



Welcome

Welcome to Mountain Movers Preschool. I am so glad you chose to become a part of the Mountain Movers Preschool family. I take ownership and pride in our program and want each person who is a part of our family to do the same. I look forward to a fun learning and growing experience with you and your child. As part of our Mountain Movers Preschool family, I am here to support you and your child. Please do not hesitate to ask questions for clarification or if you have any concerns. This handbook is designed to acquaint all parents with current policies and procedures of Mountain Movers Preschool.

About the Director



My name is Amy Spangler. I am married and am a mother of two beautiful girls and two wonderful step children. I was raised in New Mexico where I graduated from the University of New Mexico with my Bachelors in

Elementary Education. I moved to Montana in February 2008 where I started substitute teaching all over Flathead Valley and was hired in the fall of 2008 with the Columbia Falls School District as a kindergarten paraeducator. I have been teaching/coaching children 0-6th grade ever since. I have taught in kindergarten, Title One (working with children in grades 1-5) and I was the director of my own daycare/preschool for 7 years for the Columbia Falls School District. I tutor children, I have coached Girls on the Run for the past 3 years, I coached 5th-6th grade volleyball, and I am currently coaching Kids Crossfit working with kids ages 8-12. Working with children is my passion and when directing my own daycare/preschool, I discovered that I truly loved teaching young children. Their energy, their curiosity, their sense of wonder, and their love of learning and open hearts and minds makes my heart smile. At Mountain Movers Preschool, I hope to instill the belief in all children that they can indeed move mountains.

Mission & Philosophy

Mountain Movers Preschool strives to provide a loving, safe, fun learning environment in which your child will thrive. We believe that all children are unique individuals and that all children can learn when given the resources to do so. We believe that children learn best from meaningful play.

Facility

The preschool is located just north of The Warming Center on N. Meridian. Our physical address is 955 N. Meridian, Kalispell, MT 59901. We have 680 square feet of space inside and 3,500 square feet of space outside with an enclosed fence.

Accreditation and Licensing

Mountain Movers Preschool is licensed by the state of Montana.

Code of Ethical Conduct

For an updated NAEYC Code of Ethical Conduct please visit, www.naeyc.org. Copies of Ethical Conduct are also available in the director's office and all staff will receive one upon hire/orientation. Staff also reviews and signs off on the Code of Ethical Conduct annually.

Non - Discrimination Policy

Mountain Movers Preschool does not discriminate on the basis of race, color, religion, creed, political ideas, sex, gender identity, sexual orientation, age, marital status, and veteran's status, service in the uniformed services, physical or mental disability, national origin or ancestry.

Ratio

Appropriate ratios are kept according to Montana Child Care Licensing and NAEYC standards. Mountain Movers Preschool is considered a family child care and ratios are 1 adult to 8 children.

Program Options:

Hours of Operation

Mountain Movers Preschool is open from 8:00 am - 5:30 pm Monday-Friday. If you're interested in just half days, mornings, 8:00am-12:00pm will be available. Our preschool is open for children ages 3-5 years old. We will follow the Kalispell School District Calendar in regards to holiday vacation and school closures. We will stay open during teacher PIR days.

Enrollment

Mountain Movers Preschool offers 4 options for families:

5 days (Monday-Friday)

4 days (Your choice: Monday-Friday)

3 days (Your choice: Monday-Friday)

2 days (Your choice: Monday-Friday)

Enrollment paperwork is due prior to enrolling. This paperwork consists of the following:

1. Enrollment Form and Contract
2. Emergency Contact and Parental Consent
3. State of Montana Child Care Facility/School Certificate of Immunization
4. Non-Ingestible Over the Counter (OTC) Medication Authorization Form
5. Individual Personal Care Plan
6. Photo Release form

Each summer, enrollment paperwork is required to be completed and submitted. If at any point throughout the year there is a change in address, phone number, insurance information, emergency contact, or approved pickup person(s), please see the Director to make these changes.

Emergency Contact and Parental Consent, Immunization, Non-Ingestible Over the Counter Medication Authorization, are reviewed by the state annually.

*There is a non-refundable enrollment fee of \$50. The enrollment fee is a one time fee upon enrollment.

Tuition

These are set on a yearly basis effective August 1st. Rates for the 2025-2026 school year are:

\$1,110.00/month for 5 days

\$912.00/month for 4 days

\$702.00/month for 3 days

\$480.00/month for 2 days

If interested in just mornings (8:00am-12:00pm):

\$800.00/month for 5 days

\$672.00/month for 4 days

\$528.00/month for 3 days

\$368.00/month for 2 days

Tuition is due by the first (1st) of every month. If you need to make other payment arrangements, please talk with the director. Mountain

Movers Preschool will use the Venmo app for payment, but will also take a check (\$35 fee for returned check).

Care is in jeopardy of being discontinued if tuition is not paid by the fifteenth (15th) of the month along with a \$30 late fee. Mountain Movers Preschool is a full year program with reduced hours during summer months. You don't have to actually attend all of your scheduled days, but you will be charged for that number of days.

Best Beginnings Scholarship

Mountain Movers Preschool accepts the Best Beginnings Scholarship. This scholarship allows participating families to help cover the cost of care by making a co-payment based on a sliding scale. The Best Beginnings Scholarship currently covers \$23.00/half day and \$46.00/full day for a family preschool setting (Mountain Movers Preschool). Families are responsible for covering the difference of tuition.

Withdrawal/Schedule Change

A thirty (30) days written notice is required for any schedule changes (permanent or lasting more than a week) or discontinuation of care. Mountain Movers Preschool has the right to charge full tuition if proper notice is not given. Schedule changes are only permitted if the change can be accommodated based on current class schedules. If you need to add an extra day that your child is not regularly scheduled for, you will be charged an extra daily rate for that day(s).

Preschool \$50.00/day. If Mountain Movers Preschool is closed for a holiday or school closure, you are still responsible for paying for your contracted day(s). If you need to add a day due to the closure, you can make a request with the Director and understand you will be charged the extra day fee. Mountain Movers Preschool does its best to accommodate extra days or schedule changes but at times may not be able to accommodate these requests due to class sizes and staff schedules.

Arrival and Departure

Arrival:

Mountain Movers Preschool starts at 8:00am. If you arrive a few minutes before 8:00am, you will need to wait with your child outside until 8:00am. Teachers are still preparing the classrooms and may need to go in and out of the room up until 8:00am. During arrival it is very important to set up a routine that your family can follow every day. This provides your child with a sense of security. Please keep teachers informed about your child's health, mood, eating habits, family situation, or anything you think might affect your child's behavior at school. We recommend that you help put away items in their cubby, walk your child into the room, greet the teachers and friends, help wash their hands and assist your child in selecting a toy or joining an activity. When it is time for the person dropping the child off to go, tell the child you are leaving, and say, "Good-bye". If your child is having difficulty separating, let a teacher know for assistance. Feel free to call/text later if your child is upset when you leave, and we will let you know how he or she is doing.

Departure:

If someone we do not know is to pick up your child, please inform the Director. This person must be listed as authorized to pick up your child on the enrollment paperwork. Remind the authorized person that we may ask for picture identification to insure your child's safety. If there are any changes in emergency contact information or individuals who are authorized to pick up your child, please notify the Director immediately. Families should have at least two (2) authorized people listed. Children will not be released to anyone not listed without proper identification and only after a guardian has advised the director or teacher of the change, nor will they be released to any parent, guardian or escort who is suspected to be under the influence of alcohol or drugs. If a person is suspected of being under the influence of alcohol or drugs, a phone call will be made to another authorized person on the pickup list and/or the local authorities and/or the Department of Public Health and Human Services. During departure, it

is also important to follow a set routine. We recommend that when you arrive, you greet your child and the teachers, and let your child know how much time he or she has to wrap up the ongoing project or activity. While your child is finishing up is a good time to talk with the teachers to discuss your child's day, but this is not the time to have a full conference with the teachers. If you feel you need a conference, please ask the teacher to set a separate time for you to meet. On the way out, check your child's mailbox. Be sure and say, "Goodbye" to your child's teachers, so they know you and your child are leaving. Once you have reunited with your child and begun departure, Mountain Movers Preschool is no longer responsible for your child's safety. Please be sure he/she remains with you both inside and outside of the building.

Late Fees

Mountain Movers Preschool closes at 5:30 p.m. There will be a late fee assessed if children are picked up after 5:30 p.m. Examples of the late pickup charge policy is as follows: \$1 for each minute late, per child. That is, if a parent arrives at 5:35 p.m. 5 minutes late = \$5.00 late fee will be applied (per child enrolled). A \$30 late fee is assessed to your account for any tuition not paid by the 15th of the month (or the next business day if the 15th lands on a weekend or school closure).

Attendance

Please notify Mountain Movers Preschool at 406-260-0062 (call or text) as soon as you know that your child will not be in attendance. Messages can be left on voicemail/text at any hour. This will help the teachers if they need to make changes to the classroom's activities. Classroom attendance sheets are used in the event of an emergency, taken on field trips and during outdoor time. Throughout the day, all staff are responsible for making sure that children are accounted for

by repeatedly counting them and ensuring they are included on the attendance record.

Children's Health Records and Other Records

All children are required to be current on all immunizations at the time of enrollment, unless unable to per physician's statement or you have a religious exemption. Immunizations are to be kept up to date thereafter following the Montana guidelines schedule. Immunizations are an important public health policy affecting children. As a matter of Montana Child Care Licensing, children in the program must:

- Be fully immunized, or
 - Be in the process of becoming fully immunized according to the approved schedule,
- or
- Have a physician's statement that immunizations are not needed for medical reasons or religious exemption

Your child's file is kept in a locked filing cabinet in the Director's office.

Your child's file is considered confidential and only a limited number of individuals have access to view it. Parents may request to view their child's file at any time. Please contact the Director to make arrangements to view the file. The Director will have access to review the file so that medical and family information is correct and up to date. Lead teachers have access to review files to see what individual/special needs your child has. This information will help with planning and goal setting for your child. When the program is being reviewed for relicensing, the licensing representative/health department has access to the files that are required by the state. These forms would include but are not limited to: child enrollment, medical forms, and special instruction plans for allergies if one is appropriate.

Curriculum and Assessment

Mountain Movers Preschool uses an academic and play based curriculum and incorporates Opening the World of Learning (OWL) as well as other resources from Teachers Pay Teachers. Mountain Movers Preschool will teach kindergarten readiness skills. Children's learning also becomes the most meaningful and long lasting when acquired through play. When a child builds with blocks, they are learning about shapes, sizes, numbers, making predictions about what will happen when they try to put a large block on top of a smaller one, etc. They also learn how to get along with others, taking turns and sharing through play. Teachers carefully set goals and plan activities that reflect the goals for the group as well as for each child, building on what children already know, and are interested in knowing more about. Through play, children learn about science, math, literacy, social skills, creative arts and social studies.

Mountain Movers Preschool believes that physical activity is an important part of a child's day. We encourage children to be physically active in a variety of ways. We utilize the outdoors and a variety of movements indoors. We limit watching movies or television unless it applies to our learning objectives.

Mountain Movers Preschool will use an ongoing assessment of children's development through observing children as they play, documenting their learning and growth using photos and/or work samples. Each child is viewed as an individual, they learn differently and curriculum planning reflects learning and developmental goals for each child. Mountain Movers Preschool uses assessments to support children's learning using a variety of methods, such as, observations, checklists, rating scales, and individually administered tests. Assessments obtain information on all areas of children's development and learning, including cognitive skills, language, social-emotional development, approaches to learning, health, and physical development (including self-help skills). We use parent

teacher conferences and daily verbal communication to share any important information to the families.

Meeting Individual Needs of Children

Transitioning:

Continuity and consistency of care are very important. One of the main goals of the Mountain Movers Preschool program is to prepare children for kindergarten. Mountain Movers Preschool provides support and knowledge about the transition into kindergarten at each school district.

Separation:

Children sometimes have difficulty separating upon arrival. This is typical behavior which, over time, should decrease as children become more secure in their new environment. Here are a few suggestions to help ease separation:

- Allow adequate time in the morning for arrival adjustment before needing to leave for work.
- While traveling, talk to your child about going to “school,” who will be there, etc. This prepares your child for what will occur. When you are rushed, children feel hurried and anxious.
- When you arrive, help your child get “settled in” by becoming involved in play.
- Once your child is playing comfortably, tell your child it’s time for you to go. (You might also try a two-minute warning ahead of time.) Please, do not leave without letting your child know. Children are establishing their sense of trust and need to see you go and see you return at the end of the day.

- Give hugs and kisses and reassure your child you will be back. It is helpful to give them an idea of your return by identifying a time of day you will be back (e.g. “I’ll see you after snack”).
- If there is still protest and difficulty, teachers are close by to help your child when you leave. Usually, children calm down and begin to play soon after you leave. Remember, even those children who are comfortable in play and in their environment need your attention, affection, and reassurance.

Behavior and Guidance

Mountain Movers Preschool follows behavior and guidance policies as well as curriculum and assessment policies to attempt to meet the individual needs of each child. We believe in re-direction, offering choices, and collaborative problem-solving to determine other more positive outcomes. Guidance is a process that takes repetition and consistency. It is also very relational. We want relationships that build trust and security with each child so that guidance is an understood outcome. We also strive to keep children actively engaged to limit undesirable behaviors.

Teaching staff will never use physical punishment, such as shaking or hitting, and they will not engage in psychological abuse or coercion. Teaching staff never use threats or derogatory remarks. They never withhold, nor threaten to withhold food as a form of discipline.

Behavioral Challenges and Concerns Guidelines:

A child with behavioral challenges will be re-directed and offered choices by the teacher. The teacher will also work with the child to problem solve and give guidance for a more positive outcome. If a child is still having behavioral challenges the teacher(s) will work together to give the child tools such as social stories, words, visual cues, and a space to go if they need to be alone/calm themselves.

After a child has been given the tools and if the behavior still continues, a behavior support team will be developed. This team will include family members, teachers, therapist (if needed) and administrative personnel. The team will meet to discuss behavior and form a collaborative action plan. The Behavior support team will meet again to develop a Behavior Support Plan based off the behavioral assessment. The Support plan will include prevention strategies, instructions for replacement skills, new ways to respond to behavior, etc. The team will then monitor the outcome and re-evaluate if needed. Administrative personnel will follow up with the teachers and families.

Goodness-of-fit Policy

Although we make every effort to meet the needs of each child, there are extremely rare situations where care at Mountain Movers Preschool may not be in the best interest of the child, parents, or other children at the center. After all efforts have been exhausted, we reserve the right to terminate care due to lack of goodness-of-fit with our program.

Confidentiality

All information gathered about a child is kept confidential. Records are kept in a secure area with limited access except by authorized personnel.

- Information obtained and collected by the program will be shared with other staff only on a “need to know” basis.
- Parents and guardians may ask to view screening and assessment results through asking the classroom teacher or the director.
- All information compiled during screenings and assessments will be used to promote the healthy developmental growth of the child. As

appropriate the classroom teacher, parents, and other essential personnel will be involved in making goals for the child or a referral in cases of developmental delays.

- No information shall be shared with an outside agency without the written consent from the parent or legal guardian.
- On request, regulatory authorities (Montana Childcare Licensing and the Flathead County/City Health Department) shall have access to confidential materials.

Daily Schedule

Mountain Movers Preschool's daily schedule includes structured small group and large group instruction, free exploration time, meals, self-care routines (bathroom, potty), rest times, and outside play times.

Rest Time

The children will have rest/quiet time after lunch. Children will be given a 20-30 minute mandatory quiet time in the classroom. The children will be expected to remain in their personal space, but will have the choice to lay down, sit and look at a book or work in their journal. Soothing music will be played during this time. This is not a time to talk or play with friends. We are not able to, nor do we believe in, requiring children to nap in preschool, but they will have the opportunity to nap during quiet time if they choose to. If they fall asleep, we will make every effort to try and let them sleep for an extended amount of time, but this cannot always be guaranteed. We DO NOT allow home toys (they can bring a blanket) in our class with

the exception of Show & Tell as they usually cause more harm than good.

Nutrition:

Food Policy

Nutrition is a major factor in the physical, social, mental, and emotional development of children. Your child's time at Mountain Movers Preschool offers a good opportunity to establish nutritionally sound eating habits as well as an understanding of the relationship between food, health, and growth. Our goal is to have a positive influence in broadening children's food experiences while being conscious of young children's tastes, appetites, and food restrictions.

Because we start at 8:00am, children should eat before coming to school as we cannot accommodate breakfast. A small nutritious snack will be served around 9:00am. Please advise the director of any dietary needs.

Mountain Movers Preschool does not qualify for the Child and Adult Food Care Program because we do not have a full working kitchen. Children will need to bring lunch from home. Please make sure that your child has a balanced lunch: Grains, vegetables, fruits, and protein-rich foods. Lunch will be around 11:45am.

- At no time will the withholding of food, or the threat of withholding food, be used as a form of discipline.
- Staff is never to use plastic or polystyrene (Styrofoam) containers, plates, bags, or wraps when microwaving children's food or beverages.

Birthday Treats

We enjoy celebrating children's birthdays. Please be mindful that we may have children with allergies in the classroom if you are bringing in a treat.

Health

Mountain Movers Preschool is not licensed to accept sick children. Your child's teacher completes a daily health check upon arrival (see health check policy). Children who arrive at the preschool in ill health will be asked to return home. If your child is too ill to participate in daily activities, including outdoor time, then they are too ill to be at school.

For everyone's protection, children should be kept home if signs of illness are showing such as:

- Temperature of 100 degrees or higher
- Sore or discharging eyes, ears or throat
- Intestinal disturbance, diarrhea or vomiting
- Any signs of head lice/nits (we have a no nit policy)

Children sent home from care with any of the above illnesses may not return to Mountain Movers Preschool until they are symptom free, unassisted by medication for 24 hours. If your child becomes ill or is injured during the day, we will contact you and keep her/him comfortable in the office until you arrive. Please have possible accommodations set up in advance so that your child can be picked up within 30 minutes. Mountain Movers Preschool follows the health care requirements ARM 37.95.139 of Montana state licensing. If your child contracts a contagious disease, notify us immediately so we can attempt to prevent the disease from spreading, or lessen its effects, on the rest of the center. We notify all parents when a child has been exposed to a contagious disease, we keep the child's identity confidential.

Immunizations:

Montana state law also requires that every child enrolled in a childcare program be up-to-date with their immunizations. Update your child's immunization record with Mountain Movers Preschool regularly. Eligibility for enrollment at Mountain Movers Preschool requires each child to have current screening tests and immunizations according to the recommended schedule.

Children must remain up to date on their immunizations to continue enrollment. If a child's immunizations become overdue (by 15 days), parents or legal guardians will be provided with a note requiring them to set up an appointment and follow through with that appointment. A copy of the update will be placed in the child's file. The only exemptions to this policy will be a documented exemption by a doctor's orders according to state requirements and documented on the blue MT Form No. IZ HES101 and Medical Exemption form.

Children's health records will include:

- Current info regarding health insurance coverage
- Results of well child checks or other health exams
- Up-to-date immunizations and screening test with results or follow-up requirements
- Current emergency contact information
- Names of individuals that are authorized by the family to have access to health information
- Instructions for any special health needs
- Supporting evidence for exemption cases

Immunization records will be reviewed every six months and as each child enrolls into the program.

Daily Health Checks

Daily health checks are completed on each child upon arrival by the lead teachers. Daily checks are done to appraise a child's health and well-being, reduces the transmission of communicable diseases in childcare settings and enables the staff to plan for necessary care in the facility.

The Lead/Assistant teacher assesses:

- changes of behavior (lethargy, drowsiness)
- skin rashes, itchy skin, itchy scalp (especially during a lice outbreak)
- change in child's appearance (elevated body temperature, determined by thermometer)
- complaints of pain or not feeling well
- other signs or symptoms of illness (drainage from eyes, vomiting, diarrhea, etc.)
- reported illnesses or injury in child's immediate family members

Mountain Movers Preschool gains information by questioning the parent or guardian, and, when applicable, conversations with the child. The daily health check does not delay dropping off your child(ren). It is simply a precaution for keeping the health and welfare of the children first and foremost.

Medication Authorization Policy

With changes happening in our licensing regulations, Mountain Movers Preschool will not administer prescription medication unless it is for a life threatening condition (epipen, inhaler, etc). We do not administer over the counter medicine (tylenol, etc). If your child has medication for a life threatening condition such as an epipen, inhaler, etc, please see the Director for the proper paperwork that needs to be filled out by a physician. No medicine can be stored here without the proper paperwork from a Dr. Authorized medications will be stored in a high cupboard in the child's classroom with the proper documentation.

Brushing Teeth

The children are given the opportunity to brush their teeth after lunch every day. Mountain Movers Preschool provides toothbrushes and toothpaste.

Smoking

There is absolutely no smoking allowed at Mountain Movers Preschool or on the grounds. Mountain Movers Preschool is committed to complying with the Montana Clean Indoor Air Act, and further supports a healthy, comfortable and productive work environment for all employees, students and visitors to its campuses. Therefore, Mountain Movers Preschool prohibits any form of smoking, including the use of electronic cigarettes (E-cigarettes) or any form of tobacco usage on its campuses.

Parent Involvement:

Knowing and Understanding our Preschool Families: Families and culture are celebrated at Mountain Movers Preschool. The role of parents is vital. Family involvement and connectedness is an integral piece of what makes a strong program. Family's role in informing and working together with their child's teacher is the glue that keeps our preschool in place. It is important to us that we develop skills and knowledge to work effectively with our diverse families. Our staff

will use a variety of formal and informal strategies (including conversation) to become acquainted with and learn from families about their family structure, their preferred child-rearing practices and information families wish to share about their socio-economic, linguistic, racial, religious and cultural backgrounds. Program staff will actively use information about families to adapt to the environment, curriculum and teaching methods to the families we serve.

Communication:

We encourage open lines of communication and offer a variety of methods for communication:

- Daily verbal communication during drop-off and pick-up.
- Newsletter that highlights what is happening at Mountain Movers Preschool.
- Bulletin boards.
- We welcome families to voice concerns/suggestions.
- Make an appointment for a meeting.
- Families are encouraged to keep Mountain Movers Preschool informed about changes that could affect your child's behavior, for example, a parent is out of town, visitors staying with you, grandparent is in the hospital, etc.

Parent Participation:

You are invited to observe anytime. Observing allows you to note age and individual related behavior patterns and to watch your child as he/she interacts in a social environment. If you have questions about what you observe (i.e., children's behavior, use of materials, teacher's behavior, etc.), please ask the teacher about it. When observing, people often see only a snapshot in time and may not clearly understand the context surrounding a certain action in the classroom.

Your participation is eagerly welcomed in the program. Your involvement can take many forms, and we hope that all parents will find meaningful ways to participate in their child's experience. Some ways in which you may choose to participate include, but are not limited to:

- Leading or assisting in special projects (carpentry, sewing, music, cooking, science experiments, cultural experiences, etc.)
- Construction or collection of materials for the Mountain Movers Preschool use such as paint aprons, raw materials for art projects, dress-up clothes, dramatic play props, carpentry materials, etc.
- Attending or planning parent workshops
- Eating morning snack or lunch with your child

Family Arrangements:

Mountain Movers Preschool recognizes that all families are not structured similarly and that some families may live apart due to a variety of circumstances. Mountain Movers Preschool teachers and staff are sensitive to the needs of children in these situations and will work to support the entire family. We are happy to provide duplicate information in the child's mailbox to accommodate both parents' need for information. If information is needed by the Mountain Movers Preschool staff regarding custody, child pick-ups, etc., please provide us with the formal paperwork. Unless we have the appropriate paperwork, we cannot keep a child's biological mother and/or father from picking up his or her child.

Parent Communication:

Copies of the classroom routine and activities will be posted on the door of the classroom. This is a great way to talk with your child about his/her day. You may find if you ask your child, "What did you do today?", you might hear, "Nothing". If you know about specific activities that occurred, you can ask more direct questions: "Can you

tell me about the picture you painted today?” Because the curriculum is planned in advance, some changes based on spontaneous learning opportunities, children’s interests and needs can be expected.

We encourage you to provide Mountain Movers Preschool with an email address. This can help with timely communication and notification of special classroom lessons and events. The teachers may also use email to send newsletters and any other classroom information.

Parent Teacher Conferences:

Individual parent-teacher conferences will be offered at least twice during each school year. Parent conferences for the school year will be held in November and April. Ongoing, informal communication of parent or teacher concerns and the sharing of special joys, sorrows, and accomplishments in the child’s life are important. Please feel free to speak with your child’s teacher during arrival/departure, or schedule a time to talk privately.

Emergency and Bad Weather

In the event that Mountain Movers Preschool must close due to bad weather, staff illness, infectious disease, or other emergency, a message will be sent out to all families.

Accidents & Emergencies Policy

Montana state regulations require that any accident or injury requiring a visit to the hospital be documented on an Accident Report form. Mountain Movers Preschool completes an accident report and/or personally informs parents when a child has an accident/injury resulting in the skin being broken (e.g., bites, cuts, etc.), or when an accident occurs which may require observation or future medical care (e.g., possible concussion). In the event of emergencies, accidents or illnesses that occur at Mountain Movers Preschool, you will be notified

immediately. If we are unable to reach you, we will call the emergency contact. If an emergency does occur that requires immediate medical attention, we will take immediate action to secure medical care for your child, while attempting to contact you.

Outdoor Policy

We try to get the kids outside each day. We are not staffed to keep children inside when everyone else is outside. Please make sure your child has the proper clothing to go outside every day. Our policy in the winter is as follows:

- 15 degrees and below—stay inside
- 16 to 25 degrees—30 minutes max
- 26 degrees and above—staff discretion

During the summer and fire season, we check the air quality and follow the suggested amount of time of outdoor play. The Flathead health department and DPHHS has a link we follow for this information.

Family Handbook Signature Page

I / We, _____, the
parent(s) / legal guardian(s) of

_____, acknowledge that
I/We have received a copy of Mountain Movers Preschool Family
Handbook either by hard copy or electronic copy and have been given
the opportunity to read the manual and ask questions about and
understand the policies contained therein. Furthermore, I/We agree to
abide by the policies set forth in the manual. I/We understand that the
policies described in the Family Handbook are not conditions of
enrollment, and the language does not create a contract between
Mountain Movers Preschool and the parents. Mountain Movers
Preschool reserves the right to alter, amend, or otherwise modify
these guidelines, in its sole discretion with thirty (30) days written
notice.

Parent Signature _____

Date _____

Parent Name (PRINT) _____

Parent Signature _____

Date _____

Parent Name (PRINT) _____

Director Signature _____

Date _____

Director Name _____

