

# *Elementary Family Handbook*

## Welcome to Discovery Montessori Academy

We are excited to have your child and family here with us. To familiarize you with Discovery Academy, we distribute this handbook which contains explanations about school policies and procedures, along with other essential school information. Please keep it handy for quick reference throughout the year.

We look forward to working with you in the months to come. By working together collaboratively, we can create an effective home and school partnership thus, strengthening the educational opportunities for all students.

### School Mission

Our mission is to empower children to unfold their potential as whole and unique individuals.

**The School's main objectives by following the philosophy of Dr. Maria Montessori:**

- To help every child become a lifelong learner
- To provide a multi-age setting that fosters a respect of self, others, and the environment
- To encourage parents/guardians to be active in their child's education
- To inspire the involvement of children in their larger communities

### Equal Opportunity for Education

Discovery Montessori School/Academy admit students of any race, color, national or ethnic origin to all rights privileges, programs, and activities accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, religion, national and ethnic origin in administration of its educational policies and admission policies.

### Enrollment

Discovery Montessori Academy (DMA) accepts enrollment applications from new students throughout the year. Applications must be completed and returned to the Director with the registration fee before your child can start. The registration fee is an annual fee and is NOT REFUNDABLE OR APPLICABLE TOWARD TUITION. Children that are registered for the school year are not required to pay a summer school registration fee. Parents of enrolled students receive and "Intent to Continue Enrollment" form during the school year. If there are no vacancies at the time you wish to have your child enroll, applicants are placed on a waiting list. Siblings are given first priority. The enrollment process continues on first come, first serve basis.

## **Christian Based School**

DMA is a Catholic based school. This means that DMA teaches a Catholic curriculum and recognizes Catholic holidays. Students will also recite the Pledge of Allegiance and pray before meals and on special occasions.

## **The Child**

The Montessori system of education is based on the developmental needs of each child. Children are allowed to proceed at their own pace-intellectually, physically, and psychologically. Each child's unique ability and motivation to develop his/her own potential and capabilities is recognized. Respect for the child is one of the most important tenets of the Montessori education.

## **The Prepared Environment**

The "Prepared Environment" in a Montessori classroom consists of an array of materials that allows the children to proceed through increasingly difficult work at their own pace. The teacher assists each child by giving lessons on the materials, guiding progress, and checking for mastery. The prepared environment encourages independent learning, exploration, and inquiry.

Montessori Materials make abstract and complex concepts clear. They are distinctive because:

- They span the range from concrete to abstract, simple to complex, in an orderly sequence
- They embody many concepts within each piece for the children to discover
- They foster "auto-education," which permits the child to determine the correct approach
- They intrigue the children because of their unique characteristics

Academic and cultural subjects are taught in a spiral of increasing complexity. Subjects are introduced through sensorial and concrete materials.

## **The Classroom**

Montessori classrooms are self-contained. Instruction is designed for three-year student age spans:

- Elementary 1 or E1, serving students 6-9 years old
- Elementary 2 or E2, serving students 9-12 years old

Many times a child may have the same teacher for three years. This structure allows for individual differences to be truly recognized, creates a sense of community, and lets children benefit from each other in a noncompetitive atmosphere of confidence and respect. Children learn at their own pace, and in their own learning style, within the structure of the prepared environment and under the guidance of the teacher.

Emphasis is placed on an individual's motivation and ability to direct his or her own activity. Children choose their work from carefully designed, sequential and self-teaching materials, building on the desire to learn, to understand themselves and their world.

As children become more self assured and competent, they are more able to direct their own learning. As some children work individually or in small groups, the teacher is free to work one-on-one and with small groups of children. The teacher individualizes each child's program, observes and guides each child toward mastery, and records completed work in order to help the student and teacher to continue to plan for each child's work.

## **Goals**

The needs and abilities of each child determine individual goals. Emphasis is placed on the development of independence, responsibility, and self-awareness. This leads the children to be independent learners that are responsible, and active members of a community which ultimately leads to a greater understanding of the world and the universe. Key concepts emphasized are respect for self, respect for others, and respect for the environment.

## **The Curriculum**

Discovery Montessori Academy curriculum is a Singapore and Montessori education curriculum combined. The areas of study include:

**Math-** using distinctive Montessori materials to move the child from concrete to abstract learning of whole numbers, addition, subtraction, multiplication, division, fractions, decimals, and the basics of geometry and algebra.

**Language Arts-** is an integration of all subject areas which emphasizes reading, writing, and listening skills. Students also study literature and perform research in lower elementary grades leading to expanded research in upper grades.

**Science-** exploring and understanding the life sciences of biology, zoology, botany and chemistry through basic observations and research. Students gather data, measure, classify, analyze, and perform experiments.

**Geography-** researching the geological history of the earth, discovering physical properties of the earth and how laws of the universe affect the earth and its people. Students consider a number of structures and systems- physical, political, social and cultural and become familiar with maps of the world.

**Art-** the children will incorporate exploring creative expressions through a multitude of art media. Lessons on tool use in art area, study of artists, and children's art practice.

**Music-** the children experience and study music as a reflection of history, culture and the spirit of people.

**Media-** developing research skills and the ability to use the computer.

**Physical Education-** engaging in physical activities in a cooperative, self-competitive setting which will promote the development of a philosophy for life-long health, wellness, and fitness.

**Grace and Courtesy-** We expect that everyone will conduct him or herself with grace and treat each other with courtesy. This is a fundamental aspect of the Montessori philosophy and tradition. It is the role of the staff to foster in students the self-control needed to practice grace and courtesy.

**Natural Consequences-** children learn best with consequences that are immediate and logically connected to behavior. Staff interventions focus on teaching (and re-teaching) responsibility, rather than punishment. Our school is committed to resolving disagreements through a fair and peaceful process of conflict resolution.

## **General School Information**

Address: Discovery Montessori Academy  
804 7<sup>th</sup> Ave S  
Princeton, MN 55317

**Office Phone:** 763-631-0202

**Parent Line:** 763-631-0202

**Fax Line:** 763-631-9667

### **Hours of Operation:**

|                         |                       |
|-------------------------|-----------------------|
| Morning Extended Care   | 7:00 a.m.- 9:00 a.m.  |
| Full Day Class          | 9:00 a.m.- 2:30 p.m.  |
| Morning Class           | 8:30 a.m.- 11:30 a.m. |
| Afternoon Extended Care | 2:45 p.m.- 5:50 p.m.  |

### **Licensed Capacity**

Capacity Total: 20

Age group Licensed for: 33 months- 6 years

### **Licensing**

Discovery Montessori Academy is licensed by the Minnesota Department of Human Services. If you have any questions regarding our licenses or concerns, you may contact the department at 651-296-3971 (Monday- Friday, 8a.m. to 4:30p.m.).

### **Insurance**

General Liability insurance is carried through Elk Agency.

### **Tuition**

Tuition is due on Monday Morning or on the first day of your child's school week. Parents are responsible for tuition. Place tuition in the "Tuition Box." Monthly statements are available upon request.

- I. **Late Payment Charge:** Tuition that is not received by **Monday Morning or the first day of your child's school week/month** will incur a late fee of **\$5.00 per day**. Past due tuition may affect your child's enrollment status. Monthly tuition that is late will incur a finance charge of 10 % for each month past due.
- II. **Returned Checks:** Returned checks are subject to a \$20.00 charge. There will be no exceptions to this policy. After the second return check, all future tuition payments must be made in the form of cash or money order.
- III. **Program Absence:** There are no refunds of tuition for holidays, illnesses, or vacations. Tuition is due even when the school is closed for holiday breaks.
  - **Rates are subject to change with a 30-day notice**
  - **A second child discount is entitled to a \$10.00 tuition reduction per week.**

## **Withdrawal from Program or Change of Schedule:**

***Thirty day written notice*** is required prior to withdrawal or change to your child's schedule. Parents must complete/sign withdrawal form and submit to Director. The request will remain in child's file and a copy will be disbursed to parent.

### **School Schedule**

The school year is based on a nine-month period. Ask the Director for current school calendar or it may also be found on this website.

### **Extended Care**

Extended care is a time spent at school before or after class. Policies regarding Extended Care are located in the Family Handbook index.

## **Lost and Found or Abandoned Items**

Lost and Found or Abandoned items not claimed within one month of discovery will become property of Discovery Montessori School/Academy or will be donated to a shelter. If you have items that are missing please ask a teacher to help you check the Lost and Found box.

## **Parent/Teacher Communication**

Communication between the Parent and Teacher is crucial to understand where your child is academically, emotionally, and socially. Please feel free to speak with the Teacher regarding the questions you may have. Please arrange a special time to talk with the teacher (on the phone or in person) so that confidentiality is remained.

**Conferences:** Conferences are held two times throughout the year. This is an opportunity for you to visit with the Lead Teacher and have some insight on how your child is doing in the Montessori Environment. A conference may be requested by you or your child's teacher at anytime. A written assessment will be provided to the parent(s). The assessment includes your child's intellectual, physical, social, and emotional development. A copy of the assessment is kept in your child's file.

**Transfer of records:** Discovery Montessori Academy chooses to submit/transfer your child's records to their next educational setting and does so when tuition is paid in full.

**Parents are welcome to visit the school anytime during the hours of operation.** If you plan to observe the environment for a period of time please notify the Teacher prior to the date.

**Telephone Communication:** If you need to talk to your child's teacher during the school day, please call the office line and leave a message. The message will be delivered to the teacher as soon as possible. The teacher will return your phone call as soon as she/he can.

## **Emergency School Closing**

If winter storm or other emergency should prevent the school from opening, the following procedure will be followed:

1. A decision to close the School will be made by 7:00 a.m.

2. **School Delays** start from the beginning of the full school day (9:00a.m.). No part-time morning class if school is delayed.
3. The following media stations will be asked to broadcast decisions to close: **Kare 11 (television) WCCO (radio)**
4. If the emergency occurs during school hours, parents are to follow the appropriate safety precautions. Our staff will remain with the children until it is safe for a parent to pick them up.

## **School Policies and Procedures**

Discovery Montessori Academy practice monthly fire and tornado drills (April-Sept) as mandated by the State of Minnesota. These policies along with all other school policies are available for parents to review upon request. Please ask your child's teacher to review these policies. Clarify questions regarding the policies with the Director.

**Emergency Meeting Place Outside school:** In the event that an emergency requires evacuation of the school, designated emergency meeting areas outside the school have been established. The emergency meeting area for evacuating the building is on the grass directly across the school entrance and parking lot.

## **Outdoor Activities**

We like to enjoy the outdoors as much as we can as weather permits. Both the wind-chill factor and the heat-index are taken into consideration. If we are unable to go outdoors we have varied indoor activities that help in the development of large motor skills for the children to benefit from.

**Cold Weather:** The weather must be 20 Degrees Fahrenheit temperature (including wind chill) before we will take the children out side. This is to protect the children from harmful weather.

**Hot Weather:** We do not bring the children outside when there is extreme heat and chance of Heat Exhaustion, Heat Cramps, or any other harmful reaction to warm weather. We follow "The Weather Channel" Heat Index guide. You may ask to view the chart or may find the chart at <http://www.weather.com/ready/heat/chart.html>

## **Parent Participation**

Parents are strongly encouraged to participate in their child's education at Discovery Montessori Academy. Some ideas for participation:

- Parents of enrolled children may observe at scheduled times during class hours. Please contact the teacher to discuss a time and receive a copy of the Observation Guidelines.
- Parents and staff should communicate, communicate, and communicate! This can be accomplished via scheduled conferences, phone calls, notes, or by special appointment.

- Parents or relatives with a skill or talent they would like to bring to the classroom are an invaluable resource. Arrangements can be made with the teacher. Volunteer to help in the classroom or in other ways, such as making materials at home or chaperoning field trips.
- Participate in school activities such as the families' picnic, open houses, etc.

### **Homework and Student Daily Work**

Important notices and assignments will be sent home in a take-home folder. Please check this daily, as it is crucial to have parent involvement in the learning process. The amount of homework sent home depends on the child's needs, age level, and each Teacher's requirements for the lesson on hand. Please contact your child's teacher if you have any concerns about the homework.

### **Nondiscrimination Policy**

It is the policy of Discovery Montessori (DM) not to discriminate on the basis of race, color, creed, religion, gender, national origin, age, marital status, veteran status, status with regard to public assistance, sexual preference, or disability in its educational programs or employment practices are required by Equal Employment Opportunity/Affirmative Action laws, Titles VI and VII of the Civil Act of 1964, The Equal Pay Act of 1973, Title IX, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act.

DM will identify, evaluate and provide an appropriate private education to learner who are disabled with the definition within the definition of Section 504 of the Rehabilitation Act of 1973.

Any employer of DM or subcontractor to this organization, who does not comply with the nondiscrimination policies and procedures as set forth in this statement will be subject to disciplinary action and/or appropriate legal sanctions.

### **Attendance Policy**

**When your child will be absent, please call the school office (763-631-0202 before the start of the school if at all possible, or no later than 8:30 a.m.** Or you may send a written note along with another child (include absent child's name, teacher's name, reason for absence, and parent signature). If the school is not notified, the parent/guardian will be called. The purpose of the call is to identify missing children as soon as possible and to determine the status of the absence.

If the student is not in school by 8:30 a.m. and you have not notified the office of his/her absence, it will be recorded as an unexcused absence.

For planned absence (such as a special family occasion or appointments) please send written notice in advance.

## **Attendance/Legal requirements**

Regular attendance is very important to success in school. It is expected that a child's school attendance will be regular and on time each day unless prevented by:

- health issues (extended illness will require a doctor's excuse)
- religious observations
- family emergency (including death or illness in family)
- severe weather
- student required to be in court
- family travel (requires pre-approval)
- Suspension, exclusion, or expulsion from school (This refers to the students who have been removed from school following the MN Pupil Fair Dismissal Law.)

The reasons listed above are the only ones for which an excused absence is permitted. State law requires that children who are between 7 and 16 years of age must attend school (MN Statute #260A.02). Schools are required by law to report any child who is truant (three unexcused absences) to authorities. If a student is under the age of 12, truancy is referred to as educational neglect and is defined as the failure by a person responsible for the child's care to take steps to ensure that a child is educated in accordance with state law.

### **Unexcused Absences**

Absences will be unexcused when the reasons for student non-attendance are not recognized as legitimate by the school. Some examples of reasons not considered legitimate include, but are not limited to: shopping, helping at home, caring for younger siblings, skipping school. No phone call, verbal or written communication explaining the absence within two days is also considered an unexcused absence.

### **Procedures to address unexcused absences:**

- **3 unexcused absences:** The school Administrator will notify the parents or legal guardian according to the MN Statute.
- **7 unexcused absences:** The Administrator will file a report of educational neglect with the county of the child's residence.
- **7 tardies per quarter:** The Administrator will contact the parents or guardians stressing the importance of timeliness. If the tardies do not improve, a letter will be sent home asking for help in getting the child to school on time.
- **15 excused or unexcused:** Due to the excessive number of absenses, in one yeary any further absences will require a doctor's note presented within 2 days of the return to school.

### **Tardiness**

If you are aware that your child will be tardy, please provide an excuse for the tardiness. If a child arrives late at school, he/she should report to the office first. With our early start time we understand that the first few days may be a transition for on-time arrivals. Habitually tardy students will be treated as truants.

### **Change in Afterschool**

If your child's after school plans for a given day are different than what he/she normally does, please send a note or call the office ahead of time.

### **Release of Students**

Any time you wish to pick up your child from school during the school day, you must notify the office. We require signature of times for early departures. We will not release students at any time without parent/guardian approval. No child will be released from school without the consent of the custodial parent; alternative arrangements may be made in writing to the office. Please keep your contact phone numbers up to date with us as we may call you for verification.

### **Dress Code**

1. **No characters or logos** on clothing or on inside shoes. This includes pictures, graphics, numbers, letters, logos, etc. that may be of a frightening nature that would scare or intimidate another student.
2. No revealing clothing (spaghetti strap shirts, halter tops, half shirts, etc...)
3. Shorts, skirts, dresses, skorts may be **no shorter than mid-thigh** on your child.
4. Shoes must be fit for **walking/running** outside and must protect your child's toes. Shoes that are too big are dangerous for your child to wear.
5. Please make sure your child utilizes **age appropriate grooming** including **no make-up**.

If your child does not follow the dress code we will call the parent and ask the parent to bring appropriate clothing that follows the dress code. Please be sure that your child is wearing durable clothing that can be removed easily so the child can be independent when using the bathroom. (*younger children have difficulty using belts and buttons so please buy appropriately for their level of dressing*). At school your child will participate in many art activities and outside activities that may result in stained clothing. The Teachers take all precautions to avoid damage of clothing; however Discovery Montessori School/Academy are not responsible for stained or lost clothing.

All clothing, shoes, jackets, and extra clothes must be labeled with child's name. We have a lost and found you may check if you seem to be missing something.

### **Outside Clothing**

Please be sure that your child is dressed appropriately for the outside weather. If your child does not have the appropriate clothing for the weather he/she will have to stay indoors during recess.

Repetitiveness is absolutely not acceptable; so make sure your child has the appropriate clothing (hat, gloves, boots and a warm coat) before coming to school.

### **Hazing Policy**

Hazing activities of any type are prohibited at all times. "Hazing" means committing an act against a student, or coercing a student into committing an act, that creates a substantial risk of harm to a person, in order for the student to be initiated into or affiliated with a student organization, or for any other purpose.

The school will investigate all complaints of hazing and will discipline or take appropriate actions against any student, employee, volunteer, or contractor who is found to have violated this policy.

### **Zero Tolerance Policy**

Discovery Montessori Academy has zero tolerance for a child's behavior that is threatening to the child, others, or staff. **DMA have the option of denying services to children for any behavior that may threaten the safety of themselves, others, or staff.** At no time do we want to discontinue a child due to poor behavior, but if a child is not showing improvements in accordance of the Teacher after steps are taken to modify behavior the child will be terminated.

1. A child will be given three warnings and then the parent will be called and asked to pick up the child AS SOON AS POSSIBLE.
2. After being sent home a maximum of two times, we look at terminating their involvement in the program.
3. At anytime if a child breaks another person's skin surface (draws blood), that child's parent/guardian will be called and the child will be dismissed from school for the remainder of the day. The teacher and parent will meet and discuss the appropriate behavior plan.

By following these guidelines, that parents and teachers will work together to provide the best environment for the child, thus ensuring the child's success, happiness, and general well being.

### **Harassment and Violence policy**

Discovery Montessori prohibits all forms of harassment and violence includes, but not limited to, sexual, racial, and religious. All of these forms of harassment/violence are types of discrimination that violate State and Federal law. This policy will apply equally to all students, staff, and all other school personnel including volunteers.

**Racial harassment/violence** is any behavior which demeans, belittles or causes distress based on racial and cultural characteristics. This includes verbal harassment and gestures or non-verbal messages and drawings.

**Sexual harassment/violence** is any behavior that is of a sexual nature that is unwelcome and unwanted or inappropriate. This includes verbal harassment or abuse; non-verbal

sexual symbols; written messages of a sexual nature; subtle pressure for sexual activity; inappropriate patting or pinching, intention bruising against a student's or school personnel's (including volunteer's) body; demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to an individual's employment or educational status; any sexually motivate unwelcome touching; any sexual violence which is a physical act of aggression that includes a sexual act or sexual purpose.

**Other forms of harassment/violence** are those behaviors that threaten or cause harm in any school context or conduct that has the purpose or effect of unreasonably inferring with any student's, school personnel's ore volunteer's performance or the creation of an intimidating, hostile or offensive school or work environment.

All of these definition apply to students, staff, and other school personnel and volunteers. The school staff will provide age-appropriate discussion and instruction for all students concerning this policy with all students at the beginning of each school year.

Reporting procedures related to incidents of harassment or violence shall be made to the immediate supervisor.

**Student incidents:**

In the case of students, the immediate supervisor is any staff member of the school who the child is in the care of. This supervisor shall document the incident and will immediately inform the teacher. The teacher will immediately call the student for a private informal conference in which he or she will discuss the behavior with the student. If necessary the supervisor and or and witnesses will be involved in this meeting. The meeting will be documented. This documentation will include the time, date, and names of all parties to the harassment or violence. A description of the behavior will also be included and a plan for not repeating the behavior will be set in place.

If the teacher deems the incident minor then discipline procedures will consist of the initial conference between the student and teacher as mentioned above. This may or may not included additional internal action by the teacher. If the teacher deems the incident serious then parents will be contacted about the incident and a formal conference with the teacher and possibly the witnessing or first-reporting supervisor (at teacher's discretion) will take place in as timely a manner as reasonable. The student and his or her parents will be solicited to assist in helping school personnel to eliminate the harassing or violent behaviors. The student will provide a statement that describes what happened; what could have been done differently and a plan of how to address others involved in the incident that includes how the student will avoid such behavior in the future. If the student is unable to compose this statement the teacher will record it from the student's first hand description. For most first offenses the preceding process will be sufficient. The decision to proceed further is left to the discretion of the teacher in consultation with the President and will be based on careful collection of all facts and the level of violence or harassment that has occurred and weather the incident was the first or subsequent incident. Options allowed in extreme cases will be:

- Suspension from school of not more than five days or
- Suspension from school of not more than ten days.
- Exclusion from school for the remainder of the school year or
- Expulsion from school for up to twelve months.

**School Personnel incidents:**

In the case of allegations against staff or personnel, the report should be made to the President of Discovery Montessori. The incident shall be documented and include the following information: time, date, witnesses and parties to the incident and a description of the indecent. Action against employees and personnel will be referred to the President for the appropriate outcome.

**Discipline**

**I. Student Code of Conduct**

All students have the right to learn in an atmosphere where their dignity and well-being can be assured. Any behaviors which interfere directly with the education process and the rights of others to learn are not acceptable. It is essential that a safe and positive learning environment be established for all staff and students. This policy emphasizes the preliminary methods and procedures used to minimize disruptions to the learning environment, the proper methods and procedures to deal with issues of school discipline, and the intent that all students of DM be provided an appropriate education.

**Student Rights**

The Right to Learn: Students have the right to attend school and receive education as provided by law. The right to learn consists of the right of teachers and student to meet and carry on studies without serious interruptions, disruptions, or distractions.

The Right to Free Speech: Students have three right to express opinions, to take stands, and to support causes, either publicly or privately, provided each expressions are not defamatory or obscene and do not interfere with the rights of others or the educational process.

The Right to Participate in School Activities: Students have the right to attend activities and events sponsored by the school according to established guidelines for those activates.

The Right to be informed: Students have the right to be informed of rules and regulations they are expected to follow.

The Right to Privacy: Students have the right to privacy of school records in accordance with data privacy laws.

**The Right to Personal Property:** Students have the right to possess personal property in school as long as it does not interfere with the educational process or endanger the health and safety of others. Students may be asked to keep personal property in their backpacks. Illegal or disruptive items may be removed from student possession and seized by school authorities.

### **Student Responsibilities**

**The Responsibility for Academic Work:** Students have the responsibility for:

- Completing classroom work and assignments satisfactory
- Using material appropriately
- Bringing required materials to class
- Making appropriate use of class time

**The Responsibility for Attendance and Punctuality:** Students have the responsibility for:

- Arriving at school and class on time
- Maintaining regular attendance
- Staying in school, on campus, or in a supervised off-campus activity during school hours
- Providing notice to the office from a parent if they are to be excused before the end of the school day
- Properly checking in or out when arriving late or leaving early

**The Responsibility for Proper Behavior:** Students have the responsibility for:

- Complying with classroom rules, the Student Code of Conduct, the Discipline Policy, and other school rules
- Following the lawful instructions of all staff members
- Accepting all reasonable authority of the staff and school officials on school property and at school-sponsored off-campus events.

### **Rules of Conduct**

*Disciplinary action may be taken for any behavior which is disruptive or which violates the rights of others.*

**Damage of School or Personal Property:**

Students shall not damage school or personal property. This includes incidents of vandalism and theft.

**Harassment and Violence:**

Students shall not be involved in harassment or physical and verbal assaults. In compliance with DM policy on Harassment and Violence, all forms of harassment are not allowed. Self-inflicted harm and Hazing is also prohibited.

**Threats and Disruptions:**

Students shall not be involved in threats and disruptions to the school or its activities including the reporting of dangerous and hazardous situations that do or do not exist

(e.g. bomb threats or death threats). This also includes the use of extortion to acquire money or goods by force from other students. Acts of students which have the effect of disrupting planned classroom activities or procedures or denying the rights of other students to an education are prohibited. Any student who disrupts or interrupts the peace and good order of the school or school-sponsored activities are subject to disciplinary action.

**Insubordination:**

Failure to accept and carry out the lawful instructions given by a staff member in authority is prohibited. This includes but is not limited to answering appropriate questions, placing material in appropriate locations, and refraining from a course of conduct that could cause harm or that disrupts others.

**Cheating:**

Cheating is prohibited. Plagiarism or altering another's documents with the intent of presenting them as one's own is also prohibited.

**Falsification of Records:**

Falsification of signatures or documents is prohibited.

**Weapons:**

Students shall not possess, transport, or store weapons at school or at school-sponsored events. Weapons are defined as any firearm, gun, knife, or sharp object, explosives, bludgeon, fighting stick or baton, brass knuckles, or another object that by its design or use could cause bodily or injury or property damage. The prohibition of weapons also includes any object that could reasonably be mistaken for a weapon, including unloaded gun, a toy gun or knife. A student who brings a firearm, as defined by federal law, to school will be expelled for at least one year. The DM Board may modify this requirement on a case by case basis.

**Chemical Substances:** Students shall not possess, transport, store, ore use illegal substances or articles.

**Theft/ Possession of Stolen Property:** Taking, holding possessing or secreting of objects that are rightfully owned by another person or by the school without permission of the owner is prohibited.

**Tampering with Food or Beverage:** Adding or attempting to add a foreign substance to the food or beverage of another person is prohibited.

**Interference/Obstruction:** Any action that has the purpose or effect of preventing a staff member from exercising lawfully assigned duties is prohibited.

**Failure to Follow School Rules and Regulations:** The failure to follow school rules and regulations is prohibited.

Laws: Students who violate federal, state, or local laws are subject to disciplinary or legal actions.

## II. Discipline Procedures

For most violations of the Code of Conduct, teacher intervention and/or removal are appropriate. For more serious violations, other school staff may assist in removal of the student.

### A. Level One- The Classroom

Interactions between students begin in the classroom. In the classroom most minor incidents of discipline are treated without further action. This level of discipline is somewhat informal and is centered around the concept of a peace curriculum in which students, guided by their teachers, not only learn the skills necessary to interact positively but are allowed the opportunity to be heard in any matter of discipline. A degree of flexibility for each individual classroom is acceptable at this level.

Flexibility is necessary so that individual teaching styles and classroom arrangements (unofficial policies) can be used without the teacher finding himself or herself locked into a policy so strict that he or she has no individual control of the happenings of the classroom. It is expected that every classroom teacher at Discovery Montessori will create a set of classroom rules based on the three “respect” rules: respect for self, respect for others, and respect for the environment.

### B. Level Two- Office Referral

Occasionally the classroom approach to discipline may not work and the child must be removed. Removal from the classroom occurs when other means have not been worked. In such cases, the child is sent to the school office for a discipline referral. The staff may use reasonable force in restraining students for their own protection or the protection of others where potential danger to either a staff member or other students exists. Reasonable force does not mean corporal punishment. Corporal punishment is not an acceptable form of discipline at Discovery Montessori.

At Level Two, disciplinary actions taken may include:

- Student warning
- Conference with teacher, staff, parents
- Removal from class
- Loss of school privileges (e.g. recess)
- Time-outs in classroom or on campus
- In-school detention in the administrative office or in other designated areas
- Removal from school for less than a school day (child has reported to school prior to the action)
- Modification of school programs in accordance with due process
- Referral to outside specialists, community agencies, or law enforcement authorities
- Suspension, exclusion, or expulsion in accordance with this policy.

## **Health Record Information**

Two health record forms must be completed:

**Immunization Record:** This record must give dates (month, day, and year) of immunizations your child has received. It must be current and is due on admission. Records must be updated whenever your child receives additional immunizations.

**Health Record/Summary:** This information must include the date of the child's most recent physical exam (within six months), and be signed by the child's source of licensed health care. This form is due within thirty days of admission.

Dietary modification because of special dietary needs shall be made under the direction of a licensed health care provider. Written permission from the child's parent/legal guardian and the child's licensed health care provider is required.

Dietary modifications for religious reasons require only written parent/guardian permission.

Parents/guardians have the responsibility to inform the center when their child has any **special medical conditions, needs or allergies** so that we can provide appropriate care and support.

If your child has a special need and is (one or more of the following):

- Eligible for case management through the state and has an Individual Service Plan (ISP),
- Receiving services through the local school district and has an Individual Educational Plan (IEP),
- Determined by a licensed physician, psychiatrist, psychologist, or consulting psychologist to have a condition related to physical, social, or emotional development,

You will be asked to share the ISP and/or IEP with us. In addition, state licensing regulations require us to develop an Individualized Child Care Plan (ICCP) with you that will assist us in meeting your child's needs.

This plan must be signed by you and your child's source of licensed health care as listed above and be reviewed annually to assure that necessary modifications are made to the plan of care.

If the special need requires that our staff be trained to perform a new skill or if the Teacher is unable to meet your child's needs, we will ask that you search for another environment for your child.

## **Medications**

**Prescription medications** will only be given with **written authorization** from the child's licensed health care provider (i.e., prescription label) and parent/guardian. Please let your child's teacher know about medication your child is taking at home, too. Staff will help you look for side effects from the medication and let you know if any are seen.

Please complete the Medication Permission Form if your child needs a medication while in our care. We suggest keeping a blank copy of this form at home so it can be completed before coming to the center. This will allow you time to speak to your child's teacher about the medication.

Prescription medications will be given only as prescribed by a licensed health care provider (physician, physician assistant, dentist or certified nurse practitioner). The prescription must be current, in the original container and may be given only to the child whose name appears on the label. This includes over the counter dietary supplements.

Please ask the pharmacy to **split the medication into 2 containers** – one for home and one for the school.

Bring a copy of the drug information sheet that comes with the medication or write the common side effects on the Medication Permission Form.

**Nebulizer medications** that are in single dose containers must be brought to the center in the original container with a current, clearly written prescription label on the container. The prescription label must indicate the child's name, prescribing licensed health care provider's name, name of the medication, medication strength, amount to be given, how often to give and what it is to be mixed with, if applicable.

**For medications which are to be given long term** we will need an Individual Child Care Plan signed by you and the child's licensed health care provider. This includes as needed (prn) over the counter medication such as Tylenol (acetaminophen) and Ibuprofen used for a child with a history of febrile seizures. See the previous section on Special Needs.

### **Over the Counter Medication**

We will give **over the counter** medications with written parental permission and instructions.

These products must be used according to the manufacturer's instructions. If the dosage or instructions differ from the manufacturer's instructions, written instruction from a licensed health care provider will be needed

Insect repellents and sunscreens are an exception, and need written parental approval only.

**Containers must be labeled with child's full first and last name and date. PLEASE GIVE MEDICATIONS TO THE TEACHER.**

Outdated medications will not be given.

All medications must have a legible label on the container. Your medication container will be returned to you when it is completed

### **Special medical exceptions:**

In certain cases it is necessary for a child to carry their medication with them at all times. In this situation the school requires a written order by the child's medical physician stating specific directions for staff and child to follow. The medication must be in the original container, have the proper dosage required, and must also be in a bottled labeled (by the pharmacist) with the child's full name and expiration date.

## **Exclusion of Ill Child**

The Department of Human Services requires that we exclude a child with an illness or condition that the Commissioner of Health determines to be contagious and a licensed health care provider determines has not had sufficient treatment to reduce the health risk to others.

We will follow the exclusion guidelines listed below which are taken from *INFECTIOUS DISEASES IN CHILD CARE SETTINGS AND SCHOOLS: INFORMATION FOR DIRECTORS, CAREGIVERS, AND PARENTS OR GUARDIANS*, prepared by Hennepin County Community Health Department, Epidemiology and Environmental Health. **We must exclude** a child with any of the following conditions:

|   |   |
|---|---|
| Chicken pox                               | Until all the blisters have dried into scabs and no new blisters or sores have started within the last 24 hours; usually by day 6 after the rash began.   |
| Eye drainage                              | Until 24 hours after treatment begins when purulent (pus) drainage and/or fever or eye pain is present, or a medical exam indicates that a child may return.  |
| Diarrhea                                  | Until diarrhea stops or a medical exam indicates that it is not due to a communicable disease. Diarrhea is defined as an increased number of stools compared with a person's normal pattern, along with decreased stool form and/or watery, bloody, or mucus-containing stools. |
| Mouth Sores With Drooling                 | Until a medical exam indicates the child may return or until sores have healed.   |
| Fever                                     | <u>Axillary</u> (armpit) temperature: 100° F or higher; or Oral temperature: 101° F or higher, when accompanied by behavior changes, or other signs or symptoms of illness. <b>Measure temperature before giving medications to reduce fever.</b>                               |
| Impetigo                                  | Until treated with antibiotics for 24 hours and sores are drying or improving.  |
| Lice (head)                               | Until first treatment is completed and no live lice are seen.   |
| Rash                                      | Until a medical exam indicates these symptoms are not those of a communicable disease that requires exclusion (i.e., chickenpox, measles, roseola, rubella, shingles, strep throat).  |
| Respiratory Infections (Viral)            | Until child is without fever ( <b>for 24 hours may be inserted here</b> ) and is well enough to participate in normal activities. No exclusion for other mild respiratory infections without fever as long as child can participate comfortably.                                |
| Ringworm (skin & scalp)                   | Until 24 hours after treatment has been started.  |
| Scabies                                   | Until 24 hours after treatment has been started.  |
| Signs/Symptoms of Possible Severe Illness | Unusually tired, uncontrolled coughing, irritability, persistent crying, difficulty breathing, wheezing, or other unusual signs for the child; should be evaluated by the child's health care provider to rule out severe illness.  |
| Streptococcal Sore Throat                 | Until 24 hours after antibiotic treatment begins and child is without fever for 24 hours;   |
| Vomiting                                  | Until vomiting stops. Vomiting is defined as two or more episodes in the previous 24 hours.   |

- Student is not able to participate in school program activities with reasonable comfort, including outdoor play.
- Student requires more care than staff can provide without compromising the health and safety of other children in care.

When a child in our care has been medically diagnosed with a communicable disease, we will follow the appropriate health authorities' recommendations to provide information to parents/guardians of all exposed children. The teacher will notify the parents/guardians of exposed children on the same day or within 24 hours - A written notice that will be posted on the Parent Information Board.

Parents/guardians are required by State laws and our center policies to inform the center within 24 hours, exclusive of weekends/ holidays, if their child is diagnosed with a communicable disease. **Please report illness to PARENT LINE 763-631-9666.**

### **First Aid**

In the event of any injury or illness, trained staff will administer first aid. If staff decides this is an emergency situation, 911 will be contacted to provide emergency first aid. If necessary, the emergency medical service will transport your child to a medical facility as designated by emergency services. A parent/guardian or alternate listed on the Emergency Card will be contacted as soon as possible. An attempt to contact your child's source of health care may also be made. **Staff will not transport children.**

### **Care of Ill or Injured Children**

If your child becomes ill or injured while in care, he/she will be isolated away from other children under supervision of a staff person. You or your designated alternate will be contacted to pick up your child immediately. Until you arrive, your child will be monitored and comfort measures provided according to program procedures. If staff thinks it necessary, the child's health care provider will be contacted.

### **Pets**

Parents/guardians will be informed of pets in the center at time of admission. Please inform us if your child has an allergy to animal dander. All pets will be licensed and vaccinated following local health department requirements. Center staff will care for pets following proper sanitation procedures. Immediately after contact with pets, children and adults should wash their hands.

### **Field Trips**

**Field Trips:** Throughout the year your child may be invited on field trips. A signed Field Trip Permission Form is required before your child is allowed to join in on the journey. When planned activities at our program (i.e. field trips) require transportation, the methods used will be in accordance with Minnesota Law.

**Permission of research:** The school will obtain written parental permission before each occasion of research, experimental procedure, or public relations activity involving your child.

## **Food**

If food is brought from home to share with other children (i.e., for special occasions) it must be commercially prepared and packaged.

- **Lunch & Snack:** Parents must provide a well-balanced lunch for their child. The school does not provide snack or lunch (including beverages) for the children. Parent's will be to bring supplemented food if the balanced lunch is not received. Parent's may elect to bring a healthy snack for their child to enjoy during times specified by his/her teacher.

## **Birthdays**

We welcome your child to celebrate his/her birthday at school. We allow the following: pizza delivered; however, you must provide a bag salad and dressing to accommodate the pizza. You may also bring in cup cakes (mini size) or a cake with all of the unique decorations (plates, cups, napkins etc....) and children's bags for each child. If you choose not to, then you may have your child bring in a special snack to celebrate his/her birthday. We require the food to be store purchased. This all is of course optional and you may choose to do neither, however, we will still celebrate your child's birthday in our own special way. Please remember to fill out the birthday form and return it to the Teacher one-week before your child's birthday.

## **Maltreatment of Minors Mandated Reporting Policy**

### ***Who should Report Child Abuse and Neglect***

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

### **Where to Report**

- If you know or suspect that a child is in immediate danger, call 911
- All reports concerning suspected abuse or neglect of children occurring in a licensed facility should be made to the Department of Human Services, Licensing Division's Maltreatment Intake line at (651)297-4123. See [www.revisor.leg.state.mn.us/statutes/?id=626.556](http://www.revisor.leg.state.mn.us/statutes/?id=626.556) for more information.
- Reports regarding incidents of suspected abuse or neglect of children occurring within a family or in the community should be made to Sherburne County Social Services 763-241-2600 or the local law enforcement at 763-441-2324.
- If your report does not involve possible abuse or neglect, but does involve possible violations of Minnesota Statues or Rules that govern the facility, you should call the Department of Human Services, Licensing Division at (651)296-3971.

## **What to Report**

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

## **Failure to Report**

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

## **Retaliation Prohibited**

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

## **Internal Review**

When the facility has reason to know that an internal or external report of alleged or suspected maltreatment has been made, the facility must complete an internal review and take corrective action, if necessary, to protect the health and safety of children in care. The internal review must include an evaluation of whether:

- (i) related policies and procedures were followed;
- (ii) the policies and procedures were adequate;
- (iii) there is a need for additional staff training;
- (iv) the reported event is similar to past events with the children or the services involved; and
- (v) there is a need for corrective action by the license holder to protect the health and safety of children in care.

**Primary and Secondary Person or Position to Ensure Internal Reviews are Completed**

The internal review will be completed by Lucy Amundson (Director). If this individual is involved in the alleged or suspected maltreatment, Lisa Egen (Administrator) will be responsible for completing the internal review.

**Documentation of the Internal Review**

The Facility must document completion of the internal review and provide documentation of the review to the commissioner upon the commissioner's request.

**Correction Action Plan**

Based on the results of the internal review, the license holder must develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or the license holder, if any.

**Staff Training**

The license holder must provide training to all staff related to the mandated reporting responsibilities as specified in the Reporting of Maltreatment of Minors Act (Minnesota Statutes, section 626.556). The license holder must document the provision of this training in individual personnel records, monitor implementation by staff, and ensure that the policy is readily accessible to staff, as specified under Minnesota Statutes, section 245A.04, subdivision 14.

**The mandated reporting policy must be provided to parents of all children at the time of enrollment in the child care program and must be made available upon request.**

**Child Removal Policy**

At any time if the Teacher feels that the program does not meet the child's needs the enrollment status of the child may be terminated and referred to other programs.

**Conflict of Interest**

Discovery Montessori Academy does not endorse school staff members performing child-care services on their own time for any of the registered Discovery Montessori School/Academy families, children, or parents. To do so may cause a conflict of interest.

A conflict of interest may exist whenever a situation arises which presents, or appears to present, the possibility of personal benefit which could interfere with independent exercise of judgment in the best interest of Discovery Montessori Academy and all of its students.

Discovery Montessori Academy have no liability whatsoever for incidents which may occur as a result of private day care arrangements made between you and a Discovery Montessori Academy employee for non-program child care services.

## **Grievance Policy**

**Informal-** If a parent or volunteer has a grievance they may bring it to the School's Director attention orally. The person may discuss the grievance with the School Director in an attempt to reach a satisfactory resolution. The School Director will investigate the grievance.

**Formal-** If a parent or volunteer wishes to initiate a formal grievance, they must first put it in writing along with the facts upon which it is based, and submit it to the School Director. The School Director will investigate the grievance and will respond either in writing or orally, within ten days of receiving the formal grievance.

If the level of satisfactory resolution has not been achieved, that individual may bring the grievance to the School Administrator. The decision of the School Administrator will be final.

## **Extended Care Program Policies**

Extended care is a time spent at school before or after class. During this time the children are able to enjoy time with their fellow peers. Extended care is similar to a natural home setting. The children are able to play freely and explore activities as they would at home. The morning or afternoon Teacher plans activities for the children to enjoy during the extended care day.

### **Arrival and Departure Times**

Each child will have a designated arrival and departure time for use of the extended day program. The parents sign up for times during enrollment. Prompt arrival and departure time is crucial to the flow of the Montessori environment. Registering your child for a specific time is your commitment to assuring the arrival/departure promptness  
Discovery Montessori Academy does not provide transportation for the children enrolled in our program.

### **Late Pickup**

If you are unable to pick up your child (at the time you registered for) because of a special occasion, you need to notify the Director 24 hours in advance. If you fail to do so you will be charged \$20.00 for every 15 minutes late. Parents should call the school if delayed. Frequent late notices will result in a written notice, then a written warning, and then with the dismissal of your child from the school. After 30 minutes of "no show" of parents (with no prior communication of arranged late pick up) we will notify the police of your absence. This is to ensure the safety of your child.

**Child Release** Children are not released to a "pick up person" unless the person picking up your child is listed on the "Authorized Pick up Form" or if you submit a written request or verbal request with that person's full name and relation to the child. The "pick up person" will have to show a picture identification card for the child to be released. We will not release the child unless the proper ID has been shown. Under no circumstances will the school allow your child to leave with an unauthorized or incapacitated person or a person suspected of abuse or neglect. If unauthorized or incapacitated person or a person of suspected abuse or neglect is persistent the police will be called for authority guidance.



DHS-7414A-ENG

6-17

# Child Care Emergency Plan

Before completing this set of forms, please read the Keeping Kids Safe planning guide that includes instructions on how to complete these forms.

## Provider Information

|   |                                 |             |                   |
|---|---------------------------------|-------------|-------------------|
| DATE<br>12/6/2017                             |                                 |             |                   |
| PROVIDER NAME<br>Discovery Montessori Academy |                                 |             |                   |
| ADDRESS<br>804 7th Avenue South               | CITY<br>Princeton               | STATE<br>MN | ZIP CODE<br>55371 |
| PHONE NUMBER<br>763-631-0202                  | EMERGENCY PHONE<br>763-238-8489 |             |                   |

## Shelter-in-Place/Lockdown Procedures

If we need to stay in the building due to an emergency, the following procedures will be followed

|   |   |
|---|---|
| LOCATION 1 IN BUILDING<br>For violence outside the building: Interior Class.  | LOCATION 2 IN BUILDING<br>For violence inside the building: School Office |
| PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN<br><i>Describe your procedures (who, what, where, when).</i>   |   |
| <p><b>For VIOLENCE OUTSIDE THE BUILDING:</b></p> <ol style="list-style-type: none"> <li>1. Lock all exterior doors</li> <li>2. Close windows and shut shades</li> <li>3. Take all children, emergency cards, first aid kit, medicines and staff to the interior class and maintain activities. No children are allowed to leave during the lock down until "all clear" has been warranted.</li> <li>4. Director or person in command communicate with all staff regarding the lock down.</li> <li>5. Director or Person in Command contact the Church staff regarding the lock down (church number is: 389-2115)</li> <li>6. Director or Person in Command contact the Director - Lucy 763-238-8489 and/or Administrator Lisa 763-238-8486 of lock down</li> <li>7. Contact parents of children to notify them about the lock down</li> </ol> <p><b>For VIOLENCE INSIDE THE BUILDING:</b></p> <ol style="list-style-type: none"> <li>1. Take all children, emergency cards, medicines and staff to the school office.</li> <li>2. Lock doors</li> <li>3. Turn off lights</li> <li>4. Call 911 on phone(s) available.</li> <li>5. Move away from windows and doors, sit down against walls, children should cover their heads with their hands.</li> <li>6. Do not respond to anyone at the door.</li> <li>7. If able, another staff member contact the Church staff regarding the lock down (church number is: 389-2115)</li> <li>8. Ignore all alarms unless otherwise instructed by the Police.</li> <li>9. When -all clear- has been granted: Person in Command contact the Director - Lucy 763-238-8489 and/or Administrator Lisa 763-238-8486 of lock down</li> <li>7. Contact parents of children to notify them about the lock down</li> </ol> |   |

**Shelter-in-Place/Lockdown for Children with Disabilities or Chronic Medical Conditions:**  
*Include any special circumstances or procedures needed for children with disabilities or chronic medical conditions.*  
Follow lock down procedures and take additional medical equipment as necessary.

## **Notification**

**EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**

When in indirect threat (outside building threat) or direct threat (inside building) is present. When notified of a suspected threat.

**PARENTS/GUARDIANS WILL BE NOTIFIED WHEN**

When all clear has been issued and children are safe.

## **Emergency Kit**

*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

The emergency kit (approved by the nurse) is located inside the school office. Medicines are located in each classroom. The Director or Person in Command will take the kits and medicines to the new location.

## **Evacuation and Relocation Procedures**

If we need to evacuate our site and relocate to another site, the following procedures will be followed

**EVACUATION ROUTES/EXITS**

*Show how you and the children will leave from any room in the building.*

\*Follow evacuation routes as noted in each classroom by the exit doors.

Evacuation relocation:

Grass hill to the west side of the building (directly outside the Academy's main entrance) to take roll call, then relocate to Pizza Hut to notify parents. Follow the chain of command posted in the classrooms next to the emergency routes posted.

1. Direct all children and staff to the nearest exit (Director will collect the medicines and emergency kits, Lead staff will collect the ER cards and daily attendance roster).
2. Meet at the relocation spot
3. Take roll/count of all the children
4. If all children are present re-locate to Pizza Hut
5. Contact authorities when the children are safe. If two staff are present one person notify authorities and one staff lead the children. Notify authorities if children are missing
6. Contact parents of children to notify them about the evacuation and the need to pick up their child.
7. Upon pick up of each child, log the child's departure time.
8. Notify the parents that they will be contacted with school resumption details.

**EVACUATING INFANTS/TODDLERS**

*Describe any special circumstances or procedures needed for evacuating infants and toddlers from the building.*

N/A

**Evacuating Children with Disabilities or Chronic Medical Conditions**

*Describe any special circumstances or procedures needed for evacuating children with disabilities or chronic medical conditions from the building including procedures for storing a child's medically necessary medicine.*

Follow evacuation routes as noted in each classroom by the exit doors.

**Evacuation relocation:**

Grass hill to the west side of the building (directly outside the Academy's main entrance) to take roll call, then relocate to Pizza Hut to notify parents. Follow the chain of command posted in the classrooms next to the emergency routes posted.

1. Direct all children and staff to the nearest exit (Director will collect the medicines and emergency kits, Lead staff will collect the ER cards and daily attendance roster).
2. Meet at the relocation spot
3. Take roll/count of all the children
4. If all children are present re-locate to Pizza Hut
5. Contact authorities when the children are safe. If two staff are present one person notify authorities and one staff lead the children. Notify authorities if children are missing
6. Contact parents of children to notify them about the evacuation and the need to pick up their child.
7. Upon pick up of each child, log the child's departure time and to whom they have been released with.
8. Notify the parents that they will be contacted with school resumption details.

**Notification****EMERGENCY RESPONDERS WILL BE NOTIFIED WHEN**

When in danger or when danger may be present/ suspected and when it is safe to do so.

**PARENTS/GUARDIANS WILL BE NOTIFIED WHEN**

When danger has passed and "All Clear" has been issued.

**Emergency Kit**

*Describe the content of your emergency kit, who will be responsible for it, and where it will be stored.*

Complete and approved by school nurse. Emergency kit is located in the school office. The Director or next in command will be responsible for taking the emergency kit.

**Relocation - Location 1**

|   |  |             |                   |  |  |  |
|---|--|-------------|-------------------|--|--|--|
| BUILDING NAME<br>Pizza Hut                    | REASON(S) TO EVACUATE TO LOCATION 1<br>If they were in danger or affected by the threat. |             |                   |  |  |  |
| ADDRESS<br>807 South Rum River Drive          | CITY<br>Princeton  | STATE<br>MN | ZIP CODE<br>55371 |  |  |  |
| PHONE NUMBER<br>763-389-3600                  | EMERGENCY PHONE<br>763-238-8489  |             |                   |  |  |  |
| TRANSPORTATION TO LOCATION 1                  |  |             |                   |  |  |  |
| Walking distance (to the south of the school) |  |             |                   |  |  |  |
| OTHER DETAILS<br><br>*                        |  |             |                   |  |  |  |

**Relocation - Location 2**

|   |   |             |                   |  |  |  |
|---|---|-------------|-------------------|--|--|--|
| BUILDING NAME<br>Family Pathways Thrift Store | REASON(S) TO EVACUATE TO LOCATION 2<br>If they were in danger or affected by the threat |             |                   |  |  |  |
| ADDRESS<br>605 south Rum River Drive          | CITY<br>Princeton   | STATE<br>MN | ZIP CODE<br>55371 |  |  |  |
| PHONE NUMBER<br>763-631-5022                  | EMERGENCY PHONE<br>763-238-8489   |             |                   |  |  |  |
| TRANSPORTATION TO LOCATION 2                  |   |             |                   |  |  |  |
| Walking distance from Pizza Hut               |   |             |                   |  |  |  |

## OTHER DETAILS

**Relocation - Location 3**

|                              |                                     |       |          |
|------------------------------|-------------------------------------|-------|----------|
| BUILDING NAME                | REASON(S) TO EVACUATE TO LOCATION 3 |       |          |
| ADDRESS                      | CITY                                | STATE | ZIP CODE |
| PHONE NUMBER                 | EMERGENCY PHONE                     |       |          |
| TRANSPORTATION TO LOCATION 3 |                                     |       |          |
| OTHER DETAILS                |                                     |       |          |

**Parent/Guardian and Child Reunification Procedures**

If we need to evacuate, shelter-in-place, or when parents/guardians/guardians are unable to get to children, the following procedures will be followed to reunite children with parents/guardians or designated contacts as soon as it is safe.

**Notification**

## PARENTS/GUARDIANS WILL BE NOTIFIED WHEN

When danger has passed and "All Clear" has been issued.

## PARENT/GUARDIAN CONTACT INFORMATION WILL BE MAINTAINED IN THIS LOCATION

In the ER data cards and also in the student files.

**Release**

*Children will only be released to parents/guardians or other individuals listed on the child's form (with proper identification)*

## OTHER DETAILS ABOUT REUNIFICATION

Contact parents of children to notify them about the evacuation and the need to pick up their child.

Upon pick up of each child, log the child's departure time and to whom they have been released with.

**Continuing Operations Procedures**

In the period during and after a crisis, the following procedures will be followed regarding continuing operations.

**Notification and Decision Making**

The following people will need to be notified and be a part of the decision-making process regarding continued operations DURING a crisis

Lucy Amundson 763-238-8489 and/or

\*Lisa Ergen 763-238-8486

The following people will need to be notified and be a part of the decision making-process regarding continued operations AFTER a crisis

Lucy Amundson 763-238-8489

Lisa Ergen 763-238-8486

DHS 651-296-3971

Any additional considerations for operations

After crisis the school may contact their attorney for guidance on the recovery process.



## New Family Handbook Policies for Parents

### Mask Policy

Because of the uniqueness of our blended childcare program, our state licensor has deemed that our program is exempt from the current mask laws declared by Gov. Walz July 25, 2020. This allows each parent to mask their child at their own discretion. **At this point as a childcare center/distance learning proctor we do not require the children to wear masks.** If you would like to have your child wear a mask, please provide a new one (clean one) daily. You will also be required to fill out a masking preference form to keep on file. Please speak with the Director of Education for further masking details.

In addition, this also means that our staff members and teachers are not required to wear masks or face shield at this point when teaching in their classrooms. They may choose to wear masks or face shields at their own discretion. We do have select times when staff are required to wear masks throughout the day.

### Drop off and Pick-up Procedure:

Parents are required to adhere to the following drop off and pick up procedures:

#### A. Drop off

**Prior to entering the school, you must take your child's temperature (at home) to confirm the child does not have a fever. All students must be accompanied by a parent or guardian for screening.**

Please bring your child to the front entrance of the school. A teacher will greet you at the door behind the **barrier**. If you do not see a teacher, please wait outside, and ring the doorbell and wait for the teacher to wave you in.

If other parents are in front of you, please wait 6 feet apart (at the designated cones area) or in your car.

Once inside, your child will be screened by the teacher with visual check for signs of illness (which could include flushed cheeks, rapid breathing or difficulty breathing (without recent physical activity), fatigue, or extreme fussiness, and confirm that the individual is not experiencing coughing or shortness of breath) and ask you a few questions. If your child's temperature was not taken at home, the teacher screening will take the child's temperature.

Once the child is deemed healthy, they will say goodbye and walk into their classroom.

Tuition or documents drop off- Please place items in designated box by the arrival barrier.

### **B. Pick-Up**

Please ring the doorbell and wait outside for the teacher. The teacher will make eye contact with you and then go get your child for release. **Again- please wait outside at the designate cones area.**

If you have a message for your child's teacher, you may tell the teacher greeting you at the door.

## **Other Policies**

### **Water bottle/ Liquid containers policy:**

Effective immediately, no reusable water bottles will be allowed. The children have access to water daily. This includes beverages in resealable containers for lunch. This is to prevent cross contamination of bodily fluids. We will allow unopened water bottles with the original label on it. It must have your child's first and last name labeled on it. We will dispose of these water bottles daily

### **Items from home:**

We ask for no extra items from home to be brought into the school other than a lunchbox and outside gear. If your child naps, they are allowed to bring a small blanket and stuffy but it will need to remain at the school (in their designated bin) for the week and be sent home on Friday (or if needed sooner) to be sanitized.

### **School Closure Plan:**

Please see below our Temporary School Closure Plan if we have a confirmed case of COVID-19. We ask that you have a back-up childcare plan should this happen. The new plan consists of a 10 -14 day shut down or as declared by MDH (Minnesota Department of Health). The childcare will RESUME REGULAR childcare options after the school has been an all clear from the MDH.

## **UPDATED Sick Policy**

Parents are asked to notify the school within 24 hours when their child is diagnosed as having a communicable disease. We plan to follow our current sick policy for non-COVID-19 symptoms. Children who **appear** sick will be sent home according to MN statutes.

### **CONFIRMED COVID-19 SYMPTOMS/CASES:**

**Symptoms consistent with Covid-19 include: new onset or worsening cough, shortness of breath, fever, chills, muscle pain, headache, sore throat, new loss or taste or smell.**

According to the MDH Exclusion Decision Tree, someone with a new onset or worsening cough OR shortness of breath or at least two of the following symptoms: fever, chills; muscle pain; headache; sore throat; new loss of taste or smell ***must stay home for at least 10 days from symptom onset, and for 3 days with no fever and improvement of respiratory symptoms—whichever is longer.*** (Fever should be gone for 3 days without using fever-reducing medicine.) This means they are excluded for at least 10 days unless there's an alternate diagnosis from a health care provider.

For example, if you have these symptoms for 7 days, you need to stay home 3 more days with no fever for a total of 10 days. Or, if you have a fever and coughing for 8 days, you need to stay home 3 more days with no fever for a total of 11 days. Because the Exclusion Decision Tree states “whichever is longer”, **for any of these symptoms of an undiagnosed origin, the minimum time to be excluded is 10 days.** Diagnosed origins, such as an ear infection, will follow the health care provider recommendation and the Hennepin County Infectious Disease Manual as normal; see the MDH Exclusion Decision Tree.

*Children who have a fever of 100 degrees F or above as a stand alone symptom will be excluded due to the Rule 3 licensing exclusion 9503.0080.* For example, if a child has a fever of 101 degrees F and they have no other symptoms, they can return to child care after they've been fever free for 24 hours without the use of fever reducing medications. However, if the child has two or more symptoms such as a fever of 101 degrees F and a sore throat, they must be out the 10 days minimum unless the child goes to the doctor with the fever and sore throat and receives an alternate diagnosis from the health care provider, such as strep throat. In that case they can return based on the health care providers determination or the Hennepin County Infectious Disease Manual: [www.hennepin.us/childcaremanual](http://www.hennepin.us/childcaremanual)

### **Temporary School Closure Plan:**

Parents are asked to notify the school within 24 hours when their child is diagnosed as having a communicable disease. If the communicable disease is COVID-19 or other pandemic illness, the school will take the following steps after the MDH gives them the instruction to temporarily close school. MDH deems the length of the school closure. The MDH may have alternative measures to take prior to school closure.

- I. If school is in session -All parents will be called to pick up their child immediately. The school will be shut down for a minimum of 10 days. The facility will be disinfected prior to reopening. Parents will be contact with updates on reopening.

School Closings and updates are posted to the following:

WCCO

Kare11

Facebook-school Facebook page

- II. If school is not in session, but reports were made to the school of a communicable disease the report of closing will be posted to the following:

WCCO

Kare11

Facebook-school Facebook page

The school will be shut down for a minimum of 10 day. The facility will be disinfected prior to reopening. Parents will be contact with updates on reopening.

- III. During shut down process:

Staff who are not disinfecting, are required to stay out of the school when the school building is shutdown to avoid recontamination or spread of illness during the designated shutdown time.

Parents will be notified on the reopen date or status of the school on WCCO, Kare11, and on the school Facebook page.

Tuition: During the temporary shut-down tuition will only be collect from students who are participating in the Distance Learning Program (K-6<sup>th</sup> Grade). All preschoolers tuition will be waived while the school is temporarily shut down.

- IV. Continuing education during a school shutdown:

Depending on severity and urgency of the release of children, the student's teachers may develop/assign independent learning skills to replace the regular school session.

- X. Return to school:

The students will return to school following regular policies unless otherwise mandated by our licensor. Preschool school classrooms would resume class at normal.

**Should distant learning remain in effect for elementary students, we will provide childcare for the elementary students. This will allow two options for parents:**

1. Distance learning at home with parents. Parents would submit work accordingly.
2. Distance learning at the elementary childcare program. The *same teacher* would be in the childcare room. This will allow for them to get their schoolwork done during the “childcare hours”.

# **School Scenario Plans for Discovery Montessori Academy**

## **Scenario 1: In- Person Learning for all students**

Students will attend the school learning setting as usual with as much space as possible between students and staff members. Staff members and students are not required to wear face masks but are welcome to.

The schools Covid-19 Policies and Procedures will be practiced.

The new Covid-19 Family Handbook policies will be practiced by families and students attending.

## **Scenario 2: Hybrid model with strict social distancing and capacity limit**

Students will attend the school with strict social distancing implemented. Face masks may or may not be required. If the proper social distance cannot be implemented the school will implement a school rotation method.

Parents and teachers will have contactless means of communication. Students will arrive and depart in the school foyer.

The school Covid-19 Policies and Procedures will be practiced.

The new Covid-19 Family Handbook policies will be practiced by families and students attending.

## **Scenario 3: Distance Learning only**

The students will not attend the school for regular school learning. The distance learning method of education will be provided for each family enrolled in the Academy. This means each week the student will receive a weekly lesson packet that contains the process/directions and expectations for completion.

The childcare facility may remain open for students only enrolled at the Academy

(unless the officials shut down all childcare facilities). *The students may complete their distance learning packets at the childcare facility with the same staff members they would have in their regular learning classes. No masks are required at this point for the childcare facility.*

Parents and teachers will have contactless means of communication. Students will arrive and depart in the school foyer and have a health screen prior to entering the classrooms.

The school Covid-19 Policies and Procedures will be practiced.

The new Covid-19 Family Handbook policies will be practiced by families and students attending.