families or stories children tell about their families should be treated as confidential information.
- H. Avoid judging a family or imposing your values on a child if there is a difference between your beliefs and that of the child's family.
 - I It is unethical to pursue one's personal business while being paid to supervise a child or group of children. Most problems of ethics are self-resolved if gossip is avoided at all costs.
 - J. There shall be no reference, pictures, etc. regarding MLM or MLM children or their families on facebook, Twitter or other social media. Those persons using this media in reference to MLM will face reprimand by MLM and the incident will be recorded in the employees file. If there continues to be a problem with this issue, the employee may be placed on probation and termination is a possibility.
- 6. Drug Free Policy—All staff is expected to be drug free at all times and alcohol free while at the center. Alcohol and illegal drug use on the premises is strictly prohibited. No person may be under the influence of either of these substances while working with the children or on the premises. There is no smoking allowed on center premises including the parking lot and playground. While we do not do drug testing at Mary Lake Montessori, staff is expected to self-police in this matter.
- 7. Fragrance-Free Policy—We are a fragrance-free facility at Mary Lake Montessori for the health of staff and children.
- 8. Miscellaneous—
 - A. All staff considered a “teacher” is required by licensing rules to obtain a certificate from The Registry of the Wisconsin early childhood professional recognition system within 3 months after assuming the position as evidence of meeting the education and experience qualifications. Assistant teachers are not required to apply to The Registry. The cost of this certificate will initially be paid for by Mary Lake Montessori. Any renewal is the expense of the employee unless required by MLM to maintain a current certificate.
 - B. Staff will help maintain the Mary Lake Montessori environment with general housekeeping tasks. However, care of the children is the first and foremost task.
 - C. Staff is expected to be ready to work at the appointed time. This means staff members who are scheduled to work at 8:00 a.m., for example, are expected to allow themselves enough time to prepare themselves—putting away coats, lunches, etc.—to allow them to be ready to work at 8:00 a.m. This does not mean the staff member walks in the door at 8:00 a.m. Staff is also expected to work the appointed tasks until their shift ends and then “punch out.”
 - D. Staff will maintain constant vigilance in the supervision and knowledge of the whereabouts of all children.
 - E. Care is taken by staff on the playground and all areas to distribute themselves throughout the playground area and class areas and not clustered together in small groups so as to maintain close supervision of the children.

Reasons for termination—Staff may have employment terminated for reasons including but not limited to: intentional harm to a child or children, stealing, lack of satisfaction of duties, ineffectiveness with children, intentional neglect of duties, failure to submit paperwork, failure to engage in continuing education, failure to have a health exam, consistent tardiness or missing undue amount of work days.

Parking—Staff are instructed to park in the front of school away from the building reserving those spaces directly in front of the doors for parents and visitors.

Confidentiality—Information regarding staff will remain confidential between the administrator and individual staff member. Gossiping among staff is prohibited.

Educational requirements--The educational requirements for the following staff (and the responsibilities for the administrator/center director) are as follows:

1. Administrator--The Administrator of the center shall be in charge of the center's management, including personnel, finance, physical plant and the day-to-day operation of the center. The Administrator must be at least 21 years old, have completed high school or its equivalent as determined by the Wisconsin Department of Public Instruction, one year of experience as a manager or satisfactory completion of one credit or non-credit department approved course in business or program administration. In addition, an administrator must have one year of experience as a center director or childcare teacher in a licensed child care center, kindergarten or satisfactory completion of one non-credit department approved course or one credit in early childhood education or its equivalent.
2. Center Director—The Center Director of the center shall be responsible for the supervision of the planning and implementation of the center's program for children, the supervision of staff at the center, staff meetings and orientation and continuing education for the staff.
 - a. The center director shall be employed at least 20 hours per week for the exclusive purpose of carrying out center director responsibilities in a full-day center location licensed for 51 or more children.
 - b. The center director shall be at least 21 years old, have completed high school or its equivalent as determined by the Wisconsin Department of Public Instruction, have at least two years of experience as a child care teacher or center director in a licensed child care center or other approved setting, prior to beginning to work as a center director have 18 completed at least one of the following training requirements:

1. Four non-credit department-approved courses in early childhood education or its equivalent and within three years of assuming the position, the Wisconsin Child Care Administrator Credential or its equivalent.
 2. Four courses for credit in early childhood education from an institution of higher education and within three years of assuming the position, the Wisconsin Child Care Administrator Credential or its equivalent.
 3. Certificate from The Registry indicating the person is on Registry Level 14 or above.
 4. an associate degree in early childhood education or child care from an institution of higher education, education or its equivalent.
 5. A bachelor degree from an institution of higher education in early childhood education or child development or a license from the WI Department of Public Instruction to act as kindergarten, pre-kindergarten or early childhood (regular or special education) teacher.
3. Child Care Teacher--A child care teacher shall plan, implement and supervise the daily activities for a group of children, shall be at least 18 years of age and must have completed high school or its equivalent as determined by the WI Department of Public Instruction, must have worked for at least 80 full days or 120 half days of experience as an assistant child care teacher in a licensed child or other approved early childhood setting. Prior to assuming the position, a person hired to be a child care teacher shall be qualified by having completed one of the following:
- a. completed 2 non-credit department-approved courses in early childhood education.
 - b. completed 2 courses for credit in early childhood education or its equivalent from an institution of higher education
 - c. a one year child care diploma from an institution of higher education,
 - d. associate of arts degree program in early childhood education or child care from an institution of higher education,
 - e. received a child development associate credential issued by the council for early childhood professional recognition,
 - f. received 30 credits from an institution of higher education, including 2 courses for credit in early childhood education.
 - g. hold a certificate from the American Montessori Society or Association Montessori International or Montessori accreditation council for teacher education.
 - h. A bachelor degree in education from an institution of higher education or a license from the WI Department of Public Instruction to act as a teacher.
 - i. certificate from the bureau of apprenticeship standards as a child development specialist.

Assistant Child Care Teacher--An assistant child care teacher shall work under the supervision of a child care teacher with a group of children, must be 18 years old and one of the following:

1. satisfactorily completed one non-credit department-approved course in early childhood education or completes the training within 6 months after assuming the position.
2. satisfactorily completed one course for credit in early childhood education or its equivalent at an institution of higher education, or is enrolled in that course within 6 months after assuming the position.
3. have satisfactorily completed an assistant childcare teacher-training program approved by the WI Department of Public Instruction.

Staff health requirements--Staff who work directly with children shall have a health exam within 12 months prior to beginning work at a specific day care center or within 30 days after beginning work at the center. The results of the exam shall be stated on a form provided by the department. The report shall be dated and signed by a licensed physician, physician assistant or Health Check provider. The report shall indicate that:

- a. the person is free from any communicable disease reportable under ch. DCF 251 (state licensing) which presents a safety or health risk to children, including tuberculosis, and which is transmitted through normal contact.
- b. the person is physically able to work with young children.

No licensee, employee, volunteer, visitor or parent with symptoms of serious illness or a communicable disease transmitted through normal contact reportable under ch. DCF 251 (state licensing) which presents a present safety or health risk to children or whose behavior gives reasonable concern for the safety of children may be on the premises of the center. No person with a health history of typhoid, paratyphoid, dysentery or other diarrhea disease may work in a center until it is determined by appropriate tests that the person is not a carrier of the disease.

Classroom to Classroom Transitions—Children and families moving from the Earth or Sun Rooms to the Moon (4K) Room will receive support during these transitions by allowing the children to visit the 4K classroom occasionally during different daily activities (circle time, work time or other planned activities) over the course of 2 weeks in the month of May.

Daily Transitions—Children have multiple transitions throughout the day. Whether it is from one activity to another or one room to another, we help children be ready for these moves with verbal clues and consistency in our routines. Examples are telling the children what we will be doing next at each step; that in “X” amount of minutes, we will be doing “xyz”; discussing at group time what will occur that day, particularly if it is something out of the ordinary.

Mary Lake Montessori will transfer any child's record to the new setting at the family's request and with the family's written consent.

Parent Orientation and communication procedures—Parents are given a tour of the facility including the playground. The program is explained in regard to schedule, philosophies, description of the Montessori method, age ranges, teacher/child ratio, usage of rooms, staff, including education and longevity, general procedure for enrollment, forms needed, policies included in the parent handbook. In addition, questions by parents are fielded and answered to the best ability of the director. Parents are encouraged to observe the classrooms while in progress first, without the child present and then again with the child. Parents also meet staff. Mary Lake Montessori holds an Open House/Meet the Teacher Meeting prior to the start of the school year for all new families. All parents are informed of this via letter in the mailing of registration materials in July and invited and encouraged (via letter) to attend. We tell them they will meet their child's teacher, see the child's classroom and building.

Parents must make arrangements to come to the facility in order to enroll their child or children. There is no enrolling without this required visit. Parents are welcome to visit at any time. Parents are also encouraged to bring the newly enrolled child to visit prior to his/her start date.

Parents are welcome to visit the center at any time, we do request, but not require, a breaking in period for the children of one month for visits. This means we would like to have parents wait to spend significant periods of time in the classroom until after the first month. Multiple, short visits prior to your child starting are welcomed and encouraged so when it is time for you to leave your child with us, s/he is familiar with the staff and the classroom. When it is time to go, we suggest saying "goodbye" in your own special way (give a hug, blow a kiss, etc.) and then leave immediately after doing so. Showing ambivalence will undermine the message to your child that s/he will be safe and fine without you.

Parents are sent monthly calendars regarding the plans for each classroom to which their child belongs. In addition, New families meet with the classroom teachers before starting or within 45 days of starting to discuss classroom routines, expectations and go over important points in the parent handbook. In addition, the administrator communicates monthly with each family and occasionally more often as the need arises. Occasionally, teachers may send home notices or letters outlining past and future "happenings."

Classroom to Classroom Transitions

Daily Transitions

Parent Orientation and communication procedures

