



**Augsburg Park
Montessori School**

PARENT HANDBOOK

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About Augsburg Park Montessori School

Mission

Our mission at Augsburg Park Montessori School is to implement the philosophy, practices and curriculum of Dr. Maria Montessori and her method of education. To this end, we have prepared an environment that is engaging and responsive to each child at each stage of development.

Well educated teachers ensure a strong educational foundation for your child, facilitated in a safe, respectful and nurturing environment. A well-balanced community of children provides optimal opportunities for your child to establish meaningful peer relationships and establish membership in a community that cultivates helpfulness, joy and respect for each child.

Augsburg Park Montessori School is committed to excellence in education. This commitment is realized with a strong partnership between school and family, for the benefit of each child. There are several components to our education efforts: education of staff, education of adults, education of the children and education of the greater Montessori community in the metro area.

Philosophy

Our Program offers a variety of learning experiences that include physical, intellectual, social and emotional development. Our philosophy rests on the premise that each child is a unique and special individual with varying interests, needs and abilities. Children are respected as different from adults and as individuals who are different from one another.

Daily communication, formal conferences and parent education classes contribute to an atmosphere in which each child can realize his or her full potential. An open, supportive relationship between teachers and parents, and congruence between the home and school environments are essential to providing optimal conditions for the child in a Montessori classroom.

Program Goals

The primary goal of a Montessori program is to help each child reach full potential in all areas of life. Activities promote the development of social skills, emotional growth, and physical coordination as well as cognitive preparation. The developmental curriculum, under the direction of a specially prepared teacher, allows the child to experience the joy of learning, time to enjoy the process and insure the development of self-esteem, and provides the experiences from which children create their own knowledge.

There are three elements vital to a successful Montessori environment:

The Montessori Teacher: The teacher in a Montessori environment has several important roles within the classroom. It is his or her job to be a facilitator of learning, preparing the classroom on a daily basis for each child. The teacher acts as guide to the child, directing the child's learning in a progressive manner. This gentle guiding enables the child to develop fully, through a wide range of experiences, and at his/her own pace. It also allows the child opportunities for self mastery, learning and success. The teacher also acts as liaison to the child's family, and is charged with ensuring open and honest communication, using conferences and parent education events, in order to guarantee common goals for each child's complete development.

The Montessori Materials: A comprehensive range of materials designed by Maria Montessori are the signature pieces of a Montessori classroom. Each piece is self-correcting in nature, and allows the child mastery through successful repetition. The materials are considered the second teacher behind the Montessori teacher herself.

The Prepared Environment: The third component of the truly Montessori classroom is the prepared environment. Each day, the classroom is made ready for the children, ensuring their success by careful attention to detail. Pitchers are filled, paper restocked, cloths unfolded – awaiting the children to enter and discover what awaits them on the shelves. The order of the classroom gives opportunity for order within the child, allowing the child to be a more peaceful participant within the community of the classroom.

Augsburg Park Montessori School Program Plan

Calendar

Augsburg Park Montessori School operates from September through May. APMS calendars will be emailed each summer to each family enrolled. Additional calendars are available at any time.

Hours of Operation

Monday-Friday

8.30am -12.00noon Morning-only program

8.30am -3.30pm Full-day school

Extended hours –available either by prior contract or on a drop-in basis, space permitting:

7.30-8.30am and 3.30pm -5.00pm

Daily Schedule

7:30 -8:30 Arrival of children for extended-care.

8:20-8:30 *Arrival:* Greet family, health check, walk child into play area

8.50 *Transition Inside* All students change shoes, hang up outdoor clothing, use the bathroom and wash hands

9.00-11:30 *Free Choice of Activity:* Montessori activities involving fine and gross motor development, music, movement, stories, sound consciousness games, group lessons and independent snack.

11:30-12:00 *Transition -group meeting, prepare for lunch/ departure*

12:00 *Departure:* Pick up of Half Day enrolled children. *Lunch* for all full-day enrolled students.

1.00-3.00 *Nap time:* Full-day students who typically nap at this time.

Free Choice of Activity: Montessori activities involving fine and gross motor development, music, movement, stories, sound consciousness games, group lessons and independent snack.

3.00 *Outside Play* -until departure of 3.30 students

3:30 *Departure:* Pick up of Full Day enrolled children

3:30 -5:00 Weather dependant: Free play outdoors or indoors.

Augsburg Park Montessori School's Program Plan is to follow the Educational Philosophy and Methodology of Dr. Maria Montessori. Parents are required to attend Parent Education meetings, at which time the Method is explained. An open dialogue is maintained regarding the methodology used in the school and parents are welcome to visit anytime. A written Program Plan is also available to parents upon request.

Field Trips

Field trips can occasionally enrich a child's education and may be scheduled throughout the school year, where appropriate. Should that happen, parents will be given information about each scheduled trip and a permission slip provided well in advance. A signed permission slip is required at Augsburg Park Montessori School in order for any child to participate. When field trips require transportation, arrangements will be made in accordance with the Department of Human Services regulations and Minnesota law. If school bus rental is not the designated mode of transportation, Minnesota training requirements will be met. There is no transportation provided for children to attend our program.

Children Served

Children's House: Children 33 months – 6 years of age. APMS is currently licensed to enroll up to 27 children.

Augsburg Park Montessori School admits children around 3 years of age and endorses a three-year program, including the Kindergarten year, to provide maximum advantage of the Montessori Method. Four year-old's will be placed with a two year commitment, to carry him or her through that Kindergarten year. It is the policy of APMS to not enroll any child who is already 5 years of age. This will guarantee a child at least a two year relationship with the community.

It is the policy at Augsburg Park Montessori School that all children will be toileting independently before enrollment. No child will be accepted for enrollment while still using diapers for their toileting needs.

Special Needs

All children are welcome to participate in the programs offered at Augsburg Park Montessori School. If any child requires special services, the parents, teacher and health consultant or outreach consultant will meet to discuss such needs and possible services required. A child may be excluded from the preschool program if he/she requires more care than the program staff can provide without compromising the health and safety of the other children enrolled.

Staff Hiring and Eligibility

In addition to educational and experiential requirements for employment, each employee must submit to a background check, including a fingerprint component, conducted by the Federal Bureau of Investigation (F.B.I) before his/her first day with Augsburg Park Montessori School. Clearance is granted after a national criminal database is searched and no conviction is found in any state. This information is transmitted directly to the State Licensing Department, who then forwards any pertinent information to the school.

State requirements:

The State of Minnesota requirements for a **teacher** can be found at the following site:

<http://www.revisor.leg.state.mn.us/arule/9503/0032.html>

The State of Minnesota requirements for an **assistant** can be found at the following site:

<http://www.revisor.leg.state.mn.us/arule/9503/0033.html>

It is our aim to attract teachers and assistants whose qualifications and abilities far exceed those required by the State guidelines.

Augsburg Park Montessori School requirements:

Teachers

All teachers employed by APMS must have completed their Montessori training, and at minimum be working on their internship. For Montessori certification, teachers are required to have successfully completed a one-to two-year educational training and one year of a student teaching internship in a Montessori classroom. The educational training includes in-depth study of Montessori philosophy, along with the preparation of more than 300 exercises, covering mathematics, language, sensorial development, practical living skills and cultural subjects (geography, history, science, and the arts). The exercises, extensions of, and rationale for such exercises are prepared in manual form; each teacher is graded on each manual. Incorporated within each manual are extensions and variations for each exercise, which provide the teacher with information to challenge children showing interest in a certain area, or strengthen a child challenged in that same area. Teachers are required to prepare papers demonstrating their understanding of Montessori philosophy and educational theory. They are then rigorously tested in their presentation of the educational materials, and take comprehensive oral examinations regarding information contained within the manuals.

Augsburg Park Montessori School teachers are responsible for a significant amount of record keeping. Besides the Montessori manuals, or albums, Teachers regularly track the children's progress in the following ways:

- ❖ Daily notations regarding work presented, and student progress;
- ❖ Evaluations for each child are prepared regularly, to be presented at Parent –Teacher conferences;
- ❖ Consistent records of any child injuries, including action taken.

Assistants

We believe that the assistant plays an integral role in the daily life of the community; therefore, it is important that all classroom assistants have a deep understanding of the Montessori approach to child development. We require that all assistants attend a comprehensive, in-center orientation and training course before the start of the first school year of their employment at APMS. Further, we require on-going professional development, supervised and documented by their lead teacher.

Continuing Education for Teachers and Assistants

The State Licensing Department requires that all pre-school teachers add to their education by fulfilling in-service courses, to a minimum of 2% of hours equal to contact hours worked within a calendar year. These hours can include additional health and safety training, specialized classes, and teacher conferences. The average Montessori conference counts for 16 hours of training. APMS teachers are strongly encouraged to keep their educational endeavors current, keeping abreast of issues and studies in the realm of education. We offer many incentives to those teachers who would like to take advantage of these opportunities.

Enrollment and Payment Policies

Augsburg Park Montessori School admits new children on a first-come first-served basis. Our enrollment process encourages families to first tour the school, then to observe the classroom to be certain of the match between our program and your child. Returning children are given priority registration for the next year.

We strive to ensure an authentic Montessori Children's House experience for every child. To that end, we require that each family seeking enrollment be willing to commit to sending their child to APMS through their Kindergarten year. This safeguards not only that child's experience, but also the experience of the other children in the community. In families where an older child was withdrawn to attend Kindergarten at another school, any younger siblings will not be guaranteed placement in our school.

We believe the relationship between home and school is vital to a successful experience for each child. It is our desire to draw families who realize the importance of parental support and involvement, to create parent education programs, and to develop strong partnerships with families for the benefit of each child.

Once the family has completed an application, and that application has been reviewed, we may invite you to return for one or more in-person meeting. This is a time for us to get to know you and your child better, gather additional information, and verify that our environment will meet your child's needs. Once a match is made, the necessary documents for enrollment are given to the family.

All paperwork, including the physician's report and immunization information must be completed before the child's first day.

Registration Fee

The registration fee for the continuing student is \$50.00 and for the new student is \$100.00. Registration fees are due annually and are non-refundable.

Tuition

Tuition is calculated by dividing one year's tuition into 9 equal monthly payments. Tuition is due the first of each month. A Tuition Deposit is required as outlined in the financial agreement and is non-refundable.

Invoices

APMS uses Intuit Quickbooks for invoicing and accounting. Each month, families will receive an invoice via the email account(s) on record. Invoices will contain a link to pay online, via bank transfer. Returning to the invoice after payment, it will be marked paid, and this will serve as a receipt for any Employer Child Care Reimbursement plans, or for tax records. Let us know if you need additional information.

Late Fees

Tuition is due on the first day of each month. Understanding that sometimes events unfold despite our best efforts, we will implement a 3 day grace period. Any payments submitted on or before the last day of that grace period will be accepted as timely. However, any payments submitted after the grace period will be assessed a **\$10.00 PER DAY** late charge.

NSF Checks

We are happy to accept personal checks for payment of tuition. If a check is returned to the school as N.S.F., we will assess a standard \$20.00 per check handling fee.

Non Payment of Tuition

All tuition is due on the first day of each month. Any arrears, including late charges and other fees, must be paid by the first day of the following month, in order for that child to be able to attend school. We fully understand that circumstances can change often and quickly for a family. Please communicate with the school if you anticipate any difficulties, and we will do our best to accommodate your needs.

Food and Nutrition at School

Please include information on any food allergies or dietary restrictions relevant to your child's participation in food preparation activities.

Snack

A snack of whole grain crackers, choice of hand fruit or vegetable, yogurt or cheese and water will be served for morning and afternoon snacks. Each Snack will include two food groups. Morning and afternoon snack are provided by Augsburg Park Montessori School.

Lunch

The lunch period is from 12:00-12:30. Children bring lunch from home. Linens including tablecloths and napkins are provided, as are dishes and flatware. The children set tables cooperatively, choosing linens and flower arrangements.

We ask that all children eating lunch at school bring a healthy well balanced lunch, in a clearly labeled compact lunch container. In the interest of good eating habits, please be mindful of the nutrition offered by the food in your child's lunch. Often children discuss what they are eating, and get ideas about what's good from each other. Below is a sample meal pattern for lunch as outlined by the USDA.

	1-2 years	3-5 years	6-12 years
Milk, fluid	1/2 cup	3/4 cup	1 cup
Meat or meat alternate			
Meat, poultry or fish, cooked (lean meat without bone)	1 ounce	1 1/2 ounces	2 ounces
Cheese	1 ounce	1 1/2 ounces	2 ounces
Cottage Cheese, cheese food or cheese spread	2 ounces or 1/4 cup	3 ounces or 3/8 cup	4 ounces or 1/2 cup
Egg	1	1	1
Cooked dry beans/peas	1/4 cup	3/8 cup	1/2 cup
Peanut Butter or other nut or seed butters	2 tablespoons	3 tablespoons	4 tablespoons
Nuts and/or seeds	1/2 ounce = 50%	3/4 ounce = 50%	1 ounce = 50%
Yogurt, plain or flavored, unsweetened or sweetened	4 ounces or 1/2 cup	6 ounces or 3/4 cup	8 ounces or 1 cup
Vegetable and/or fruit			
2 or more	1/4 cup total	1/2 cup total	3/4 cup total
Bread or bread alternate			
Enriched or whole grain	1/2 slice	1/2 slice	1 slice

Augsburg Park Montessori School will offer milk daily during lunch. Additionally, water consumption is encouraged throughout the day for proper hydration.

All food handling policies are approved by an Environmental Health Specialist. Specifics regarding policies are available to parents at any time.

Children's Belongings at School

We have established the following guidelines, which are in keeping with our educational philosophy as well as safety and positive role modeling. **Please clearly label everything your child brings to school.**

Clothing

Children's clothes should allow for a child's freedom of movement. Children who are developing independence and toilet training should be dressed in clothing they can put on and off easily. Allowing children to dress themselves, tie their shoes or zip their jackets helps promote independence and self-confidence.

Our days at school might include trips outside, to the garden or playground, as well as arts and crafts that have the potential to be messy. Clothing should therefore be **weather appropriate and easily washable**. We recommend that your child dress in comfortable two-piece sets, in lieu of jeans, party dresses or other items, which may hinder movement or be difficult to clean.

In keeping with the Montessori philosophy of peace, we ask that all parents **refrain from dressing their children in clothing that depicts superheroes or other aggressive characters**. We have observed that such clothing can lead to excessively rough play-ground games, teasing and exclusion of certain children from activities.

Examples of unacceptable characters include Spiderman, Batman, The Incredible Hulk, Power Rangers and Power Puff girls. Clothing depicting gentler cartoon characters, such as Bob the Builder and Winnie the Pooh are acceptable, as is clothing depicting animals including dinosaurs.

Clothing representing sporting heroes is also allowed. Teachers or older children often use this clothing as a springboard for conversation, which may lead to a language, writing or research activity.

Each child should have a complete change of clothing, clearly labelled, in their cubby at school. Staff will help children check their cubbies regularly, and send home a list of items that should be replaced.

Indoor Shoes

We require that all children wear 'indoor' shoes while in the classroom. Indoor shoes should be comfortable so that they help create a cozy and home-like atmosphere for our children and staff. The use of indoor shoes will also eliminate the amount of dirt brought into the room, which will aid in our fight against germs and spread of illness. Open-toed sandals or flip-flops are not allowed because they can lead to tripping and injury. Examples of acceptable footwear are slippers or light sneakers. **These will be left at school, so please be sure to label them clearly with your child's name.**

Jewelry

Children should not wear or bring jewelry to school because it is easily lost or broken and is potentially dangerous if it gets caught on something such as classroom or outdoor equipment. Small studs for children with pierced ears are acceptable

We ask that all parents take the time necessary to ensure compliance with this policy.

Toy Weapons

In keeping with the Montessori philosophy of peace, we do not permit toy weapons of any kind or in any form. Bags or clothing, including back packs and lunch boxes, worn or brought to school should not depict superhero games or other aggressive characters.

Children are discouraged from playing aggressive superhero games at school.

Bringing Items to School

It is best for children not to bring things to school. A wide variety of activities are available and a toy from home can be lost or damaged or cause conflict with in the classroom. If there is a particular item your child wishes to share please consult with your teacher's child well in advance.

Special Visits and Celebrations at School

Classroom Observations

Parents are welcome to visit the classroom at any time. Observations are also available anytime, but preferably with advance notice. It is nice to be able to prepare the children for a visit. This allows us the opportunity to designate a child-greeter to welcome and a child-host/hostess to ask you if you would like refreshment. These lessons in grace and courtesy are integral to the Montessori curriculum. Please ask for an Observation Packet before your appointment which will give you guidelines and suggestions for observing independent work, social dynamics and other classroom rituals and routines.

Birthday Celebrations

Augsburg Park Montessori School believes that a child's birthday is special and should be celebrated. It is our tradition to perform the following ritual in observance of a birthday:

Celebration of Life

We have a special way of honoring a child in our Montessori classroom. The birthday candle is placed in the middle of the group circle. We say "The candle in the center represents our Sun. It is very hot. It is the center of our solar system and it takes one year for our planet Earth to travel around the Sun." We then name the months of the year as we place them around the outside of the Sun and the candle is lit to represent moment of birth. The birthday child holds a globe which represents our Earth and orbits, or walks around the sun, once for each year of age. As the child walks around the sun, something special is shared about each year of the child's life. We collectively discuss the achievements of that year of life (this is when you learned to walk; this is when you started playing T-ball). After completing the walk, the child blows out the candle and makes a wish.

In preparation for your child's birthday we will provide a Celebration of Life form. On your child's birthday, please send in one birth photo, one at 1 year old, one at 2 years old, etc. Also send us the story of your child's life, which will be read during the celebration. Let your child participate in selecting pictures and writing his or her life story. The Celebration of Life is a very special occasion to honor your child. Thank you for your help in making your child's celebration a meaningful and memorable event.

Items to share with classmates

While many schools allow families to send in cup-cakes or other 'treats', we would prefer something the child can share more deeply with his/her friends. We have some suggestions to follow, but by no means see this as a complete list. Please talk to your child's teacher, and remember, parents are welcome to participate in the celebrations too!

- ❖ Send in ingredients for a food item, such as bread, granola, fruit salad, or vegetable salad, so the children can prepare it together, and then share it for snack.
- ❖ Send in a copy of your child's favorite book, which we will mark with a commemorative bookplate, noting that the child donated this book in honor of his/her birthday.
- ❖ Send in a special craft activity, which can be completed and sent home with each child in honor of his/her friend on their birthday (Play dough, or Popsicle stick crafts are inexpensive and fun for children).
- ❖ A simple seed planting, with a fruit, vegetable, or flower chosen by the birthday honoré can be a great learning experience, and a long-lasting memory for the children involved.

Parent / Staff Partnership

Parent Orientation

An orientation will be held for all parents in August. There will be an introduction of staff, an overview of this Parent Handbook, review arrival and departure procedures, and a time for questions and answers with the teachers and director. Also at this Parent Orientation there will be an opportunity to meet other parents, arrange carpools and see the classrooms. **This evening is for parents only.**

Parent Education

Parent education is required of all new families enrolled at Augsburg Park Montessori School. It is best if both parents can attend to ensure maximum understanding of the curriculum discussed during regularly scheduled conferences. However, we understand that child-care needs can prevent both parents from attending. One representative from each new family must attend parent education evenings in the fall as part of our Parent Education Program. The aim is to maximize communication at conferences regarding your child's development and activities during the school day. Parents will be informed of the dates and times in advance. **These evening are for parents only.**

Parent Involvement Opportunities

The community of parents at APMS is very active. There are many ways in which parents can be involved in our program. We encourage parents to discuss what area they are interested in.

Ongoing and Scheduled Communication

Daily communication is facilitated during drop off and pick up. At drop off, please keep your child's teacher aware of changes at home –emotional or developmental changes you've noticed; a change in eating or sleeping patterns for example. This information helps the teacher understand where your child is coming from, and helps them remain attuned to their needs. Feel free to mention minor things –a poor night's sleep, an uneaten breakfast; a parent is out of town- when you drop off your child. At pick up, general observations and activities will be communicated by your child's teachers. If you have a particular issue you wish to discuss, you may call or email the school, or set up an appointment with a teacher at your convenience.

Special Events

Some special events are scheduled throughout the school year. The dates are set in advance, to enable as many parents as possible to attend. These give us regular opportunities to come together, in community, get to know each other, and support our children. From being a guest at lunch, to attending a parent tea, these are fun, informal, and a great way to feel connected to what's happening at school. This is also an excellent opportunity to get to know the other parents in the community, including the parents of your child's peers.

Conferences

Twice a year we will schedule parent –teacher conferences. This is a period of time set aside for you to review your child's progress with his/her teacher regarding your child's physical, intellectual, social and emotional progress. You will receive a written assessment to go along with the discussion. **These meetings are for parents only.** Special conferences, by phone or in person, may be scheduled on an individual basis at any time when parent or staff feel there is a need.

Confidentiality and Data Privacy

Records concerning your child: enrollment forms, health records, observation records, written parent/teacher conference reports and records and all information about your child is confidential, and will only be accessible to you, the director, your child's teacher, and a person designated by the state licensing department to review our records for licensing purposes. All required records must be complete and in the child's file before admittance to the program. Information will not be given without parent or legal guardian written consent. We will not verify your child's enrollment to anyone via the telephone and without your consent.

Grievances and Reporting

Client Grievance Procedures

In order to effectively serve the community at Augsburg Park Montessori School, parents and staff should work as partners. Feedback from the parents is welcomed and encouraged. The school should be contacted immediately regarding any grievance which concerns the operation of the program. It is only through open and honest communication that we can hope to best serve the children in our care. If a problem should arise please contact the lead teacher/director.

Reporting Suspected Child Maltreatment

Any person may report abuse or neglect. All persons working with children in a licensed facility are legally required or mandated to report, and cannot shift responsibility of reporting to a supervisor or anyone else at the licensed facility. If there is any reason to believe that a child is being or has been neglected or physically or sexually abused within the preceding three years it must be reported immediately (within 24 hours) to an outside agency.

Where to Report

- ❖ If you know or suspect that a child is in immediate danger, call 9-1-1
- ❖ All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake Line at (651) 431-6600
- ❖ Reports regarding incidents of suspected abuse or neglect of children within a family or community should be made to the local county social services agency at Hennepin County Child Protections at (612) 348-3552

What to Report

- ❖ Definitions of maltreatment are contained in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 625.556).
- ❖ A report to the above agencies should contain enough information to identify a child involved, any person 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 in a licensed facility, the report should include any actions taken by the facility in response to the incident.
- ❖ An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Failure to Report

A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment 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 mandated reporter shall not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report was made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe retaliation has occurred.

Behavior Management

Behavior Guidance

Discipline is the external tool to help children develop internal control. Young children learn by experimenting, testing limits, and experiencing the consequences of their behavior. The goal of guiding behavior is to help children develop safe and appropriate ways of interacting with others and the environment and help them problem solve.

In the process of setting and enforcing limits, our teachers assist the children in developing self-control and respect the rights and property of others. Rules and limits in a classroom setting are likely to differ than those in a child's home because of the need to protect the rights and safety of other children.

Guidance and discipline that will be used with the children include:

- ❖ Structuring the environment to maximize positive behavior;
- ❖ Ensure that each child is provided with a positive model of acceptable behavior;
- ❖ Setting clear and enforceable limits by using natural consequences and redirection;
- ❖ Recognizing each child's individual needs;
- ❖ Protecting the safety of all children and staff;
- ❖ Teach children how to use acceptable alternatives to problem behavior in order to reduce conflicts

In rare cases, exceptional behaviors will require immediate help and intervention from the parent. In the case of a serious safety issue, the child may need to be picked up immediately. Children may not come back into the classroom until a parent-teacher conference has been held, and appropriate plans made. These cases include:

- ❖ A child who harms, threatens or frightens other children or teachers;
- ❖ A child who harms him or herself;
- ❖ A child who is emotionally distraught and inconsolable;
- ❖ Other situations where the health and happiness of any child or staff member may be at risk.

Prohibited Actions

Augsburg Park Montessori School is governed by the Department of Human Services, Licensing Division, which regulates daycare and preschool programs. According to licensing regulations, it is unlawful for any teacher to use the following measures to discipline a child:

- ❖ Subjection of a child to corporal punishment, which includes but is not limited to: rough handling, shoving, hair pulling, ear pulling, shaking, slapping, hitting, spanking, kicking, biting, pinching or otherwise physically hurting a child;
- ❖ Subjection of a child to emotional stress, which includes but is not limited to: name calling, racism, shaming, using language that threatens, humiliates or frightens the child, making derogatory remarks about the child or the child's family;
- ❖ Punishment for lapses in toileting;
- ❖ Harmful restraint, including use of mechanical restraints such as tying is prohibited;
- ❖ Use of physical restraint, other than to physically hold a child where containment is necessary to protect that child or others from harm;
- ❖ Refusal or denial of food, water, light warmth, clothing or medical care as a means of gaining compliant behavior;
- ❖ Separation from the group except as provided by Minnesota Rules, 9503.0055, subpart 4

Reporting Incidents of Separation

Separating a child from the group is a last resort to curb unacceptable behavior. Before separating, less intrusive methods of guiding a child's behavior must have been tried, and have been ineffective because the child's behavior threatened the well being of the child him/herself or other children in the program.

Any and all separations from the group must be noted on a daily log, that must include the following information:

- ❖ The child's name
- ❖ The staff member's name
- ❖ Date and time of incident
- ❖ Information indicating what less intrusive methods were used to guide the child's behavior
- ❖ How the child's behavior continued to threaten the well being of the child or other children in the classroom

A child who's behavior requires separation from the rest of the students must:

- ❖ Remain within an unenclosed part of the classroom where the child can be seen and heard continuously by the teacher or assistant;
- ❖ Be made aware that return to normal activity is contingent on stopping or bringing under control the behavior that precipitated the separation; and
- ❖ Be permitted to return to usual activity once the child had stopped or brought under control the behavior that precipitated the separation.

In addition:

If a child is separated from the group three or more times in one day, the child's parent shall be notified and the parent notification shall be indicated on the daily log. Should a child's behavior cause incidents of separation five or more times in one week, or eight or more times in two weeks, the procedure for Persistent Unacceptable Behavior (below) will be followed.

Persistent Unacceptable Behavior

In the case of persistent unacceptable behavior, we may also ask for any needed outside assessments to further assist our work with the child. A meeting with parents, teachers and appropriate assessors will be called to better understand the problem, and develop a written plan. In many cases these partnerships and plans resolve problems within a few weeks. To preserve the integrity of the educational experience of the community, the family of any child who presents a safety concern to himself or others over an observable period of time, with no improvement, will be asked to find another program that better suits that child.

Other Policies and Procedures

Below you will find a summary of certain policies and procedures. Augsburg Park Montessori School maintains a policy book containing all Health, Safety, Emergency and Accident Policies, Behavior Guidance Policies, Policies and Procedures for reporting suspected maltreatment and for complaints about the program, Grievance Procedure for parents, Policy on Weapons, Tobacco, Drug and Alcohol policies. These written policies, in full, are available upon request at any time.

Arrival and Departure Procedures

To accommodate individual car-side drop-off and pick-up for the convenience of our families, all students will be met at, and brought to their family car by a member of staff.

The morning drop off window is from 8:20-8:40. Any child arriving before 8:20 or after 8:40 will need to be walked into the classroom by parents.

Midday departure is at 12.00 noon

Afternoon pick up is at 3:30. We understand that sometimes traffic and weather will prevent a parent from picking up a child on time. If you find that this is the case please call the school as soon as possible, so that we may make arrangements. To encourage timeliness on the part of parents and families, **we will apply a \$1.00 fee for every minute after 3:40**, unless the child is enrolled in our after-care program.

Parents of children enrolled in the after-care program will need to come into the building to collect their child.

Attendance

If your child is unable to attend school due to illness or personal reasons, please call the school no later than 8.15a.m. This allows us to begin our classes on time.

School Closing

Augsburg Park Montessori School will make every effort to follow our calendar. In case of severe weather, however, we may decide to either close for the day, open late, or close early. Listen to WCCO 830 AM or watch WCCO Channel 4 for the "Augsburg Park Montessori School" listing.

If it becomes necessary to close the school due to severe weather after children have arrived for the day, a staff member will notify parent(s) as soon as the decision has been made. The parent or authorized person will be required to pick up the child as soon as possible, but no later than the closing time decided upon by the school.

A late fee of **\$1.00 per minute** may be assessed if children are not picked up by the stated closing time.

Safety Preparedness

Fire and Tornado drills will be held monthly throughout the school year.

The nearest Hospital is Fairview Southdale.

Severe Weather Procedure

In the case of severe weather, such as tornado or heavy storm, and any time the city sirens are activated, the children will be removed to the windowless hall, where they will remain, with the teachers, until danger has passed.

In case of fire the children will be evacuated, accounted for and all policies followed. For map of evacuation plan please look to Augsburg Park Montessori School's Policy and Procedure Book.

Accidents and Injuries

All Augsburg Park Montessori School employees are required to be trained in First Aid and CPR. In an emergency staff will assess the situation, administer appropriate aid and/or call the Emergency Services.

The closest hospital to Augsburg Park Montessori School is **Fairview Southdale**.

Illness Policy

The State of Minnesota requires that all teachers observe students carefully for signs of illness that would require their exclusion from the classroom. **Each child will be spot-checked at the car at drop-off time. If a teacher determines that a child is too ill to remain at school, the teacher will either refuse admittance, or call the parent and request that the child be removed from the classroom.** Please be aware that this is a state requirement to minimize the unnecessary spread of infection at school.

As a licensed center, Augsburg Park Montessori School follows the Minnesota Department of Human Services Division of Licensing Rule 9503.0080 for the exclusion of sick children from the center. The full policy is available on-site at Augsburg Park Montessori School or online at the following address:

http://www.co.hennepin.mn.us/vgn/images/portal/cit_100003616/52/19/100609759s1aEXCLUSION.pdf

A child with any of the following conditions or behaviors is a sick child and must be excluded from a center not licensed to operate a sick care program. If the child becomes sick while at school, the child must be isolated from other children and the parent called immediately. Any of the following conditions require 24 hour exclusion to be continued until a full 24 hours of prescribed medical treatment administered.

1. Fever of a 100 degree Fahrenheit auxiliary or higher temperature of undiagnosed origin before fever reducing medication is given;
2. Vomiting 2 or more times since arrival that day;
3. Diarrhea: 3 or more abnormally loose stools since arrival that day;
4. Unexplainable lethargy
5. Significant respiratory distress
6. Undiagnosed rash
7. A child who has contagious conjunctivitis or pus draining from the eye; a bacterial infection such as streptococcal pharyngitis or impetigo and has not completed 24 hours of anti-microbial therapy; who has lice, ringworm, or scabies that is untreated and contagious to others; with chicken pox until the child is no longer infectious or until the lesions are crusted over.

Based on the above guidelines, if at any time the staff feels a child is too sick or contagious to participate in all classroom activities, the parent will be notified immediately so that arrangements may be made for the child to be picked up. Parents or authorized persons are required to pick up the sick child within one hour of notification that the child is being excluded. **If a parent feels that his or her child is not well enough to participate in ALL activities, including outdoor play, APMS requires that they stay at home until they are fully recovered.**

If a physician verifies that the child has a contagious condition, his or her parents are required to inform the school within 24 hours. All enrolled families will be given a notice regarding contagious conditions. Other parents will then have the opportunity to be alert for similar symptoms in their own children. **Ultimately, it is up to the staff at APMS to allow a child to return to the center.** If, in its sole discretion, APMS staff feels that a child is too sick or contagious to participate in activities, or poses a health hazard to other children in the environment, the doctor's recommendation will be overridden. The child will be excluded until the staff feels the child is well enough to participate in all activities and is no longer a health risk to others.

Medication Policy

APMS will administer medications to children in accordance with state and licensing regulations.

Should a child require medication during the school day, a parent will be asked to fill out the Authorization to Administer Medication form. Medicine must be brought to school in the original container, with the particular child's name clearly marked thereon. At the end of the medication period, the Authorization to Administer Medication form will be placed in the child's file.

APMS will administer the fewest number of daily doses of medication possible. Please give morning and afternoon doses of medication at home whenever possible.

Sunscreen

APMS will provide and administer sunscreen for students when appropriate. The usual sunscreen will be a child-friendly lotion or spray, with SPF of at least 30. Please ask your teacher about the specific brand and SPF value used for your child. Each family must have a signed release form on file with the school before any sunscreen can be applied.

Insect Repellent

If a family deems it necessary, they must provide their own insect repellent, clearly labeled with the child's name. Each family must have a signed release form on file with the school before any insect repellent can be applied.

Topical Lotions and Lip Moisturizers

Any other moisturizing lotions or lip balms sent to school must be clearly marked with the child's name. These items must be given directly to the teacher at drop-off time, to be stored by the teacher in the classroom. This is to prevent cross-contamination, and ensure the hygiene of each child's belongings.

Pet policy

There may be occasion, during the course of the year, for APMS to add a pet to the classroom environment. The teachers and children would provide care and maintenance of the animal. It has been found that children benefit greatly from the routine and responsibilities involved in caring and providing for a pet. Parents will be consulted before a particular animal is chosen, and any allergies or other medical conditions will certainly be taken into account. Currently there are fish in the classroom.

Research and Public Relations

Periodically, outside research agencies, photographers, advertising agencies, etc., will come to the school wanting to use the faces, names or time of the children enrolled. When these research or public relations events come up, parents will be notified in advance and will have the opportunity to sign permission forms which allow their child to take part. Permission by parents or guardians shall be documented in accordance with and to the extent required by the state of Minnesota. Permission forms will be kept in the child's file.

In any case of research or experimentation a parent's written permission will be required on file at the school before a child be included in the study.

Photography, Website, Social Media

The classroom is equipped with a digital camera, used by staff and students to document and capture work in progress. Occasionally these photographs may be used by APMS to illustrate advertising materials, the school website, facebook page, or other social media outlets. While the focus of the photographs will be the activities, and not the children, there will be occasion where a child's image may be displayed. All parents will be asked to sign a waiver for such use.

Nap and Rest Policy

Healthy sleep is vital to a child's optimal development and growth. At APMS, we strive to serve all of a child's needs – including a daily opportunity to rest. On enrollment, parents are asked to complete a Confidential Child Profile, part of which pertains to a child's regular schedule. This will be used to determine whether or not a child will be required to nap at school. If a child naps in the home, even once or twice a week, they will be afforded an opportunity to rest at school. Parents will be kept informed of their child's nap tendencies at school.

Lunch at APMS is at noon every day. After cleaning up, and preparing the sleep area, all children who nap will use the toilet, wash hands, and prepare for rest. The teacher or assistant will dim the room lights and aid the children in preparing for sleep, either by reading stories, or playing gentle music.

Any child who has rested quietly but is not asleep after 30 minutes will be invited to leave the rest area and return to the non-napping group. Other children will be invited to leave once they awaken. All remaining children will be gently wakened at 3pm.

The school will provide appropriate nap cots, consistent with licensing requirements. The cots will be clearly labeled with each child's name.

Families are welcome to provide whatever comfort object their child usually sleeps with, as well as a small blanket and/or pillow. All items will be sent home for laundering each Friday, or if they become soiled during nap time.

All cots will be sanitized weekly, or immediately should they become soiled.