

## Preschool/Kindergarten/Family Handbook

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## **Welcome to Discovery Montessori Academy**

Welcome to your first year at Discovery Montessori Academy. We are excited to have your child and family here with us as we grow. To familiarize you with Discovery Montessori 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**

*Discovery Montessori Academy's 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 admits 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 Christian based school. This means that DMA may recognize Christian holidays including reciting the Pledge of Allegiance and prayer 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. The Children's House serves students 3-6 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**

Each classroom has a program plan located near the parent bulletin board or you may choose to read it by clicking the “Program Plan” button on this website. The program plan describes how our daily schedule runs. Occasionally, the daily schedule may be changed for special occasions, visitors, or for field trips. The Montessori curriculum can be described by grouping instruction into several major areas.

**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.

**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-** discovering physical properties of the earth by learning structures and systems which includes the physical, political, social, and cultures of each continent.

**Spanish-** Exploring and introducing Spanish as a second language by learning colors, shapes, animals, people, and basic conversational skills.

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

**Physical Education-** Children engage in physical activities daily. If weather permits and children have appropriate attire these activities may be enjoyed outdoors. If we do not go outdoors, we will focus on large movement activities inside the school.

**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.

**Practical Life-** A child that engages in meaningful work will function peacefully in his or her environment. Before a child can truly master mathematics, language arts, or any academic subject, he or she must first master four skills: concentration, coordination, independence, and an internal sense of

order. The goal of Montessori practical life is the fulfillment of these needs throughout developmentally appropriate tasks teaching self-care and care of the environment.

**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: 40

Age group Licensed for: 33 months- 12 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, 8 a.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 **\$5.00per 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.

### **Attendance**

When your child is to be absent from school, please call the **PARENT LINE (763-633-1211)** before the start of the school day or no later than 9:00 a.m. 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. For planned absences (such as family occasions or appointments) please give a written or verbal notice in advance.

### **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. A program plan is posted in each classroom for parents to review and is available upon request. Please ask your teacher if you would like a copy of the program plan.

### **Summer School**

Discovery Montessori Academy offers a summer school program. Summer School begins after the end of the school term and is a non-Montessori environment, which consists of special projects, visitors, cultural events and science explorations, there are also many other exciting activities that take place during this time. This is an opportunity for your child to be in a "family like" surrounding in a non-school setting with their fellow peers.

### **Extended Care**

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

### **SEE NEW COVID-19 POLICIES FOR MOTIFIED DROP OFF PROCEDURES**

Each child will have a designated arrival and departure time. 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. If your child is not here by **9:15 a.m.** (unless you have prior authorization from Director) your child may not be able to come for the day. The school is not a “Drop off Center,” therefore; your child must be here by the start of the school day as so not to disrupt the entire class. Routine tardiness will result in termination from the program.

Enrollment may also be terminated if there is failure to comply with the schedule you registered for.

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

### **SEE NEW COVID-19 POLICIES FOR MOTIFIED PICK UP PROCEDURES**

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.

## Dress Code:

1. **No characters or logos** on clothing or on inside shoes.
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.

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 is not responsible for stained or lost clothing.

All clothing, blanket, 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.

### **Items from home**

Sometimes your child may want to take a toy to school. We ask that you leave all items home unless otherwise approved by the Teacher. An exception to this would be a small toy used during napping use only.

### **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 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. All tuitions must be paid up to date for records to be transferred.

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

**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 you child’s teacher during the school day, please call the parent 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**

#### **SEE NEW TEMPORARY CLOSING POLICIES**

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 practices monthly fire drills and monthly 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.

**Fire Arms on school Premises:** Discovery Montessori Academy bans all firearms on school premises. This includes the playground area of the school.

### **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 [www.weather.com/safeside/heat/chart.html](http://www.weather.com/safeside/heat/chart.html)

## HEALTH RECORD INFORMATION

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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.

## **BATHROOM INDEPENDENCE**

Upon enrollment if your child is not fully potty-trained you need to notify the director that you would like to register your child for the "transition preschool." This program will allow the children who are not fully potty-trained to be enrolled. For this program, your child must be in pull-ups and been introduced to the toilets and bathroom etiquette prior to school. Parents are responsible for supplying pullups, wipes

and ointments necessary. We do not give daily reports on your child's progression; however the teacher will notify you when your child is ready to transition to underwear.

Fully potty-trained students: This means your child is independent when using the bathroom, including wiping, dressing and changing of all clothes. This means the staff will not physically come in contact with children while they wipe or change clothing. Please bring an extra set of clothing for your child for accidental use.

## **REST TIME AND NAPS**

All children are offered a rest time during the school day. During this time children lay down and relax their bodies and mind while the teacher plays music or reads to them.

If you would like to register your child for a nap time you must complete the Nap Preference Form with your enrollment application.

Children who are registered to nap will be offered a quiet, separate area in the classroom to nap. Children will nap on cots and may bring a small blanket and stuffed animal from home. All blankets and stuffed animals must be kept in the child's napping bin for the week. They will be sent home on Fridays or earlier if needed to be washed and disinfected. The cots are sanitized daily after use and each child naps on their designated cot. After 30 minutes of rest, if your child is not asleep then he or she will be excused back to the group.

## **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

Diaper rash products, insect repellents and sunscreens are an exception, and need written parental approval only. Powders and cornstarch preparations will not be used because they may promote or hide infections, and can be inhaled.

**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.

### **ALLERGY PREVENTION AND RESPONSE**

All staff are trained on allergy prevention and response annually. Before your child can be admitted into this school, the program will need to obtain documentation of any known allergy from the child's parent, legal guardian or the child's source of medical care. If a child has a known allergy, you must provide current information of the allergy so we can maintain a current individual child care program plan (ICCP).

At least annually or following any changes made to allergy related information in the child's record, the program will update the child's ICCP and inform each staff person who is responsible for carrying out the ICCP of the change. The child's allergy information will be made accessible at all times including on site, when on field trips, or during transportation. A child's food allergy information will be available to staff where food is prepared and served to the child.

The program will provide for a child's dietary needs prescribed by the child's source of medical care or require the parent to provide the prescribed diet items that are not part of the menu plan. All staff members will be informed and trained on the diet order.

The program will contact the child's parents or legal guardian as soon as possible in any instance of exposure or allergic reaction that requires medication or medical intervention. The program will call emergency medical services when epinephrine is administered to a child in the program's care.

## **BODILY FLUIDS AND BOLOODBORNE PATHOGEN EXPOSURE POLICY**

Discovery Montessori Academy is committed to providing a safe and healthy environment for children and staff. In pursuit of this, our staff members are trained annual on bodily fluids and bloodborne pathogen exposure preventions. Staff follow state guideline (29 CFR 1919.1030) and follows specific procedures when properly handling bodily fluids and or blood borne pathogens. Some situations are as simple as having a child change in their extra clothing, double bagging the soiled items and sending home for disinfection. For this reason, we ask every child to have one extra set of clothing.

In alternative situations, clothing may be absent or cannot be located, parents to guardians will then be called to change the clothing (replace with new clothing) or the child will be released for the day. The exposure level and necessary steps needed will be declared by the teacher or director.

Should a blood exposure incident occur, staff will comply with health guidelines. Parents will be called, and the child will/may be referred for medical care. If needed, staff will call emergency responders.

An incident or injury report form will be completed to documents care provided during and after the incident. The Director of Education will contact the school nurse and stat licensior for reporting.

## EXCLUSION OF ILL CHILD

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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:

### SEE NEW COVID-19 SICK POLICIES

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	o <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.
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- Who is not able to participate in school program activities with reasonable comfort, including outdoor play.
- Who 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 child care program 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 763-633-1211.**

## FIRST AID

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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

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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

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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/SPECIAL VISITORS**

**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. Your child must be 3 years old and must be approved by the Teacher to attend the field trip. When planned activities at our program (i.e. field trips) require transportation, the methods used will be in accordance with the Department of Human Services regulations and the Minnesota Law.

**Special Visitor:** Our monthly studies can be very excited for the children. Sometimes a special visitor is able to enhance the study by visiting our school. We require that you sign a Visitor Permission Form if you wish for your child to participate in the activity with the special visitor.

**Research and Public Relations Permission:** The School needs written permission from a parent/guardian before a child is involved in educational research or public relation activities while the child is at the school.

## **FOOD**

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

**Meals and Snacks:** The school provides two snacks and beverage (juice) during the school day. Snacks are available to the children in the morning and afternoon. Snacks are store purchased and individually packaged.

## **SEE NEW POLICY ABOUT WATER BOTTLES FROM HOME**

### **Lunch**

Parents must provide a well-balanced meal for their child. The school will provide milk for the child to drink with their lunch. Parents are required to pay an annual milk fee of \$40.00. State law requires each child to have the proper balanced meal. This meal will meet the USDA standards for lunch requirement. Items served in proper portions will be: Milk, Meat or Cheese or protein alternative, two servings of Vegetables or one Vegetable and one Fruit, and Bread /Crackers or whole grain foods. If the child's lunch does not meet the standards, the parent will be called to **bring** in the proper food for lunch. The school may choose to supplement the lunch following the lunch guidelines; parents will be notified of the lunch supplement.

When prepare lunches please keep the following in mind:

- Do not send glass container, pop, or candy
- Provide a cold pack for any items that must stay cold (lunches are not refrigerated)
- Keep hot foods in thermal containers.
- Children must bring their own silverware, paper plate, and condiments if needed (stored in lunch bag).

**FRUIT ROLL UPS-** Although some children know how to eat Fruit Roll Ups, we have found that a handful of children do not know how to eat this food properly and thus becoming a choking hazard. We ask parents not to pack Fruit Roll Ups when packing your child's lunch.

## **BEHAVIOR GUIDANCE POLICES**

The purpose of this policy is to assure that only positive models of behavior guidance are used in the Discovery Montessori Academy program. This is accordance with Licensing rules for Child Care Centers in the State of Minnesota Department of Human Services (9503.0055 Behavior Guidance).

Children are provided a positive model of acceptable behavior. Staff will tailor to the developmental level of the children. The staff will teach the children acceptable alternatives to problem behavior and will protect the safety of the children and other staff.

### **Behavior Procedures**

- A. Staff uses positive methods of discipline, which encourages self-control, self-direction, self-esteem and cooperation. Examples are:
- A child can be directed to an alternative activity
  - A child can be given a choice of activities
  - A child can be worked with on a one-to-one basis with an adult
  - A child will be provided with immediate and directly related consequences for his/her behaviors
- B. Staff are prohibited from using the following as a means of discipline:
- A child will not be subject to corporal punishment, which includes rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
  - A child will not be subject to emotional abuse which includes name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, using inappropriate communication (yelling, sarcasm, ignoring, silences, etc.) that threatens, humiliates, or frightening the child.
  - Punishment for lapses in toilet habits
  - Withholding food, light, warmth, clothing, or medical care as punishment for unacceptable behavior.
  - Using mechanical restraints, such as tying
  - Separation from the group except as provided in **subpart C**.
  - The use of physical restraints other than to hold a child where containment is necessary to protect a child or others from harm.
- C. **Separation from the group.** No child may be separated from the group unless the following has occurred:
- A. Less intrusive methods of guiding the child's behavior have been tried and were ineffective
  - B. The child's behavior threatens the well being of the child or other children in the program.
  - C. A child who requires separation from the group must:
    1. Remain within an unenclosed part of the classroom where the child can be continuously seen and heard by a program staff member.
    2. The child's return to the group must be contingent on the child's stopping or bringing under control the behavior that precipitated the separation
    3. The child must be returned to the group as soon as the behavior that precipitated the separation abates or stops.
- D. It should be made clear to the child why he/she is being disciplined
- E. If an incident occurs between two or more children, try to involve all children in seeking a solution to the problem

- F. Behavior that is harmful or causes injury to self or others will not be tolerated. Such behavior will be dealt with immediately and in an appropriate manner. Physical restraint (gentle holding) can be used in an emergency situation if the safety of the child or other is threatened. If physical restraints are used these steps will be followed:
1. The teacher will contact the parent that day to explain the situation
  2. Report restraints to the office
  3. The teacher will document the situation
  4. The teacher and parent/guardian will meet to write a Behavior Plan including use of physical restraint as an option if a child is danger to other children, self, or staff.
- G. All staff members will provide immediate and directly related consequences for a child's unacceptable behavior. (Example: if a child misuses equipment, suspend the use of that equipment for a period of time).
- H. A child will only be separated from the group if all other alternatives were unsatisfactory and the child's behavior threatens the well being of that child or others.
- I. **Persistent Unacceptable Behavior:** Staff members are required to observe and document persistent unacceptable behavior. The teacher will ask the parent/guardian to come in for a conference to implement a Behavior Plan when unacceptable behavior occurs 3 or more instances in one day, 5 or more instances in one week, or 8 or more instances in a two-week period. The teacher may request a conference soon if he/she feels it is needed. The conference will help develop a plan to address the behavior in consultation with the child's parent, other staff persons and professional when appropriate. The Behavior plan determines that best methods to correct/improve the behavior.
- J. If the parent/guardian is unable to attend the conference, the teacher should contact the parent/guardian by telephone, letter, or a home visit. An attempt should be made to obtain the parent/guardian's signature on the Behavior Plan.

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

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

- Any person may voluntarily 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.
- 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 Statutes 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 Ergen (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.**

## **Zero Tolerance Policy**

Discovery Montessori Academy has zero tolerance for a child's behavior that is threatening to the child, others, or staff. **DMS has 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 give 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.

## **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 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 has 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 Academy's Director attention orally. The person may discuss the grievance with the School Director in an attempt to reach a satisfactory resolution. The Academy's 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 Academy Administrator. The decision of the Academy Administrator will be final.

# COVID-19 Policies for Parents

## 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 of 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)

## COVID-19 Pandemic Plan

### 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.

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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.

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### **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.

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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 helping with 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. Distant learn at home with parents. Parents would submit work accordingly.
2. Distant learn 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.

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.



# 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			
12/6/2017			
PROVIDER NAME			
Discovery Montessori Academy			
ADDRESS		CITY	STATE
804 7th Avenue South		Princeton	MN
PHONE NUMBER		ZIP CODE	
763-631-0202		55371	
PHONE NUMBER		EMERGENCY PHONE	
763-631-0202		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	LOCATION 2 IN BUILDING
For violence outside the building: Interior Class.	For violence inside the building: School Office
PROCEDURES FOR SHELTER-IN-PLACE/LOCKDOWN <i>Describe your procedures (who, what, where, when).</i>	
<p>For VIOLENCE OUTSIDE THE BUILDING:</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>For VIOLENCE INSIDE THE BUILDING:</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 Pizza Hut	REASON(S) TO EVACUATE TO LOCATION 1 If they were in danger or affected by the threat.		
ADDRESS 807 South Rum River Drive	CITY Princeton	STATE MN	ZIP CODE 55371
PHONE NUMBER 763-389-3600	EMERGENCY PHONE 763-238-8489		
TRANSPORTATION TO LOCATION 1 Walking distance (to the south of the school)			
OTHER DETAILS			

### Relocation - Location 2

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

OTHER DETAILS
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### 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.



## Revised 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 mask laws that could be implemented at other schools. 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.

### 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 backpack, 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.

#### **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:**

Our school will follow the most current exclusion plan by CDC for COVID-19 cases.

### **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, or should the school be in a state of emergency, 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 pandemic or state of emergency 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. For weather related closures tuition will be collected as usual.

- 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 licenser. 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.

For pandemic related closures:

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 pandemic procedures will be practiced by staff and by families/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.

For pandemic related closures:

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 pandemic procedures will be practiced by staff and by families/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.*

For pandemic related closures:

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 pandemic procedures will be practiced by staff and by families/students attending.