



Welcome to Royal Montessori Academy

2024-2025 Parent Handbook

Welcome to Royal Montessori Academy, where learning begins.

This policy manual and handbook has been developed as a resource for families, staff, and community members. Please take time to read and familiarize yourself with these policies and procedures enclosed. Please note this is not a contract, it is for informational purposes only. The following policies and procedures may be adjusted as necessary. We will keep you advised of any changes or revisions to current policies and procedures should they arise. The partnership between parents, teachers and administrators is key to a successful relationship and our goal is to provide the tools for good communication from the start.

You may visit our website at www.royalmontessoriacademy.com for information about our school and the programs we offer, meet the teachers, and learn about the Montessori approach.

Further questions should be directed to:

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We would like to take this time and thank you for choosing Royal Montessori Academy and look forward to another great year!

Warmest Regards,

Jeanine James

Head of School

“Let us give the child a vision of the whole universe...for all things are part of the universe, and are connected with each other to form one whole unity”

– Maria Montessori

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Vision

At Royal Montessori Academy, we believe that the journey of lifelong learning begins here - in an environment where curiosity is nurtured, individuality is celebrated, and the joy of discovery is at the heart of every day. Our vision is to provide a transformative early education experience, 'Where Learning Begins' with respect, empathy, and a deep understanding of the unique developmental needs of each child.

We embrace the Montessori philosophy of education, which promotes independence, hands-on learning, and positive social interactions. Our classrooms are thoughtfully designed as vibrant learning communities where children can explore, engage, and be empowered. We see ourselves as partners in your child's growth, working together to lay a solid foundation for their academic, emotional, and social well-being.

Our commitment extends beyond academic excellence to foster resilient, compassionate, and mindful individuals who are prepared to meet the challenges of an ever-changing world with confidence and creativity. We strive to instill a love of learning that continues throughout our students' lives, believing that the skills and values learned in these early years are the building blocks for a successful and fulfilling future.

Join us on this exciting journey 'Where Learning Begins', and watch as your child blossoms into a confident, curious, and caring individual, ready to make their unique mark on the world.

Mission Statement

The mission of Royal Montessori Academy is centered around offering a high-quality Montessori education within a secure and diverse setting. This environment is crafted to be nurturing and creatively stimulating, focusing on the comprehensive development of each child. The core aim is to ensure that every student is not only academically inspired but also artistically creative, physically active, and emotionally well-supported. This holistic approach to education is designed to cater to the various aspects of a child's growth and development.

Core Values and Objectives

- **Respect:** Embracing Montessori's emphasis on respect for the child as an individual, we also focus on cultivating self-respect, respect for others, and an environment of tolerance, honesty, integrity, and responsibility. This aligns with the Montessori approach of respecting each child's personal journey.
- **Compassion:** We nurture compassion through understanding and acceptance, mirroring the Montessori principles of warm, supportive interactions among children and adults. This includes fostering kindness, peacefulness, and a genuine concern for humanity, parallel to the nurturing environment Montessori education promotes.

- **Love of Learning:** In true Montessori spirit, we encourage discovery, exploration, and curiosity. Our approach involves children in active learning processes, promoting ownership of their educational journey and collaborative learning experiences.
- **Service:** Aligning with Montessori's focus on practical life skills, we encourage children to develop a sense of service to others, emphasizing the importance of contributing to the community and helping those in need.
- **Independence:** Consistent with Montessori principles, we emphasize independence, allowing children to learn through doing and understanding their capabilities, thus fostering confidence and self-reliance.
- **Interdependence:** Reflecting Montessori's community-oriented approach, we stress the importance of interdependence - understanding our collective responsibility and the benefits of a supportive, interconnected community.
- **Excellence:** In line with Montessori's high standards, we aim for excellence in all aspects of our program, focusing on quality experiences for the children and cultivating a drive for excellence within our students.
- **Universal Understanding:** We promote a global perspective and understanding of being part of something bigger than oneself, resonating with Montessori's vision of children as global citizens. This involves fostering an appreciation for diverse cultures and the interconnectedness of the world.

School Overview

Royal Montessori Academy is more than just a school - we're a Montessori community, not a daycare. Our commitment is not merely to early childhood education but to a holistic educational experience grounded in the principles of Dr. Maria Montessori. Our carefully structured environment is tailored for the all-around growth and development of children, nurturing their independence, and fostering a passion for learning. We are a tight-knit collective of families, all united by our shared vision and values for our children's educational journey and personal growth.

By enrolling your child at Royal Montessori Academy, you embrace our philosophy and agree to adhere to the guidelines and policies outlined in the Parent Handbook. We expect the following commitments from our parents:

- **Engagement with the Montessori Method:** Actively seek to understand and support the Montessori approach, collaborating with the school. This involves participating in parent events and conferences.
- **Respect and Cooperation:** Show respect for all individuals within the school community, including adults and children, as well as the school and its programs.
- **Effective Communication:** Maintain open, direct, and respectful communication with the school.

In return, as parents, you can expect the following from us:

- **Commitment to Excellence:** We are dedicated to upholding our status as a premier Montessori school.
- **Transparent Communication:** Our aim is to keep you well-informed with open, honest, and respectful communication regarding your child and the broader school community.
- **Safe and Supportive Environment:** We are committed to providing an environment that is not only physically and emotionally safe and supportive but also aesthetically pleasing.
- **School Maintenance:** We ensure that our school building and grounds are secure, safe, and well-maintained.

Campus Information:

West Campus:

Consists of 5 toddler classrooms, 7 preschool classrooms and 1 Kindergarten classroom. There is also a library, gym, art room, 4 outdoor playgrounds, and an outdoor garden. To enter the West Campus, enrolled families will be given a key card to scan at the door upon entry. Lost cards may be replaced at a \$40 fee.

East Campus:

Consists of 2 toddler classrooms, 2 preschool classrooms, and 1 Kindergarten/preschool mixed classroom. There is an art room/library, gym, 2 outdoor playgrounds, an outdoor learning environment as well as an outdoor garden. To enter the East Campus, enrolled families will be given a 4-digit code that they will enter at the door to gain entry.

Hours of Operation:

6:45am – 5:00pm

Program Hours:

6:45am-8:00am Before School Program

8:00am-12:15pm Half Day

8:00am-3:30pm School Day

3:30pm-5:00pm After School Program

Toddler Program

In our Toddler Program, we embrace key Montessori principles by maintaining a teacher-to-child ratio of 1:6 and limiting each classroom to a maximum of 18 children. This setting is thoughtfully designed to foster the Montessori philosophy of learning through purposeful activity. Toddlers engage in meaningful tasks such as slicing bananas or gardening, activities that are not only enjoyable but also instrumental in developing their independence and self-care skills, a cornerstone of Montessori education.

The environment is enriched with opportunities that encourage movement, balance, and control, reflecting Montessori's emphasis on physical development as integral to early learning. Our program also includes artistic and musical explorations, nurturing the child's creativity and sensory experiences.

Central to our approach is fostering the child's self-confidence and their understanding of being part of a community. This is achieved through collaborative activities, such as setting the table for snacks or preparing for outdoor activities, and community gatherings for musical play, singing, and storytelling. These experiences are designed to cultivate social skills, cooperation, and a sense of belonging, in line with Montessori's community-oriented approach.

Transition to the Pre-School Program is guided by each child's readiness and developmental milestones, including bathroom training, typically around age 3. Adherence to Montessori principles, we respect the child's individual pace of development, ensuring they are fully prepared for the next stage of their educational journey. Children who turn 3 during the school year continue in the Toddler Program until the end of that year, transitioning to Pre-School the following year or during summer camp. This policy supports the Montessori belief in the importance of consistency and stability in a child's learning environment, avoiding mid-year transitions that could disrupt their learning rhythm.

Preschool/Kindergarten Program

Our Pre-School/Kindergarten program, embracing core Montessori principles, operates with a teacher-to-child ratio of 1:12, maintaining a maximum capacity of 24 children in each classroom. In this serene, orderly, and joyful setting, children aged 3 to 6 engage in collaborative learning, embodying the Montessori principles of mixed-age interactions. Younger children benefit from the guidance of both the teacher and the example set by older peers, fostering a natural, immersive learning experience.

This environment is meticulously designed to cater to the Montessori philosophy, where children are encouraged to absorb information and experiences actively, mirroring their inherent learning capabilities. Older children in this setting embrace roles of leadership and compassion, a testament to the Montessori belief in nurturing each child's potential. They provide mentorship, enhancing their own understanding and empathy in the process.

A fundamental aspect of our program is the emphasis on the Montessori method of self-directed learning. Children are encouraged to engage with tasks from inception to completion, which cultivates self-discipline and the ability to concentrate deeply. This approach not only enhances academic skills but also fosters a sense of responsibility and independence.

Inherent in our Montessori environment is the development of respect for others and the natural acquisition of good manners. As children progress in this nurturing atmosphere, they not only grow academically but also socially and emotionally, aligning with the holistic approach central to Montessori education.

***Preschool Program requirement includes the child being fully and independently potty trained with having few to no accidents throughout the school year. The child should be capable of recognizing when they need to use the bathroom and can do so independently. They are able to go through the entire process of using the bathroom: recognizing the urge and holding it long enough to make it the toilet, going to the bathroom without adult intervention, undressing, using the toilet properly, managing personal hygiene such as wiping, redressing, flushing and washing hands.**

Overview of Curriculum

The child has a deep love and need for purposeful work. She/he works, however, not as an adult, for completion of a job, but for the sake of an activity itself. It is this activity which enables him/her to accomplish his most important goal: the development of herself/himself – mental, physical, and psychological powers. In addition to the core values and objectives of our program listed at the beginning of this handbook our curriculum includes the following areas:

- Practical life enhances the development of task organization and cognitive order through care of self, care of the environment, exercises of grace and courtesy, and coordination of physical movement.
- Sensorial enables the child to order, classify, and describe sensory impressions in relation to length, width, temperature, mass, color, pitch, etc.
- Mathematics makes use of manipulative materials to enable the child to internalize concepts of number, symbol, sequence, operations, and memorization of basic facts.
- Language includes oral language development, written expression, reading, the study of grammar, creative dramatics, and children's literature. Basic skills in writing and reading are developed through the use of sandpaper letters, alphabet cut-outs, and various presentations allowing children to link sounds with letter symbols effortlessly and to express their thoughts through writing.
- Cultural activities expose the child to basics in geography, history, and life sciences. Music, art, and movement education are part of the integrated cultural curriculum.
- Gross Motor skills is an integral part of the overall educational approach. Gross motor skills involve the use of large muscle groups and coordination of the arms, legs, and torso. The development of these skills is crucial for various aspects of a child's physical, cognitive, and social growth.

Classroom Materials

The materials in the classroom are there to be used by all the children and the staff attempts to make them as inviting as possible. Sometimes they are too successful, and pieces of the apparatus get invited home. It is often the most important/favorite pieces that find their way home. Should this occur, we ask that parents not worry about this and return items as soon as possible.

Daily Routine

These routines are a general guideline followed by each of our classroom levels. The daily routine is always based on the needs of the children and is adjusted accordingly. Each classroom has different schedules based on specials and recess times. Students aged 4 and under are required to have a rest period. Children who do not fall asleep will have a quiet rest time that may involve, but is not limited to, looking at books, listening to music, or other such quiet activities.

6:45 a.m. – 8:00 a.m. is considered the BEFORE SCHOOL PROGRAM. Students must be enrolled in this program as this is an additional tuition. Cold cereal breakfast is provided in this program.

3:30 p.m. – 5:00 p.m. is considered our AFTER-SCHOOL PROGRAM. Students must be enrolled into this program; as this is an additional tuition.

There is no drop-in availability in these programs. Enrollment is open on a first come, first serves basis until the program is full.

Example of Classroom Routine

8:00 - 8:30	Morning Meeting (Calendar/Pledge of Allegiance/Discussion)
8:30 -10:30	Work Period (Classroom Lessons/Snack/Specials)
10:30 – 11:00	Recess
11:00 – 11:30	Discussion/Rainbow Rug
11:30 – 12:15	Lunch/Half Day Dismissal
12:30 – 2:00	Rest/Advanced Presentations
2:00 – 2:30	Afternoon snack
2:30 – 3:30	Specials/Work Period/Dismissal

Admissions, Enrollment & Tuition

General Policy

Our primary goal in the admissions process is to help each family find the perfect match. We recognize that we may not be the perfect match as a school for every family. We encourage families to observe and explore the many school options available in our area to decide if our school is right for them. Our goal is to present our program truthfully to help families grasp the nature of our school and what we have to offer and allow them to weigh all the factors out as they consider their options.

Royal Montessori Academy accepts students and does not discriminate against anyone based on race, gender, religion, sexual orientation, color, nationality, or ethnic origin. Following the traditional multi-age Montessori classroom model, Royal Montessori Academy is committed to creating a balanced learning environment for all students. We are committed to integrating and accommodating children with special needs into our program, in accordance with the Montessori philosophy and appropriate early childhood practices. In some circumstances, Royal Montessori Academy is not the “right fit” for a child and/or family. In these instances, Royal Montessori Academy reserves the right not to accept a child into the program or may ask a child to leave the program

based on the school's inability to meet the needs of the child. We will support the family in finding a program better suited to the child's specific needs.

Tours

Tours are highly encouraged and are the best way for families to see what Royal Montessori Academy has to offer. During the tour you will be guided through our school by one of our administration team members, you will observe classrooms in action, learn about our school policies and routines, and will be able to ask any questions that arise. Appointments for tours can be made through the main office at either location. Tours will take place between the hours of 9a.m. and 11a.m. to ensure families can see our students during their peak learning hours.

Application & Enrollment

To enroll, families will create an account through *Brightwheel* either on a desktop or through an application on their phone/tablet. Enrollment for current families opens on the 2nd of January, and for general public on the 1st of February for the upcoming school year. Please be advised that all programs are on a "first come, first serve" basis for availability.

All enrollments will be processed within 2 business days of receipt of the completed online forms. Once your enrollment has been approved, you will receive confirmation and will be sent a link via *Brightwheel* for you to pay a **non-refundable** registration & field trip fee. Enrollments are pending current availability in the program at enrollment time. If an offer for enrollment is declined for any reason, you will be notified directly via the phone number which you provided, and the application will be withdrawn.

To enroll in the Toddler program, students must be 18months by September 1st

To enroll in the Preschool program, students must be 3 and fully and independently toilet trained by September 1st

To enroll in the kindergarten program, students must be 5 by September 1st

Enrollment Agreement

A child is officially enrolled in the program when the school has received and accepted the complete enrollment application and registration/field trip fees for each child in which you are enrolling. Enrollment in all programs is binding. Parents are responsible for tuition each month **regardless of the amount of time the child attends the school.** It is your responsibility to notify the school when there is any change in the information provided on these forms.

Waitlist

We consider applications for admissions on a case-by-case open admission basis. When no openings are available in the program selected, you will be placed on a waiting list. In the event of an opening, children on the wait list will be considered based on the date in which they were added, as well as age and program needs of a child in accordance with the Montessori principle of a multi-age classroom. You will then be contacted directly by an administrator and will have one week in which

to complete the enrollment process. Waitlists are only good for the school year in which we are currently in. All waitlists will be discarded once that school year is complete.

Withdrawal

Should a family initiate withdrawal of a child, a minimum of 30 days' advance written notice must be given to the school.

If both the parents and the school administration decide that the Royal Montessori Academy program is not appropriate for an enrolled child, the child may be withdrawn, and the parents relieved of any further financial responsibility at that time.

If the school decides that the Royal Montessori Academy program is not appropriate for an enrolled child, the family is relieved of any further financial obligation. It is possible to change programs within the school if it seems advisable to both the parents and the staff, and if space is available. The Head of School has the final decision-making authority.

Tuition Policy

Tuition may be paid annually, monthly, in accordance with the following schedule:

Annual – Due the first day of the school year

Monthly – Due the 1st of each month, beginning on the first month of Attendance

There will be a **\$35.00** late tuition payment charged for payments received after the date in which tuition is due.

Tuition Collection Policy

Parents are expected to make payment by the due date or make payment arrangements in writing. If no payment agreements are made with the school, families will be asked to leave as of the first day in which tuition has not been paid. When payment is made, children may return to class. With sixty days written notice, at the discretion of the Head of School, Royal Montessori Academy may cancel the contract and spaces of children with unpaid tuition.

Returned Checks/ACH

A \$35.00 fee will be charged for all returned checks or electronic payments.

Tuition Credit

There is no credit given for absences (such as but not limited to illness, death in the family, vacations, etc.) There is no tuition credit for school closings due to inclement weather. There is no tuition credit or swapping days in schedules if the school is closed for holidays, conferences, teacher in-service days, etc. regardless of the days your child attends.

Divorce Policy

In the event of a family separation, it is especially difficult for the child/children. Royal Montessori Academy will be supportive, open, and welcoming to both parents and will remain neutral and ask that you do the same. School documents, conferences, and any other information that needs to be

sent out will go to both parents regardless of custody arrangements. We will not limit a parent's access to his/her child unless there is a court order on file that specifies conditions for a parent's access to the child. Billing information will only be made available to any person who has signed the financial agreement.

Communication and Events

Brightwheel

Royal Montessori Academy offers Brightwheel as a platform for teacher and parent engagement. Upon enrollment, you will sign up for Brightwheel and will be given instructions on how to start using the application.

Brightwheel is where you can message your teacher or administration directly for non-emergencies. Messages can ONLY be seen between parents/teachers or parents/administration. If there is ever an emergency, please contact our school directly to talk with your child's teacher or administration.

Brightwheel has the convenience to communicate during non-school hours, however teachers will only reply to messages during working hours. If you send a message at night or over the weekend, you can expect a response the following school day. Please note that teachers are teaching and will only have certain times throughout the day to respond/communicate. If there is something that requires immediate attention, please contact the school directly.

Classroom Newsletters

Classroom newsletters are published weekly and are sent to families enrolled in the school through the *Brightwheel* communication tool. The focus on this newsletter is specific to classroom news, updates, and communication. These weekly newsletters will be sent on Friday. Teachers will also include photos from the week in the newsletter.

Special Family Events

During the year if our school has special events, we will announce these events through *Brightwheel*, in our newsletters, emails as well as post them on the white boards located in the front vestibule.

Invoices/Notes/Permission Slips/More

Each family may have any important information, forms, permission slips, etc. put directly in their child's locker for review. Should you have any questions please don't hesitate to ask your teacher or the office.

Payments and forms for the office can be placed in the white drop box located outside the office door or handed directly into office personnel.

On a monthly basis, parents will receive an emailed statement of payment and invoice activity on their account, including their remaining tuition balance for the current program their child is enrolled in.

Website & Social Media Information

Website: www.royalmontessoriacademy.com

Facebook: Royal Montessori Academy

Instagram: royalmontessoriacademy

While we understand many people use social media as a main source of communication and an outlet to practice free speech, we do not condone or allow defamation of any kind in reference to Royal Montessori Academy, its employees, or its customers. Whether posting to personal pages, or group pages for others in the community to see, slander of any kind will not be tolerated. Royal Montessori Academy may reserve the right at any time to end a contract due to defamation.

General School Information

Royal Montessori Academy supports a philosophy based on mutual respect to all members of the community. It is our intention to create a safe, supportive, nurturing environment for students, parents, and staff.

Parking Lot Guidelines

At our school, we prioritize the safety and well-being of every child. It's crucial that we exercise extreme caution in the parking lot, recognizing that all students must be walked into our school.

- Please adhere strictly to the designated entry and exit routes when driving into and out of the school's driveway. Traffic should remain in single file to ensure safety and order.
- Be alert for cars that may stop suddenly, park, or maneuver in and out of parking spaces. Your attentiveness is key in preventing accidents.
- For children being picked up by school buses to transport to other schools, please note that passing a stopped school bus is not only a safety risk but also a ticketable offense.
- Children must be supervised at all times in the parking lot area to ensure their safety.
- In the event of a minor collision, such as a fender bender, do not leave the scene. It is your responsibility to contact the owner of the other vehicle involved.
- Please be aware that Royal Montessori Academy is not responsible or liable for any damages that occur in the parking lot.

Basic Expectations

There are some basic expectations we have for all members of our community. Please review, discuss, and model these guidelines with your child.

- Walk safely and calmly in the Hallways and classrooms: When children are allowed to run up and down the hallways with mom and dad, it is confusing to them when the teachers do not allow it. Encourage “Walking feet.” Teachers or Administration may interject if we see students running in the hallways.
- Use quiet, calm, and gentle voices; no calling or yelling across the hallways or classroom: “indoor voices.” Teachers or Administration may interject if we hear shouting/loud voices from **students or parents.**
- Be kind and gentle to others; no aggressive behaviors will be tolerated.
- Respect the privacy and concentration: do not disturb others who are working.
- Respect other’s personal belongings; do not touch without permission.
- Do not go into other children’s lockers: if there is something you need to give to another student, please ask the teachers to do so.
- Take responsibility for care of our classroom and school; return work in good order to shelves.
- Children are not allowed to ride in the elevator without an adult.
- Do not allow children to hang on the door handles.
- Do not allow children to repetitively hit the exit buttons and ring the doorbell when not needing to.
- Children should always be within an arm’s length of their parents, especially in the parking lot. No child should enter or exit the school without their parent/guardian/adult who is dropping off or picking up.
- Refrain from eating/snacking in the hallways.
- Royal Montessori Academy is NOT responsible for lost, stolen, or damaged property of any kind.
- Parents will accompany children at all times both indoors and outdoors prior to drop off and after pick up.
- To ensure smooth traffic flow, we kindly ask everyone to avoid gathering in vestibules and hallways.

Start of the School Year

Understanding that the transition to a new classroom or program can be challenging. Our aim is to create a safe and calm environment for your child. The transition may take up to six weeks, possibly longer based on your child’s schedule. Please avoid sneaking out during drop-offs; it’s important for your child to feel confident that you’ll be back at pick up. Our teachers are here to build strong connections with your children, let your child know what to expect at drop-off and at pick-up times. These solid routines will help build that strong foundation between your child, teacher, and parent.

Attendance and Tardiness

Regular and punctual attendance is critical to ensuring a positive experience for your child. Consistency and routine are essential elements in a child’s Montessori experience. Erratic attendance can lead to missed lessons and interruptions in the child’s natural learning process, a sense of alienation from the classroom activities and routine as well as a feeling of social isolation. Please notify both your child’s teacher and the Office of any extended absence of your child (anything more than 2 days).

Punctual attendance is expected of all children. Regular tardiness disrupts the classroom and shows disrespect for the teacher and other students. It is not uncommon for children who regularly arrive late to school or miss school frequently to exhibit negative behavior. If a family is consistently arriving late, you will be asked to conference with your child's teacher so they can help you come up with some solutions. If you do arrive late to school, please bring your child to the office to be dropped off and sign them in for the day. He/she will be escorted to the classroom at an appropriate time to minimize disruption to the teacher and other students.

Preschool Bathroom Independence

If a child has an accident, the child is responsible for changing into clean clothes independently. The teacher provides clean clothes from the child's locker. If the accident is large enough that the student needs teacher assistance they will assist verbally or hand-over-hand.

If a student has more than two accidents in a month period, a meeting will be scheduled with the parents. The meeting will be organized to create a plan for the child's restroom success. Royal Montessori Academy prioritizes avoiding any form of shame or punishment for accidents and refrains from using incentive charts for potty training.

Following the establishment of a plan of action, the student has a two-week period to achieve success in the restroom. If the student is unsuccessful, enrollment may need to be paused while tuition continues to be collected.

School Dress

All clothing and other belongings which are brought to school should be clearly labeled with your child's name. A supply of clothes for changes should be sent at the beginning of the year and checked regularly to ensure an adequate supply. The children work with materials in the classroom that may result in their clothing becoming soiled or wet (water, paint, etc.), sometimes more than once a day. They appreciate the option of changing into clean dry clothes on their own. Please replace any clothes that were removed. Check regularly if your child needs clothing replenished. Make sure you are keeping seasonally appropriate clothing in the lockers.

Clothing worn should allow for independence (i.e., overalls with easy fasteners, elastic waist bands for younger children and child user-friendly shoes and boots), art projects and outdoor play. Stains cannot be avoided without limiting your child's participation.

In order to enable all children to participate in outdoor activities, appropriate outdoor shoes for running, climbing and playing should be worn. Shoes must include a heel strap for safety purposes. For example, no thongs, jellies, elevated heels and clogs are appropriate.

Please make sure that during the winter months and on rainy days that your child has appropriate outerwear for outdoor activities. It is not unheard of to take a nature walk in the rain or to build a snowman on a nice winter day! For your child's protection, winter clothing must include a coat, hat or hood, mittens or gloves, snow pants, and boots.

If your child, due to illness, is unable to participate in outdoor activities, please keep him/her home or come pick up your child early from school. Additional staff are not available to supervise a sick child indoors while the rest of the class is outdoors. Child supervision is of the utmost importance, and we cannot be short a staff member outside to watch one or two children inside.

Lost and Found

With so many children, it is sometimes difficult to keep track of clothing and other belongings. Having each article of clothing **clearly labeled** helps prevent losing items. A "lost and found" bin is in our vestibule. Clothing that is not claimed after a reasonable amount of time may be kept as extra items for children who may need it on any given day or donated to a good cause.

Birthday Celebrations

Birthdays are special days, and we enjoy celebrating them at school. Your child's teachers will send you a classroom participation invitation to join in the birthday celebration. Parents are welcomed, but not obligated to bring a healthy birthday snack for the classroom or provide a group lunch that would include an entrée, vegetable, and fruit, **but we ask that you do not send a birthday treat.** If you are looking for an alternative option, you may donate a book to the Royal Montessori Academy Library with a personal inscription (i.e. "Presented to the RMA library for all to enjoy, in commemoration of John Smith's 4th birthday, May 22, 2019".) This would be a wonderful way for the children to leave their own legacy at the school and to build the school library in a personal fashion.

We practice the favorite Montessori tradition of creating a picture timeline of your child's life. Please send in a few pictures of your child at birth so the entire class can see how he or she has grown or changed. Every birthday child will be honored by participating in the birthday walk where the child (carrying a model of the earth) carries the earth around the sun (a candle in the center of our circle) for each year of his or her life. We follow up by singing Happy Birthday and the student will receive a special birthday wish from their peers.

Holidays and Celebrations

We acknowledge and celebrate the diversity of our school community and the diversity of the much larger world community. We feel it is important to broaden our children's horizons to encompass the entire planet. Our goal is not just to transmit information about other cultures but also to celebrate them. Celebrations help inspire a sense of joy, wonder and enthusiasm. We teach with great respect for the child, his or her family, and his or her background. We encourage each family to share their heritage through stories, food, and celebrations.

Royal Montessori Academy is non-denominational Christian school that presents many universal spiritual themes such as love, kindness, joy, and confidence in the fundamental goodness of life. Many of the holidays we celebrate may be religious in origin. We approach them instead from a cultural perspective, sharing food, music, dance, and traditions related to the day. This helps us build a sense of community by celebrating our similarities as well as our differences. If we want to achieve peace, we must begin by teaching children how to accept each person for who they are.

“All mankind shares a common history, a common world of cultures, and struggles toward a common future. The child should be given a sense of our heritage, our culture, and our potential destiny from the earliest moments of sensitivity. The needs of mankind are universal. Our means of meeting them create the richness and diversity of the planet. The child should come to relish the texture of that diversity.” -Maria Montessori

Field Trips

During the course of the school year, field trips may be taken to local areas of interest or take advantage of special community events. Some of our field trips may be in-house field trips where we bring in activities for our students to participate in.

Parents will be notified in advance of an upcoming trip and field trip dates are also listed on the school calendar. Parents will also be notified if there is a need for chaperones. Parents can volunteer to chaperone and will be selected at random based on how many chaperones are needed. Chaperones will need to provide a valid photo ID and will be given a background screening prior to the field trip.

Substitute Teachers

A child will never be left unsupervised. Should an emergency arise where the teacher may need to leave the classroom an approved substitute will be called in to supervise the children. Efforts will be made to familiarize children and parents with potential substitute teachers, volunteers, and student teachers. In the event of a planned, short-term, non-recurring absence of the teacher (i.e., doctor's appointment, teacher training, personal day) parents will be notified in advance and an approved substitute will be arranged. All substitute teachers and volunteers will have been approved prior to being in the classroom and have a current background check on file. Background checks are run annually.

Visitation Policy

Royal Montessori Academy uses a Visitor Management System in both of our schools to strengthen campus safety for our students and faculty, which is our highest priority. Part of keeping students and faculty safe is knowing who is in our building at all times. The system tracks visitor traffic in our building, as well as screens visitors, contractors, and volunteers in our schools.

Upon entering the Royal Montessori Academy campus, visitors are asked to present a government issued ID, such as a Driver's License, which will be scanned into the system. The system checks the visitor's name and date of birth for comparison with a national database of registered sex offenders. The registered sex offender database is the only official database checked by the system. No other data from the ID is gathered or recorded and the information is not shared with any outside agency. Once entry is approved, the system issues a badge that identifies the visitor, the date and the purpose of his/her visit. This badge must be worn by all visitors while they are in the school, which includes individuals, outside of parents, that have been authorized to pick up your children.

The Montessori classroom is a very special place. The environment has been carefully designed to meet the developmental needs of children. A very delicate balance occurs between the child, teacher, and the environment as they work together to support growth and learning. The presence of visitors moving freely through the room can be distracting and at times confusing for the children. It can interfere with the atmosphere of independence and concentration in the classroom.

We ask that all visitors respect the children and the classroom. The teacher will guide visitors into appropriate areas to sit and observe. Visitors should remain seated and refrain from engaging in conversation or activity with the children.

In the case of parents, student teachers, and volunteers, the teachers will direct visitors to appropriate activities within the classroom where they can become involved such as sharing a special skill or cultural information during circle time, listening to children read, or directing a special project.

School Closings, Delayed Openings

If severe weather conditions make travel hazardous, school may be delayed, closed early, or cancelled. Please listen to your local television stations **WISN** for school closing and delay information. There is no credit or make-up days given for weather and emergency related school closings. In the event that school would be closed early, all parents would be contacted by the administration at the school. **School closings/delays are posted on social media, Brightwheel: a message alert will go out to parents, an email to parents and local news stations.**

Outdoor Play

Time outdoors is an important part of a child's day. It provides the fresh air needed to ensure good health and aids in the development of social and gross motor skills. Your child will need an outdoor pair of shoes and socks in their locker for outdoor play. During our Spring and Fall months, our playgrounds can and will get muddy with rain and thawing temperatures, rain boots are highly encouraged.

Weather permitting, the children will go outside every day. In the case of a light sprinkle or drizzle or flurry the children may still go outside for a short time. Wisconsin's weather is known to change frequently; therefore, it is important to dress appropriately. Layering clothing is very helpful. Sometimes mittens and socks get wet after a play period. For children who attend all day or children who are in the after school program, please make sure there are spare mittens, socks and hats as these children may go outside more than once per day.

We will follow the Child Care Weather Watch Wisconsin chart as a reference to determine if the weather permits outdoor play. Please see the following page for the chart. Generally, if the "feels like" temperature is 10 degrees or below, we will keep the whole school inside for recess. If the "feels like" is less than 20 degrees, the toddler program will stay inside for recess.

Child Care Weather Watch Wisconsin

Wind-Chill Factor Chart (in Fahrenheit)										
		Wind Speed in mph								
		Calm	5	10	15	20	25	30	35	40
Air Temperature	40	40	36	34	32	30	29	28	28	27
	30	30	25	21	19	17	16	15	14	13
	20	20	13	9	6	4	3	1	0	-1
	10	10	1	-4	-7	-9	-11	-12	-14	-15
	0	0	-11	-16	-19	-22	-24	-26	-27	-29
	-10	-10	-22	-28	-32	-35	-37	-39	-41	-43

Comfortable for out door play
 Caution
 Danger

Heat Index Chart (in Fahrenheit %)														
		Relative Humidity (Percent)												
		40	45	50	55	60	65	70	75	80	85	90	95	100
Air Temperature (F)	80	80	80	81	81	82	82	83	84	84	85	86	86	87
	84	83	84	85	86	88	89	90	92	94	96	98	100	103
	90	91	93	95	97	100	103	105	109	113	117	122	127	132
	94	97	100	103	106	110	114	119	124	129	135			
	100	109	114	118	124	129	130							
	104	119	124	131	137									

The chart above is Child Care Weather Watch – Wisconsin, which was modified from an Iowa Department Public Health, Healthy Child Care Iowa document. Wind-Chill and Heat Index information is from the National Weather Service.

Nutrition

Lunches

Parents are required to provide a balanced, nutritious lunch for their children. Lunches must include protein, grains, vegetables, and fruits for lunch. Candy and other highly sugared foods are prohibited and will not be served. If parents are having trouble discovering meals their child is willing to eat, they are encouraged to speak with teachers who will be happy to give them ideas. The school can reheat lunches if required, meals should not take longer than 30 to 50 seconds to reheat. An ice pack is suggested to keep food fresh until lunch. Refrigeration is not provided. At lunch the school also provides water, or milk for each child. You can find our Healthy Lunch Box information on our website.

Please send healthy foods only, no “junk food” – we define junk food as any food that is high in fat,

sugar and/or salt and low in nutritional value. Some examples include candy, chips, cookies, cake, doughnuts, etc. Since juice has little nutritional value, please save juice boxes for a special at home treat. Do not send meals that take more than 30 seconds to 1 minute to prepare in a microwave. With multiple students needing lunches heated up, meals that take 3 minutes to prepare slows down this process greatly.

Children are expected to feed themselves. Parents provide lunches that are prepared in a way that is easiest for their child to handle independently. Please offer foods for your child in small, manageable portions. All meals are family style with teachers sitting at tables offering conversations and guidance.

Food Allergies

For children with life threatening allergies and/or asthma, we ask that you fill out detailed protocol on the electronic authorization form upon enrollment. This will help to ensure that we minimize the risk of exposure to allergens and have an up-to-date action plan in place with appropriately trained staff. Once a child is diagnosed with a significant food allergy or life-threatening condition, parents must meet with the Head of School, Mrs. Jeanine James or Assistant Head of School, Mrs. Lauren Rowe, along with classroom teachers in order to develop an action plan.

Discipline Policies

Royal Montessori Academy uses positive discipline, which is implemented in a developmentally and age-appropriate fashion to meet the needs of the individual child. Our focus is on how to help children resolve problems and empower them to have a successful experience in the classroom and school community. The goal of our discipline policy is to provide an environment that promotes respect and safety for each person as well as the space we share.

The need for discipline within a Montessori classroom is greatly reduced by the prepared environment. The teachers make a point of keeping engaging activities available for the children so there is never a lack of something interesting for each student to do. The teacher may also redesign the work areas, jobs available, number of children allowed in a work area, etc., in response to classroom behavior.

For younger children, the primary method in a Montessori classroom is redirection – moving the child from a disruptive activity and engaging him or her in something more productive. Emphasis is put on directing a child to what they may do (making appropriate choices) rather than telling them what they may not do.

The classrooms also utilize a peace area. This is a comfortable area in which the child may relax and calm down, or to try to resolve conflict with another child. The child may choose to go to the peace area her- or himself or may be requested to visit the area by a teacher, or, in the case of conflict resolution, by another child. On occasion, in the event of unsafe physical or verbal behavior, or a persistent problem, a child may be removed from the classroom for a period of time to collect him or

herself and to give the staff an opportunity to help resolve the situation. Parents will be notified of significant or persistent disciplinary problems at school in a timely manner. If it is necessary to involve parents in the resolution of a problem at school, it will be done with a spirit of cooperation and with the aim of helping the child. Parental support during that time is very much appreciated. Through conferences, goals will be mutually agreed upon. If the goals are not able to be met within an allotted time, further professional help or other school placement will be considered for the child. Parents or faculty may call upon the Head of School to act as facilitator at any time. Should it become apparent that a family cannot be supportive of the school's missions or goals, it may be necessary for the Head of School to consider whether it is in the best interest of the school to keep the child enrolled at Royal Montessori Academy.

In order to provide an environment that is physically and emotionally safe for all children, suspension or expulsion procedures may be executed in the event of serious and/or persistent behavior problems. Such behavior includes but is not limited to: defacing or damaging property (school or other), profanity (verbal or written), triggering a fire alarm, violence, threats of violence, blatant disrespect, disorderly conduct, and endangering safety of self or others. This kind of disciplinary action will be determined by the Head of School upon consultation with the faculty.

Royal Montessori Academy classrooms cannot accommodate one-on-one for any student in our school. Toddler classrooms are a 1:6 ratio and Preschool/Kindergarten classrooms are a 1:12 ratio. Should a child need one-on-one assistance, a parent/teacher conference would be set up to better determine a plan of actions for success in the classroom.

Evaluation of Student Progress

The Montessori curriculum is carefully structured and sequenced based on the developmental needs of each individual child. Teachers maintain careful records of each student's individual progress. Children are not compared against arbitrary standards or the performance of their classmates.

Parent-Teacher Conferences

Parent teacher conferences are regularly scheduled twice a year. Once in the fall and again in Spring. A parent can request a conference with a teacher at any time throughout the year. Teachers may also schedule additional conferences if necessary. We will offer conferences to be held virtually as well as in person with the parents' preference. *This is subject to change. We do ask that children NOT attend conferences as to have everyone's full attention.

Meetings with the Head of School

Meetings with the Head of School can be arranged by appointment. Please contact the school directly to schedule an appointment.

Evaluation of Student Progress

Royal Montessori Academy maintains careful notes and documentation on each child in accordance with the traditional Montessori curriculum. Children are never compared to each other

or “graded” in a traditional or arbitrary manner. Evaluation of progress is based on the individual growth of each child.

Student Support Services

All students undergo ASQ screening, conducted collaboratively by classroom teachers and parents before the first parent-teacher conference. The ASQ is a vital tool to assess if children are developing to their full potential and meeting key milestones. Templates of the ASQ screener are available upon request.

Families with children of Pre-School age and older can access various screening services offered through their public-school home districts. These screenings cover a range of developmental areas, including cognitive, speech, hearing, social/emotional, fine/gross motor skills, and vision. For younger children, early intervention services are available for screening.

We prioritize communication with families regarding any support services referrals. While we ensure to inform families beforehand, we retain the ability to initiate contact with services without parental permission when necessary.

In cases where a student may require more attention or specialized expertise beyond what our school can offer, we schedule a meeting with the parents. This meeting aims to explore all possible supports within the capabilities of our program, ensuring each child receives the best possible educational experience tailored to their needs.

Bullying Policy

Royal Montessori Academy strives to provide a safe, secure, and respectful learning environment for all students at all times. Bullying has a harmful social, physical, psychological, and academic impact on bullies, victims, and bystanders. The school consistently and vigorously addresses bullying so that there is no disruption to the learning environment and learning process.

Definition

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be repeated behavior and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be:

1. Physical (e.g., assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g., threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g., spreading cruel rumors, intimidation through gestures, and social exclusion)

Prohibition

Bullying behavior is prohibited in all schools, buildings, property, and educational environments, including any property or vehicle owned, leased, or used by the school. Educational environments include, but are not limited to, every activity under school supervision.

Procedure for Reporting

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to Mrs. James, Head of School or Mrs. Rowe, Assistant Head of School. Any other person, including a student who is either a victim of bullying or is aware of the bullying or any other concerned individual is encouraged to report the conduct to Mrs. James, Head of School, or Mrs. Rowe, Assistant Head of School.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

The school official receiving a report of bullying shall immediately notify the school employee assigned to investigate the report. The following school employees have been identified as the investigator: Mrs. James, Head of School, or Mrs. Rowe, Assistant Head of School.

There shall be no retaliation against individuals making such reports. Individuals engaging in retaliatory behavior will be subject to disciplinary action.

Procedure for Investigating Reports of Bullying

The person assigned by the school to conduct an investigation of the bullying report shall, within one school day, interview the person(s) who are the victim(s) of the bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each pupil involved in the bullying will be notified prior to the conclusion of the investigation. The school shall maintain the confidentiality of the report and any related pupil records to the extent required by law.

Sanctions and Supports

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school administration and school may take disciplinary action, including asking families to no longer attend Royal Montessori Academy as appropriate.

Conflict vs. Bullying

Conflict	Bullying
Equal power	Imbalance of power
Happens occasionally	Repeated actions

No intent to harm	Purposeful intent
Equal emotional reactions	Victim reacts strongly
Not seeking power/attention	Is often seeking power/attention
Remorse	No remorse
Effort to solve the problem	Not motivated to solve the problem

Adult Guidelines and Rules

The entire school community, including administrators, teachers, students, parents, and friends are responsible for modeling appropriate behavior, helping to maintain the order and neatness of the school environment, and reporting any violations of guidelines or safety concerns to the Head of School, Mrs. Jeanine James or Assistant Head of School, Mrs. Lauren Rowe.

Royal Montessori Academy is a smoke free environment. No one may smoke anywhere on school grounds. This policy includes electronic cigarettes.

Royal Montessori Academy cannot and will not tolerate any irresponsible and dangerous behavior, acts of violence, threats of violence, emotional or sexual harassment or verbal abuse directed toward anyone.

Regardless of one's opinions and beliefs, it is Royal Montessori Academy's right to create policies and procedures that best fit our needs and the safety of our school. Making verbal and/or written threats will not be tolerated and will be grounds for separating ways.

Royal Montessori Academy is a NO WEAPON environment within the building and on our grounds regardless of conceal and carry license.

General Health & Safety Policies

All children enrolled into Royal Montessori Academy must provide documentation that the child has received age-appropriate immunizations in accordance with the Wisconsin State Public Health Law. Any child who is not immunized because of the parent's genuine and sincere religious beliefs or personal conviction may be admitted if the parent furnishes the provider with a written statement to this effect. Please obtain this form from Royal Montessori Academy or your child's pediatrician. All children must remain current with their immunizations and update the documentation at the school annually.

In addition to the health care statement, the following documents will be submitted at the time of admission via online enrollment and kept on file while the child is enrolled:

- An electronic consent signed by the parent authorizing the teachers or other staff employed by the program to obtain emergency health care for the child.
- An electronic consent signed by the parent allowing for the school to arrange for transportation of the child in need of emergency care.
- An electronic consent of permission to apply topical sun block, diaper creams, and/or lotions to the child. The parent must provide product for the child in original packaging and clearly label the bottle with the child's name.
- An electronic consent to allow the child to be photographed at school and permission for the school to use these photographs for picture day, school albums, newsletters, on our web site, and for other school related purposes (special craft projects, press releases, etc.). Royal Montessori Academy cannot filter the photos between the communication platform and website, this is an all or nothing policy. Permissions can be changed at any time per parent or guardian request.

Illness Policy

Royal Montessori Academy adheres strictly to the State of Wisconsin guidelines for dealing with illness in the school. The standards are designed to protect your healthy child. **Please do not send your child to school if they are sick or unable to participate in daily activities.** Your child will recover more quickly at home and the other children and adults at the school will be protected from continued exposure to the illness. The school is neither licensed nor equipped to care for ill children.

If your child requires medication to be able to attend school, we ask that you keep your child home for the day.

If a child becomes ill while at school, he or she will be isolated from the other children and parents will be called to arrange for the child to be picked up. If a child is too ill to attend school at drop off, he or she will not be admitted to class. Please remember that when illness is accompanied by fever, your child may not return to school until their temperature has been normal for twenty-four hours (without medication). Royal Montessori Academy will notify all other parents of any illnesses that may affect the other students.

Illness Exclusion Policy

If your child(ren) presents any of the following, please keep the child at home:

Fever of 100.4+ degrees-- stay home for 24 hours after the fever breaks, unless fever is paired with Strep, Influenza, Norovirus, RSV, COVID 19 or a virus that mimics those mentioned. These viruses require more time out due to contagious periods.

Persistent coughing—24 hours free upon return or manageable

Strep throat—please keep your child home until at least 24 hours after the first dose of antibiotics.

Croup—this is very contagious for 4-7 days. Please stay home for 3-4 days, pending persistent cough symptoms.

RSV—please stay home for 4-7 days due to contagion period

Irregular breathing—please take your child to the doctor and return when able to function as normal with the group, exceptions made for children with asthma/inhalers.

Earache—please take child to doctor for possible ear infection, and home for 24 hours to rest. Motrin or Tylenol can be administered by parents at drop off if child has ear infection diagnosis. This will help ease the pain of daily activity.

Unusual rashes/blisters – rash/blisters need to be clear or scabbed and healing before return

Hand Foot and Mouth—your child will get a fever and feel better, then 3 days later break out in a rash or blisters in all or some of the following areas: mouth, throat, hands, bottom, stomach and/or feet. Please stay home for 4 days with fever free for 1 day/and until all sores are scabbed over. Your child is contagious and could get an infection if sores are open or blistered. HFM is painful and the only treatment is pain management.

Yellowish color to the skin or eyes—please see doctor

Discharge from eyes or ears—please see doctor for drops. We have a 'goop free' policy, so please stay home until the discharge is gone.

Pink eye—please keep child for 24 hours after drops have started and the eyes need to be clear of goop before returning to Royal Montessori Academy. You will be sent home for goopy eyes due to contagion.

Persistent diarrhea—24 hours free from diarrhea upon return, two or more loose watery stools per day

Vomiting – 24 hours after the last vomit

Norovirus---please stay home for 4 days due to contagion period

Influenza—please keep child home for 4-7 days depending on the child and severity of symptoms.

Excessive drowsiness—please keep child home to rest

Lice—we have a nit free policy. Please check your child after the first treatment, comb for nits daily and treat again in 5-7 days. Hair checks will be done throughout the day.

We reserve the right that if an illness is not listed above or specifically addressed in the handbook, we will promptly consult with the local health department and follow the guidance provided by health authorities, including the Centers for Disease Control and Prevention (CDC). We will communicate any necessary information and take appropriate measures in accordance with the recommendations of public health officials to maintain a safe and healthy environment for everyone involved in our community.

Medication Policy

Royal Montessori Academy teachers and staff will not administer any medication, prescription, remedy, or treatment, unless there is a written consent form filled out by a parent/legal guardian. Medication must be labeled in the original pharmacy container with your child's name on it. Medication that is administered must follow age guidelines on the medication container. If

medication is not in its original container, it will not be administered. If medication dosage changes, you will need to obtain a new bottle with the correct dosage labeled.

Staff and Facility Health and Safety Policies

In accordance with the provisions of the social services law, all teachers and staff at the Royal Montessori Academy are required to report any suspected incidents of child abuse or maltreatment concerning a child to the statewide center of child abuse and maltreatment.

Safety precautions relating to blood must be observed as follows:

- Disposable gloves must be worn whenever there is a possibility for contact with blood, including but not limited to touching blood or blood contaminated fluids, treating cuts that bleed, and wiping surfaces with stained blood
- In an emergency, a child's wellbeing must take priority. A bleeding child must not be denied care because gloves are unavailable.
- Disposable gloves must be discarded after each use
- If blood is touched accidentally, the exposed skin must be thoroughly washed with soap and running water
- Clothing contaminated with blood must be placed in a securely tied plastic bag and returned to the parent at the end of the day
- Surfaces that have been contaminated with blood must be cleaned and disinfected with a germicidal solution

Sufficient and suitable clothing must be available so that children who are dirty or soil their clothing may be changed. Parents will be asked to keep at least one seasonally appropriate change of clothes for their child at school.

Toileting facilities will be kept clean at all times and stocked with toilet paper, soap, and towels accessible to staff and children.

Toileting equipment will be provided appropriate to the toilet training level of the children in the group.

If a child is not yet bathroom trained parents must supply an adequate supply of disposable pull-ups and wipes. Pull-ups will be disposed of in a tightly covered trashcan and kept out of reach of children. Royal Montessori Academy cannot accommodate cloth diapers.

All rooms, equipment, supplies, and furnishing accessible to children will be cleaned and disinfected as needed to protect the health of the children and staff, and in a manner, consistent with the health care plan guidelines issued by the Wisconsin Office of Children and Family Services Regulations.

In Case of Emergency

Smoke detectors are located throughout the school. These detectors are checked regularly and inspected annually. When an alarm is set off the fire department will be contacted immediately.

Fire extinguishers are located on the wall near each exit and near the furnaces. These extinguishers are checked regularly and inspected by a professional annually.

First aid kits are located inside every classroom as well as common areas throughout the school.

In case of emergency:

- The teacher will ask children to stop what they are doing and quietly walk to either the primary or secondary exit. In case of a fire emergency, the smoke detector alarm will go off and the teacher will calmly instruct children to line up at the nearest exit immediately.
- As the children are lining up the teachers will check all areas of the classroom for children (bathroom, closets, etc.) In inclement weather collect children's coats and gear from their lockers. In the case of a fire emergency, the teacher will guide the children out of the building as quickly as possible, checking that all children are present. Since a quick evacuation is essential in a fire, this may mean leaving coats and gear behind.
- The teacher will walk with the children to the designated meeting place.
- Once assembled in a safe place the teacher will take attendance.
- Authorities can be notified using a cell phone. Parents will be notified using the emergency contact list.

In the case of a serious medical emergency, a teacher or staff member trained by the Red Cross in First Aid/CPR will evaluate the situation, direct someone to call 911, and follow instructions from emergency personnel. If a First Aid/CPR trained staff member is not immediately available, the supervising adult will call 911 and follow the instructions from emergency personnel. Should the child need to be transported to a medical facility, a familiar teacher or staff member will ride with the child to the hospital and remain with the child until a parent or guardian arrives. The other teacher on duty or a member of the administrative staff will step into the classroom to ensure the remaining children are being supervised according to required ratios. **It is important to keep all your emergency contact information up to date; the school, using this information, will contact parents.**

Fire/Tornado Drills

Fire drills will be conducted monthly alternating between morning and afternoon times. Tornado drills will be held twice per school year. The emergency procedures described above will be practiced.

Local and National Emergencies

In the event that children and staff need to evacuate the building due to a national or local emergency, they will proceed to the closest safe building as directed by emergency personnel. The school will only be evacuated in the event the building is deemed not safe for occupancy by the police/fire department/or any other public official. Please tune into your local TV stations for more emergency information. Please ensure that all information, telephone numbers and emergency contacts are updated and checked throughout the year.

In the event that the school must be closed for a prolonged period of time exceeding one week, tuition credits would be evaluated, pending the length of the closure. Any tuition credits would be communicated at the time of the event.

The school highly recommends that each family have an emergency plan for picking up your child at school.