



Three
Rivers
Montessori

CHILDREN'S HOUSE FAMILY HANDBOOK

WELCOME TO THE 24'-25' SCHOOL YEAR

2024 / 2025

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Three Rivers Montessori

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"The child is both the hope and promise for mankind."

-Maria Montessori

Dear Parents and Students,

Welcome to Three Rivers Montessori Children's House! We are excited to accompany you on your child's journey in Montessori education.

Parents and guardians, we ask that you read the family handbook carefully and keep a physical or electronic copy for reference.

The purpose of the family handbook is to provide an organized source of detailed information specifically related to ways families can partner with TRM to ensure a high-quality experience for their children.

Please also take some time to review the school policies listed on our website and any correspondence from teachers concerning individual classroom practices. These guidelines have been developed to comply with state licensing standards and the Montessori philosophy.

We invite each family to become actively involved in all aspects of our program. Opportunities exist in-classroom volunteer experiences, involvement with the Board of Directors or subcommittees, and the Parent Committee. We look forward to connecting with you to ensure the long-term success of Three Rivers Montessori Children's House!

Sincerely,

Children's House Administration and Staff

Three Rivers Montessori Charter School
17267 Yale St. NW
Elk River, MN 55330
763-595-1213
threeriversmontessori.org



Three Rivers Montessori

Purpose:

01

Three Rivers Montessori is pleased to now offer a Children's House program that serves children ages 33 months through Kindergarten. Below you will find general information on the Children's House and its operation.

Three Rivers Montessori's Children's House mandates that children in the program have supervision at all times and in all locations during the program day. The TRM Children's House will consist of children in ages ranging from 33 months through kindergarten. A maximum capacity of 20 children will be allowed for the 2024-2025 school year. The Children's House school day will mirror TRM's elementary school and operate from 7:30am to 1:45pm Monday through Friday with the option of extended care until 3pm if so desired. The Children's House will follow the TRM school calendar found here:

<https://threeriversmontessori.hubbli.com/wp-content/uploads/sites/596/2023/09/TRM-2023-2024-School-Calendar-2023-2024-DRAFT-School-Calendar-2.pdf>

The general education methods will be authentic Montessori methods and instruction with the goals and objectives being to connect the child to their world and their community while increasing their physical, intellectual, social, and emotional development. As Montessorians we hold that the child lead and thus their cultural background will naturally support their individualized intellectual, physical, social, and emotional development. Families can request our program plan or find it on our website at anytime.

Three Rivers Montessori utilizes a parent communication platform to record all progress and to communicate with families their child's progress in our program. Conferences are held twice yearly as noted by the school calendar linked above. We ensure that children have access to creative arts and crafts, construction, practical life activities, science, music, fine and large motor activities, and sensory stimulation on a daily basis.



Three Rivers Montessori

Preschool Children's Entrance into Kindergarten (Lottery):

02

Three Rivers Montessori elementary school operates on a lottery system. The lottery process is outlined via our enrollment and lottery policy found here:

<https://threeriversmontessori.org/wp-content/uploads/sites/596/2023/08/Application-Enrollment-and-Lottery-Policy-1.pdf>

Because the TRM preschool program is a separate entity from the K-6 elementary school program, there is no guarantee or promise that any preschool child will be enrolled into the TRM elementary program. All Preschool families will need to participate in the enrollment and lottery process for admittance into the TRM elementary school program starting in their child's kindergarten year.

Per MINNESOTA STATUTE 124E.11: ADMISSION REQUIREMENTS AND ENROLLMENT PART C, *"a charter school shall give enrollment preference to a sibling of an enrolled pupil and to a foster child of that pupil's parents and may give preference for enrolling children of the school's staff before accepting other pupils by lot."*

If you have another child enrolled in the TRM elementary program, your preschool child will be given preference for enrollment into the elementary program.



Administration:

Executive Director

- Dr. Paula Henry
(paula.henry@threeriversmontessori.org)

Director of Operations

- Connie Wrightsman
(connie.wrightsman@threeriversmontessori.org)

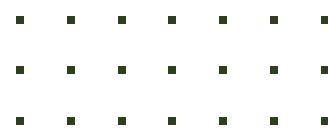
Educational Staff:

Children's House Guide

- Kristen Ennis
kristen.ennis@threeriversmontessori.org



Children's House



TRM's preschool environment is also referred to as the Children's House. It is a specially prepared environment for children from the ages of 33 months to six years.

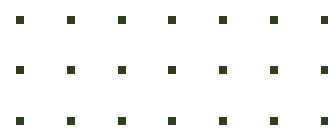
This program is an all-day program for the 2024-2025 school year. Breakfast is not currently available so we ask that you ensure your child has breakfast at home before starting their day at TRM. Lunch is also not provided at this time and we ask that you send your child with a nutritious cold lunch from home each day. Snack will be provided in the morning and in the afternoon. Snack will consist of a dairy, grain, and fruit. For much of the children's day they may choose work within the prepared environment. There is also group time for music, stories, movement, and games. Children have time to play outside at least once a day.

Children are free to choose Montessori work from the beautiful and well-defined areas of the environment. The adults in the environment serve as guides who show the children how to use the concrete materials. Working with the materials not only helps develop coordination, concentration, independence, and a sense of order; it also helps the child become more disciplined and accomplished. Children in a Montessori environment usually have healthy self-esteem because they are guided to do things themselves. The children have ownership of the environment and take good care of it, returning materials with care.

The Children's House environment unifies the social, physical, and intellectual functioning of the child. We provide children with an early and general foundation that includes a positive attitude toward school, inner security, a sense of order, pride in the environment, curiosity, concentration, self-discipline, and a sense of responsibility for the self and for the group. Through interacting with the Montessori environment, the child constructs him or herself in a positive manner. This benefits the child in school and in life.



Children's House



Instruction occurs one-on-one and in small groups conducted at the child's pace. Montessori materials are organized in a logical, sequential nature, providing a structure that guides a child's discovery. A series of presentations, activities, and developmentally appropriate materials are designed to enable the child to master specific skills. Each series of presentations and materials is grouped by broader content areas that complement and interrelate with one another.

The Children's House environment is divided into four distinct areas:

Practical life: Among other life skills, children learn how to wash, cook, sweep, plant, and knit or sew.

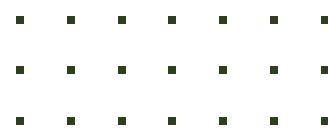
Sensorial: Children learn through sight, touch, sound, taste, and smell using binomial cubes, geometric shapes, constructive triangles, tasting bottles, and other materials that enable the child to classify, clarify, and comprehend the world.

Language: Children are introduced to nomenclature and vocabulary through spoken language games. They are also introduced to the 26 letters of the English alphabet and their associated sounds. With the help of a movable alphabet, children are able to write words, sentences, and stories. Reading quickly follows with materials that help explore grammar and the structure of language.

Math: Children are taken from the concrete to the abstract through manipulation, experimentation, and invention by using math materials.



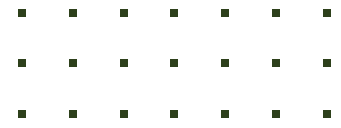
Daily Schedule



Time	Activity	Location
7:05am-7:25am	Arrival and warm in	Main Lobby to the Classroom Environment
7:30am-10:30am	Morning work cycle	Classroom Environment
9:30am	A morning snack is provided during the morning work cycle	Classroom Environment
10:30am	Recess	TRM Playground
11:00am	Lunch	Classroom Environment
12:00pm	Nap/Rest time	Classroom Environment
1:00pm	An afternoon snack is provided after Nap/Rest time	Classroom Environment
1:30pm	Transition/Dismissal	Classroom Environment
1:45pm	School day program ends	Classroom Environment
1:45-3:00	Optional afternoon work cycle for Seedlings extended care students	Classroom Environment



Toileting Policy



Children in the Children's House must be able to use the toilet independently, including during naps. The TRM Children's House environment is not licensed to support children in diapers or pull-ups. Each environment is equipped with a full bathroom and toilet which children have access to throughout the day. If a child is having challenges or experiencing regression, the child's parents and guides are encouraged to speak directly with school administration to develop a management plan to best assist the child.

Program Day

PRESCHOOL FULL DAY PROGRAM

Three Rivers Montessori's Children's House offers only a Full Day Program at this time (School day program from 7:30am-1:45pm or Seedlings extended day program from 7:30am-3:00pm). Children in TRM's Children's House program are expected to attend Monday through Friday, on all school days as designated by the TRM school calendar.

The Three Rivers Montessori Guide and Assistant are honored to spend the day with your child, and we hold the philosophy that children must also have the opportunity to spend adequate time with their families each day.

FEES:

School day program:

7:30am-1:45pm- \$900.00 per month

Seedlings Extended Day Program:

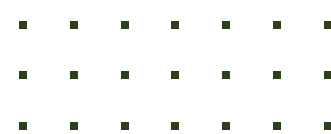
7:30am-3:00pm- \$1,050.00 per month

7:30am-5:00pm- \$1075.00 per month

***Payment policy found on page 13



Progress Reports



TRM hold parent-teacher conferences twice a year in the Fall and Spring as designated in the school calendar. The lead guide will discuss your child's intellectual, physical, social, and emotional development at each of these conferences. The conference log and all related data will be available in the child's record held at TRM.

Naps & Rest Policy

Each child will be provided an opportunity for a nap and/or rest during the day. Napping mats will be provided for each child and a blanket and small pillow may be provided from home.

Blankets and pillows will be sent home each Friday to be washed and returned the following Monday (or next available school day). If a blanket or pillow becomes soiled it will be sent home the same day to be washed and returned or for a new blanket and pillow to be sent.

Confinement Limitation: A child who has completed a nap or rested quietly for 30 minutes will not be required to remain on their cot and will be free to join the quiet activities provided for the non-resting children.

A divider will be used to allow napping and resting children to be free from distraction while they rest. Quiet activities will be provided for the non-resting children. Supervision will be provided for both groups of children.



Arrival/Departure :

School Hours - 7:30am-1:45pm or 7:30am-3:00pm

Our preschool children should arrive and be picked up on time. If an emergency occurs, and a parent or guardian cannot pick up their child, the guardian should contact the office as soon as possible by calling 763-595-1213. Unless the office is notified of a pick-up change before 12:30pm, the child's typical routine will be followed.

Release of a Student

Students should arrive and be picked up on time. If an emergency occurs, and a parent or guardian cannot pick up their child(ren), the parent/guardian should contact the office as soon as possible by calling 763-595-1213. Unless the office is notified of a pick-up change before 12:30pm, the child's typical routine will be followed.

Signing In and Out

If a student arrives late or leaves early, parents/guardians must **sign their children in or out at the front desk**. There is a computer where you will enter the necessary information to sign your child in and/or out.

Dropping Off Items

If you are dropping off an item such as lunch, clothing, or classroom work, report to the front desk, and a school staff member will deliver the item to the classroom at the appropriate time.



Drop Off Procedures

Drop off 7:25am-7:30am

All TRM Children's House families will drop their children off through the front entrance starting at 7:25am. Staff will be at the door to greet your child(ren) and guide them to their classroom. We understand that drop off can be a sensitive time for both guardians and children, we encourage you to prepare your child(ren) for drop off by talking about their favorite things in the classroom, teachers, friends and lunch.

Once at the door we encourage a quick hug and goodbye with a hand off to staff, we find that the quick goodbye tends to work the best and children who are crying are often happy and ready to engage with staff and peers within 5 minutes or less.

Drop off after 7:30am

If you arrive after 7:30 am, you will need to park in the upper-level lot and walk your child into the building. You will sign them in at the front desk and a staff member will walk them to class.

The Children's House Classroom is located immediately to the right upon entry, a staff member will be present to guide all preschool children into their classroom environment each day.



Pick-up Procedures

Pick-up 1:45pm and 3:00

Important: Do not arrive before 1:40 pm or 2:55 pm.

All children will be brought to the front entry for dismissal each day. Staff will remain with the children until 1:45, 3:00pm, or until they are picked up.

Pick-up after 1:50 or 3:05pm

Students remaining after their designated program time will be held in the front office for pickup and the parent/guardian will be notified, if there will be a further delay or we cannot reach anyone your child will be placed back with program staff and you will be charged at \$1 per minute beyond 1:50 or 3:05pm.

Chronic late pick-ups or extreme lateness can result in other penalties, including exclusion from the program.

Separation on the First Day or Following a Break

It is normal for children to be nervous or anxious upon returning to school after a break. Before your child(ren) return to school, you may want to talk with your child about their favorite things about school and being able to see their friends. Please talk with your child's teacher if you have questions or concerns about separation so a plan can be formed to support your child.



Attendance

Attendance Contact: paige.lundeen@threeriversmontessori.org

TRM Attendance Policy

All parents/guardians should review the TRM Attendance Policy. The TRM Attendance Policy is available on the school's website policy section or printed upon request.

https://drive.google.com/file/d/1FRRdVC1QBJhXzNR7uC8pucmsu6_cQxcZ/view

Though this policy was written with elementary students in mind, the relevant pieces will apply to our Children's House program.

Regular attendance in school is essential to the success of our students. As parents and guardians, you play the most crucial role in your child's education. Making sure your child arrives at school every day rested, well-fed, and ready to learn is an excellent contribution to your child's education. Children who are well should be at school every day that school is in session. Students who are ill should not be in school.

If there are excessive absences TRM administration will do their best to work with each family on a case by case basis. If absences are not resolved after school and family consult, preschool children may be removed from the Children's house program to accommodate another family who may be ready to enroll their child.



Absent or Late to School

If your child will be absent, arrive late or leave early, please email Paige Lundeen, the lead guide, at paige.lundeen@threeriversmontessori.org as soon as possible. If a child is not at school and has not received notice of an absence, by 8:15 a.m., the school will contact a parent or guardian. If we don't hear from you on the same day by 9:30 a.m., your child's absence will be recorded as unexcused.

Recording Excused Tardies and Absences

- A student is considered tardy if they arrive after the start of the school day until 8:30 a.m.
- A student is considered absent for a half-day if they miss more than 60 minutes but less than 4 hours of the day.
- A student is considered absent for a full day if they miss more than 4 hours of the day.

Payment/Monthly Fee

Tuition Payment

Invoices are emailed to parents via Square. Payments can be made by credit card or debit card online through Square, there is a 2.5% processing fee for online payments. Cash and check payments can be dropped off at the front office. Tuition is due by the 15th of each month. A \$25.00 late fee will be assessed for late pay.

Family Vacations and/or Child Absent

There is no tuition reimbursement when your child is on vacation and or absent for any reason. There is also no reduction in price for non-school days designated by the TRM school calendar. You may terminate care at anytime but will pay for the full month of care you are currently in.



Safety Drills

Staff are sensitive to the potential anxiety children may have during fire, tornado and lockdown drills. Teachers and administrators do their best to make drill practices a positive experience for the children. Please talk with your child's teacher or administration if you have any questions about these drills.

Additional provisions surrounding safety drills:

- Crisis plans are updated and reviewed yearly with staff as well as all new hires
- Drills will be practiced throughout the school year: 5 fire drills, 5 lockdown drills, and one tornado drill.
- An announcement is made during each drill.
- Everyone in the building participates, however, you have the right to have your child not participate, you must notify building administration and we will ensure they are exempt from any drills identified by the parent/guardian.

Fire Drill

Staff, children and parents/guardians leave the building through designated exits and gather in a predetermined location per the evacuation map. Administration times the evacuation and strives to get quicker the more everyone practices.

Lockdown Drill

No one can enter or leave the building until an "all clear" is issued during a drill. If a drill occurs during drop-off, keep your child with you in your car until building doors are unlocked. In an actual lockdown situation, staff will notify and follow the direction of law enforcement.



Tornado Drill

Staff, children, and parents/guardians move to their designated shelter area. Children and adults sit on the floor with their heads and neck covered with their hands.

In a School Emergency

During an emergency or threat of emergency, school officials and law enforcement take specific, planned steps to keep students safe. School and district administration understand that parents and guardians may wish to take their children out of school during these times.

Unfortunately, parents' desire to take their child may create situations that further complicate an emergency. If parents or guardians choose to come to school during an emergency, they will not have access to the school and their students during that time.

Requests for Parents/Guardians During an Emergency:

1. Parents should refrain from coming to campus during an emergency unless asked to do so. The school may close the campus and parking lot to everyone except police, emergency workers, and school officials.
2. The presence of additional people on or near campus makes it more difficult for police, emergency workers, and school staff to do their jobs. In addition, parents who do come to school will have to wait until district and law enforcement officials are confident the situation is safe.
3. In a school evacuation, students are moved to a secure location under the supervision of teachers and administrative staff.
4. Until all students and the school building are safe and secure, the school will not release students. During an emergency, TRM prioritizes providing accurate, timely information as it becomes available. Information is shared via text/email, Facebook, website, phone calls, and the local news media.



Cancellation of School

School is canceled only in extraordinary circumstances such as extreme weather, equipment failure, or public crisis. In regards to extreme winter weather, TRM will do their best to follow the Elk River School District. If the Elk River School District (ISD 728) cancels or delays school, TRM will as well. School staff, district administration, and the School Board are aware of the difficulties created by an abrupt cancellation of school. The district will post information about school closings/delayed start times in a variety of ways. The quickest ways to learn of cancellations include:

1. TRM text and email notifications
2. TRM Facebook Page
3. WCCO Channel 4 Television and Website

Please note if TRM elementary is closed, TRM Children's House Preschool Program will also be closed.

Cold Weather

The safety of all our students is our first priority when determining if schools should stay open in extreme winter weather. In making this decision, district officials use the National Weather Service's Release of students: warning system. If the National Weather Service issues a "wind chill warning" stating that exposed skin can become frostbitten in less than 15 minutes, then the district will likely make a decision to close. If a "wind chill advisory" is in effect, students who are properly dressed for the weather should be able to be transported to school without risking frostbite. The decision to close school is a serious one, and it affects many working families who would have to take a day off of work or find day care on short notice. Some families do not have these options and their children may be left home alone. Often, children are more at risk when we close school. If TRM closes school no refunds will be given for the Children's House Program. If we have more than 5 school closures those days will be made up at the end of the year.



Parent Determination of Attendance Related to Cold Weather

In cases of extreme winter weather, parents and guardians have the final decision on whether to send their children to school. If school is open, students are expected to attend. However, if parents and guardians feel their children would be in danger, they may choose to keep them home. The absence will be excused if the parent or guardian calls to report it prior to the start of school. If the school is not contacted, the student will not receive an excused absence.

Guideline for Recess in Cold Weather

The guideline for keeping children inside for recess is 10 degrees temperature including wind chill. Accommodations for children with special medical needs can be made with administrative approval. Written documentation from a doctor will be required.

Cold Weather Clothing Recommendations:

1. Wear several layers, the layer of air between each piece of clothing acts as extra insulation.
2. Wear clothing that insulates, shields and breathes. Wool and polypropylene are good insulators.
3. Outer layers should be wind and waterproof.
4. Wear wool socks and well-fitting waterproof boots.
5. Wear a hat to prevent heat loss.
6. In most cases, mittens are warmer than gloves.
7. In extreme cold, cover all areas of exposed skin.



Clothing

Children should wear weather appropriate, comfortable, washable play clothes and shoes.

Please label personal items:
backpacks, mittens, hats, and boots.

Toilet accidents are minimized when children can easily unbutton or pull down pants. Clothing that is easily managed by children encourages self-help and independence.

Field Trips

The children's House is a space that provides all that this child needs through age 6, therefore Children's House students will not take field trips.

School Nutrition

School meals are an important part of each child's school day. TRM preschool, children will need to bring a lunch from home for the 24'-25' school year. A morning and after school snack will be provided and this is included in your tuition price. Preschool children will be provided a dairy, grain, and fruit for snack time.

Birthdays

Each classroom has unique birthday celebration traditions. If your family does not celebrate birthdays, please inform your student's teacher. Also, please do not bring cake, cookies, cupcakes, or other sugar-heavy foods unless otherwise approved by the classroom teacher.



Health and Wellness

Immunization

The Minnesota School Immunization Law (MN Statute 121A.15) requires all students to provide proof of childhood immunizations or a parent/guardian signed and notarized exemption form. Please consult with your medical provider with regard to immunizations required for entrance into early childhood programs. Private medical providers may give the immunizations. Administration needs records that include the month, day and year your student's immunizations were given. These must be provided to the school office before the first day.

State law does allow a process for parents or guardians to file a legal exemption to immunizations for medical reasons or conscientiously held beliefs. The exemption must be notarized and turned into the school.

Early Childhood Screening

In Minnesota, all children are required to complete early childhood screening before they enter Kindergarten. Ideally, the screening should be completed prior to a child turning four years old, and must be completed before the child attends public Kindergarten. Screening is a free, simple check of a young child's health and development. It does not determine Kindergarten readiness. Screening can be done through ISD 728.

Screening includes:

1. A development assessment
2. Vision and hearing checks
3. Height and weight measurement
4. An immunization and health history review



Illness and Staying Home From School

Parents are frequently concerned about when students should stay home from school because of illness. It is important to have a child care plan for the days your child is ill and must stay home from school.

Your child should remain at home in the following circumstances:

1. If a student has had a fever of 100 degrees or more, the student must stay home for 24 hours after the temperature returns to normal without the use of medication.
2. If a student has vomited or had diarrhea, the student must stay home until 24 hours after the last episode. If a student has vomited two or more times or had three or more abnormally loose stools while at school, they will be sent home as well.
3. If a student has had any rash that may be disease-related or the cause is unknown, check with a family physician before sending the student to school.
4. If a student has chicken pox (stay home until not contagious or until the lesions are crusted over)
5. If a student has conjunctivitis or pus draining from the eye.
6. If a student has streptococcal pharyngitis or impetigo and has not completed 24 hours of antibiotics
7. If a student has ringworm, or scabies that are untreated and contagious to others
8. Students who are unexplainably lethargic, has significant respiratory distress, or is not able to participate fully in Children's House activities with reasonable comfort.

If a student is ill, please call the school daily to report the illness. If your child has a chronic health disease that causes the symptoms of fever, vomiting, diarrhea or rash please check with the school nurses aide to discuss parameters for keeping your child home. Remember that a child who is ill with an infectious disease can spread the disease when in contact with others in the family and community.



Hand Washing

Frequent hand washing is one of the best ways to limit the spread of disease. Set a good example by washing your hands often and helping your child develop good hand washing habits. If you have questions about these guidelines or your child's illness, please call your school health aide or family physician.

Medication

Prescription medication may be given with medical provider and parent permission. Only FDA approved medications can be administered to students through TRM. Herbal, dietary supplements, essential oils and alternative medications will need to be administered to students outside of the school day at home. All medications administered at school must be provided by the parent or guardian. The parent or guardian shall bring all prescription medicines to the school's front desk and complete the Medication Administration Form which is available in the front office. All discontinued medication must be picked up by the parent or guardian from the front office or it will be disposed of appropriately.



Latex Allergies

Because some individuals are allergic to latex, TRM strives to minimize use of latex containing products that commonly cause allergic reactions. Latex, a milky fluid produced by rubber trees, is processed into a wide variety of products, including latex balloons. Balloons are common causes of allergic reactions in persons sensitive to latex. The severity of the reaction depends upon the degree of sensitivity of the person. In rare instances, exposure to latex particles released when a balloon pops can include life-threatening symptoms, such as shock, severe breathing difficulties or loss of blood pressure. Due to possible allergic reactions to latex, most balloons are not allowed in school. However, Mylar balloons, which can be recognized by their silver material, are allowed in school. If you are uncertain of the material in a particular balloon, do not bring it to school. Please notify an administrator or the office staff if your child is allergic to latex.

Pesticide Use Notification

Schools that apply pesticides must maintain an estimated schedule of pesticide applications and make the schedule available to parents and guardians for review or copying at each school office. The state law also requires that families be told that the long-term health effect on children from application of pesticides or the class of chemicals to which they belong may not be fully understood. If you would like to be notified prior to pesticide applications made on days other than those specified in the school's estimated schedule or for other indoor air quality questions, please contact the TRM office. At this time TRM does not utilize any pesticides.



Asbestos

TRM will monitor asbestos in the building and respond in a cautious and proactive manner. The district will continue with the on-going Operations and Maintenance program including the periodic surveillance of all asbestos containing materials to ensure that the material remains in good condition and that appropriate precautions are followed whenever the material is disturbed. TRM does not have any asbestos currently in the building.

Lead in Water Plan

The 2023 Minnesota Legislature passed “Lead in School Drinking Water” legislation (MN Statutes 121A.335) that requires districts across the state to revise their plans to test for the presence of lead in water in school buildings to include by July of 2024:

Policies and procedures for ensuring consistent water quality throughout their facilities. Documentation of the routine water management strategies and procedures used in each building to maintain water quality and reduce exposure to lead

TRM has developed a plan and has a company in place to test for lead in the drinking water.

Administering of First Aid

TRM has an on site health aide and a contracted school nurse. Further, all Children’s house staff are CPR and First Aid certified. The school will take care of minor injuries in the classroom or with the assistance of the health aides. If a serious injury occurs, 911 and the family will be contacted and appropriate steps will be taken to ensure the safety of all involved.



School Guidelines

Three Rivers Montessori has a board approved behavior plan. Preschool students will fall under this plan, though it will be adapted to meet their unique developmental needs. The behavior policy can be found here:

<https://threeriversmontessori.org/wp-content/uploads/sites/596/2023/08/Behavior-Policy.pdf>

Each preschool child will be provided with a positive model of acceptable behavior each day. Response to behavior will be tailored to the developmental level of the children, in this case, preschool age. Children experiencing challenging behaviors will be redirected in a positive manner and, if necessary, away from problem areas and toward constructive activities to reduce conflict. TRM will work to proactively teach children how to use acceptable alternatives in order to reduce conflict.

Above all staff will protect the safety of all children and staff members at TRM. Consequences will be related to the behavior and reasonable in nature. Staff will communicate all behavior concerns via our incident report form to families as they arise. Three Rivers Montessori has a full time behavior interventionist on staff and will lean into this resource as needed to support our preschool students as well.

Persistent Challenging Behavior

For children exhibiting persistent unwanted behavior, staff will observe and record the behavior and their own response to the behavior. This will be documented in the student portal, Transparent Classroom. A plan will be developed in partnership with TRM staff and families.



Prohibited Actions

The following actions will be prohibited at all times and in all places at TRM in response to behavior by staff:

- Subjection of a child to corporal punishment, including but not limited to, rough handling, shoving, hair pulling, ear pulling, shaking, slapping, kicking, biting, pinching, hitting, and spanking.
- Subjection of a child to emotional abuse, including but not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or the child's family, and using language that threatens, humiliates, or frightens the child.
- Separation of the child from the group, such as keeping a child in from recess or making them eat lunch apart from the group (ie. in a separate classroom or space). Separation may only occur if designated by mutual agreement and as part of a mutual behavior plan developed by TRM staff, administration, and the child's legal guardians. A specific plan in writing will be developed and followed in this instance. All parties will sign off on its implementation.
- Punishment for lapses in toilet habits.
- Withholding food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- The use of physical restraint other than to physically hold a child when containment is necessary to protect a child or others from harm, or as designated in a child's Individualized Education Plan (IEP) or Behavior Intervention Plan (BIP) related to an IEP that is in place.
- The use of mechanical restraints, such as tying.



Separation

No child may be separated from the group unless less intrusive methods of guiding the child's behavior have been ineffective and the child's behavior threatens the well being of the child or other children in the classroom. A child who requires separation from the group must remain within an unenclosed space within the building where the child can be continuously seen and heard by TRM staff. Appropriate staff must be supervising the student at all times. A separation may only occur if designated by mutual agreement and as part of a mutual behavior plan developed by TRM staff, administration, and the child's legal guardians. A specific plan in writing will be developed and followed in this instance. All parties will sign off on its implementation.

All separations from the group will be noted in transparent classroom and also logged on a running separation report. The notation in both places will contain the child's name, staff person's name, time, date, location of the separation, and events that led up to the separation. Information indicating what less intrusive methods were used to guide the child's behavior and how the child's behavior continued to threaten the well being of the child or other children in the classroom. If a child is separated from the group more than three times or more in one day, the child's legal guardian will be notified and notification of the parent notification will accompany the documentation of the separation in Transparent Classroom.

If a child is separated more than five times in one week or eight times in two weeks, a follow up meeting will occur with TRM administration, staff, and the child's family to come to resolution.



School Guidelines

Scooters, Skateboards, In-line Skates and Roller Tennis Shoes

Students may not use in-line skates, roller skates, skateboards or scooters on school property. Students who wear roller shoes (tennis shoes with wheels) cannot use the wheels during the school day or on school property because of the safety hazard they pose to the wearer and to other students. The school is not responsible for lost, stolen or damaged items that are worn to school. Items that pose a nuisance to the school environment may be confiscated and returned at a later time.

Nuisance and Hazardous Items

Toys Electronic Devices etc.

For health and safety and to maintain an appropriate environment for learning, the possession or use of items judged by school staff to be hazardous or a nuisance are not allowed on school property and at school-sponsored events. Examples of such items vary by school but may include and are not limited to:

- electronic devices
- toys
- trading cards
- or other items deemed disruptive by school staff

If you have a question about whether an item should be brought to school, contact school administration. According to this guideline, the school is not responsible for lost, traded, stolen or damaged items that should not be in school. Items that pose a nuisance may be confiscated and returned later. There may be additional discipline as determined by school administration.



Special notice regarding electronic items:

With the growing popularity of mobile phones and other electronic devices, parents and guardians should be aware that schools are not responsible for lost, stolen or damaged items – no matter how expensive. Students who choose to bring these items to school do so at their own risk. Also, keep in mind that children's house students do not have secure lockers. Any item causing disruption may be taken away at the teacher's (or other staff member's) discretion to be returned later.

Searching Student Storage Areas

Student storage areas such as cubbies, hooks, drawers, etc. are property of the school and district and therefore can be searched by school personnel.

Appropriate Dress/Clothing

For physical education, preschool students must wear closed-toed tennis shoes.

Also, jewelry, accessories, and other apparel are prohibited for safety during physical education and lab classes. Children's House students go outside daily for recess. Therefore, it is essential to dress your child in warm winter wear, such as winter coats, hats, scarves, gloves or mittens, and boots in the winter months.

Please send two extra sets of clothes to keep at school for your child.



Special Education

Special education services are provided for students who have been evaluated and determined as meeting one of the 13 disability categories identified by federal law.

- Developmental delays (birth to age seven)
- Autism spectrum disorders
- Blind/visually impaired
- Deaf-blind
- Deaf and hard of hearing
- Developmental cognitive disabilities mild-moderate
- Developmental cognitive disabilities moderate-severe
- Emotional or behavioral disorders
- Other health disabilities
- Physically impaired
- Specific learning disabilities
- Speech or language impairments
- Traumatic brain injury

TRM offers a full continuum of services for students who meet special education criteria. An Individual Education Planning (IEP) meeting is held following a special education evaluation.

District staff work with the student's parents/family to determine what goals and objectives are appropriate to meet the child's needs. The team determines what specialized instruction is required and what related services might be right. Students identified as having special education needs will receive instruction from a special education teacher. Some students may require additional support in motor, speech/language, social work, vision, hearing, or other areas of need.

Preschool students may qualify under Early Childhood Special Education qualifications.



Visitation

For the safety of all students and staff at TRM, visitors must sign in with a valid state issued ID at the front desk. Upon leaving, visitors, parents and guardians must also sign out at the front desk. Classroom visits by parents and guardians can inform them about the learning materials and strategies used in their child's school. Arrangements should be made with the school in advance as to the date and length of visit. This will ensure that visits are informative for parents and guardians and do not disrupt learning activities, tests, and other classroom schedules and the Montessori Normalization Process.

Volunteers

All volunteers are required to complete a background check through Three Rivers Montessori before volunteering for the school. For more information on the background check process, please contact the school office.

Volunteers are what make TRM possible for the Elk River community area! In the classroom, volunteers may assist students with reading or other academic subjects, present on a topic, chaperone field trips, perform clerical duties and more.

TRM also welcomes visitors to the School Board and board sub-committees. Please see the TRM website for additional information:

<https://threeriversmontessori.org/board-%26-meeting-schedule>



Concerns and Complaints Procedure

TRM invites you to express your concerns or complaints. Through experience we have learned that the person best able to address a concern is generally the person closest to the situation. With that in mind, we ask that you start at the top of the list below. If you are not satisfied, then move to the next step and so on. 1. If you have a concern or complaint, please talk first with your child's teacher first. 2. If your child's teacher is not able to remedy the issue, please contact the Executive Director. In the event that the Executive Director is not available the Director of Operations will be available to provide assistance or guidance.

Student Photographs and Videos

TRM staff occasionally photograph, audio and/or video record students. These items may be used in school newsletters, e-newsletters, TRM social media posts, yearbooks, educational videos, the school's website and for other appropriate uses. Parents or guardians may choose to limit the use of their child's photo by completing the Photo Release Form found in the student's enrollment packet.



Parent Communication

Conferences are held twice each year for each family. We will also meet with parents whenever they wish, or respond by phone if needed. Please don't hesitate to call or email your child's guide or TRM administration with questions or concerns.



As a school, TRM is here to support and partner with each child and each family that comes to us. We are a small charter school, and while we are guided and held to MN State guidelines and standards and our Authorizer goals and needs, we are also creative in how we support each child who comes to us. We seek to create a space where children can grow and learn to become productive and compassionate citizens in the world they will navigate. We thank you for choosing TRM to partner with you on your child(ren)'s educational journey.



Department of Human Services, Division of Licensing Contact Information

Three Rivers Montessori is a certified child care center through DHS. You can contact DHS at anytime at the information below.

Any private information you provide shall be used and disclosed for the purpose of responding to your inquiries. For a list of DHS program contact numbers, see [DHS program contact numbers](#).

- Call the DHS Information Desk at 651-431-2000 (TTY/TDD service: 800-627-3529)
- Minnesota Health Care Program (MHCP) enrolled health care providers can call the [Provider Resource Center](#) at 651-431-2700 or 800-366-5411
- MHCP enrolled members may call the DHS Health Care Consumer Support at 651-297-3862 or 800-657-3672
- Use the [multilingual referral lines](#) if you request assistance in languages other than English
- Employees' addresses and phone numbers can be found in the [employee directory](#) or in the [Minnesota Government White Pages](#).

<https://mn.gov/dhs/>

<https://mn.gov/dhs/general-public/about-dhs/contact-us/>

