

Jonathan Montessori School

Parent Handbook

2016-2017



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JMS Mission Statement

Montessori is a proven scientific method of education that focuses on the development of the whole child and has been around for over 100 years. It is our mission to provide an authentic Montessori learning experience to guide children on a self- motivated journey that encourages exploration, independence and community. Your child will develop a unique sense of self- confidence by using hands- on materials and collaborating with their peers and Guides. Our aim is to develop within the child the values of self- respect, responsibility, self-discipline and a life long love of learning. Our vision is to be known as the premier provider of Montessori Education delivered by AMI guides for children aged 16 months to 6 years.

School Governance

JMS is incorporated as a non- profit corporation and managed by a Board of Directors. The board is governed by the school's articles of incorporation and by the school's by-laws. The Board of Directors serves as custodians of the integrity of the school, holding in trust the school's future as well as its present. Their collective judgement respects the interests of constituents who are to come and of the larger society which all independent schools serve. The board as a whole represents continuity and permanent responsibility. As such, the board is the policy making body for the school. It is responsible for establishing and reviewing the philosophy and objectives of the school, for effective implementation of the policies that it sets forth and for the schools fiscal wellbeing.

The board selects and evaluates the Head of School, and delegates responsibility for implementation of policies to the Head of School. The Head of School guides the board in formulating the school's mission and in developing its strategic plan. The Head of School prepares and carries out the operating plan and the annual budget, as approved by the board. The Head of School also has the duty to report to the board on school matters, and is accountable to the board for effective, businesslike management of the school. The Head of School serves as the professional educational leader of the institution. The Head of School has complete responsibility for faculty, staff, student selection, evaluation and dismissal. The Head of School articulates the mission of its school to its constituencies and is responsible for the professional quality and behavior of the faculty.

Licensing & Partnerships

JMS maintains membership in the North American Montessori Teachers Association and the Montessori Administrators Association. JMS is licensed by the Minnesota Department of Human Services (DHS), which inspects all our programs to ensure the minimum standards are being met as required by the state of Minnesota. Parents may obtain a copy of the schools most recent licensing report by contacting our Operations Manager, Katerina Miller. To find out about minimum standards, contact DHS by calling 651-431-2000 or visiting their website at mn.gov/dhs/

Nondiscriminatory Policy

JMS is a nonsectarian school. JMS admits students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in administration of its educational and admission policies.

Philosophy and Curriculum

The Jonathan Montessori School (JMS) promotes an environment where children become independent, confident, lifelong learners with a strong sense of self. We proudly offer a positive, child-centered Toddler through Kindergarten experience that fosters a love of learning in a nurturing environment. In each child, we strive to cultivate:

- Autonomy
- A sense of community
- Respect for others
- A love of lifelong learning

The policies in this handbook support and protect the values that have strengthened JMS for more than 45 years.

Our Program

In all of our programs we rely on mixed-age groupings. In the Toddler Community the age span is only 18 months because the children of this age change so quickly. In the Children's House the age span is 36 months, with the children staying in the same environment, with the same guide, for three, sometimes four, years.

These mixed-age groups create communities of learners. The youngest children look up to the oldest children who are accomplished at moving slowly, speaking quietly, and focusing on their work. The oldest students remember how the older children in their first year helped them, and so they consider it an honor to fill that role, now that they have "come of age." The benefits are many for all the age levels, but for the oldest children, assuming these positions of leadership is, along with their more academic work, a mark of achievement. This achievement is not for awards or outward recognition, but of self-confidence and a sense of having "arrived."

JMS follows a traditional 10-month school-year calendar. During the school year, all of our programs are 5 days a week. Children are admitted into the Toddler Community with the expectation that they will continue on to our Children's House program.

JMS admits children with the expectation that they will complete our program through Kindergarten, graduating to first grade.

Toddler Community

Children 16 months to 33 months (ages approximate, ratio 7:1)

The Toddler Community is a place for each child to explore at his or her own pace and to become a part of a community of peers. Through collaborative work, the child gains self-esteem, inner discipline, self-awareness, and friendships in a supportive and loving environment. Practical life activities include many of the everyday tasks families do at home. Young children delight in working alongside adults in sweeping, washing windows, polishing wood, preparing food for themselves and the group, and learning to dress themselves.

The Toddler Community is alive with language. The children are exposed to language through informal and formal lessons. Language activities include objects and cards to enhance the child's growing vocabulary as well as opportunities for self-expression.

Gaining independence in using the toilet is another key aspect of the Toddler Community. Just as children naturally learn to walk and talk, they also learn to use the toilet independently. The child wears cotton underwear (provided by JMS and professionally laundered) and the family is provided with the support it needs to simulate this work in the home. When the time seems appropriate, your child will be encouraged to wear cotton pants that we will provide at school. There is no pressure whatsoever and each child's timetable is respected.

In the Children's House, our license requires that children be independent in using the bathroom.

Transition from the Toddler Community to Children's House:

Transitions can be made at anytime during the year when children approaching age 3 are becoming more aware of themselves and their surroundings. The process begins with conversations between the Head of School, the toddler guide and the parents. Parents are informed by the Head of School of the differences to expect after the child's transition to the Children's House (Communications, levels of work, etc.). The guide from the Casa which the child will enter will first observe the child in the Toddler Community. Formal visits are scheduled over a period of several days, which lengthen in duration. Shortly after the child's transition is complete, the Children's House guide will provide the parents with an update regarding how the child has responded to the transition.

Children's House

Children 33 months to 6 years (ages approximate, ratio 10:1)

The Casa encourages the child's natural curiosity and desire to learn by engaging him/her in purposeful, developmentally appropriate and self-directed activities. The flexibility of this environment allows the child's needs to be nurtured regardless of ability, social maturity, or learning style.

Practical life exercises act as a link to the home environment. Familiar activities like food preparation, polishing metal, folding laundry and sewing all help aid in the child's conquest of independence and refinement of his or her motor skills.

The Sensorial apparatus is designed to isolate a specific quality of the environment and through manipulation of these materials, allow the children to refine their senses. Numerous games and extensions give children the opportunity to explore and discover the world together.

Language is at the core of any society, and the Casa is no different. The materials take advantage of the young child's desire for language, and help the child not only to speak, write and read, but fall in love with language.

Dr. Montessori designed concrete mathematic materials to represent all types of quantities. A child not only sees the symbol for 1, 1000 or $\frac{1}{2}$, they can hold each of the corresponding quantities in their hand. Later, by combining this equipment, separating it, sharing it, counting it, and comparing it, they can demonstrate to themselves the basic operations of arithmetic.

Although much emphasis is placed on the excellent academic materials in the Casa, we also focus on the child's social development. The lessons in Grace and Courtesy include hundreds of small lessons that give the child social skills for living peacefully in a community with others. JMS follows the District 112 10-month school-year calendar, with an optional summer school. During the school year, all of our programs are 5 days a week.

Summer Program

The Jonathan Montessori Summer Program enables children to build upon Montessori concepts in a fun, educational environment, while allowing them to have a break from the normal school year structure. Children have the opportunity to exercise their creativity through theme related activities, projects, books, and songs. Morning yoga, afternoon soccer games, and plenty of running through the sprinkler, will provide children the physical activity they desire. Our Summer Program is an excitingly educational and action-packed adventure for the children. Summer tuition is based on a weekly rate. Deposit is required to enroll to the Summer program. There will be no reduction in Summer tuition rate for any holidays, vacations, school closings, illnesses, or any other Student absences with the exception of the week of July 4th. Attendance during Summer program is Monday through Friday.

Extracurricular Activities

JMS offers various extracurricular activities for the children during the school year. These are extra classes paid separately by the parents to the company providing the activity. They will take place between 3-4pm throughout the week.

Staff Qualifications

All JMS Guides meet or exceed the Minnesota State Department of Education (MSDE) licensing requirements. All of our Guides are trained through AMI (Association Montessori Internationale) which is considered the purest form and highest standard of Dr. Montessori's training. Every year, the director, Guides, and assistants must complete a required number of continued training hours. Many of our staff members speak two or three different languages. All of the staff have many years of experience within both a traditional and Montessori setting. In addition, our staff members truly love and understand child development and our Montessori philosophy.

Confidentiality

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. JMS takes confidentiality very seriously and makes every effort to protect each family's privacy. Communications among staff and parents about children should be kept confidential at all times. JMS recommends that conversations about a child, behavior, or incident should be conducted in private, away from the child and other members of the JMS community. Discussions in the hallways or front office should be kept to a minimum. If a parent has a question or concern, we suggest that this parent first contact the guide via email or in person to arrange a time to discuss.

Communication

Communication between home and school is vital to a successful relationship between JMS and our families.

School-Wide (Non-emergency) Information:

The JMS office communicates with parents in a number of ways:

Email

Telephone

JMS website

Parent orientation

Back-to-School events

Notices sent home in children's backpacks

Casa Information:

- Monthly newsletters from each casa are sent via email to parents

Please see the "Emergencies" section of the handbook and our Emergency Plan (located in the school office) about how communications will occur during a school-wide emergency.

Child-Specific Information:

Parent-Guide conferences are held two times per school year (fall and spring). For the Fall and Spring conferences, the Guide will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, guides and parents will discuss the evaluation and your child's developmental progress. Each conference is (20-30 mins) Parents are required to be present at both conferences. Childcare is provided free of charge during the conference times for students currently enrolled at JMS.

- If, at any time, you have specific concerns, please feel free to contact your child's Guide.
 - use email, send a note, or call the office to leave a message. During school hours, Guides and assistants cannot accept phone calls. If you have a message for a staff member during school hours, please call or email the office, and we will relay the message. The staff member will respond as soon as possible.
- If you wish to talk to the Guide at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
- Please do not discuss problems or concerns in the presence of your child or other parents.
- Please communicate with the Guide about any changes at home or within the family (i.e., parent on a trip, family member in the hospital, sick grandparent). These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. JMS will always respect your privacy.
- If your child is going to be out of school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, Guides and children miss a child when they are absent, so they would like to know that the child is okay.

Each child will have a Take - Home Folder that will have various communications from your Guide in it. They will be sent home on Thursday each week and need to be returned by Monday of the following week.

Admissions

JMS admits students of any race, color, and national and ethnic origin. There is no entrance exam. If parents have any major educational, social, or developmental concerns about their child entering JMS, parents need to discuss these concerns with the Head of School before the child's first day at JMS. It is important that a positive and appropriate learning environment be established for each child. In an effort to create the best fit for your child and family, JMS reserves the right to place children in classes by age, gender, and developmental level. JMS does not discriminate in the administration of its educational and admission policies.

Procedures for Enrollment and Withdrawal

Enrollment:

- Registration for enrollment is year around.
- Enrollment priority is given to current students, their siblings, and alumni families.
- When registration takes place, applications are taken on a first-come, first-served basis.
- Casa placement is made on the basis of age and gender (in order to maintain a reasonable balance of boys and girls in each class) and upon the program you wish to use.
- There is a supply fee of \$50.00 for each child that is due upon enrollment. All applicants, regardless of entry date, will be charged the full fee for supplies.

Amazon Wish lists are also posted online for each casa, if you wish to make a donation. All donations to JMS are tax refundable.

Withdrawal:

- In the case of a Student withdrawal, JMS requires written notification of at least 30 days before the date of withdrawal. Parent/Guardian may be entitled to a refund of any Annual Tuition already paid, as long as proper written notice was provided. If 30-day written notice is not provided, Parent/Guardian is obligated to pay the tuition through the month of the Student's last day of school.
- The registration fee and any monthly tuition paid in advance are nonrefundable. As per your enrollment agreement, new families will be refunded \$400.00 over the course of the first and second month tuition paid. Re-enrolling families will be refunded the full amount of \$500.00

PLEASE NOTE: It is understood that the Student and Parent/Guardian agree to support all School rules, as set forth in the Parent/Guardian Handbook. On occasion, a program may not be an optimal fit for a child or family. JMS is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. Additional resources may need to be used to support a child's success in the school environment. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, JMS reserves the right to terminate a student in situations involving repeated or serious violation of School rules, if a Student's influence is considered harmful or for any breach of the Enrollment Contract. If a Student indicates by his/her behavior that he/she is either not ready or is unable to adapt to our Montessori program, or for any medical or psychological reasons for which the School is not equipped, the School also reserves the right to counsel the Student out of the program. Such decision will be made by the Head of School in consultation with the

School's faculty. Parent/Guardian will be given a minimum of 2 weeks to find an alternative educational program or childcare for the Student. Any prepaid tuition will be prorated in this instance.

Required Forms for Enrollment

These forms must be on file before a child attends JMS:

- Enrollment Agreement and admissions application
- Emergency Information Form
- Emergency and Medical Treatment Release
- Race, Ethnicity and Gender Form
- Supply Check List
- Release & Permission Form
- Parking Lot Procedures
- Health Form
- Immunization Records
- Volunteer Opportunities
- Toddler Welcome Letter
- “Getting to know your toddler” sheet

Enrollment agreement: This agreement must be completely filled out and signed upon enrolling for each new school year. The Enrollment Agreement outlines the details of the relationship between your family and JMS. It includes payment guidelines, withdrawal details, and other policies. In addition, it states that you have read, understand, and agree to the contents of the parent handbook which you will receive upon enrollment.

Emergency Information Form: YOU MUST FILL OUT BOTH SIDES

- Document allergies and medical problems on the back. In the event of an emergency, this information is critical.

- When you list persons to contact in case of an emergency, please list persons who live within a reasonable distance of the school, who are known to your child, and who would be willing to pick up your child in any emergency. Please bear in mind that, if your child is ill and JMS cannot reach you, we will call those people listed on your card. This list can be updated at any time during the year with written authorization to the office.

- Unless we have a note or an email from a parent, a child will only be released to person(s) listed on the Emergency Form. Please advise your child's teacher and the office, in a signed note or email to office@jonathanmontessori.org, each time your child is to be picked up by someone not previously authorized. We will not release your child without this prior written notice.

- It is the responsibility of the parent to keep the emergency information up to date.
- It is an MSDE requirement that this Emergency Form be signed and dated by the parent annually.

Emergency and Medical Treatment Release Form: This form is needed in the event that emergency treatment is required. There are circumstances that make it necessary for a child to receive

medication while attending school. Our staff can give prescription medication under certain circumstances with prior written permission from the child's parent/guardian and doctor. These circumstances can include prescriptions for an illness, or severe allergies requiring an EpiPen®. You can request a Medication Authorization Form from the office. This form must be filled out correctly, signed by both the parent and the child's doctor, and returned to the office. Prescription medicine must be in the container labeled by the pharmacy with the child's name and dosage, and at least one dose of the medicine must have been given at home prior to coming to school. Nonprescription medications must be administered by the parent only.

- A parent must provide a medicine spoon or cup for administering medicine.

Health and Immunizations Form:

Minnesota law requires children enrolling in Early Childhood and Early Childhood Special Education programs to show that they have received their immunizations or an exemption. Unless there is a legal exemption, your child must be up to date on all age appropriate vaccinations. If you have a legal exemption, your vaccination form must be notarized and submitted before your child's first day in JMS.

Release and Permission Form:

On occasion the children may have their photo taken or take adventure walks to our local parks. Please use this form to grant your permission for these activities.

Additional Forms:

Race, Ethnicity and Gender Form

Supply Check List

Parking Lot Procedures

Volunteer Opportunities

Toddler Supply Check List

“Getting to know your toddler” sheet : This form provides valuable information to your child's teacher about your child's temperament and interests.

Tuition

Jonathan Montessori School is a not-for-profit organization and depends upon prompt payment of tuition and fees to remain viable. Tuition and fees are revised annually by the Board of Directors. Tuition is paid on a monthly basis on the tenth of each month. Payments can be made by check, cash or credit card. Tuition may be paid in full at any time. Parents/guardians who have difficulty with tuition payments are responsible to communicate this to the school as soon as possible, prior to tuition due date.

Tuition will not be prorated at any stage of the year; this includes the months of summer school with the exception of the week of July 4th. All tuition will be paid in full as per your enrollment agreement.

There will be a \$35.00 fee plus any additional bank fees charged for any returned check.

Referral program: If you refer a friend and they stay until May, you get a \$250.00 reduction in your last month's tuition!

Sibling Discount: JMS offers a 5% tuition discount for siblings.

JMS reserves the right to terminate enrollment should an account become overdue.

Tax Identification: JMS's federal tax ID number is 41-1226360.

This number can be found at the bottom of each invoice and statement.

Policies and Procedures:

Attendance:

Daily attendance is essential to your child's development. A reliable daily routine answers your child's most basic need for order and consistency. Bringing your child to school on time gives your child stability. We understand that emergencies, sick days, and vacations are inevitable. Please notify the school in advance if your child is going to be out of school. If your child will be late or absent for the day, please call the office at or before 8:30 am.

Hours of Business:

During the school year JMS is open from 7:00 am - 6:00 pm, Monday through Friday. Summer school hours are 7:30 am - 5:30 pm. Please see the school calendar for days when JMS is closed.

Holidays

Children will learn about many different cultures and may observe some celebrations. This may include art projects, cooking, reading, music, etc. JMS is a non-sectarian school and though we will help children acknowledge many holidays, the school will not observe any particular religious holidays in order to respect the diversity of our population.

Allergies:

Please notify the office if your child has any form of allergies. Please include this information in your enrollment packet and indicate whether your child needs an "Emergency action plan". JMS will then take appropriate preventative measures to safeguard your child's health. We keep a record of all children's allergies in each environment, and review this information with all staff in the beginning of the year and as situations change or are updated. If your child requires additional care, such as an epi-pen or other ongoing medications, an Individual Treatment Plan must be provided by the child's health care provider and discussed with the school before your child may begin at JMS. Please note, we may not administer expired medication.

Accident Policy:

JMS maintains an "Accident/Incident Log" of all accidents at the school. Parents are given a copy of any accident report to sign. In the event of a medical emergency or accident, we will call 911 and then contact the parents. We require a parent's written authorization for emergency transportation before a child begins attending JMS. You or your designated substitute will be asked to transport your child in less serious situations. In serious cases, an ambulance will transport your child to the hospital. JMS's staff members are not trained to make medical decisions and are required by applicable licensing authorities to call 911 for medical emergencies. However, in the case of an emergency, the staff will apply first aid to the degree they are trained until the 911 call is responded to. The school will not accept nor honor requests to withhold emergency care or do not resuscitate (DNR)/do not intubate (DNI).

Nap time policy:

The Minnesota Department of Human Services requires children younger than 4½ years to have a half-hour rest period if they have a Full- Day schedule. Toddler children will nap in the toddler room. Children's House children will nap in a designated area. After the half-hour rest period, Children's House children who have not fallen asleep or wake up before the end of nap, will re-join their classroom. Each child who naps will have his or her own napping cot, which will be cleaned and sanitized at least once a week and as needed. Children who nap may bring one blanket, one pillow and one stuffed toy in a washable fabric or nylon bag to remain at school during the week. Any child, regardless of age, may nap at any time during the day if needed. Please discuss nap needs with both the Head of School and your child's Guide.

Positive Discipline Policy

JMS is committed to providing a safe and positive learning environment for all children. The school's behavior policy encourages children to develop social skills that reflect many of JMS's values, including self-control, respect for others, and a positive self-esteem.

Guides model appropriate behavior and guide positive interactions among children and adults. Nurturing these social skills is a central component of Montessori methodology and it helps children grow as successful, lifelong learners.

JMS's commitment to an age-appropriate curriculum ensures that activities promote positive social interactions. Our Guides carefully craft the environment, communicate and enforce clear boundaries and expectations for behavior, and use nonverbal cues and/or redirect a child's behavior to foster success.

When a problem arises, the Guide relies on modeling appropriate behavior, teaching peacemaking skills, and presenting stories or scenarios that reinforce the desired behavior. Children learn to make suitable choices and develop techniques for regaining self-control when they feel frustrated. Instructive and individually appropriate consequences help to strengthen the child's self-control and self-esteem.

When a child experiences a particularly challenging time, the school encourages parents and Guides to work together and develop appropriate strategies. If a specific circumstance needs attention, the Guide will follow these procedures:

1. The Guide will observe and document a child's behavior.
2. The Guide will discuss the child's behavior with a parent and inform him or her of learning-based strategies the Guide will implement. The Guide will then discuss options with the Head of School.
3. The Guide will follow up with the parent about how these strategies are influencing the behavior.
4. If concerns persist, a conference will be held with the Guide, parent, and director to discuss options to help the child further develop appropriate social skills.

5. Staff members will make reasonable effort to work with the child and his/her family to resolve behavioral concerns. At any time, an individual plan of action may need to be implemented, depending on the severity of the concern. If needed, there is opportunity for the Guides and the director to seek support from outside resources. The plan may include removal of a child from the Casa and/or calling the parent to take the child home. Repeated severe problems may result in JMS counseling a student out of JMS. JMS will give the parent/guardian a minimum of two weeks to find an alternative educational program or childcare for the student. Please refer to our Behavior Guidelines for more detail.

Biting Policy:

Biting can happen in a preschool situation, especially with young children who do not have the verbal skills to express their feelings. Children's feelings can be related to many environmental factors, as well as internal emotions, such as frustration, tiredness, overstimulation, seeking attention, and so forth. In line with JMS's overall behavior policy, teachers try to create a positive, peaceful, and nurturing environment that encourages children to maintain self-control. Please refer to our Biting Policy, which is available in the office at any time.

Child Abuse, Neglect and Maltreatment of Minors:

Any person who works with children in a licensed facility is legally required or mandated to report suspected child abuse and cannot shift the responsibility of reporting to his/her supervisor. If we know or have reason to believe a child is being or has been neglected or physically or sexually abused within the preceding three years, by law, we must immediately (within 24 hours) make a report to an outside agency. If we know a child is in immediate danger, we will call 911. All reports concerning suspected abuse or neglect of children enrolled in JMS will be made to the Department of Human Services, Licensing Division's Maltreatment Intake Line (651-297-4123).

Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to the local county social services agency (Child Protection: 612-348-3000 x 3552) or local law enforcement. If a report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statutes or Rules that govern our facility, we will call the Department of Human Services, Licensing Division.

Clothing and personal belongings

The Montessori classroom is a prepared environment. It is prepared in this way in order to give the child real life experiences. Our children are being exposed to more and more screens and "plugged in" time every day. We seriously discourage the wearing of costumes/superhero/princess clothing (even t-shirts) at school. The clothing worn by the children becomes a part of the environment and can affect the children. It can be distracting and take away the focus from their work. We ask that you reserve shoes or clothing with such depictions for use outside of the school. We prefer plain T-shirts, but those depicting ecology themes, nature, the environment, flora or fauna, the arts, sports, or travel are acceptable. We also request that lunch boxes, backpacks and shoes are free of popular movie, TV, video themes and logos.

We do also have school "Spirit" wear available to purchase through our website.

Your child should be able to put his or her clothing on and off with minimal assistance. We recommend good quality shoes that slip on or have Velcro straps; pants with elastic waists so the child can get them off easily when going to the bathroom; shirts with sleeves that do not hang down over the child's hands. Soft comfortable clothing is best. Please make sure your child has ample clothing to change into in case of toilet accidents, water spills or art work soils. Should your child lose clothing or other possessions, check the lost and found bins. JMS is not responsible for lost or damaged items.

Dress

- Children go outside most days, so please dress your child appropriately.
- In the winter, hat and mittens are needed every day. Snow pants and warm boots are also required whenever there is snow on the ground.

Extra Clothes

In addition, each child must have a change of clothes in their backpack. Please remember to label each item that your child brings to school (lunch box, backpack, coat, sweater, hat, mittens, boots, etc.). Please consider donating if you have any additional old winter gear such as gloves, hats etc. that may be too small for your child or not used any more.

Backpack

At JMS we encourage children to be independent. Therefore, we strongly recommend a backpack that is easy for your child to manage when putting away his/her own things. It should be large enough to fit everything comfortably and should also be an age appropriate size for your child. Many backpacks are now fitted to a child's average age.

Each day your child needs to bring a backpack, clearly marked with your child's name, to hold his or her lunch box, extra clothes, and important communication.

Please be sure to check the contents of this bag each night so that you can find important notes etc.

Outdoor Time

Fresh air and exercise are important to a child's good health. Weather permitting, we take all the children outside daily. We carefully monitor outdoor activities and provide adequate water and shade. Children are required to have appropriate clothing for all seasons. If your child does not have the appropriate outdoor clothing on a day that requires it, they will miss their outside time that day. During extreme weather we provide large muscle indoor activities. If your child cannot participate in outdoor recess, please contact the school to discuss the issue as you may need to keep them at home.

JMS has established the following extreme weather guidelines for outdoor time based on research done by the American Academy of Pediatrics and guidelines of other area schools:

7:30 a.m. to Noon

Feels Like Temperature 10°F or above - no restrictions, outdoor time and length at the guide's discretion.

9°F or below - no outdoor time

105°F or below - no restrictions, outdoor time and length at the guide's discretion

106°F or above - no outdoor time

Noon to 6:00 p.m.

Feels Like Temperature 0°F or above - no restrictions, outdoor time and length at the guide's discretion

-1°F or below - no outdoor time

105°F or below - no restrictions, outdoor time and length at the guide's discretion

106°F or above - no outdoor time

Food at JMS

NO NUT POLICY

We ask that parents of all children not send any food or food product that lists peanuts and/or tree nuts on the ingredient label. JMS has a “No Peanuts or Tree Nuts at School” policy. We ask that parents carefully monitor foods being packed in lunch boxes to ensure that no peanuts, peanut oils, or other nuts or nut oils are among the foods selected (allergy-wise, coconuts are considered a fruit and are okay). Food labels/ingredients may change over time, so it is always recommended that you read the label before purchasing snacks. Please read labels carefully to make sure the products are nut free. This includes labels that read “May contain traces of peanuts/nuts,” “May contain traces of almond,” “Manufactured in a plant that processes peanuts,” and so forth. Rule of thumb: if in doubt, make another choice.

In casa's where children have potentially life-threatening sensitivities, JMS may consider additional safety measures and address the situation on a room-by-room basis.

For those who need more information about reading an ingredient label, review information on the Food Allergy and Anaphylaxis website (<http://www.foodallergy.org/section/about>). Parents of children with allergies are asked to provide a supply of safe treats to be used in lieu of store-bought and bakery-prepared items. Talk with your child and help him/her understand that food sharing is not allowed. This is a preventative safety measure to reduce food allergy exposures. Hand washing and tabletop washing are additional risk-reduction measures that are used at JMS. Parents can help by ensuring adequate hand and face washing at home before arrival at school.

Snack and Lunch

Lunch is a social experience and an opportunity to refine manners. It is a time to enjoy pleasant conversation and good food. Likewise, the child's work at school is directly affected by the nutritional quality of their meals. Teaching your children the importance of good eating habits while they are very young will benefit them for the rest of their lives.

We serve freshly delivered milk and water at lunchtime. Please do not send any other drinks. Almond Milk is not allowed due to allergies. Your child's daily bag lunch must meet or exceed the USDA nutritional guidelines. We ask children to repack uneaten food in their lunchbox, so the parents can see what was not eaten. Likewise, your child's guide will communicate to you if you're sending too much or too little food in your child's lunch, how best to package it and if what you are sending does not meet USDA nutritional guidelines. We are not licensed to warm up food in a microwave so we recommend using an insulated lunchbox or thermos. Any food needed to be kept cold will be stored in the refrigerator.

JMS provides daily snacks during the morning and afternoon. The children have two choices a day. We understand that each family has different dietary needs, and so if your family needs accommodation in this matter, please discuss with your Guide.

JMS's snack schedule for each week is posted outside each room on bulletin boards. If your child has a specific food allergy of any sort, you will be given the opportunity to communicate with the teacher, in advance, regarding snacks so that you may prepare an alternative for your child. Each Casa has a sign-up sheet for families to bring snacks and fresh flowers. Each family will bring snacks approx. 2-3 times a year and fresh flowers are optional!

Birthdays and class parties

Each class will have its own distinct way, determined by the teacher, to honor birthdays. Please set a date with the teacher one week in advance. We do not allow cupcakes, however, you may send in a token for each child (small toy or pencils etc.). Please note that JMS will not be able to distribute birthday party invitations or Thank You notes. This includes parents putting invitations/ notes in cubbies. If you wish to contact a family, please refer to the JMS Directory.

Thank you for your attention to these matters. Advance planning is vital to smooth daily classroom procedures.

Arrival and Dismissal

- Never leave your child alone inside or outside of the building. Do not leave any child unattended in a vehicle, even for a short period of time.
- For the safety and security of children, we ask that families not bring their dogs to the school grounds during arrival and dismissal.

During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.

- The main entrance to JMS works on a buzzer system, you are required to be let in by staff with exception to pick up and drop off schedule times. Your child's safety and security is of the utmost importance to us. Children are supervised at all times by a staff member. As an important security measure, we ask that you bring your child into school and see that they are under the supervision of a member of staff before leaving the school. It's very important that a child not be left unattended at any time anywhere in the school.

Arrival:

- Children in the extended day program will arrive between 7:00am and 8:30am. Please accompany your child to Casa III and notify your Guide that you have arrived.

Casa I and II drop off is between 8:30 and 8:45am.

Toddler Community drop off is between 8:45am-9am. Please let your child walk independently to their Casa. A staff member will assist in the removal of outer wear and shoes, if required.

The Guides will be ready to start the school day between 8:30am - 8:45 am. You must escort your child to the Casa and make sure that the Guide knows that your child has arrived.

- Early arrival: Children on the bus schedule sometimes arrive a few minutes early, but please do not enter the school before 8:30am.

Children in their Kindergarten year that reside in the 112 District are eligible for busing services for the Full Day program. Parents must make the arrangements through the bus company coordinator. - Forms are available from the office for your convenience. It is the parents responsibility to contact the bus company if their child will not be riding that day.

- Late arrival: Please be considerate and try to arrive on time. Frequent late arrivals are disruptive to the class and your child's school day. When you arrive late, please leave your child at the front desk with a member of staff and they will be escorted to their Casa then.

Dismissal & Pick-Up

- It is important that all children be picked up on time. Our staff members have responsibilities both before and after school, so it is important that parents be mindful of dismissal times in order for our school day to go smoothly. It is also upsetting to your child when he or she is unexpectedly the last person in the class to be picked up.

- Late pick-up: Please keep JMS's phone number, (952) 448-5232, programmed in your cell phone in case you are running late so that the teacher can let your child know that you are on your way. If you are late picking up your child, you will be charged a fee of \$15.00 plus \$1.00 a minute for every minute late after scheduled pick up time. Payment will be due next business day. Unpaid late pick-up fees will be billed to the child's account balance. Upon three or more late pick-ups, a penalty of \$30.00 will be billed to your account in addition to applicable per minute fees. Parents will be asked to fill out a form when they pick up their child, it will need to be signed and dated with the time. Please set your watch to school clock in order to respect everyone's time.

- Early pick-up: Please notify the office as soon as possible so we can have your child ready for pick-up.

Authorized pick-up:

- Pick-up time for Half-day Toddler Community is at 11:45am; Children's House is 12:00pm. Full day dismissal for all programs is at 3:00pm. Please wait in the lobby for your child and your child will be released to you accordingly. Your child's Guide will then sign them out.

Toddler children on an all day program must be picked up by 4:30pm each day. Extended Day Children's House children must be picked up by 6:00pm. Parents should dial Casa III from the vestibule to be let in the building and then wait in the lobby to pick them up.

If no parent has contacted the school by 5 minutes after closing, (6:00pm) the staff will attempt to call the parents first, and then the people listed in the emergency list. If the staff cannot reach anyone to make arrangements for pick-up, they will wait until one half hour after closing. The Minnesota Department of Human Services prohibits us from personally transporting a child; therefore, 30 minutes after closing, the child will be turned over to the Chaska Police Department. A note will

be posted on the door to let the parents know where the child can be picked up. Please make every effort to provide the school with an updated and current list of people with phone numbers that we can contact in case of an emergency. Anytime someone other than the typical pick-up person picks up your child, please let your teacher know.

- If your child is to be picked up by someone other than a parent or the “persons authorized to pick up child” (listed on your child’s Emergency Form), you must provide written notification via note or email (email to office@jonathanmontessori.org) to JMS in each instance. Give the person’s full name and inform this person that JMS will require proof of identification before releasing your child.

- In the event of an emergency, a parent may call the office to give verbal permission for his or her child to go home with someone else. You will be asked to verify information on the Emergency Form in order for us to be assured that JMS staff is speaking to the parent.

- JMS wants to ensure each child’s safe transition from JMS’s care to an authorized adult at dismissal time. Following MSDE training guidelines, staff members are encouraged to observe the state of the adult picking the child up from JMS. In the event that a staff member believes the adult picking up a child is authorized but is angry/disgruntled or if the staff member has reasonable cause to suspect that any person picking a child up is under the influence of alcohol or drugs or is physically impaired in any way and may endanger a child, the staff member may have cause to refuse to release the child. If so, the staff member will request that another adult be called to pick up the child or call the numbers listed on the child’s Emergency Form. (Excerpt taken from the Emergency Preparedness Training and Information for Child Care Providers MSDE training booklet.)

JMS abides by all legally served court orders. We ask that you provide a notarized court order for our file regarding parental custody matters.

JMS reserves the right to refuse the release of a child to someone unfamiliar based upon signs of fear or distress from the child.

Items Brought to and from School

Please do not bring toys from home into school. Objects found in nature or souvenirs from a trip may be brought to show and share with classmates. Please check with your child’s Guide if you are unsure. Likewise, children sometimes bring home small items from their classroom, such as beads, cubes, cylinders and toy farm animals. Because each item plays a specific role in the environment, we ask that they are returned promptly.

Field Trips

- Field trips can be an important enriching experience for our children. Guides plan trips appropriate for their class that will provide a well-rounded experience. Notice of upcoming field trips will be given closer to the time.

- Information and permission slips will be sent home in school bags each time a field trip is planned. In order to attend a field trip, each child needs a signed permission slip and/or payment of any necessary fee.

JMS reserves the right to request the presence of a parent to accompany any child who may need additional attention.

No siblings may accompany you and your child on the field trip. A sibling is a distraction for the chaperoning parent and for the group and can present a liability for everyone.

- For each field trip there must be adults with CPR and First Aid training. A First Aid kit and Emergency Forms will be taken on the trip.
- Cell phones must be turned off while driving and should only be used for emergencies on field trips.

Playground

JMS asks that all children, under the supervision of their teacher, abide by the guidelines. These guidelines include:

- Children are required to have closed-toe shoes on the playground—sandals and crocs are not safe to run and play in. The wood chips can be sharp and by state law, we are not allowed to remove any splinters etc. Therefore, for the safety of your child, please have them wear closed toe shoes such as tennis shoes or boots each day.
- The slide is a “down” slide, so children should be going feet first. Children should slide to the bottom of the slide and move out of the way for the next person and should not be standing on or jumping off the slide.

JMS reserves the right to prohibit the use of our playground during all hours of operations.

Parking Lot:

Please hold your child’s hand while leaving the building and going through the parking lot.

- JMS’s entrance road into the school is one way; always exit the parking lot to the right, counter clockwise. Please follow the one way signs at all times.
- You may not park, even for a short period of time, in the spaces along the side of the building, other than for drop off and pick up.
- **JMS staff are not responsible for buckling up your child** if you decide to use our drop off and pick up option. You must exit your car and buckle up your child yourself. Please ensure your child is properly buckled and do not pull away from the kerb until your child is properly secured.
- There is availability in the parking lot for disabled parking.
- Drive slowly through the parking lot. There are children and parents who may be walking through the school parking lot.
- Drivers of large SUVs should be especially careful, since small children can be very hard to see and they can dart around quickly in a parking lot.

JMS is not responsible for any loss or damage to any vehicles while in the parking lot.

- Please remember not to leave unsupervised children in your car in the parking lot at any time.

Illness

- We take every precaution to safeguard your child against illness. Parents may not bring a sick child to school. The Department of Health states that children who are too sick to go outside are too sick to be at school. Please refer to the Exclusion of Sick Children policy below, which has been provided by the Minnesota Department of Human Services, as a guideline on when your child should not be at school. There are no tuition refunds for absences due to illness.

Unless there are special circumstances prescribed by your child's pediatrician, if your child cannot participate in the regular daily activities at school, including outdoor play, he or she should not be at school.

If your child becomes ill during the day, we will call you to pick up your child and provide a quiet place for your child to rest, supervised, until you arrive. If we are unable to reach a parent within thirty minutes, we will call the emergency contacts for the child. For the health and safety of all JMS students and staff, **Parents of ill children must pick up their child from school within one hour** of being notified that the child is ill. For certain communicable diseases such as strep infection, a notice will be posted on board in the Parent Connection Corner and outside each Casa door. If your child is exposed to any infectious disease outside the school, please report it to us immediately.

Illness – Exclusion of Sick Children

We empathize with the demands placed on working parents, but sick children belong at home so they can rest and get healthy again, and not spread contagious diseases to other children and our staff. A child with any of the following conditions or behaviors is a sick child and must be excluded from school. We are required by DHS licensure to exclude a child with a reportable illness or condition that the commissioner of health determines to be contagious and a physician determines has not had sufficient treatment to reduce the health risk to others:

- With chicken pox until the child is no longer infectious or until the lesions are crusted over;
- Who has vomited in the past 24 hours;
- Who has had three or more abnormally loose stools in the past 24 hours;
- Who has contagious conjunctivitis or pus draining from the eye;
- Who has a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of antimicrobial therapy;
- Who has unexplained lethargy;
- Who has lice, ringworm, or scabies that is untreated and contagious to others;
- Who has a 100 degree Fahrenheit axillary (under the arm) or higher temperature of undiagnosed origin before fever reducing medication is given;
- Who has an undiagnosed rash or a rash attributable to a contagious illness or condition;
- Who has significant respiratory distress;
- Who is not able to participate in our program activities with reasonable comfort;
- Who requires more care than the program staff can provide without compromising the health and safety of other children in our care.

IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.

24 HOUR RULE: ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND JMS.

- Fever free: A child should be fever free for at least 24 hours, without the use of fever-reducing medicine.
- Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to school

- We strictly observe this health department regulation for children (and staff) to protect the health of everyone at JMS.
- Parent must notify the office immediately if a child:
 - Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that JMS can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that JMS will not release the name of the child or family involved. We simply post "There has been a case of reported"
 - Has any allergies or if you have any concerns about any aspect of your child's health.
 - Is taking medication, as medicine may affect your child's behavior.
- If a child is absent for three days or more due to illness, the parent must provide a written statement from the physician stating that the child is well enough to return to school. Any special accommodations that may be required for your child's return to JMS must be cleared by the office prior to their return.
- Unless we receive a doctor's note requesting a child to stay indoors, we expect every child to participate in outdoor play.

Head lice sometimes occurs in school because it is contagious and easily passed from child to child. It's a common problem most often seen around the start of the school year and very easily treated. You may want to look online for more information and to find examples of what lice look like in order to check your child's head correctly (www.cdc.gov/lice/head/treatment).

- Please inform us immediately if your child has lice. We are required by licensing to follow certain procedures regarding the cleaning and removal of materials within a classroom with lice. If a case of lice is found, Following the JMS policy, we notify the parents straight away. You must pick up your child and apply treatment. Children can return when all nits(eggs) and bugs are clear of your child's head. Please be sure to check areas like hats, helmets etc. where they may have laid eggs.
- We also reserve the right to implement additional procedures, such as head checks, if a persistent lice problem was to occur. Please get into the habit of routinely checking your child's head. If all parents check heads regularly, we can avoid any outbreaks in the school.

Inclement Weather Policy

School closing and delays are made to assure the safety of our children.

You must make your own judgment about driving in hazardous weather situations. If bad weather begins and you wish to pick your child up early, please feel free to do so.

Closures

The safety of our entire community is a top priority. Every effort will be made to have school open on the days as specified in the school calendar. Occasionally, unexpected events force us to close, have a late start, or have an early dismissal. Please consult the school calendar for a complete list of scheduled school closures. Should a traditional holiday occur during a weekend, we will observe the holiday in accordance with the national Monday Holiday Bill.

JMS will close due to various conditions if District 112 closes. We will not close due to cold, but the busses will not run. A one-hour late start means that our school will open at 9:30 am, rather than 8:30 am. A two hour late start means that our school will be open at 10:30 am, rather than 8:30 a.m. On such days, there will be no Extended Day program available, everyone will start at the same time.

Unscheduled school closures, late starts, or early dismissals due to extreme weather conditions which make it unsafe for travel or to be outdoors, will be announced on KARE-11, at www.kare11.com, and Facebook. Please like us on Facebook and sign up to receive alerts from KARE-11. Unscheduled closures due to building issues, such as lack of power or water, which make it unsafe to occupy the building, will be announced via email or phone.

If the Governor of Minnesota requires all public schools to be closed, JMS will also be closed. There are no refunds for scheduled or unscheduled school closures.

JMS reserves the right to close regardless of the Carver County Public Services decision, because local power outages, snow removal, or other circumstances may affect our ability to operate during inclement weather. An effort will be made to leave a voicemail message on the school answering machine and to contact parents through email.

How to Know If Schools Are Closed

School closings are communicated on local radio and TV stations (CCPS cable Kare 11). In addition, CCPS website will have up-to-date information (<http://www.district112.org/>).

Parents should get into the habit of turning on the radio every morning during the winter months. Sometimes, you will wake up to a beautiful morning, only to find out that school is delayed because of an unseen sheet of ice that covers everything.

Emergencies

JMS has an emergency preparedness plan that provides guidelines for a wide range of unlikely emergency situations from a naturally occurring weather condition to a terrorist attack. The JMS Emergency Preparedness Plan is available in the school's office. The safety of the children and staff is always the school's primary concern.

MSDE requires that staff members take emergency preparedness training and maintain an emergency preparedness plan for the school. Staff undergo emergency training every year, and the school runs two emergency evacuation drills in addition to monthly fire drills with the children.

Types of Emergencies

The types of emergencies that JMS prepares for include fire and explosions, severe storms, flooding, winter storms, earthquakes, unexpected utility failures, hazardous and radioactive materials, terrorism and other potentially violent situations, medical emergencies, and family/community concerns and/or violence.

Notification of Emergency Situation

JMS regularly monitors weather emergencies with a NOAA Alert Radio, and will listen to Emergency Alerting System stations on the radio for instructions if an emergency were to arise. The school will follow directions on broadcasted stations.

Communication With Parents of an Emergency Situation

JMS will communicate with parents during an emergency through either a phone call from a member of JMS staff and/or email. If possible, staff will leave a message on the JMS voice mail and/or a sign on the door.

Board of Directors

The JMS Board of Directors is responsible for determining JMS's mission and vision, approving the annual budget, fundraising, hiring and evaluating the JMS Head of School, recruiting and orienting new board members, and setting major policy and other responsibilities required for the smooth operation of the school. Between five and eleven members comprise JMS's volunteer board. Most are current JMS parents, but anyone with an interest to serve is encouraged to attend a board meeting and submit an application. Meetings are held monthly. Parents, teachers, staff, and interested community members are welcome to attend and observe to learn more about JMS. A copy of the bylaws and monthly minutes are available for review upon request, as well as job descriptions for the board positions of president, vice president, treasurer, and secretary. Parents can contact the board at any time. A list of contact information is available upon request.

Library

JMS has a library of books, articles and videos for our parents. Books pertaining to Montessori education and other childhood and parenting related subjects are available for a two-week period. You may check them out at the front desk.

Volunteer Opportunities

JMS encourages parents to become involved in the school. Teachers regularly include parents in special celebrations and welcome parents who want to share special talents with the class. JMS also asks that parents share their talents and time to help make the school the special community it is. Here are some ways you can help:

- Fundraising
- Computer (website, assisting staff with database software, etc.)
- Parent directory
- School beautification
- Outreach/marketing
- Sewing

Fundraising

JMS holds fundraising events to earn money for specific improvements or classroom equipment. These fundraisers will be outlined in written communication. We request that families participate in these events and, in doing so, promote community spirit and financially support our high-quality program.

Some of our past fundraisers have included:

- Annual Fundraiser
- Box Tops for Education
- Silent Auction
- Gifts to Annual Giving
- Annual Bake sale
- Amazon Smile

Please feel free, in lieu of participating in the fundraising events, to make a one-time tax- deductible donation to the Jonathan Montessori School. We will be happy to provide you with all the necessary paperwork to submit with your annual taxes.

Insurance Policy

MS carries general liability insurance which meets or exceeds the limits required by the Minnesota Department of Human Services. We do everything possible to minimize accidents through various safety programs, frequent inspections, and regular maintenance. To maintain its high quality of service, JMS has an annual consultation with the Minnesota Visiting Nurses Association. For the health and safety of all children enrolled at JMS, it is important that parents provide complete information on their children and keep it updated at all times (see Forms). It is important for parents to report any changes in address, home telephone numbers, emergency numbers, employment, and persons who may or may not pick up your child as they occur.

Licensing

JMS is licensed by the State of Minnesota Department of Human Services. Our operations meet or exceed the standards established for child care. These standards are related to our facility, staff, health and safety, nutrition, staff-to-child ratios, and record-keeping. State and city health, fire and licensing offices routinely inspect our center. A complete review of our Health and Safety Procedures are conducted annually with all staff members. All staff receive yearly OSHA, Abusive Head Trauma (AHT) and Sudden Unexpected Infant Death Syndrome (S.U.I.D.S) preventions strategies as required by the Department of Human services. If you have questions, contact the Department of Human Services, 444 Lafayette Road, St Paul, MN 55155, 651-296-6314.

Conflict Resolution

Informal conflict resolution is a commitment to attempt to settle the differences of individuals focusing on basic interests and then developing mutually satisfying options, while acknowledging the respective rights and responsibilities of those involved. This process allows for open discussion of disputes without retaliation. Informal resolution is best achieved when addressed at an early stage, close to the source of conflict. The first step toward a solution to a problem must be the prompt discussion of the problem between the parties involved. Any problem concerning a child will be promptly referred to the child's guide for consultation and advice. Problems concerning the classroom or teacher responsibilities will be discussed with the guide for follow up. The two parties are encouraged to solve the problem privately at this level. If this fails, either party may inform the

head of school who can assist in resolution of the problem. If the problem involves the head of school, the board president may assist. Written positions will be requested. If either party believes that this third party mediation has failed, they can request a decision by the board of directors by notifying the board president in writing of their request to address the board. The request must include specific information about the conflict and the resolution sought from the board.

Grievances

We hope to have open and honest communications with all of our families. If a parent has a complaint they wish to formally make, they may use the following procedure to address grievances with JMS:

1. Submit grievance in writing to any of the faculty. If you wish to receive a written response, you must sign your grievance.
2. Submit your grievance anonymously by putting it in the tuition payment box located in the vestibule. The Head of School will address this grievance at a staff meeting, and the solution will be announced through an email.
3. If your grievance has not been addressed to your satisfaction, you may request a meeting with a staff member and the Head of School for mediation and resolution.
4. Meet with a staff member, the Head of School, and a board representative for resolution.

Data Practices Notice

JMS strictly complies with the Minnesota Data Practices Act. The Head of School has been designated the responsible party to collect, use, and disseminate data considered private and confidential. Information is only accessed when necessary for the administration and management of our school or as authorized or required by state or federal law. The Carver County Community Services Department is an agency with whom we share client data on an “as required” or “as needed” basis. You may choose not to provide us with this information. However, we may not be able to admit your child for school without this information. We only request information required by law or regulations promulgated by the state or federal government.