



# Parent Handbook

(Revised 7/1/23)

## 1.0 General

Madrone Montessori is a traditional school year program similar to various schools in El Dorado County. A calendar for the school year is on our website, for more information see the Calendar tab on our website.

1.1 This document may change and is therefore considered a living document that contains shifting information regarding the health protocol according to the CDC and CDPH and current viruses and infections. It is therefore the responsibility of parents and guardians to routinely check our website for the most current version to stay aware of changes in protocol including policies and procedures.

1.2 All children have equal opportunity to succeed. Madrone Montessori does not discriminate due to race, creed, color, religion, gender, national origin, disability, age, genetic information or any other basis protected by law.

1.3 Madrone Montessori School, LLC has two programs: Cedar and Lavender, which accommodate children from toddler through early kindergarten/elementary. Throughout the course of the school day there are times that all students may be together – morning social/outdoor time, Peace Circle, demonstrations, lunch, mid-day social/outdoor time, afternoon social/outdoor time, field trips. In addition, there are times that students from the various programs may choose to mentor one another or work together on jobs.

1.4 Annual Rates are calculated for each program – Cedar and Lavender (8:15-11:30 or 2:45), dawn program (7:00am to 8:15am), dusk program (2:45pm to 6:00pm). Currently enrolled families have the option to re-enroll at a discounted tuition rate by the date announced by the director and posted on the website. This submission secures the current tuition for the next school year. In the event the registration fee is not paid by the announced date the current tuition rates apply. The first month tuition/August and the last month tuition/May of the next school year are due on May 15th of each year. These fees are non-refundable and not prorated.

1.5 Tuition payments are to be made by cash, check or money order. All tuition payments are due on the first of each month. Any tuition that is not paid in full by the fifth day of the month will be subject to a late fee of 10% of the monthly tuition. Upon receipt of any payments, these funds will be first applied to the late fees and then to any outstanding tuition invoices. Tuition is not prorated. In the event that tuition invoices remain unpaid for more than 30 days, without arrangements with administration, the school has the right to terminate the provision of services. Even in the event of termination, unpaid tuition and other charges remain the financial responsibility of the parent(s) or legal guardian(s) who initially enrolled the student.

1.6 In the event a payment is denied/returned based on insufficient funds, there will be an additional charge of \$50.00 applied to each account, plus any bank fees. This amount will be due and payable immediately. In the event a check is returned for non-sufficient funds, future payments will need to be in cash or with certified funds.

1.7 The school hours of operation are generally 7:30am to 6:00pm, Monday through Friday, August through May. June and July are the summer sessions and the hours may vary. Please consult the calendar on the school website for specific dates. The school observes a minimum day schedule on parent / teacher conference days. No portion of the tuition will be waived for absence, dismissal, or early withdrawal from school. Time missed for illness is not credited.

1.8 Authorized representatives, parent(s)/guardian(s), will be given at least a 60-calendar day's notice prior to any basic change in schedule or fees.

1.9 Cedar and Lavender programs require **a written, sixty-day in advance, request/notice for any schedule change to the office**. A full sixty-day written notice is required to have any portion of the last month's tuition deposit applied to charges other than those indicated as the last month on the initial invoice. In other words, in the event it becomes necessary to withdraw your child on February 14 rather than at the end of May, written notice would need to be received by January 1 in order to have the last month's tuition deposit applied to the February tuition. In the event you choose not to have your child attend Madrone Montessori School, LLC prior to your child's first day, the last month's tuition deposit is non-refundable unless the following condition is met: a written notice terminating the contract is received by the Administration no less than 30 days prior to the 1<sup>st</sup> day of the month during which your child was anticipated to begin.

1.10 In the event that your child should disenroll from Madrone Montessori please note that we do not share any files, transcripts, records, data or information with any public or private entities. (excluding the Health Department and Social Services)

## **2.0 Admission Procedures**

Determine that the child meets the school's admission criteria.

2.1 Provide the family with information about Madrone Montessori School, LLC. This will include all specifics about the school and program.

2.2 Conduct one or two interviews with the family to understand the physical, emotional, and cognitive development of the child to date. Assess whether Madrone Montessori School, LLC can meet the needs of the child.

**2.3 Parents/guardians agree and commit to ensure that at least one parent/guardian will attend the Back to School Night.**

**2.4 The parents/guardians will fully disclose a child's health history, family structure, and developmental or physical challenges** prior to a child entering any program at the school and throughout their child's enrollment as things change/arise.

2.5 All forms provided to parents must be filled out and returned to the school before the child enters the program.

2.6 A copy of immunizations shall be turned in prior to admission.

2.7 The Parent/Family Handbook is a living document and must be reviewed by parents routinely. Parents signature ensures receipt of the document including all policies and procedures of Madrone Montessori School, LLC.

2.8 Prior to, or within 30 calendar days following enrollment the parent(s)/guardian(s) will provide a written medical assessment from a licensed medical provider. This needs to include a record of a TB test within the last 364 days prior to the date of enrollment, unless the medical provider indicates otherwise. This will enable us to assess whether our school can provide necessary health-related services for the child.

2.9 Refer to Tuition Agreement for further details regarding enrollment.

## **3.0 Personal Rights Statement**

Each parent will receive a copy of the Personal Rights Statement. Each parent is asked to read, sign, and date the acknowledgment-of-receipt statement at the bottom of the LIC 613A (8/08).

**3.1** Return the Personal Right Statement signed and dated. This will be kept in the child's file. No corporal punishment or violation of personal rights will occur at Madrone Montessori School, LLC as stated in the State of California Community Care Licensing Title XXII.

## **4.0 Inspection Authority of the Department**

As it states in the Manual of Policies and Procedures-Community Care Licensing; "Any duly authorized officer, employee, or agent of the department may, upon presentation of proper identification, enter and inspect any place providing personal care, supervision, and services at any time, with or without advance notice, to secure compliance with, or to prevent a violation of this act, or the regulations adopted by the department pursuant to this act". (1595.852) The Department has the authority to interview children or staff, and to inspect and audit child or child care center records, without prior consent. (1596.853)

## **5.0 School Program**

School hours are Monday through Friday from 8:15 - 2:45. Any parent whose child is at school, without a parent, prior to 8:15 am or after 2:50 p.m. needs to either have enrolled that child in the dawn and/or dusk program or have arranged for "hourly" care with the office. Enrollment or temporary arrangements for extended care are to be made prior to the date and time that the child is at the school outside of his/her "regular" schedule. Any child who is at school, without a parent, prior to 8:15 am or after 2:50 pm will incur hourly charges at the rate of \$17.00 for *any portion* of each hour on the hour. Hourly charges are due and payable upon receipt of an invoice.

Out of respect for your child, as well as other enrolled children, please be mindful of the school start times. This encourages successful transition and participation for all students. In the event you bring your child to school after the "regular" start time please be respectful of the classroom environment.

5.0 The Sea Lily Program – 18 months to 30 months. Class hour options -- 8:15am to 2:45pm, Full Day; 8:15am to 11:30am, Half Day; or 11:30am to 2:45pm, Half Day -- all three class-hour options are available on the following day options -- Monday through Friday; Monday, Wednesday and Friday; or Tuesday and Thursday.

5.1 The Cedar Program – 30 months to 3.5 years old. Class hour options -- 8:15am to 2:45pm, Full Day; 8:15am to 11:30am, Half Day; or 11:30am to 2:45pm, Half Day -- all three class-hour options are available on the following day options -- Monday through Friday; Monday, Wednesday and Friday; or Tuesday and Thursday. If your child's 3<sup>rd</sup> birthday falls after September 1, they will remain in the Cedar Room for the duration of the school year.

5.2 The Lavender Program – 3.5 to 6 years old. Class hour options -- 8:15am to 2:45pm, Full Day; 8:15am to 11:30am, Half Day; & 11:30am to 2:45pm, Half Day -- all three class-hour options are on a Monday through Friday basis.

5.3 Before School Care, Dawn Program - 7:30am to 8:15am. Students being dropped off before 8:15am need to be enrolled in the Dawn Program. Any student not enrolled in the Dawn program will be invoiced at a rate of \$17.00 for any portion of each hour, on the hour, at school prior to 8:15 am. Prior arrangements for this option are to be made with the office. There is no before school care program available to students whose schedule begins at 11:30am.

5.4 After School Care, Dusk Program – 2:45pm to 6:00pm. Students who are picked-up after 2:50 need to be enrolled in the Dusk Program. Any student not enrolled in the Dusk program will be invoiced at a rate of \$17.00 for any portion of each hour, on the hour, at school after 2:50 pm. Prior arrangements for this option are to be made with the office. **Any time after 6:00 pm will be billed at \$5.00 per minute.** There is no after school care program available to students whose schedule ends at 11:30am.

5.5 Hourly after school care will be available, with prior notice, on the minimum days associated with parent/teacher conferences. Any student remaining at school after 11:30am will be invoiced at a rate of \$17.00 for any portion of an hour, on the hour.

## 6.0 Classroom materials and environment

We honor our students by providing an environment that is organized, beautiful and safe. This environment encourages them to explore and investigate. The materials within this environment are continually changed and updated in order to ensure that all jobs are complete, that all materials are beautiful, and that all materials are well kept.

6.1 We encourage safe use of breakable objects or materials. In the event that a snack plate, a part of a job or some material is unintentionally broken or damaged we use that opportunity to share with the child that this is a normal part of early childhood development. We also use that opportunity for the child to participate in the necessary repair or clean up.

6.2 Occasionally, a child will choose to use a job or material in a manner other than what is intended/appropriate. In these instances, if an object or material is damaged or broken, we will ask that the student and his/her parent(s) either repair or replace the item together, at home. Neither the registration nor the tuition fees paid to the school cover the cost for repair/replacement of items that are broken or damaged outside of "typical wear and tear." We feel that this is an opportunity for the child to gain an awareness of actions and consequences. We also feel that this is an opportunity for the child to gain an awareness of having a responsibility for their choices and actions.

## 7.0 Student Drop-Off and Pick-up

During drop-off at the front door, be aware of social distancing, sanitizing and mask wearing. In the morning please wait near the front door for a teacher to take your child's temperature and take your child in the building. At pick up, prior to 3:00pm, wait in front of the building and a teacher will bring your child outside. **Please only enter the building if you pick up after 3:00pm.**

7.1 When dropping off or picking up a student, please make an extra, conscious effort to enter and leave the parking lot slowly and cautiously, as there may be children around at any time. Please be sure to observe and park in the designated parking spaces.

## 8.0 Sign-In & Sign-Out

All students must be signed in and signed out every day by a parent/guardian or other authorized adult. Each parent/guardian in your family will be assigned a personalized 4-digit PIN number and access to the QR code on the app, received via email from ProCare, to use at our Sign In/Out kiosks located at the main entrance to the building. Use your Procare app on your phone to scan the QR code on the school device each time you bring your child to school or pick them up. Signing your child(ren) in and out is mandatory by the state and is legal documentation. Download the ProCare

Parent app on your phone to see updates about your child's day, check notes from teachers, see when your child has been logged in and out, and view any photos that have been uploaded from Madrone.

## 9.0 Parent Authorized Pick-up

Our number one concern is ensuring the safety and whereabouts of the children. In the event that someone other than their parent or guardian will be picking up one of our enrolled students from school, we require that the Parent Authorized Pick-up form be completed, and hand delivered to the school by the parent or guardian prior to the time that the student is picked up by another individual. By signing this form, you are authorizing the caregiver to have their own ProCare pin. This applies to grandparents, car-pools, baby-sitters, etc. This form is available on the school website under "Forms". If you have questions on how to complete this form, please inquire at the door. On the day of alternate pick-up, parents must email or notify the school, alternate caregivers must provide photo identification and hold a valid pin for ProCare.

## 10.0 Immunizations

The California School Immunization Record form will be submitted prior to admission. When information changes it is the parent(s)/guardian(s) responsibility to update the card in order to ensure that the information on the card is current. As your child receives additional immunizations, please bring documentation of this to the school office.

## 11.0 Snack Schedule

The snack calendar can be found on the Madrone Montessori website. **The snack schedule allows each student to supply snacks, once a month, for approximately 40-50 students.** State licensing requires that snacks consist of at least one serving per individual of two different food groups. Please choose healthy and hands-on snacks. Snacks that involve input from your child and are theme-related are encouraged. Foods that contain artificial sweeteners and foods with high added sugar content are not accepted. **Snack consists of one serving of protein and one serving of carbohydrate.**

11.1 At this time we are requesting that snack items come in bulk and are unopened.

11.2 Please label the ingredients of each snack and/or provide the original packaging material, we need ingredient lists for all food served at school.

11.3 Snack day will also be your child's sharing day. Please bring a book related to the unit of study or an object or item related to the unit of study. Thank you for assisting us with guiding your child to bring a special, educational, theme-related book or object for sharing.

11.4 In the event a parent does not supply snacks on their child's snack/sharing day the school will provide this snack and invoice the parent(s) \$50.00.

## 12.0 Lunch

We suggest foods of a high nutritional value that your child will eat. A balanced lunch of proteins, fruit/vegetables, carbohydrates, and water are suggested. We encourage children to eat their protein first and other foods next. Warm-ups or leftover foods are acceptable. Your child will be asked to bring all uneaten food items and garbage home with them. For this reason, many parents find reusable food containers (leak-proof) to be beneficial.

12.1 Items with high sugar content are not options for school. This includes, but is not limited to: candy, soda, granola bars with high sugar, gummy bears, fruit snacks, yogurt covered snacks and chocolate.

12.2 Please all keep prepackaged foods at home. For example please use a recyclable container for yogurt with a leak proof lid and a spoon. This helps your child refine their fine motor skills.

12.3 Lunch is a time to enjoy food with friends. Lunch is 30 minutes, however if students finish early or are not hungry they are encouraged to sit for at least 10-15 minutes before leaving the lunch tables.

12.4 Routine clean up occurs – including cloth washing, table washing, drying, composting, and recycling.

## 13.0 Field Trips

Canceled due to COVID- Field Trips may occur throughout the school year. Parents will be notified of upcoming field trips on the website under the News tab, in the weekly Mini Messenger, on Facebook or by a note at the sign-in kiosks. Permission slips are required to attend any field trip. Parents will assist driving students to the field trip destinations. Any costs related to field trips are due prior to the excursion.

13.1 Field trip attire is to include blue/denim or khaki pants/shorts and a white school logo shirt.

13.2 It is the responsibility of each parent to ensure that a proper safety seat is provided for his or her child(ren). Children under 2 years of age shall ride in a rear-facing car seat unless the child weighs 40 or more pounds OR is 40 or more inches tall. Children under the age of 8 OR under 4 foot 9 inches tall, must be secured in a booster seat in the back seat. Parents are responsible for securing the car seats into vehicles

13.3 It is the responsibility of each parent to ensure that their child arrives at school prior to the time of departure.

13.4 Parent drivers will need to submit a copy of their driver's license, vehicle registration, and proof of insurance with a minimum coverage of \$100,000/\$300,000.

13.5 In general, our entire student body participates in the field trips. On occasion, a teacher may remain at the school to facilitate the class program for those students unable to attend a particular field trip. This availability, if any, will be included in the initial permission slip.

## **14.0 Emergency Card**

Parents/Guardians are to fill out and return the Emergency Card prior to admission. Additionally, parents/guardians are to fill out and return a new Emergency Card at the beginning of each subsequent school year or as the contact information on the card changes.

**14.1 When information changes it is the parent(s)/guardian(s) responsibility to update the card in order to ensure that the information on the card is current.**

14.2 This card *is not* an authorization for non-parent(s)/guardian(s) to pick-up a student for any reason other than when we have contacted, or attempted to contact, the parent(s)/guardian(s) to pick-up the student due to some type of emergent need of the student.

## **15.0 Emergency Disaster Plan**

In the event of an emergency, such as an earthquake, where we need to evacuate the building, we will convene in the parking lot of Rolling Hills Christian Church, located at 800 White Rock Road. We will contact the person(s) listed on each child's emergency card to be picked up at the church. You may contact us on the school phone (530) 676-4110.

## **16.0 Medical & Dental Emergencies**

In the event your child has a medical or dental emergency, we will immediately attempt to notify you. In the event that we are not able to contact you, we will contact the individual(s) listed on your child's Emergency Information Card. In the event we are not able to contact one of these individual(s), your child's Emergency Information card also includes authorization for treatment.

## **17.0 Medication Procedure**

All medications are to be given directly to the teacher or director. Medication may not be left in a child's cubby, backpack, lunchbox, or pocket. Similarly, toothpaste, sunscreen, eye drops, ChapStick and other topical ointments may not be left in a child's cubby, backpack, lunchbox, or pocket.

16.1 A consent form, signed by the parent/guardian must be submitted, along with a written administration form from the physician stating the prescription, medication, and dosage.

16.2 All medication must be in its original container. All medication must be clearly labeled with the child's name and be current as to effective/expiration dates. All medication must be kept in one of the locked medication boxes on site. This includes toothpaste, eye drops, sunscreen, ChapStick and other topical ointments.

16.3 According to our Plan of Operations and Incidental Medical Services, in the event a child requires medications, instruments or devices for health reasons, I understand and agree with the following steps

- a.) Acquire instructions and medical authorization from the Physician and include a list of medications, instruments and devices.
- b.) These items must be submitted prior to school's acceptance of aforementioned items.
- c.) Medications, instruments and devices will be properly stored and secured.
- d.) A log of administered treatment will be kept at the school and signed by staff when administered.
- e.) Staff will receive proper training and in addition will understand and follow hygiene and glove procedure.
- f.) This information will be shared with DSS.

## **18.0 Daily Documentation**

Documents are completed for the application of a Band-Aid, an incident, an injury, potty times/ diaper changes and snack. Please check ProCare and emails routinely for updates.

17.1 A report is sent via Procare when a Band-Aid is replaced, if a child requests one or if necessary.

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17.2 A report is sent via Procure in the event of a behavioral or other event in order to document the details for the purpose of communicating with parents and tracking behavior.

17.3 A report is sent via Procure in the event of an injury.

17.4 Daily Report - Cedar Room - Sent via Procure by the Teacher, documenting the child's day including diapering/toileting, jobs, snack, lunch and nap.

## 19.0 Sick Policy

If a child becomes ill at school with symptoms such as fever, vomiting, cough, sore throat, lethargy, extreme irritability, earache, stomachache, muscle aches/pains, or other extreme symptoms, we call the parent(s) and request that the child is picked up immediately. When these symptoms occur at home children cannot come to school until symptom free. If a child develops an illness at home, notify the school immediately.

18.1 When you arrive to pick up your child they will be delivered to you in front of the building unless otherwise specified.

18.2 If your child has been ill, we ask that you keep your child home until he/she has been **“fever-free” and symptom free for at least 72 hours**. We consider a fever as any body temperature above 98.6 (considered average). If you have given your child any medication for a fever within the last 24 hours, we ask that you keep your child home.

18.3 If illness presents in a child that also has a sibling at school, both children remain home until 72 hours after the last child exhibits a fever, or any body temperature over 98.6.

18.4 Please call the school and notify us, prior to your child's scheduled start time, when your child is ill and will not be at school. If the phone is not answered, please leave a message or send an email to [madronemontessori@gmail.com](mailto:madronemontessori@gmail.com)

18.5 Inform us immediately if your child has a communicable disease. All contagious illness occurrences will be posted by a “HEALTH ALERT” sign attached to the bulletin board in the entry.

18.6 No portion of the tuition will be waived for absence or early withdrawal from school. Time missed for illness is not credited.

## 20.0 Self-Care

Students are not required to be toileting independently to attend school. In the event your child is not toileting independently, it is the responsibility of the parent to supply diapers and wipes.

19.1 Pull-ups as well as underwear over diapers are discouraged until your child is toileting independently.

19.2 In the event a parent does not supply diapers and/or wipes for their child, the school will provide disposable diapers and/or wipes for a one-week period at school and invoice the parent(s) \$50.00.

19.3 One way of nurturing the child during this sensitive period is by encouraging their independence in dressing themselves. Parents may support their child by offering the child clothing that they are able to manipulate independently. We discourage overalls and tie shoes until the child can manipulate these on their own.

## 21.0 School Clothes

Students are to wear comfortable clothes and shoes. We discourage overalls and tie shoes unless the child is independently able to manipulate these. Similarly, shoes that light up or make sounds are also discouraged. Neutral color slippers with a back are required indoors. Rain boots are suggested for outdoors. Please remember to label all items.

Students have a dress code. Clothing is to be in good repair and solid colored (i.e. not stripes, flowers, etc.). Pants, skirts, skorts, or shorts are to be blue/denim, gray or khaki. Solid colored, collared shirts are to be white, navy blue or gray. A solid colored sweater or sweatshirt that is navy blue, khaki, gray or white and may be layered over a collared shirt while in the classroom. Shirts, sweatshirts and sweaters are to be embroidered with the school logo.

20.1 Parents can purchase collared short-sleeved and long-sleeved shirts and sweatshirts through Land's End for an all-inclusive, reasonable cost. Please visit [landsend.com](http://landsend.com) and use the school code 900155912.

Alternatively, these clothing items can be purchased elsewhere and can be embroidered by a local apparel and embroidery company that we work with.

20.2 Sandals are acceptable provided they have a back or heel strap which the child uses.

20.3 Provide an extra change of school colored clothes as well as a sweater for extra warmth. These are to be kept in their cubby.

20.4 Label all clothes with the student's name.

20.5 We also suggest that you apply sunscreen to your child, as appropriate, prior to bringing your child to school. If you would like your child to get sunscreen applied during the day we will need a written Dr. approval for the application. Also sunscreen must have a valid expiration date and be labeled with your child's name.

## **22.0 Parent / Teacher Conferences**

We offer parent/teacher conferences, and provide an evaluation of each student's progress, twice a year in October and March of the third week on both Thursday and Friday. During the Parent/Teacher conference school is closed and we offer no additional child care.

21.1 Once you have signed up for a particular conference time any changes to that time will need to be made through the office.

21.2 If you fail to show for the scheduled appointment and would like to schedule another conference time please be aware that there will be a fee of \$100.00 for any part of each 30 minutes with the teacher. This amount will be paid directly to the teacher by the parent(s).

## **23.0 Website and Mini Messenger**

The school website is accessible at [www.MadroneMontessori.com](http://www.MadroneMontessori.com). From this site you will be able to obtain forms, view calendars, and access general information about the school.

22.1 Look for the Madrone Mini Messenger every weekend in your email box. The Mini is "THE SOURCE" from which to get information on events for the upcoming week – including assigned snack schedule, updates and reminders for the week.

22.2 If you would like to write an article for possible inclusion on the website, please let us know. If you have a special field of interest related to children, please let us know.

22.3 On our Facebook page (Madrone Montessori School, LLC), you can get updates, see pictures of events taking place at the school, and interact with other families.

## **24.0 Work Exchange Program (WEP)**

This program is currently canceled in an attempt to take COVID 19 safety precautions - Families may participate in the Work Exchange Program as a way to reduce tuition and participate in the life of the school. A parent (or grandparent, family member, etc) may complete the work time.

23.1 A maximum of 2 hours of work per month may be completed in exchange for the amount listed on Tuition Schedule.

23.2 Please consult the school website for a list of jobs and the WEP calendar. Email [wep.madronemontessori@gmail.com](mailto:wep.madronemontessori@gmail.com) to schedule work time.

23.3 In the event that the scheduled work is not completed, you will receive an invoice for the agreed amount.

23.4 All disciplinary matters of students are restricted to staff members only. Any disciplinary action directed towards any child during WEP time is not acceptable. Any such action is against both school policy and state licensing procedure and is not acceptable under all circumstances.

23.5 Field trips are included in the WEP, when the parent driver has any number of students in addition to their own. Drivers assume responsibility for students in their car throughout the duration of the field trip. This may include overview, re-directing, talking with, holding the hand of, and helping with lunch/snack, toileting, managing the car seats – overall care of the student.

23.6 All WEP participants are required to submit a copy of their vaccinations including MMR, DPT and the Flu Shot prior to working in the classroom.

## **25.0 PREVENTION, CONTAINMENT, AND MITIGATION MEASURES FOR COVID-19**

The information below includes a protocol to follow from the Community Care Licensing Division due to Coronavirus disease 2019 (COVID-19) and prevention, containment, and mitigation measures.

Implementation of Prevention Measures for Licensed child care centers and steps to slow the spread of respiratory infectious diseases, including COVID-19, by implementing the following steps

### **Entry and Visitation Procedures**

- Check emails routinely for information from school regarding your child or immediate situations at school from [event.madronemontessori@gmail.com](mailto:event.madronemontessori@gmail.com) or [madronemontessori@gmail.com](mailto:madronemontessori@gmail.com)



- The front door is the one designated entry and exit point for children.
- Parents understand to limit time in the building, to avoid touching surfaces, to wash or sanitize hands before and after touching any items in the school and wear a mask at all times.
- Parents and guardians to social distance at pick up and drop off and mask.
- Parents dropping off between 8:10 a. m. and 2:50 p. m. wait at the door for the door to open for your child, please make sure you have eye contact with a teacher before leaving.
- If parents need a pen- please bring your own.
- Children are screened visually at drop off including temperature with a no contact thermometer, and parents may be questioned at drop off if concerns arise and or called.
- Limited visitors and extended family members to the facility.
- Any adult or child feeling sick, lethargic, or feverish (any temperature above the average body temperature of 98.6F) should not enter the building under any condition.
- When illness presents in a sibling at school both children follow protocol remaining home until 72 hours after the fever has dissipated. Covid testing results must be submitted with a photo that includes the child's name, date and time of test upon request i.e. during or after an exposure in question.
- If a family has ordered a PCR or antigen test children remain home until the receipt of results.
- All adults entering the building have a normal body temperature 98.6 using a thermometer, wash or sanitize hands.
- Parents will be notified when we are made aware of families, parents, students, staff or others who have either come in contact with or positive tested to COVID-19.

### **Staff Training and Policies**

- Administration communicates COVID-19 updates via email and the website.
- Staff uses "respiratory etiquette." Cover cough with a tissue or sleeve. Staff might wear masks depending on preferences.
- (<https://www.cdc.gov/flu/prevent/actions-prevent-flu.htm>)
- Facility has conducted staff protocol on COVID-19 prevention, symptoms and transmission.
- Enhanced cleaning consistent with CDC guidance.
- Maintain regular communications with the local public health department.

### **School Policies**

- Parent's sign in and out on the ipads' provided in front of the school each day.
- All student's emergency information is up to date.
- Special tours, and other visitors are limited.
- WEP is on hold unless this includes at home work for the school.
- Make drop off quick, refrain from touching unnecessary surfaces.
- All school snacks/food, leave in the hallway and please only provide unopened foods.
- Smaller group sizes with the same teacher daily.
- Practical Life includes little to no water jobs and no sponges.
- Napping 6' or 3' apart, more or less depending on the organization of the nap room.
- Implemented staggered outdoor play for students.
- Student roster is updated and current.
- All field trips and large group activities have been canceled.

- Discussions of social distancing strategies for children in appropriate language and communicated regularly.
- Increased outdoor class time.
- School policy includes a “72 hour fever free”, the child maintains an average body temperature of 98.6F for a minimum of three days and feels normal before returning to school.
- Parents are aware of their child’s health and if for any reason illnesses including fever (any temperature above the average body temperature of 98.6F), vomiting, lethargy occurs, stay home and keep your child home, notify the school immediately.
- If a family member or child is sick with a fever; indicates one temperature above the average body temperature 99.6 or other severe illness students of Madrone will stay home for a minimum 72 hours including siblings or until symptoms are gone and the child feels normal and ready for school.
- If a child is sent home due to lethargy, allergies, runny nose or any other mild symptoms without a fever, the child will remain home for a minimum of 24 hours or until feeling normal.
- In the event a family child completes an antigen or PCR Covid test, we request two separate tests for validity of results if using rapid test kits.
- If an outbreak occurs children of that pod are notified immediately to be picked up from school. Children will be quarantined for 5 days and on the fifth day parents provide a photo of a negative test result including the child’s name, date and time. If the child has no symptoms the child will not return to school until well or 10 days after quarantine.

### **Environmental Preparation and Cleaning**

- Facility has a specific plan to ensure proper cleaning and disinfection of environmental surfaces and laundry.
- Commonly touched surfaces are cleaned and disinfected several times a day
- Signs indicate reminders to wash hands.
- Sinks are well stocked with soap, sanitizer and paper towels.
- Children’s bathrooms are cleaned routinely, children are encouraged to use a tissue to flush the toilet and wash hands for a minimum of 20 seconds.
- Implementation for healthy supplies of soaps, sanitizer and paper products in place.
- For more information tune into the CDC <https://www.cdc.gov/cpr/epf/california.htm>, WHO <https://www.who.int/>, and ECHD <https://www.edcgov.us/hhsa>
- Parent signature indicates formal communication of COVID-19 protocol.
- How we keep our school clean, safe and healthy.  
[https://d41bb136-c76e-4723-86c4-4a167a6281bd.filesusr.com/ugd/4f48f1\\_0599b64978d447aebfd296c68c8e1298.pdf](https://d41bb136-c76e-4723-86c4-4a167a6281bd.filesusr.com/ugd/4f48f1_0599b64978d447aebfd296c68c8e1298.pdf)

### **Online and Distance Learning for Kindergartners and First Graders also attending Madrone Montessori School**

- Madrone Montessori School, LLC and staff are not responsible for material and content of online classes and or other internet related material.
- Students will bring their laptop to school each day charged along with a headset that is also noise canceling and will be responsible to bring the laptop or ipad home at the end of each day.

- Students will complete all assignments online in addition to homework and other related work at Madrone as time permits. The online school work is a priority for the student and they will also need to be responsible to be punctual to zoom classes and meetings.
- Parents responsibility includes notifying madronemontessori@gmail.com of all online classes, meetings and other, when made aware including changes.

## 26.0 Goals of Family, School and Child

Goal	Family	School	Child
<b>Community/ Service</b>	To provide a role model where experience of service is purposeful and beneficial to all.	To provide opportunities of community service such as recycling or volunteering.	To participate and learn about how to serve others through kindness and acts of giving.
<b>Responsibility</b>	To provide an inspiring environment that is safe and nurturing.	To provide a loving, peaceful environment where the child is honored and valued as whole and complete.	To take ownership in their actions and accept themselves as deserving and worthy.
<b>Self-Reliance Grace &amp; Courtesy</b>	To provide opportunities for sharing their uniqueness through role modeling grace & courtesy.	To allow & encourage individual opportunities where the process is the focus of success and to role model acceptance.	To refine & master the steps required to fulfill & complete tasks with freedom & self discovery of success.
<b>Awareness of Truth</b>	To listen & learn, remaining harmonious & in resolution with problem-solving skills.	To practice forgiveness & understanding in all situations. To practice honesty.	To be aware that truth leads to growth & change. Truth brings Peace.
<b>Communication</b>	To remain sincere, positive & synergistic with love & kindness.	To share thoughts & ideas that promote & enhance healthy relationships.	To learn how to share & show feelings in a peaceful & positive way.
<b>Academics/ Purpose</b>	To support their child's academic growth with participation and awareness.	To provide a complete & enriched Montessori Curriculum in a prepared environment.	To choose purposeful work where success is created from individual challenges.
<b>Flexible / Accepting</b>	To provide an environment where equality & compassion are practiced for all life.	To practice & role model acceptance of others & the idea of change.	To embrace the idea of good intention in their peers, family & teachers.
<b>Knowledge of Montessori</b>	To become familiar with Montessori Methodology & Philosophical theories creating a synergistic approach.	To continue & refine our educational paths. Then to share that knowledge with students and family.	To honor & cherish the Montessori Environment with Care.
<b>Positive Discipline Re-Direction</b>	To offer positive solutions & love while redirecting using affirming words and actions. To acknowledge the process positively	To be aware of each child's needs & choose the approach based on that observation. Skills; Positive words, cool off, & redirect..	To feel safe, loved & nurtured when redirection is offered and where success & change are the result.
<b>Care of Self, Others &amp; Environment</b>	To nurture & love self, others & and environments. To role model care for all.	To be prepared daily, offering a prepared, clean & orderly environment with balanced teachers ready to embrace the goodness in others.	To be aware of self, others, environment & then to act accordingly with gentleness & respect.

## Montessori Philosophy Enhances

self-esteem	bravery	responsibility	self-reliance	understanding	work
teamwork	cooperation	participation	decision-making	critical thinking	acceptance
creativity	compassion	awareness	culture	growth	nutrition
kindness	friendships	purpose	play	music	courage
self-confidence	appreciation	preparedness	order	communication	kindness

### Purpose of class meetings, circle and demonstrations

1. Share gratitude
2. Practice self-reliance
3. Incorporate problem-solving skills
4. Plan events & set goals
5. Practice trustworthiness
6. Work on self-regulation

### Goals of circle

1. Listen
2. Show reverence for all
3. Take care of Self and Others / Use Words
4. Practice Honesty
5. Be Kind

### Cherish the moment

1. See moments and challenges as opportunities to learn & grow.
2. Remember – Recognize, Reconcile, Resolve for Problem Solving.
3. Sometimes we have to learn the same thing repeatedly.
4. Show children acceptance and appreciation.
5. See the world through the child's eyes.
6. Give Children the benefit of the doubt & realize we do not need to know the why.
7. Role-model the desired behavior.
8. Communication and problem solving skills
9. Support and encourage regularly

### Steps to re-directing behavior & setting boundarie

1. Talk with the student and understand his/her needs. Evaluate his/her needs.
2. Redirect with a special activity i.e. sand, play dough, water, or goop.
3. Direct the student to cool-off in a quiet space.
4. Invite the student to speak with the director in her office.
5. Contact the parents.
6. Set a time for a conference.
7. Work with the parents with daily communication to redirect the student's behavior, and to offer support and encouragement to the family.
8. Suggest professional intervention.

9. Look at other options for school and care with intention to provide the best possible facility for the student.
10. As a last alternative, - Permanent Dismissal, (No Refund of Tuition or other fees).

### **Steps to deal with physical behavior and setting boundaries**

1. Calm the student and stay calm
2. Direct the student to the office to speak with the director.
3. Depending on the severity of the incident, call the parents, and send an Incident Report home with a detailed description of the event, dated and signed by the teacher and director.
4. Contact the parents, set a time for a conference.
5. Work with the parents to help the student and understand his/her needs.
6. Suggest professional intervention.
7. Alternative Care Program offering a specialized program designed to help children with special needs.
8. As a last alternative - Permanent Dismissal, (No Refund of Tuition or other fees).

### **A positive and purposeful approach**

- Allow Natural and Logical consequences
- Verbalize/Notice Privileges
- See the good in all experiences
- Show Kindness and Firmness at the same time
- Give Mutual Respect & Understanding
- Practice Class Meetings/Circle/Resolve
- Encouragement & Kind Acts/Show compassion
- Play, laugh and have fun
- Use expression of appropriate emotion

**For further information reference the Code of Ethics, statement of commitment for students.**

## **27.0 Student Code of Ethics**

27.1 Ethics are guidelines for practicing responsible behavior and dignity for self and others. Students understand and participate in ethical practices through curriculum work, relationships and choices. The concepts of critical thinking and decision-making set the foundation for responsible behavior.

Goals of commitment to ethical standards include

- Enhance early childhood development
- Honor diversity
- Embrace a multicultural approach in self-worth, dignity, and potential
- Understand others uniqueness and cultural differences
- Promote kindness and social justice
- Foster curiosity

The purpose of practicing with ethical responsibilities

- Gain knowledge
- Practice empathy
- Act kind
- Be fair
- Listen
- Use words
- Show care for self and others
- Build Trust
- Give Gratitude

The culture of Madrone supports early childhood development that aligns with ethical responsibility toward self, others and the environment. Teachers work with children so they realize their potential through work. The development of self-confidence develops a self-reliant child. Chores and work at home continue to foster an independent child to feel a sense of purpose. Decision-making involves thinking about the choices and selecting the best choice possible. This process involves a child afforded the opportunity to make decisions daily in work, with social situations and emotional regulation.

## **28.0 Acknowledgement of Admission Policies Received**

Parents/Guardians will sign and submit the last page of this packet a “living document”, which acknowledges receipt of the Madrone Montessori School, LLC Family Handbook and various other documents referred to within this document. The signed acknowledgement will be kept in the child’s file. Please read thoroughly and understand all policies and procedures. Please direct any questions or comments to the director.

# Family Handbook

I, \_\_\_\_\_ have read and understand,

**Parent/Guardian**

The Madrone Montessori School, LLC Family Handbook. All questions have been answered sufficiently to provide me with a clear understanding of this document and the subjects referred to within this document.

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Parent/Guardian Signature                      Date

\_\_\_\_\_  
Office Administrator                              Date

\_\_\_\_\_  
Director    Date

*Vision*

As a diverse and unified group, we practice acceptance, health, forgiveness and growth through daily positive connections in work & play. ~ Team Teachers