



Northfield Montessori

Family Handbook

GENERAL INFORMATION

www.northfieldmontessori.org
facebook.com/northfieldmontessori

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Federal ID #: 41-1871618

Minnesota Department of Human Services #811016

Hours: 6:00 a.m. – 6:00 p.m.

Monday - Friday

Equal Opportunity Provider

A Not-For-Profit, Parent/Teacher Co-op

Established June 1997

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WELCOME

We are pleased that you have chosen Northfield Montessori for your child(ren). We view your child's presence in our center as a privilege and an opportunity. We are confident that your child's enrollment at Northfield Montessori will be a rewarding experience.

Northfield Montessori is a not-for-profit, parent/teacher cooperative dedicated to the social, emotional, physical, and intellectual development of children from six weeks to six years old.

The staff and Board of Directors at Northfield Montessori know the importance of good communication between parents and teachers. If ever you have questions or concerns, please feel free to discuss these with your child's teacher, the center director or assistant director via email, scheduled meetings, or phone.

EQUAL OPPORTUNITY PROVIDER

Northfield Montessori is an equal opportunity provider. Northfield Montessori admits children of any race, color, creed, religion, national or ethnic origin, gender, sexual orientation, status with regard to public assistance, disability or any other protected category under state or federal law, to all the rights, privileges, programs, and activities generally accorded or made available to children at the school. It does not discriminate on the basis of any race, color, creed, religion, national or ethnic origin, gender, sexual orientation, status with regard to public assistance, disability, or any other protected category under state or federal law, in administration of its educational policies.

HISTORY OF THE MONTESSORI METHOD

The Montessori Method of education was developed in Europe by Maria Montessori in the 1920's. It is based on a unique format which introduces new ideas to children utilizing sensorial materials, allowing the children to become familiar with the new concept in an independent but structured setting. It establishes learning situations where peer interaction plays an important role in conveying and reinforcing the concept being taught. And this is all accomplished in a way that is fun for the children!

THE STORY OF US

Northfield Montessori opened June 1, 1997. However, the story of us begins a few years before that, back at the "old" building across from Malt-O-Meal.

At that time the school was called Step By Step Montessori. The owner of Step By Step determined that the center was not profitable enough to keep open, so she decided to close the school leaving families only weeks to find alternative child care.

A group of parents approached Tracy Humann (director) with their concerns. That group of parents and Tracy came up with a plan to open a school themselves, a school named **Northfield Montessori**. The first Board of Directors was that group of parents and the first board meeting was held at Rueb 'N' Steins'. These dedicated parents and many staff members, several of whom are currently employed at Northfield Montessori, worked tirelessly gathering the supplies necessary to start this amazing program.

On June 1, 1997, Northfield Montessori opened its doors and those doors have remained open.

It has not always been easy, but this school was born of the will of parents who wanted quality child care for their children and of the dedication of the staff who knew that the effort would be worth it, and look around you -- it is!

WHY WE ARE THE BEST!

It is true - there are other options for childcare in Northfield. None of those options compare to us. We offer quality early childhood learning in a secured facility for children ages six weeks to six years and we are open from 6 a.m. to 6 p.m. We have been doing it exceptionally well since 1997.

WHAT DOES THIS MEAN?

Most importantly, it means that we try to be as flexible and consistent as we possibly can for families with long work schedules, early morning job start times, full time schedules, part time schedules, or for those parents who do not get out of work at 4 p.m. We are open for those families!

Secondly, we are the first early childhood learning center in town to offer care for infants and toddlers. What a great program for infants and toddlers we have! As a parent, it is extremely difficult to leave your infant or toddler in the care of someone else. Knowing that the experienced, warm, loving, and tender hearts of the Northfield Montessori infant and toddler staff are the ones to step up and be there, gives parents a peace of mind that cannot be measured.

Next, this kind of care continues into the preschool program. Along with loving care, preschoolers learn basics of education from experienced Montessori trained staff members.

Finally, Northfield Montessori Kindergarten becomes the ultimate step to further education. Many of NM kindergarten graduates are highly prepared for first grade.

WHAT IS QUALITY?

Educating! Caring! Nurturing! Loving! - These are the words that describe our wonderful teachers. Our teachers and staff are dedicated to the children. They work at the school, at home, and on weekends. All of the children permanently imprint their hearts. And when these children move on, the effects of their thorough, well-rounded education at Northfield Montessori come shining through.

"As a new parent in town, everyone I spoke with had nothing but great things to say [about Northfield Montessori]. Northfield Montessori has lived up to its reputation – and then some!" – parent of a preschooler and toddler

"As a parent it is important who I leave my children with. I know the teachers take care of my children like their own." – parent of two preschoolers and an infant

We are the best....and we know it because ever since 1997 ... we have seen it!

BOARD OF DIRECTORS

Northfield Montessori's Board of Directors consists of eight parent representatives, three staff representatives, and the director of the center. A list of board members' names and contact information is available upon request.

Northfield Montessori's annual parent meeting is held at the end of May along with our End of the School Year Potluck. At this meeting, parents receive the latest information about Northfield Montessori, have the opportunity to address questions to board members, and vote new members to the Board of Directors. If you are interested in serving on the Center's Board of Directors, please see the center director.

Monthly board meetings are open to any member of Northfield Montessori and members will be allowed to speak during the public comments portion of the meeting. You are always welcome to attend with a concern, question, or to simply audit the meeting. Please see the center director for the dates and times of the monthly meetings. Dates and times of the meetings will also be posted on the center's information board and website.

PARENT VISITATIONS

Parents are always welcome and encouraged to visit the center at any time during our hours of operation.

LICENSING

Our program is licensed by the Minnesota Department of Human Services. If you have any questions regarding our license or any other licensing questions or concerns, you may contact the Department at (651) 431-2000.

Northfield Montessori is licensed for:

<u>Room</u>	<u>Ages</u>	<u>Capacity</u>
Infants	6 weeks to 16 months	24
Toddlers	16 months to 33 months	42
Discovery (Preschool)	33 months to 1 st day of Kindergarten	60
Montessori (Preschool)	33 months to 1 st day of Kindergarten	60
Number of Kindergarten age children not to exceed 30 with a combined Kindergarten through Preschool capacity of 120 maximum students.		

OUR GOALS FOR THE CHILDREN

Develop a positive attitude toward school

Most of the learning activities are individualized and the children engage in learning tasks that have particular appeal to them since they are geared to their needs and level of readiness. They work at their own pace, repeating the task as often as desired. In doing so, they experience a series of successful achievements and develop a positive attitude toward learning.

Develop self confidence

Many elementary and secondary school children have difficulty in school because they do not have confidence in themselves as individuals or as students. To prevent and overcome this difficulty, Montessori tasks are designed so that each new step is built on past successes. Such success develops self confidence, assures that the children can learn, and contributes to sound emotional and academic development.

Building concentration

Based on this program of step-by-step learning, the children form habits of extended attention and increased concentration abilities.

Fostering an abiding curiosity

To be a successful adult, we must be students all our lives. A deep, persistent and abiding curiosity fosters on-going creative learning. By providing children with opportunities to discover qualities, dimensions and relationships in a rich variety of learning situations, the natural desire to know is developed into a lifelong habit of creative learning.

Initiative and persistence

By surrounding children with appealing materials, activities geared to their needs and current level of capability, as well as encouraging involvement on their own, the child gradually develops the habit of initiative. Since ground rules call for completing a task once it has begun and for replacing materials after the task is accomplished, the habit of persistence is also fostered. Both initiative and persistence are key elements to success in learning, working and relationships.

Security and sense of order

Through a well-ordered, enriched, and organized environment, children's natural need for order and security is satisfied. Since every item in a Montessori classroom has a place, and since ground rules require that everything be in its place, they learn to maintain order. Such an environment has a calming effect on children and promotes a sense of security essential to sound emotional growth.

Develop sensory motor skills

Montessori activities call for handling and manipulating a wide variety of specially designed materials. In addition to accommodating and directing children's energies, these tasks teach control and coordination of large and small muscles. Such control and coordination are important to a wide spectrum of activities including learning to write, play a musical instrument, and/or athletic performance.

Sharpen the ability to differentiate and judge

Sorting and matching activities teach children to note similarities and differences in size, shape, color, texture, odor, and sound, helping shape sensory acuity. This is the foundation on which to build the ability to differentiate and judge various qualities in their ever expanding world.

Social development

Through working and interacting with others, children learn to cooperate with, and refrain from, infringing on the rights of others. Ground rules direct and limit such interaction, fostering an understanding and appreciation of respect for others.

Creative intelligence and imagination

Through stimulating programmed activities, the child is encouraged to implement exciting feelings and perceptions of the school experience. In acquiring thousands of clear perceptions from well planned practical life, sensorial, mathematical, musical, art, language, and science activities, the child masters mental building blocks needed to grasp the ever increasing ideas and concepts for learning and living effectively and successfully.

The goals of a Montessori education are to help each child develop fundamental habits, attitudes, skills, appreciations, and ideas for a lifetime of successful learning and living.

VOLUNTEERISM

One of Northfield Montessori's underlying goals is to develop a sense of community among our families. We want our families to feel connected to each other beyond the drop-off and pick-up of their children. Our hope is to help foster this sense of community through volunteerism.

Since Northfield Montessori opened in 1997, we have provided many opportunities for families and staff to volunteer together during non-school hours. Many of these have been fundraisers such as garage sales, golf tournaments, spaghetti dinners, and silent auctions. These events have brought us together and made a considerable amount of money for our school. We have also had lawns mowed, cement installed, walls painted, plumbing and electrical repairs, playground equipment removed, and general maintenance donated from families over the years. These hours, too numerous to count, have saved Northfield Montessori anywhere from \$15-\$45 per hour. Without the help of the above volunteers, we quite possibly wouldn't be here today.

For our children's benefit, the parent/community volunteers that come in during school hours are most invaluable. Whether coming in for a field trip, special occasion, or just to read a story, these people bring to our school the sense of community we hope to teach our children. We want the children and volunteers to be excited about their time and to encourage others to do the same. Let's send our children home saying, "Suzie's mom helped at school today.

Can you come to school too?" Volunteers teach children the importance of what they are doing. The more people around the more important they feel.

What a beautiful picture: people volunteering and working together, smiling and happy, to make our school the best it can be. A **FAMILY**, A **COMMUNITY**

PTT (PARENT-TEACHER TEAM)

Northfield Montessori offers a Parent-Teacher Team to strengthen students, families and staff.

This team is open to all members of our Northfield Montessori community and will allow those interested the opportunity to learn more about our school with the flexibility to be as involved as you are able.

This team will be represented on our board and will work to provide opportunities for parents to give their time and talents to the school when they are able. We all have skills to share, and Northfield Montessori is looking for those parents willing to share them. If you are interested in being part of our Parent-Teacher Team, please mention it to one of our staff members directly.

GENERAL DAILY SCHEDULE

6:00 a.m. – Opening

6:00 a.m. – 8:00 a.m. – Extended Daycare hours

7:00-8:00 – Breakfast is served

8:00-3:30 - Educational Program hours

10:30-12:00 - Lunch is served

1:00 – 3:00 – Afternoon snack is served

3:30-6:00 - Extended Daycare hours

6:00 p.m. – Closing

PROGRAM HOURS

Infant Schedules:

- 5 regular days
- 5 extended days
- 3 regular days
- 3 extended days
- 2 regular days
- 2 extended days

Regular Days

8:00 a.m. to 3:30 p.m.

Extended Days

6:00 a.m. to 6:00 p.m.

Half Days

8:00 a.m. to 12:00 noon

or

12:00 noon to 3:30 p.m.

Toddlers:

same as infant schedules

Preschool/Kindergarten:

- 5 half days
- 5 half days extended
- 5 regular days
- 5 extended days
- 3 half days
- 3 half days extended
- 3 regular days
- 3 extended days
- 2 half days
- 2 half days extended
- 2 regular days
- 2 extended days

Half Days Extended

6:00 a.m. to 12:00 noon

or

12:00 noon to 6:00 p.m.

Public school Kindergarten children can also enroll from 6:00 a.m. to 8:00 a.m. and/or 3:00 p.m. to 6:00 p.m. for before and/or after school care. Northfield Montessori is located in the Greenvale School attendance area.

ENROLLMENT

In order to enroll your child at Northfield Montessori, we require that you complete an enrollment form and pay a **\$100 non-refundable** enrollment fee. The enrollment fee is to be paid at the time of enrollment. Enrollment fees are only valid for 90 days (except in the event of a family enrolls an unborn child) to hold a spot. After 90 days the spot will no longer be held and no refunds will be given. The first month's tuition is due before your child starts in the program.

It is necessary to complete an Enrollment Form for both the regular program session (September through May) and the summer session (June through August).

For children under 33 months, the parents/guardians must complete a Special Enrollment Information sheet describing the child's physical and emotional development, the child's standard routine, eating and sleeping habits, and toileting procedures.

If your child has special needs, please discuss them with a center director during the enrollment process.

SUMMER SESSION

Northfield Montessori offers a summer session, in addition to the regular academic year, to provide a 12 month program for your child. This session begins the week after the end of the regular session, so there is no interruption in the program. The program continues until the Thursday before the regular session begins in the fall.

The summer program offers many additional opportunities for recreational field trips, crafts, exploration, and special activities. Academic year learning materials are still available for your child, but summer activities will also include themed activities, cooking projects, puzzles, games, etc. during this time.

CHILD CHECK IN AND RELEASE

Northfield Montessori utilizes a software system called Procure, allowing parents and authorized pickup people to check in their child(ren) via a biometric ID pad and on a small touch screen. Upon your start here you will be provided with a temporary registration number and system instructions that you will use to set up your Procure account. Please see a center director or administrative assistant with any questions about Procure.

It is important to sign your child in and out each day. We use this system in an emergency situation to ensure that all children are accounted for.

Children will not be released to anyone not listed on the Child Information card unless direct communication by the parent is made to the center. A picture ID is required to be shown before a child will be released to someone unknown to the staff. **Under no circumstances will the center release your child to an unauthorized or incapacitated person.**

In the event that only one parent has custody of the child, the custodial parent must furnish a copy of the appropriate legal document to the center stating they have sole custody.

CHILD ABSENCES

Please notify Northfield Montessori, as soon as possible, if your child will be absent on one of their regularly scheduled days. Notification should be made by phone to the center at 507-663-1279. Messages can be left 24 hours any day.

RESEARCH AND PUBLIC RELATIONS

Written permission will be obtained from the parent before a child is involved in educational research, public relations activities, or social media while the child is at the center.

MEDICAL RELEASE/CHILD INFORMATION CARD

These cards must be returned to the center by the first day of attendance. Your signature on the card will allow the staff to seek medical attention for your child in case of an emergency. If the parent has a specific medical center at which they prefer the child be treated in case of an emergency, a letter specifying the facility needs to be written to the center.

The information given on this card also provides the center with contact information for parents/guardians and additional people authorized to act on your behalf if we are unable to reach you. One other authorized person is required per family and must be within one hour of Northfield Montessori.

Please remember to update Northfield Montessori regarding any changes in home, work, cell, or medical phone numbers.

HEALTH INFORMATION

A Health Care Summary form and a Child Care Immunization Record are required for all children attending Northfield Montessori. The Immunization Record and Health Care Summary are due the first day the child attends school.

A Health Care Summary update is required at 12 months, 24 months, and when the child moves to preschool (three years). These updates must be signed and dated by your health care provider or their representative.

Minnesota state law requires that proof of immunizations be furnished at the time of enrollment. The immunization form should be signed by your health care provider if the child is under 15 months old. If your child is over 15 months old and on schedule with their immunizations, a parent, guardian, or health care provider may sign the form. Check with your health care provider for the current recommended immunization schedule for children. **When your child receives immunizations, please bring an updated copy of immunizations to the center.**

It is the parents' responsibility to inform the center of their child's special medical conditions, needs, and/or allergies. The staff is notified of all special conditions and they are posted in the kitchen and classroom areas.

IMMUNIZATION INFORMATION

Under Minnesota Statute 212A, Northfield Montessori is required to adhere to Minnesota's Immunization Law. Northfield Montessori cares for children ages 6 weeks to 6 years. Because of the immunity vulnerability of these children, unimmunized children will be excluded from Northfield Montessori.

Children will not be excluded for failure to be immunized if they have an appointment for immunizations and have their immunizations initiated within one month or have a doctor's note with regards to a slow immunization schedule. A child whose immunizations are not kept up-to-date will be dismissed after three written reminders to the parent or legal guardian.

The Director or Assistant Director will be responsible for checking the facility's records to be sure of each child's immunization and other routine preventive health services are current. They will remind parents and guardians to provide documentation of health assessments.

TUITION GUIDELINES

- There is a one-time non-refundable membership/enrollment fee per family due upon the completion of the first registration form.
- Tuition is paid monthly in advance. Invoices are emailed around the 20th of the month. Paper copies will be provided upon request only.
- **Tuition needs to be paid in full by the due date on the invoice. Please make checks payable to "Northfield Montessori" and be sure to write the invoice number being paid on the check. Payments should be deposited in the appropriate box at the school or mailed to the school.**
- **All tuition accounts must have a zero balance by the end of the month for your child(ren) to attend the summer program.**
- **If tuition remains unpaid, Northfield Montessori reserves the right to hold your child's spot for up to 30 days and a disenrollment fee (refer to temporary disenrollment section) will be added to your account.**
- Breakfast, lunch, and snacks are included in tuition.
- Field trips and certain projects are not included in tuition.
- There is a multi-child discount. Please ask a center director for details.
- Families are allowed two schedule changes during Northfield Montessori's fiscal year at no cost. Beyond two changes during the fiscal year, a fee will be charged.
- All rates are subject to change with a 30 day **notice**.

TUITION AUTO-PAY

We are pleased to be able to offer you a new service – the Direct Payment Plan. Now you can have your payment made automatically from your checking or savings account. You won't have to change your present banking relationship to take advantage of this service.

Here's how the Direct Payment Plan works:

You authorize regularly scheduled payments to be made from your checking or savings account. Your payments will be made automatically on the specified day. And proof of payment will appear with your statement. The authority you give to charge your account will remain in effect until you notify us in writing to terminate the authorization. Monthly invoices will be sent on or around the 29th of each month with withdrawals to follow 10 days later. The Direct Payment Plan is dependable, flexible, convenient and easy. To take advantage of this service, complete the attached authorization form and return it to us.

STAY AND PLAY

Stay and Play is an opportunity for your child to arrive early or remain later than their scheduled session, provided there is space available. **(Two and three day children cannot substitute their regularly scheduled days. They can schedule an additional day each week at the per hour rate.)** These charges will appear on the following month's invoice. Reservations for Stay and Play should be made by contacting a center director. When you bring your child, be sure to sign them in at the front desk. Stay and Play is billed in full hour increments only.

MONTESSORI CLOSED DAYS

There is **NO** tuition credit for holidays, teacher workshop days, child illnesses, snow days, or vacations over five days. The following days are Northfield Montessori's observed holidays and the center will be closed:

- New Year's Day
- Friday of Northfield Public School's spring break
- Memorial Day
- Independence Day
- Friday before Labor Day
- Labor Day
- Thanksgiving Day
- Friday after Thanksgiving Day
- Christmas Eve
- Christmas Day
- New Year's Eve (closing at 4 p.m.)

Please Note: If a holiday should fall on a weekend, Northfield Montessori will observe it either the day before or the day after.

If the center needs to close for an additional, unscheduled day, as much notice as possible will be given.

TEMPORARY DISENROLLMENT

A family may disenroll for a minimum of thirty days, up to three months, *however* a non-refundable, monthly disenrollment fee is required to hold the family's spot for reenrollment. This fee is determined by full or part time attendance. **A disenrollment form needs to be filled out and submitted to a center director in order to ensure placement after the disenrollment period.** Disenrolled children are allowed to attend fieldtrips with NM following NM field trip guidelines.

REFERRAL CREDIT

Any family can earn a tuition credit by referring new families to Northfield Montessori. The credit is received after the referred family's third month of care. This 25% credit (off of one month) is based on the new family's schedule.

SCRIP PROGRAM

Northfield Montessori offers the Great Lakes Scrip fundraising program. This program allows the school to purchase gift cards from national retailers at a discounted percentage. Gift cards can be purchased by family and friends at retail value and 50% of the discounted amount earned is applied to your tuition account. The opportunities are limitless. See a center director for more information.

LATE FEE

The center closes at 6:00 p.m. promptly. If a child is not picked up by this time, a late fee will be charged. The fee of \$20.00 per any portion of 15 minutes past closing time will be charged. If a parent is late picking up their child more than three times during the calendar year, the late fee will be changed to \$30.00. Parents should call the center to explain delays. This is helpful in making staffing arrangements, as well as being less stressful for your child. If a parent has not called the center or picked up the child by 7:00 p.m., Northfield Montessori reserves the right to contact the proper authorities. **Under no circumstances will the center release your child to an unauthorized OR incapacitated person.**

WITHDRAWAL

There is a 30-day written notification **required** prior to all withdrawals. If a written notice is not received by the center director, the parents or guardian will be responsible for a fee equal to one month's tuition.

A child who withdraws from Northfield Montessori is not allowed to attend fieldtrips with Northfield Montessori, unless that child is accompanied by their parent and has a sibling still attending Northfield Montessori and agrees to follow Northfield Montessori fieldtrip guidelines.

PROGRAM PLANS

Each classroom has their own specific program plan, based on the General Daily Schedule, displayed in a prominent place for each parent to see. It is available at all times. The center will have a file, with the classroom program plans, for those parents who wish to see them collectively in the center director's office.

MEALS AND SNACKS

Breakfast (served from 7:00 a.m. - 8:00 a.m.), lunch, and a p.m. snack are included in the tuition. Milk and 100% juice are provided by the school. Fresh fruits and vegetables (some from our own garden) are incorporated into the menu. Parents may provide a lunch (that does not require heating), if so desired, or if a child has special dietary circumstances. **Please remember food brought in must be nut free.**

NAPS

Full-time preschool children are offered an opportunity to nap. There are children who do not wish to nap or who do not appear to need a nap. Please sign the Nap Preference permission slip after discussing your child's needs and preferences with the teacher. Preschool nap time is from 12:30 p.m.-2:30 p.m.

Toddler nap time is from 11:00 a.m.-1:30 p.m. Infants will be allowed to nap on their own schedule as discussed and agreed between parents and the teacher.

All naps and rest periods will be provided in a quiet area which is physically separated from children who are engaged in activity which would disrupt a napping or resting child. During naps and rest periods, children generally rest on cots. A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on the cot.

Children who are involved in the rest period may have a blanket or cover brought from home. These supplies will be kept at the center and sent home as needed for washing. Be sure your child's name is on the blanket/cover.

FIELD TRIPS

A number of field trips will be planned throughout the year. Parents are required to sign a permission slip for each occasion and/or a generic slip for regular, planned trips. These permission slips will be supplied by the center.

Children must be four years of age and potty trained to accompany their class on a field trip. First aid kits, emergency information for the children, and permission slips are taken on all field trips. **All children are encouraged to wear their green Northfield Montessori shirt on class field trips.** Parents are encouraged to attend when space permits.

TOYS AND SUPPLIES

Your child should **not** bring toys, money, or other items to the center. All necessary supplies and equipment are provided by the center. An exception would be cuddly toys for nap periods or materials brought on days designated as "Show and Tell" days by the teacher. Sharing is an important concept to foster in young children. During "Show and Tell," we encourage children to bring things that can be shared by the whole group, like books or music. Be sure the child's name is clearly marked on any items brought from home.

PARENT/TEACHER CONFERENCES

The key person in a child's relationship with their school is the teacher. Please feel free to contact the teacher in person, by phone, or via email, if the need arises. Any comments about a child's educational or social participation in the classroom should not be made in the presence of the child, other children, or other parents. Obviously, Northfield Montessori is interested in remaining positive and maintaining confidentiality at all times.

Conferences will be scheduled on a regular basis, at least twice a year, to inform parents of their child's intellectual, physical, social, and emotional development. Parents may request a conference whenever they feel there is a need. A record of these conferences will be maintained in the child's file.

PETS

Periodically there are small animals present in the science areas. It is Northfield Montessori's policy to purchase these animals from reputable pet dealers who ensure their animals have been properly cared for and inoculated. These pet dealers have been licensed in accordance with the local health rules and regulations. In addition, it is our practice to follow all health and safety regulations regarding care and maintenance of the pet while in our care.

BIRTHDAYS

Your child's birthday will be a special occasion. You may provide treats, but all treats must be commercially purchased and **must be peanut free**. Northfield Montessori prohibits serving any homemade treats.

KEEPING ILL CHILDREN HOME

For the protection of all children and in accordance with Minnesota Statute 9503.0080, parents must keep children at home, or a child will be sent home, if any of the following exist:

- contagious illness or condition
- chicken pox (until the child is no longer infectious or until the lesions are scabbed over)
- vomited two or more times during the day (may return 24+ hours after last vomit)
- three or more abnormally loose stools during the day (may return 24+ hours after last loose stool. Upon return if one loose stool occurs they will be sent home again)
- contagious conjunctivitis or pus draining from the eye (may return with doctor's note and/or 24+ hours after starting drops)
- bacterial infection such as streptococcal pharyngitis or impetigo (may return 24+ hours after start of antimicrobial therapy)
- unexplained lethargy
- lice, ringworm, or scabies that is untreated and contagious to others (see below details on Head Lice)
- 101°F (100°F axillary) or higher temperature of undiagnosed origin before fever reducing medication is given (may return after they have been fever free for 24+ hours without the aid of fever reducing medication or with a doctor's note confirming fever is not related to a contagious condition (eg, fever is due to teething, reaction to recent immunizations, ear infection, etc))
- undiagnosed rash attributable to a contagious illness or condition (may return when rash is gone and/or doctor's note confirms it is not contagious)
- suffering from significant respiratory distress
- unable to participate in child care program activities with reasonable comfort
- requires more care than the program staff can provide without changing the nature of the program or compromising the health and safety of the other children

All temperatures are measured using an axillary thermometer.

Parents must notify the school within 24 hours of the onset of a contagious disease.

CHILD BECOMES ILL AT CENTER

If a child develops any of the above symptoms while at the center, the child will be isolated and one of the parents will be contacted to pick up the child within one hour. Parents must make arrangements necessary to have the child picked up; this is not the responsibility of the center. If a child is exposed to any contagious disease while at the center, an exposure notice will be posted. A Registered Nurse will be used as the health consultant.

HEAD LICE

If a child is found to have head lice, parents will be contacted to pick up the child within one hour as above. The child may return to school after appropriate over the counter or prescription treatment has been administered, which should kill crawling lice. The child does not need to be nit-free before returning to school.

ADMINISTERING MEDICATION

Non-Prescription Drugs

Written permission from the parent must be obtained before staff can administer any non-prescription medication, diapering product, sunscreen, or insect repellent. These items will be administered according to the manufacturer's instructions, unless there are written instructions for their use provided by a licensed physician or

dentist. Non-prescription medication is to be given to the classroom teacher and will be put in the non-prescription medication box. **Medications cannot be left in the child's cubby or backpack.**

Prescription Medications

Before administering any prescription medication, written parent permission, along with written instructions from a licensed physician or dentist, is required. Medicine with the child's name and current prescription information constitutes instructions from the health care provider.

All medications **must** be kept in their original container and have a legible label. A second container of medication can be requested from the pharmacy for use at the center. Medication will not be given after the expiration date on the label. Any unused portion will be returned to the parent or destroyed.

The teacher will ensure that the administration of the medicine is recorded on a Medication Log form. The log will be maintained in the child's file and is available to the parent upon request.

Northfield Montessori will be responsible for administering the least amount of medication necessary (i.e. if a child is taking a three times a day medication, Northfield Montessori will administer the mid-day dose only).

ALL medicines, insect repellents, sunscreens, and diaper creams will be stored according to the directions on the original container and in an area inaccessible to the children.

Northfield Montessori employees will only administer oral or topical medications. A parent or guardian must administer rectal medications.

ACCIDENTS/INCIDENTS

At Northfield Montessori, steps are taken to maintain safety and avoid accidents. However, occasional slips and falls can occur any place where children play. Appropriate first aid is always the first step in the event of an accident. Serious accidents involving a child will be promptly reported to a parent.

Accidents involving minor bruises or scrapes will be reported to the parent, at the end of the day, on an Accident/Incident report form that is then filed in the child's folder. This report will include any first aid measures that were carried out.

Accidents and incidents will be listed on a daily log.

If it appears that the accident may lead to future complications, or in any way be serious enough to warrant medical attention, the following procedure will be used:

1. A staff member will carry out immediate first aid. All staff have been trained in first aid. A first aid handbook and kit is readily available in the center.
2. A staff member will contact the parent.
3. If the parents or listed alternate emergency number cannot be reached, a center director will have the authority to call a previously designated physician and/or the local emergency unit for treatment and/or transportation to the hospital. A staff member will accompany the injured child to the hospital and stay until a parent arrives.
4. In some emergency situations, the staff will contact the local emergency unit before calling the parents (i.e. cessation of breathing). In this case, the following procedure will be used:
 - a. Staff will take whatever lifesaving measures necessary. There will always be at least one person trained in CPR in the building.
 - b. 911 will be called.
 - c. A center director will accompany the child to the emergency room.

- d. A staff member will call the parents or another emergency contact person.

BEHAVIOR PLAN

A complete set of behavior guidance policies and procedures is located in the center director's office. Below is a brief outline of Northfield Montessori's behavior plan:

- 1) Prevent problems by providing varied activities, explaining changes, anticipating problems, and providing a positive model of acceptable behavior.
- 2) Set age-appropriate rules ahead of time.
- 3) Behavior guidance methods used will be tailored to the individual child and will include redirection, ignoring misbehavior when possible, and teaching acceptable alternatives to problem behavior, using problem solving techniques, and setting contracts for appropriate behavior with older children.
- 4) When unacceptable behavior persists, time-out or separation from the group may be used, except for infants, in accordance with Minnesota Rules 9501.0055, Subparagraph 4. When this method is used, it will be noted on a daily log.

"Persistent Unacceptable Behavior"

1. In accordance with Rule 3 of the Minnesota Interpretive Guidelines for Child Care Centers, Northfield Montessori will not allow "persistent unacceptable behavior" by a child attending school or daycare.
2. Persistent unacceptable behavior is defined as, but not limited to, actions knowingly committed by a child that cause physical and/or mental harm to another child or teacher. After observing and recording said behavior(s), Northfield Montessori may initiate the following procedure, or an appropriate procedure, in response to the persistent unacceptable behavior(s):

Consequence #1:

- Staff members monitor and record any prohibited behavior(s).
- After three or more recorded occurrences within one school day, the child will be sent home for the remainder of the day.

Consequence #2:

- After it has been necessary to send home a child three times within the period of one month for reasons stated in the behavior plan, the child will be suspended from Northfield Montessori for three full days.

Consequence #3:

- If a child is sent home six or more times during the period of six months for reasons stated in the behavior plan, the child will be asked to leave Northfield Montessori permanently.

SAFETY

Safety at Northfield Montessori is of the utmost importance. By working together, as staff and parents, we can increase the safety and well-being of all children at the center. Please obey the following safety guidelines pertaining to your children.

- Please drive slowly into the parking lot and stay alert to other cars and children. We all like to say our children are right with us, but the reality is that it only takes a second for them to run out and not see a car.

- Please park in the designated parking spots only and remember your car **MUST** be turned off if it is not occupied by a legal driver. Leaving your car running while unattended is extremely dangerous and illegal.
- Minnesota law requires that all children under the age of eight must ride in a federally approved car or booster seat, unless the child is 4'9" or taller. Infants (under 20 pounds and one year of age) must be in a rear-facing safety seat. Please obey these laws. Northfield Montessori staff members are required to report any cases of children not restrained in a child safety seat to the proper authorities.
- Doors at Northfield Montessori are heavy and can easily pinch or sever a child's fingers. Please respect and reinforce with your child that doors are to be opened and closed by a staff member or parent only.
- Children **MUST** be accompanied by a parent at all times while in the building. Please do not allow your child to play the public areas or on the outdoor play equipment without your direct supervision. Please do not let your child play in other classrooms that are closed for the day.
- It is also the parent's responsibility to accompany their child directly to their classroom at drop off time. The teachers are not allowed to do this for you, even if you are in a hurry.
- Parents are not allowed to escort children, other than their own, outside of the classroom area without expressed written or verbal permission from that child's parent. This permission must be provided to a director of the center.
- During inclement weather, the parking lot, entry way, and hallway tend to get very slippery. We will do our best to maintain safe conditions in these areas, but please be very careful when walking (especially when carrying children). If you notice an area that appears unsafe, please let us know so we can attend to it immediately.
- We are Minnesota nice, but safety is a top concern. **Never** hold the door for a person you do not know.

OUTDOOR WEATHER POLICY

Northfield Montessori's policy for winter outdoor play is as follows: Temperature and wind chill must be above 20 degrees F for preschool children and 30 degrees F for toddlers to play outdoors. Our source for temperature ratings is www.weather.com. All attempts will be made for children to receive one scheduled outdoor play time per day when the above conditions are met.

We recognize summer conditions can also be challenging. Based on temperature and humidity, shorter amounts of time may be spent outdoors.

SNOW DAY POLICY

Northfield Montessori realizes that closing the school can be a major inconvenience for parents, especially for those who work outside of Northfield. If the Northfield Public Schools close, then conditions are almost certainly extreme and Northfield Montessori will take that into consideration when deciding whether or not to close. Please understand that the safety of the children and staff are our first priority. If conditions are poor and not expected to improve, making it dangerous for families and staff to travel to and from Northfield Montessori, we will close the school. The decision to close the school will be made by the center director and the Chair of the Board of Directors. It will be posted on KARE 11, our Facebook page, and will be sent to each family by email. Please note there will be no refunds or credits given to families for a snow day.

TORNADO, FIRE, AND SAFETY PROCEDURES

Fire drills are held monthly and logged. Tornado drills will be held monthly from April through October and will also be logged. Lock-down drills are practiced four times a year. Procedures are posted in each classroom.

EMERGENCY MEETING PLACE

In the event that an emergency requires evacuation of the center,
the designated emergency meeting area is:

Northfield Ballroom

Address: 450 Montessori Court

Northfield MN 55057

Phone: (507) 645-6110

GRIEVANCE POLICY

Informal

Any parent or volunteer who has a grievance may bring it to a center director's attention verbally. The person may discuss the grievance with a center director in an attempt to reach a satisfactory resolution. A center director will investigate the grievance.

Formal

To initiate a formal grievance, the grievance must be put in writing, along with the facts upon which it is based, and submitted to a center director. A center director will investigate the grievance and will respond, either verbally and/or in writing, within ten days of receiving the formal grievance.

If no satisfactory resolution has been achieved, the individual may appeal the grievance to the Board of Directors of Northfield Montessori. The decision of the Board of Directors will be final.

CONFLICTS OF INTEREST

Northfield Montessori has no liability for incidents which may occur in the course of private arrangements made between a parent and a Northfield Montessori employee.

Northfield Montessori discourages parents from engaging in any discussions or agreements with Northfield Montessori staff members about employment that would interfere or conflict with their employment status at Northfield Montessori, including but not limited to child care.

INSURANCE

General liability insurance is carried through Heartman Insurance Agency in Northfield.

**REPORTING POLICY FOR PROGRAMS PROVIDING
SERVICES TO CHILDREN**

Who Should Report Child Abuse and Neglect

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

What to Report

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

Where to Report

- If you know or suspect that a child is in immediate danger, call 911.
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651) 431-2000.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency at (507) 645-9576 or local law enforcement at (507) 645-4475.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651) 431-2000.

Failure to Report

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

Retaliation Prohibited

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

The reporting policies and procedures must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request. The Division of Licensing recommends that parents with children currently enrolled in your child care program are informed of the development of the reporting policies and procedures, and provide them with an opportunity to request the information.

**PLEASE INQUIRE FOR CURRENT TUITION RATES
(507)663-1279**

Tuition rates are based on four conditions:

1. Infant, toddler, preschool, or Kindergarten

2. 2 day, 3 day, or 5 day
3. Half day, full day or extended day
4. Number of children enrolled