



Nature's Classroom Institute
& Montessori School
Children's House
Parent Handbook

Updated August 2017

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NATURE'S CLASSROOM INSTITUTE & MONTESSORI SCHOOL

In 1995, Geoffrey Bishop established Nature's Classroom Institute of Wisconsin, Inc. (NCI) in Spring Green, Wisconsin. It gave school students the opportunity to experience a hands-on, multidisciplinary curriculum with an emphasis on field study and community living. An environmental educator himself, Geoffrey believed that students needed more than a typical classroom could offer them. Two years later Nature's Classroom Institute relocated to the Perlman Conference Center in Mukwonago, Wisconsin. In 2002, Geoffrey was honored for his personal commitment to the environment with the Wisconsin Environmental Education Award for Non-Formal Educator of the Year. In the summer of 2016, Nature's Classroom Montessori School moved to their new location in Mukwonago and the Nature's Classroom Institute program will operate out of Lake Geneva Family Camp until the larger building is built.

NATURE'S CLASSROOM INSTITUTE & MONTESSORI SCHOOL

This not-for-profit organization encompasses both Nature's Classroom Institute, a five-day residential environmental education program, and Nature's Classroom Montessori School.

The school and environmental education program are separate entities but will run concurrently on the property once built. Nature's Classroom Montessori Elementary and Adolescent students have an opportunity to participate in the residential environmental education program as a five-day class trip.

NATURE'S CLASSROOM INSTITUTE (NCI & M)

Established in 1995, the residential environmental education program annually serves over 4000 children through the Midwest. The Program is overseen by the Executive Director – Geoffrey Bishop and managed by a Program Coordinator and several faculty members. The Environmental Education (EE) faculty members hold a minimum of a baccalaureate degree and come from wide personal and educational backgrounds. The faculty lives on campus throughout the school year in designated staff housing. They work with a different group of students each week. In the field, they carry first-aid kits and two-way radios that give them a direct line to the office. The EE program will use Lake Geneva Family Camp Location for 2017-2018.

NATURE'S CLASSROOM MONTESSORI (NCI & M)

Established in 2002, Nature's Classroom Montessori School serves children aged 3-18 years, from Children's House through the Adolescent program.

POSITIONS HELD AT NCM

Executive Director - Geoffrey Bishop
Montessori Program Coordinator: Deepa Shreekumar
Executive Assistants- Sherry Mathews and Jennifer Reichelt
Montessori Directors/Directresses –, Katelyn Bratz, Adrianna Haslam, Briana Kyle, Satira Lord.,
Montessori Assistants – Wilma Murphy, Weihan Fan, David Janusz.
PABC (Parents Actively Building Community)

NATURE'S CLASSROOM MONTESSORI: MISSION

Nature's Classroom Institute's (NCI) mission is to prepare students to be vested learners by engaging their natural curiosities about the world. NCM adapts to the individual learner's needs through an interdisciplinary approach utilizing its natural and agricultural campus. Rooted in Montessori ideals of independence and mutual respect, NCI is fueled by practical and authentic learning experiences that develop academically, socially, and environmentally responsible problem solvers.

Through modeled values of a successful community, we immerse students in a dynamic learning environment. NCM inspires intrinsic learning and curiosity while nurturing mutual respect and understanding of oneself, others, and the world

NATURE'S CLASSROOM MONTESSORI: PURPOSE

Nature's Classroom Montessori is a private non-denominational school committed to providing an excellent education for children from diverse backgrounds, aged 3 to 18 years old. This child-centered school promotes joy in learning and positive character development. Professionally trained directors/directresses, using a carefully prepared environment, guide each student through the natural stages of learning.

The school curriculum of Nature's Classroom Montessori implements the Montessori philosophy and methodology. The environment stimulates intellectual, emotional, social, physical and cultural growth. The school promotes the development of self-motivation, independence, curiosity, cooperation, and concern for others within the framework of a strong academic program. Parents are encouraged to support and participate in school activities and to share in their children's educational experience.

Nature's Classroom Montessori does not discriminate on the basis of race/ethnicity, color, national origin, sex, disability, veteran status, sexual orientation, or age in the administration of any of its employment, educational programs, admissions policies, scholarship and loan programs, athletics, recreational, and other school-administered programs.

PROGRAM DESCRIPTIONS

- Children's House Program for children between the ages of 3 and 6
- Lower Elementary Program for children between the ages of 6 and 9
- Upper Elementary Program for children between the ages of 9 and 12
- Adolescent Program for children between the ages of 12 and 18

All programs run 5 days a week.

Children's House Program

Dr. Montessori believed that no human being is educated by another person. The child, through their absorbent mind, seeks to build or construct their very being. A truly educated individual continues learning long after the hours and years they spend in the classroom because they are motivated from within by a natural curiosity and quest for knowledge. Dr. Montessori felt, therefore, that the goal of early childhood education should not be to fill the child with facts from a pre-selected course of studies, but rather to cultivate the child's own natural desire to learn.

In the Children's House multi-age environment, this objective is approached in two ways: first, by allowing each child to experience the excitement of learning by his/her own choice rather than by being led; and second, by helping the child perfect his/her natural tools for learning, so that the

child's abilities will be maximized for future learning situations. The Montessori materials have this dual, long-range purpose in addition to their immediate purpose of giving specific information to the child.

We offer 2 options in our Children's House program:

Half Day Montessori - 8:30 a.m. – 11:30 a.m.

All Day Montessori - 8:30 a.m. – 3:00 p.m.

Children in both programs have group activities and independent work with materials designed to encourage independence, love of learning, respect for others and problem-solving skills. The curriculum includes practical life exercises, sensorial materials, oral and written language, quantification and math concepts, science, cultural studies, geography, art, music, movement, and outdoor play. The classrooms are staffed by Montessori trained directors/directresses and assistants.

If a family's needs require the All Day Montessori option, we highly recommend that a child stay all day-5 days a week although a family is given an option of extending their child's half day a minimum of two days a week, up to 5 days a week. This schedule must be pre-approved through the Montessori Program Coordinator, as we do not offer a "drop in" type program. Consistency is extremely important for this age group, so we will only approve schedules that reinforce consistency.

Children who are enrolled in the All Day program will find that it is an extension of their home environment. Our three-hour morning cycle includes classroom time and gross motor activities. The students have a full hour for lunch in their classroom. After this, they have another opportunity for gross motor activities for about 30 minutes. Then, children partake in afternoon siesta for 20-30 minutes which allows all children an opportunity to rest their body regardless of age. An additional afternoon work cycle that includes enrichment activities for older children forms the remainder of the day.

Enrichment Activities

Enrichment activities are offered to students who are 5 years and older and/or at least in their second year in Children's House (based on the discretion of the Directress/Director). These will be designed by the Directress/Director in consultation with the **Montessori Program Coordinator** each year, keeping in mind the student demographic. In the past, Spanish, Environmental Education and World Cultures sessions have been offered. These students will also have the opportunity for 2 or 3 Field Trips over the year to further enhance their understanding of the world. In the past students who participate in the enrichment activities have taken field trips to the theater, museums and local attractions. Children travel by school van and/or private vehicle with a chaperone. A car seat must be provided for each child to attend. Additional fees **will** apply.

Before/After School Care

The Before/After School Care Program is offered as a service to the families whose children would not otherwise be able to attend our regular Montessori classes due to the work schedule of their parents.

If you provide a schedule for your child to attend our before/after school program a "reduced daily contracted rate" will apply. If you need care intermittently, a "drop-in" rate will apply. Before & after school childcare is available on regular school days when school is in session and will be billed monthly. This invoice is due the 15th of each month. There is no sibling discount provided and no financial assistance available for Before/After School Care. The contracted schedule may

be changed at any time by contacting the office in writing. Any invoices, statements and other financial information will only be given to the parent/guardian who enrolled the child(ren) and whose name(s) are on the account unless required to do so by a court of law. Written permission must be given to the office in order for NCM to release financial information to other persons.

Before School Care begins at 7:30 a.m. and is available Monday through Friday. In order to register for this program and to reserve a place for your child, you must complete the Before School Care section on the registration form and indicate which days your child will attend and for how long. The fee for Before School Care is \$7.00/day for a contracted schedule or \$8.00/day for "drop-in" care.

The After School Care program will be offered until 5:00 p.m. Please take note that pick up is on the half hour. This allows for hikes and activities to be planned. The fee would be \$9.00/day for a contracted schedule and \$11.00/day for drop in care. **Students not picked up by 5PM will be charged \$5 for each 15 minutes they stay beyond 5PM.**

Please check with the office for open invoices and any current balance due if you have any questions.

SCHOOL POLICIES AND PROCEDURES

Tuition Policy

Tuition may be paid annually, semi-annually or monthly in accordance with the following payment schedule:

- Annual Due: August 15th
- Semi-Annual Due: August 15th and January 15th
- Monthly Due: 10 payments due the 15th of each month, beginning on August 15th

Statements will come by e-mail every month. There will be a late tuition payment (5% of the amount) charged for payments received after the 15th of each month

Tuition Credit

There is no credit given for absences (such as but not limited to illness, death in the family, vacation). There are no tuition credits for school closings.

If you need to leave NCM due to reasons such as moving residence or change of economic status, enrollment fees will not be refunded. You will only be responsible for any open invoices and the tuition and contracted before/after school care for the months your child has actually attended. We do not prorate by days. If your child has attended more than 1 day in a month, that month's tuition and contracted childcare will be charged to you.

Collection Policy

Parents are expected to make payments by the due date. If tuition has not been paid by the 15th of the month, parents will receive a notice of late payment with the additional late tuition amount (5% of the amount owed). If by the 15th of the following month, tuition has not been made current, children will not be able to attend school as of the first day the tuition has not been paid. Children may return to school only when the tuition due has been paid. With thirty days written notice at the discretion of the Executive Director, Nature's Classroom Montessori School may cancel the contract and spaces of children with unpaid tuition and send the open invoice to Collection.

Returned Check Policy

A \$25.00 fee will be charged for all returned checks.

Health Policy

Nature's Classroom Montessori does not offer care for sick children. Any contagious health condition is cause for exclusion from the program. We realize the difficulty this policy can present to working parents, but we do not have staff available to care for ill children. In the event of an illness that requires exclusion from school, parents are asked to report absences to the office at 262-363-2815.

Any child who is suspected of having a communicable disease is taken to the office immediately. The director/directress or office staff will discharge the child to the care of his/her parent/guardian or the person who has been designated by the parent/guardian to take charge of the child. Children who have a contagious disease must be kept at home until they are no longer contagious. If your child has been diagnosed with a contagious disease, the parent/guardian must call and report such disease to the office so that other parent/guardians may be warned to look for symptoms. Related information will be sent by e-mail upon notification.

A child with any of the following signs or symptoms of illness shall be immediately discharged from school and/or asked not to attend school:

- Diarrhea (more than one abnormally loose stool within a 24 hour period).
- Vomiting (more than two times within a 24 hour period).
- Persistent coughing, causing the child to have difficulty breathing or to make a whooping sound.
- Yellowish skin or eyes.
- Suspicion of conjunctivitis.
- Has or has had a temperature of 100° F or higher within the last 24 hours.
- Untreated infected skin patch(es).
- Evidence of lice, scabies, or other parasitic infection. Students must remain home until nit free for 24 hours.
- Unusual spots or rash.
- Severe sore throat and/or difficulty swallowing.
- Any child with an unexplained rash must have a doctor's release to return to school.

Children who have been out due to illness will need to stay out until fully recovered. A child must be symptom free for at least 24 hours before returning to school.

Allergies

Parent/Guardians are required to make NCM aware of any and all known allergies as is requested on the Enrollment Contract. If the child has a life-threatening allergy, they must notify the NCM Administration upon enrollment and/or upon discovery of allergy. NCM requires the following medical documents:

- Physician identification of allergen(s)
- Physician prescribed treatment that can be administered by a non-medical professional
- An epi-pent that will remain in school for the school year, needs to be provided by the family

School Discipline Policy

At Nature's Classroom Montessori, we believe that the establishment of a helpful and caring prepared environment can be an effective aid in the child's journey toward self-discipline.

"Freedom within Limits" is at the core of the Montessori philosophy regarding discipline.

Montessori children enjoy considerable freedom of movement and choice; however, their freedom always exists within carefully defined limits on the range of their behavior. They are free to do anything appropriate within the ground rules of the school community, but they are redirected promptly and firmly if they cross the line.

We value students' thoughts, perceptions and opinions and promote critical-thinking and shared decision-making. Under the guidance of the adults, the children develop a set of ground rules for the classroom.

- We respect ourselves.
- We respect each other.
- We respect the environment (materials in the classroom and on the grounds).

Each of these rules is explained from the first day of school and reviewed and practiced through group lessons throughout the year and individually as appropriate. Whether a problem involves only two people or the whole class, we aim to help children learn how to solve problems on their own. We encourage children to come to a mutual resolution

through talking about the problem, listening to each side and understanding the differing points of view.

Teaching students to take responsibility for their behavior is as much the job of directors/directresses as the teaching of academics. However, sometimes problems do occur. When they do, we try first of all to protect the children from physical harm. We believe that consequences for inappropriate behavior should be related to the problem behavior. We approach the issue through positive, logical consequences, recognizing the importance of the child's responsibility in conflict resolution. Our goal is that the students become responsible for their own behavior, therefore any redirection should be a learning experience for the children involved.

Redirection will be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

Our approach to discipline is based on empowerment, mutual respect, and trust. Corporal punishment is prohibited. There is no verbal abuse. No belittling remarks are used with the child. Withholding or using food, rest, or sleep as a punishment is prohibited. Methods of discipline or interactions that frighten, demean, or humiliate a child are prohibited. Only a director/directress or staff member may administer discipline in the school setting.

When any student at NCM finds it difficult to meet the school's expectation of positive conduct, every effort will be made to bring the student, family, and staff together to achieve a solution.

Misbehavior

Misbehavior is defined as being damaging, disturbing, or dangerous to self, others, or the property of the school. Recurring misbehavior is defined as inappropriate behavior persisting after three weeks of focused strategies toward behavior modification. Examples include but are not limited to: verbal or physical abuse of peers, directresses, or staff members; malicious name calling; refusal to do work; out of control hitting and kicking; throwing objects; damaging materials; hitting, biting, scratching, kicking or pinching others.

Whenever there appears to be consistent discipline problems, every effort will be made by the directors/directresses, Montessori Program Coordinator and the Executive Director to work with the child, parents and any other professional who may be involved. It is of vital importance that regular communication between parents and directors/directresses be maintained during this time period.

Discipline Protocol

- 1st incident of misbehavior –child is **asked** to correct the behavior by a positive restatement of the rule; incident report filled out and given to parent.
- 2nd incident of misbehavior – child is **told** to correct the behavior; incident report is filled out and given to parent.
- 3rd incident of misbehavior- child is **removed from the classroom** to work outside of the community until he/she is ready to rejoin the community; incident report is filled out and given to the parent along with a letter asking for a meeting to discuss the recurring misbehavior. The child may be sent home until the parents can meet with the

Director/Directress, and the Montessori Program Coordinator.

- **This meeting will be attended by the Parent, Directors/Directresses, and the Montessori Program Coordinator.** A recommendation will be made that there be a 3-week Behavior Modification Plan Period. This may involve one-on-one sessions with an outside Specialist.
- Information and feedback about each of these sessions with a Professional Counselor/Specialist will be communicated on a weekly basis by the counselor or parents to directors/directresses.
- If after three weeks of these focused strategies, the child is still exhibiting misbehavior, the parents are again contacted and the Dismissal Protocol explained.

Dismissal Protocol

The Executive Director with advisement from the child's Director/Directress, Montessori Program Coordinator and/or Professional Counselor will make the final decision about the child's dismissal from the school. Such a procedure will only occur if all efforts fail and/or the parents do not cooperate with the efforts of the school or the school truly cannot meet the educational, physical or emotional needs of the child.

Bullying Prevention and Management

Nature's Classroom Montessori School takes bullying very seriously. Bullying can be defined as a deliberate act done to cause distress solely in order to give a feeling of power, status or other gratification to the bully. Bullying can range from ostracizing, name-calling, teasing, threats, threatening or aggressive language or body posturing and extortion, through physical intimidation, assault on persons and/or their property. It can be an unresolved single frightening incident that casts a shadow over a child's life, or series of such incidents. Bullying is not limited to physical bullying. Social, emotional, and cyber bullying are also included in this protocol.

Bullying, whether verbal, physical or indirect, is not tolerated. Nature's Classroom Montessori has a ZERO tolerance policy when it comes to bullying within its community - which encompasses students, staff, faculty and parents. It is everyone's responsibility to try to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

Our focus is based on Montessori pedagogy and preventative measures for such behaviors, by teaching children how to:

- be caring and courteous, cooperate with others, deal with angry feelings and stand up for themselves by being assertive.
- respect and celebrate the unique qualities of every person.
- promote in everyone a positive attitude and high self-esteem.
- help individuals understand and accept the consequences of their own actions.
- help individuals celebrate and value their differences and to acknowledge and respect the differences of others.
- instill in all members of the school community that bullying is unacceptable and that reports of bullying will be taken seriously, recorded and acted upon.

Nature's Classroom Montessori reserves the right to intervene if any student is bullied or bullying on school property or during all school sponsored events.

Consequences for the bully may include: Following the Discipline Protocol as outlined in the Parent Handbook AND/OR following the Dismissal Protocol as outlined in the Parent Handbook.

The Role of Parents

- Parents, who are concerned that their child might be bullied, or who suspect that their child may be the perpetrator of bullying, should contact their child's director/directress immediately.
- Parents have a responsibility to support the school's bullying policy and to actively encourage their child to be a positive member of the school community.

Communication Policy

Your child and their development is our mutual priority. We look forward to building a rapport with each parent/caregiver to benefit the child at home and at school. We communicate regularly with parents on events and concerns. We also have a more in depth online blog at www.nciwch.tumblr.com on our website that highlights specific happenings in each classroom, as well as informative feature articles. We encourage you to attend all Parent Education Nights for informative sessions regarding child development and Montessori Philosophy.

All parent communications will be sent electronically or brought home by the child.

The health of our school, which includes your family, demands respectful and direct communication. Gossip is not only destructive; it works against the very essence of Montessori education of mutual respect and trust. Therefore, Nature's Classroom Montessori School requires the following protocol for communication. The choice to not follow this protocol may result in immediate disenrollment.

Communication Protocol

Parent-Directress/Director

If you have any questions or concerns about your child's academic progress, developmental progress, behavioral and/or social progress, interactions with other students, classroom procedures, or classroom activities please **FIRST** contact your child's directress/director via e-mail to arrange a meeting time, stating the nature of the concern, so they can be prepared to answer your questions. They will respond within 24 hours of being reached. To avoid miscommunication, please voice your concerns to the director/directress **FIRST**. Please note that if it is an important message for that day, you will need to call the office at 262-363-2815.

Parent-Montessori Program Coordinator (Deepa Shreekumar)

If your questions or concerns were not satisfactorily resolved by your child's teacher/s, or if you have questions/issues relating to general school policy, your child's teacher/s, tuition and billing, safety, building and grounds or anything else, contacting the Montessori Program Coordinator is the **NEXT** step in the chain of communication. Please communicate via e-mail: deepa@nciw.org and she will respond within 24 hours of being contacted. Please note that if it is an important message for that day, you will need to call the office at 262-363-2815.

Parent - Executive Director

If your questions and issues were not satisfactorily resolved by the Montessori Program Coordinator, communicating with the Executive Director will be the **NEXT** step. Please communicate via email: geoffrey@nciw.org and he will respond within 24 hours of being contacted. The final resolution of issues and the communication of these will be done by and with the Executive Director in the presence of all parties concerned.

Fall & Spring Conferences

One of the most important means in the school for bringing about more effective home-school interaction is the parent-director/directress conference. It is a means of emphasizing the mutual responsibilities of the home and school in the guidance of the child and becomes a basis for mutual cooperation, so necessary for the development of the child.

The parent-director/directress conferences are held twice a year. Conferences will be scheduled for the fall and spring. Please see the school calendar for specific dates. A copy of the student's progress report within Children's House will be sent electronically, prior to the conference. This allows you to come prepared to the conference with questions and/or comments re: your child's progress. Both parents are encouraged to attend.

Please note: In the event of a transfer, or when the student completes the program, a copy of the conference report will be provided to the next educational environment if the tuition is currently up to date. Nature's Classroom will also not forward a student's academic records to other educational institutions if excessive absences have occurred (as per Attendance Policy).

Policy for Children with Different and Differing Needs

Nature's Classroom Montessori School makes every effort to incorporate all children in our classroom environments and to ensure that each child is able to reach their full potential. As a school we are committed to ensuring that each child's needs are met by the prepared environment. However, this does not mean every child needs the same amount or kind of attention from the adults in the environment. It is also a fact that some children may require modifications and adaptations in and to the environment for which the director/directress may require specialist input. If the director/directress recognizes there may be needs yet unidentified due to which the child is unable to function optimally (socially / academically), the following protocol will be followed:

- The director/directress will request an observation of the child in the environment by another faculty member and/or parent of the child.
- The director/directress will then request a meeting with the parents where a special needs assessment may be recommended to be done by the Mukwonago School District/specialist or by a privately chosen professional.
- Initiation of this assessment must take place within two weeks of the parent meeting.
- The formulation and implementation of the educational plan will be a team effort by the outside specialist, child's director/directress, and the parents.
- Regular updates will be made available to all parties concerned in the education plan, at mutually agreed times.
- The results of the assessment, director/directress observation notes, and parent's work at home are all taken into consideration.
- The Executive Director, Montessori Program Coordinator and director/directress will make the final decision re: the placement of the child, required director/directress-student support and educational plan.
- If any outside agency/person/specialist is involved in the ongoing educational plan of the child, the school will be absolved of all financial obligations.

While this is the general policy regarding the school's approach to children who learn differently and who have different and differing needs, the school also reserves the right to modify this procedure based on the individualized needs of a specific child.

Nutritional Policy ~ Snack & Lunch

OUR SCHOOL IS A NUT- AWARE FACILITY.

More and more people are having allergic reactions to food borne allergies: contact, air borne AND ingested foods. Some students have an airborne sensitivity. In order to protect all our students from allergic reactions to foods containing nuts, we ask that you do check the label of any item you send to school...**ALL foods need to be NUT – FREE.**

Shared snack (items brought in the Sharing Basket) for the class also needs an additional precaution in that it **cannot** be processed in a facility that uses or processes nuts.

NCM will enforce its nut-free policy for all school and PABC sponsored events on and off campus. However, it **cannot** guarantee that food items have not been processed in a facility that included and processed nuts. Families who have students with allergies are encouraged to be aware of this and to bring their own food items to these events.

Fruits and vegetables are always nut free, and you can go to the following link for ideas on nut-free snacks (ignore the first few pages of advertisements) <http://snacksafely.com/snacklist.pdf>
Please read your labels carefully, as children's lives depend on this.

If a child forgets a lunch at home, a call will be made to the parent/guardian. On Fridays, we will offer cheese pizza lunch that is invoiced at \$3.00 per meal every 3 months. Students receive up to 2 large slices. Any additional fruits and vegetables you wish to send along on Fridays to eat with the pizza are welcome. You need to notify the office if your child will take Friday's lunch. They will continually receive and be billed for Friday lunch until the office is notified that your child will stop participating.

NCM is committed to nutritional health When you send a lunch from home, remember to care for our earth when packing cold lunches. Please include only reusable/washable packaging and pack perishable lunches with ice packs. Although there are refrigerators in our classrooms, they are often not large enough to accommodate lunches. We also recommend using a thermos for foods that need to remain warm.

Expectations

A lunch containing items from all the food groups below constitutes a well-balanced nutritional lunch:

- Protein – meat, fish, cheese, eggs, beans, plain yogurt
- Complex Carbohydrates – whole grain bread, rice, crackers, pretzels
- Fresh Fruits and Vegetables
- Beverage – milk, water, 100% fruit juice

Your child should not bring the following food items to school. **If packed in your child's lunch, they will be returned home:**

- Beverages with added sugar (soda, Capri Sun, Hi C, Gatorade, fruit drinks or punch, etc.);
- Candy
- Anything with frosting, or candy sprinkles
- Anything including nuts, peanut butter

Safety Policy

The School's safety policy or practices will be strictly enforced. It is of utmost importance that no child shall be unaccounted for at any time. Suggestions from staff and parents to make security more effective shall be encouraged. Unsafe work conditions in any area that might result in an accident should be reported immediately to the Executive Director. All Teaching Substitutes will be made aware of the safety procedures.

NCM reserves the right to prohibit individuals with certain criminal backgrounds from entering school property.

Visitors

- All visitors entering the school must stop at the office.
- Classroom observations must be scheduled in advance through the office.
- Visitors shall be escorted by school staff or wear visitor's passes given to them by the office.
- All visitor passes will be turned in prior to leaving the campus.
- School employees shall notify the Executive Director or other member of the administration if anyone is found on the property without a school escort or visitor's pass. The school employee shall escort this person to the school office, if possible. The Executive Director or other administrator will notify the police if necessary.

Incidents/Injury

Parents must be contacted immediately by phone if any of the following occurs:

- There is a head injury (neck and above - no matter how slight)
- The child is stung by a bee
- There is heavy bleeding
- There is an injury to the groin/pelvic area no matter how slight
- The injury requires emergency assistance from paramedics
- The behavioral incident is something that could cause harm to the child or others

Depending on severity, the Director/Directress may use discretion when reporting an injury occurring that will leave a scratch or bruise.

If a phone call regarding an incident is needed, the director/directress will notify the parent/guardian. No attempt should be made to diagnose the seriousness of the incident for the parent. In cases where a child needs to go home or requires the attention of a doctor, the child will wait in the office for the parent/guardian to pick him/her up.

Medications

Only soap, water, bandages, and ice packs may be used in the treatment of an injury. NCM staff administers no oral or topical medication, vitamins, or fluoride supplements unless instructions to administer such items are written, signed and dated by the parent or legal guardian. In addition, over-the-counter and/or prescribed medications can only be administered by NCM staff twice to a specific child during a school day. Students are not allowed to keep any of these in their backpacks or on their person. Parents are required to come to the office to sign the medication administration form for over-the-counter and/or prescribed medication and leave the medication in the original container with office personnel. This policy also applies to sunscreen and bug spray. The staff member must log all medication administered.

If a child requires a medication longer than 30 days, an updated evaluation/examination is required. Neither prescription nor non-prescription medications may be taken by children on their own.

Parents of children on chronic medication therapy that need medication to be administered by the school staff during the child's time at school need to secure the following information before the procedure is considered ongoing:

- They must turn in a letter from the prescribing physician which includes a statement regarding the side effects of prescribed medication
- They must give parental consent to administer medication by signing a form from the office.

SCHOOL OPERATIONS

Home Visits

Home visits have proven to be valuable and rewarding experiences in setting the tone for a successful school year. These visits are beneficial to the family because the opportunity is provided to meet the director/directress and share information on a one-to-one basis.

Home visits are also beneficial for the child. Often the child is proud to show their new director/directress their room, play area, a favored stuffed animal, an endeared pet or an outside garden. The opportunity to become acquainted with the family in a more comfortable setting allows the director/directress insight to the developmental milestones of the individual child.

Home visits are devoted to only newly enrolled children and are conducted at the discretion of the Montessori Director/Directress, in the days just before the start of the school year. The visit should take only about thirty minutes. A note to the parent will precede the visit explaining the purpose of the home visit.

Pick up and Drop Off

Our pick up and drop off policies strive to foster and nurture a sense of autonomy, independence, and confidence in our students. We also recognize that communication between the parents and director/directress is essential to the safety and the best care of the child. But at pick up and drop off time, as the staff's primary focus is the safety of the children, a lengthy conversation is not conducive. If you would like to arrange a conference with the director/directress, please let them know that you would like to meet and they will get back to you as soon as possible with a mutually agreeable time. If a parent needs to come into the school for some reason, we ask that you follow through with the drop off procedure and then pull around to park your car and walk into the building.

Drop off Procedure

Cars will make a line, on the right side of the drive way. A staff member will meet the first car in line, assist children out of the car and the child will proceed to walk independently to school. Cars will then carefully drive forward in the driveway. In order to ensure a safe and smooth transition, we ask that you please keep safety your first priority. It is NEVER safe or acceptable to let your child out of the car to run over to the staff members. Please wait your turn and the staff will assist your child from your car and then into the school.

It is the responsibility of the parent to ensure that the child is in school by 8:30am. This is a courtesy to the director/directress and classroom community so they can begin the day in an orderly way. **Please inform the office ahead of time if you will arrive late. If you arrive after 8:30 you MUST park your car and walk your child to school.** If the teachers and students have departed on their morning outdoor activities and are not in the vicinity of the building, you will be required to wait with your child in the lobby until the teachers and students return.

Pick up Procedure

Half day students will be dismissed at 11:30am and must be picked up from the school lobby. Full day students will be dismissed at the carline beginning at 3pm. We will release a child only to their parent/legal guardian, or to an adult designated by the parent on the Pick-up Authorization form. Please contact the school before dismissal time to inform us in the event that someone not in our records will pick up your child. If carpooling, we recommend that you ensure you have

liability insurance. It is also the responsibility of each family to check with its insurance agent regarding adequate coverage.

We understand emergencies happen and being on time can be problematic or impossible. Therefore, each family will be given two grace late pick-ups per academic year. After that, please note that you will be charged the “drop-in” child care fee when pick-up exceeds 15 minutes past dismissal time.

When children are being loaded/unloaded, the car line is a “cell phone-free zone”. The staff member will only load/unload your child when this policy is adhered to, as safety to all concerned is our primary focus.

Children are welcome to stay and play outside the school building and on school grounds after dismissal, under the parent's supervision.

Farm Use

The farm is an integral part of Nature’s Classroom curriculum and you are welcome to visit. During school hours when the children visit our farm with teachers, they are reminded that this area is the animals’ home...not to climb on anything, chase, scream or scare the animals. The animals can get overwhelmed should this happen.

Therefore, after school hours, all children must be supervised by their parents with no more than 2 families at the farm at a time. You must make sure the gates are secure upon entering and leaving the farm. We request your cooperation to ensure that our “farm rules” are followed even after school hours.

Inclement Weather and Early Dismissal

Nature’s Classroom Montessori School has registered with television station WTMJ 4. Please check here for our notification: <http://www.jrn.com/tmj4/closings> or listen to the radio station WTMJ 620. We will be listed as Nature’s Classroom Institute and Montessori School.

For those families utilizing East Troy bussing services, please note that Nature’s Classroom Montessori School cannot be responsible for bus cancellations due to weather and as such, our school closure will not necessarily be linked to bus cancellations.

If faced with the difficult situation of dismissing school early because of potential dangerous traveling weather, every effort will be made to contact parents to come for their children. If parents cannot pick up their child, they must make arrangements for someone else to do so.

Absences

Consistent attendance is important as children make important and regular connections with directors/directresses, classmates, routines and the environment. The children who benefit most from their Montessori experience are those who attend school regularly. There are several reasons for this. Consistent routine provides security for the young child and this enables a child to learn more readily. Moreover, a child’s experiences are cumulative and build upon each other, and consistent attendance bolsters learning. Your own commitment to your child being present in school reinforces in the child’s mind, the importance of attending school as a responsibility and a gift to appreciate.

If a child misses 5 days or more by December 31st, a meeting will be held with the director/directress and the Executive Director re: circumstances. NCM cannot be held liable for educational deficits due to excessive absences defined as more than 10 absences in a school year. **Nature's Classroom will not forward a student's academic records to other educational institutions if excessive absences have occurred.**

If a student is to be absent from school for any duration of time and for any reason, parents are asked to call the school office at 262-363-2815 and/or e-mail the office or notify their director/directress in writing. If the parents will be out of town while the student is in school, the office must be informed and given appropriate emergency telephone numbers.

We highly recommend that family vacations and trips be scheduled to correspond with school holidays, as extended time away from the classroom disrupts your child's classroom learning and his/her sense of community. However, we realize that sometimes a special trip can offer the child a once-in-a-lifetime opportunity. On these rare occasions, please discuss any planned absences with your director/directress well in advance of the trip.

Clothing/Shoes/Backpacks

(Please label everything that your child brings to school)

NCM promotes peace education along with positive (non-violent) discipline. Therefore, clothing that displays or represents violent characters or language is PROHIBITED. Please refrain from sending your children in character-clothing. This proves to be a constant distraction. If a child comes to school in inappropriate clothing, he/she will be asked to change into something else from their spare set of clothing. A note will be sent home to the family explaining the reason for the change.

In Montessori classrooms, self-sufficiency is encouraged. Therefore, clothing that is difficult to remove for self-care in toileting and dressing is not recommended. Simple, inexpensive and comfortable styles of clothing and footwear are preferable for daily wear.

At the beginning of the school year, please bring a complete set of seasonally appropriate and labeled clothing to be kept at school. This should include: top, bottom, underwear, and socks. As cooler weather approaches, warmer clothing should be substituted. If a wet or soiled item is sent home, please replace it the following day.

All clothing the child wears to school and the extra set kept at school should be appropriate for the outdoors and outdoor play.

Children **MUST** wear rubber-soled shoes to school each day. Shoes should have enclosed toe and heel. They must encourage by design, safety and freedom when running and climbing. Therefore, we do not allow CROCS, HIGH HEELS, open-toed sandals or flip flops to be worn as they do not meet the above requirements. To foster independence, please ensure also that your child is able to get in and out of their shoes easily. In addition, each child should keep a pair of RUBBER SOLED, slippers/shoes to wear while in the classroom. Slippers may not be CROCS, animal-shaped or character-styled.

Your child will need a small backpack or tote bag. Please do not send toys in the bag as they prove to be a great distraction. **Do not purchase wheeled luggage style backpacks, as they can be a danger in our environment.** They do not fit properly on the hooks, are often tripped on

when left unattended or in use, and the handles have been known to cause injury. Please ensure the backpacks are character free and non-commercial.

Outdoor Play

Time outdoors is an important part of your child's day. Our school is situated on stunning 140 acres, which we like to take full advantage of. Children are enriched by time spent outdoors as it provides the fresh air needed to ensure good health and helps in the development of social and gross motor skills. Considerable empirical and theoretical research asserts that Nature and outdoor activities have restorative and therapeutic benefits.

Tree climbing is another way our children reconnect with Nature. In an effort to promote independent exploration, while keeping children safe, NCM has created basic guidelines for climbing trees. Children may not climb higher than the arm's reach of the supervising adult. At the beginning of the school year and intermittently during the school year, children will receive safety education on tree climbing.

Weather permitting, children go outside every day as long as the temperature, including wind-chill, is 11 degrees Fahrenheit or above and outdoor conditions are safe. In the case of a light sprinkle, drizzle or flurry, the children may still go outside for a short time. Wisconsin's weather is known to change frequently therefore it is important to dress appropriately. Therefore, we recommend sending your child to school wearing waterproof mittens. When there is even a hint of snow, children need snow pants, hats, scarves, and boots. Boots must be big enough to be put on by your child independently without difficulty. For children who attend all day, sending spare mittens and hats is also helpful.

If your child is recovering from an illness and still is not able to go outside, you are requested to keep them home. The school does not have adequate staff to provide for the care of one or two children inside the classroom while the other children are outdoors.

Our outside experiences are an integral part of the education we provide. We welcome questions about this aspect of our curriculum.

Siestas

After lunch, children staying all day partake in the afternoon siesta for about 20-30 minutes. This allows all children an opportunity to rest their body regardless of age. The restorative benefits of sleep and brief periods of rest have long been documented. Sleep and rest provide the body with an opportunity to cleanse, repair, and rejuvenate on a deep cellular level. Teaching children to understand this mind-body connection is an essential life skill. Mats are provided by the school for the afternoon siesta. Your child may bring a **small blanket and/or a small pillow** to keep at school. Please do NOT send in an adult sized blanket and/or pillow as storing them is difficult and inconvenient. Your child may also bring in a small special item to sleep with. The item will be used only during siesta and will be set aside during class time so as not to be a distraction to your child or to others. Please keep in mind that NCM promotes peace education, therefore items that display violent characters, or language is prohibited. Directors/Directresses or staff may choose to send home any items which are deemed inappropriate for the classroom. NCM is not responsible for the condition or the loss of personal items brought to school.

Volunteering

NCM requires that each family commits to spend at least 20 hours of volunteer work for the school, over the course of the school year. Families are expected to keep track of their volunteer log and return it to the School Office before the end of the school year.

Observations

Parents are encouraged to schedule hour-long observations in the classroom at least twice annually (unless special circumstances dictates more). Observations begin after about six weeks into the school year and extend until the second week of May.

- Observations are available during the work cycle by appointment only.
- Please call the office and schedule your observation. When arriving for your observation appointment, you will be given the Nature's Classroom Montessori *Guidelines for Observation* sheet and an observation feedback form that we ask you to fill out and return to the Office prior to your departure from the school.
- If, after your observation you have further questions for the child's director/directress, you may indicate them on your observation form and the director/directress will get back with you at their earliest convenience.

Snack /Sharing Basket

Through the school year parents are asked to contribute snacks for the class on a weekly rotating system. A grocery list will be sent home the Friday prior to your scheduled week to provide snack. Children enjoy the excitement of helping to choose the items at the store and bringing them into the classroom. So, we encourage this wonderful learning opportunity. We may occasionally add fresh flowers or tissue to your grocery list. Specific items on these lists should be purchased in accordance with your household's financial budget. There is no obligation to exceed that budget. Please note that all items bought for the Sharing Basket **MUST** be nut free and **NOT** be processed in a facility that contains nuts or processes nuts.

Birthdays

If you do not wish your child to participate in birthday celebrations, please inform your child's director/directress.

We welcome children to celebrate their birthdays with their school community. The following steps outline the procedure:

- Birthday celebrations must be set up with the director/directress prior to the day so the morning community time can be adjusted.
- Parents are welcome to bring a SIMPLE, HEALTHY, **NUT-FREE** snack to share. For example, muffins, oatmeal cookies, fruit, or popcorn. Please bring in napkins, tableware and /or plates/bowls should your item require them.
- All summer birthdays will be scheduled after the middle of May. Please contact your child's director/directress to schedule the celebration.

If you have any further questions, please contact your child's director/directress.

Holiday Celebrations

Holiday celebrations often reflect the feelings, beliefs and events that have great meaning in our lives. Holidays are viewed as times for us to express our feelings through celebration and come together as a community. While these are enjoyable and special, we must use care when we incorporate holidays into our curriculum. Our community is composed of many individuals with varied religious and cultural backgrounds. Holidays can be an important and valuable part of a

multicultural curriculum. Our curriculum aims to move children ahead in their thinking and help them learn to function in a culturally diverse society. In an effort to respect the individual choices of each person, we observe the following policies:

- Decorations that are hung in the school and made by the children will reflect the season, not religious holidays.
- We explore cultures with the children. Dances, songs, holidays and decorations experienced as part of this cultural exploration are encouraged.
- If your family has a unique, cultural celebration that you would like to share with the classroom community, please contact your child's director / directress.

School Photographs

Individual and class photographs will be taken each year in fall. In addition, your child's photo may be used in our newsletters, blog or promotional material but will not be identified by his/her full name. Permission was included when you returned the signed student contract to attend Nature's Classroom Montessori School. Please contact the office if you do NOT wish your child's photo to be used.

Classroom Materials

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

If your child accidentally breaks or damages classroom material, we do not ask that it be replaced or repaired. However, if material was deliberately damaged, parents will be requested to repair/replace the material.

Lost and Found

If your child is missing clothing and/or other belongings please check the "lost and found" basket/bin which is located by the front door. Clothing that is not claimed after a reasonable amount of time may be kept as extra items for children who may need it on any given day or donated to a good cause at the end of the school year.

Reporting Suspected Abuse/Neglect

Under penalty of law, the Abused and Neglected Child Reporting Act requires the immediate report of any suspected neglect or abuse. Failure to report may constitute a misdemeanor and renders the non-reporting person liable for resulting damages. The duty to report concerns suspicion only; the burden of proof does not rest with the person reporting. No person may be sued for reporting a suspected case even if the suspicion proves to be unfounded. If such suspicion should arise it must be reported immediately to the Executive Director, and a phone call made to the county welfare agency or local law enforcement agency.

Confidential Records

All records concerning present and past students shall be considered confidential and must remain in the school office. Duplication of confidential records is prohibited unless the Executive Director approves. Confidential records include all records maintained by or in the possession of the school which identify one or more students by name, including, but not limited to: enrollment lists, grades, attendance records, health forms, accident forms, reports of directresses and consultants, photographs, financial forms, applications, registration forms, test scores, and all

similar records containing information as to which students or parental authorities have a reasonable expectation of privacy. Any requests for information from confidential records should be in writing and should be given to the Executive Director. All tuition, school fees and any other invoices must be paid in full in order for records to be released.

1. **Release of Confidential Records:** Confidential records will be released only in the following circumstances and only to the persons indicated:
 - a. To the parental authority. A student's confidential records will be released to that student's parental authority upon receipt of a written direction, signed by the parent authority.
 - b. To persons authorized by the parental authority. A student's confidential records will be released to a person designated by the parental authority upon receipt of a written direction, signed by the parental authority.
 - c. To the student. A student's confidential records will be released to that student upon receipt of a written direction, signed by the parental authority.
 - d. To Governmental authorities. Confidential records requested or demanded by governmental authorities making such request pursuant to statute, rule, regulation, subpoena or court order will be released to such authorities.
 - e. To Insurers and counsel. Confidential records will be released to the school's insurers or to an attorney representing the School who is not a member of the School, if the Executive Director determines that such release is necessary and advisable to enable such persons to undertake their duties to the school.

Generic records and compilations of statistics from records, which do not identify students by name, are not deemed confidential records under this policy and may be released by the school at the discretion of the Executive Director.

2. **Requests for Release of Confidential Records:** All requests or demands for the release of confidential records, other than those clearly mandated by the terms of an applicable statute or regulation, shall be in writing, delivered to the School, and no such request or demand will be honored prior to the delivery of such written instrument. The School will retain all such written requests or demands for confidential records. All tuition, school fees and any other invoices must be paid in full in order for records to be released.

The School may require such reasonable proof of identity or of genuineness of signature as it deems necessary to protect the privacy of the students.

In the event a student's parents are divorced or separated, the School will honor requests from both or either parent unless a certified copy of an order of court of competent jurisdiction, which orders otherwise, is delivered to the School.

3. **Corporate Authority Responsible for Records and Access to Records by Corporate Authority:** The responsibility for the maintenance and enforcement of this policy shall be on the Executive Director of the School.

No member, officer, director/directress, or employee of the School shall have access to confidential records (other than to which he or she is entitled under Section hereof) except for the Executive Director, except as follows:

- a. A director/directress may have access to a confidential record prepared by him or her.
- b. A director/directress may have access to a confidential record of an academic nature of a student currently enrolled in his or her class which record was not prepared by him or her if

in the sole judgment of the Executive Director, such access is necessary for the proper performance of the director/directress' duties.

- c. In the event of pending or threatened litigation, the Executive Director may have access to confidential records pertinent to said pending or threatened litigation if necessary to protect the interest of the School.
- d. If, in the judgment of an attorney representing the School who is not a member of the School, it should become necessary for some other person to have access to certain confidential records in order to protect the interest of the School, such person may have access to such records.

In every case where access to a Confidential Record is obtained under Number 3 (c) or 3 (d) above, such access shall be documented by a written instrument in the form from the requesting authority stating the date of the access, the purpose, the name of the person to whom access was given and a description of the Confidential Record to which access was given.

All persons who obtain access to Confidential Records under section 3 hereof shall maintain the confidentiality of the information obtained thereby.

- 4. Storage of Confidential Records:** The School shall maintain all confidential records of all currently enrolled students and of students enrolled at any time within the past two years.

Emergency Evacuation Procedures

Fire Drill

All students and staff shall participate in routine fire drills. These drills will be held on a regular basis. A fire/tornado plan shall be posted in every building. The School shall install and maintain a fire alarm system, which will be hooked up to a monitoring company who will notify the authorities in case of an emergency. The School shall install and maintain fire extinguishers. These shall be tagged and tested at least once a year.

Fire drills will be held in accordance with state and city requirements and regulations. In conducting fire drills, order rather than speed shall be stressed. Written instructions shall be furnished by the Executive Director as to route and manner of exit during fire drills. It is the responsibility of the staff to be familiar with the safety plan and to be ready to implement it if necessary. Any person may pull the fire alarm box when there is any indication of smoke or fire.

- Call 911 to report the fire.
- Notify all adults in your building to arrange to exit.
- The fire bell will consist of a single, continuous, loud bell. Drills will consist of three repeated whistle blasts.
- Take your list of students. Remind students to be quiet and orderly as they exit in case the designated route needs to be changed due to fire blocking the original route.
- All staff must stay with the children under their direction at all times. A headcount must be made of all students once they have moved to the designated meeting area-the west prairie. Children that may have gone to other rooms before the drill must be accounted for once everyone is safely outside.
- Staff must instruct children not to talk or run during drills and to stay with their class once outside.
- A designated staff member will check the bathrooms for children when the alarm goes off.
- The last adult who leaves the classroom must close the door.

- If the primary exit is impassable because of smoke, fire, or other obstacles, the directors/directresses will lead the children out through an alternate route.
- Update Executive Director and or person in charge re: student status
- Directors/Directresses will wait with their children until they are given the "All Clear" signal by administrative staff. They may then return with their students to their classrooms.
- Administrative staff will be certain the alarm is reset and the alarm company notified.

Tornado Drill

Tornado drill instructions will be posted in each building. Severe weather alarm will sound in office; local Tornado Signal will sound outside. At the sound of the alarms, all staff and children are to go immediately to the assigned areas. Staff will instruct the children how to sit/kneel with head down. Staff shall remain with children until all clear is received or other instructions are given.

- Notify all staff of impending tornado.
- Take shelter immediately in an inner room away from doors and windows. Sit/kneel with head covered by crossed arms..."duck & cover."
- Keep children calm with stories, songs, and games.
- Continue to take roll to make sure no one is missing. Update Executive Director and/or person in charge re: student status
- Stay where you are until an "all clear" is declared.
- Dial 911 if warranted

Bomb Threat

If a threat is being telephoned in:

- Do not panic.
- Try to prolong the conversation as long as possible.
- Be alert to background noise such as music, voices, other vehicles, etc. Note any distinguishing voice characteristics.
- Ask where the bomb has been placed and when it is scheduled to explode.
- Note if the caller indicates knowledge of the building by any definite descriptions of location.
- If it is at all possible, record anything you are told.
- When the caller hangs ups, immediately notify the Executive Director or member of the administrative staff.

Evacuation of the premises is not recommended unless directed by appropriate officials on the scene or if the threat is imminent. If a suspicious object is located:

- Do not move, jar, or touch the object or anything attached to it.
- Notify the Executive Director and other appropriate officials on the scene, giving location and description of the object found and request evacuation instructions.
- If evacuation is directed, or if a detonation should occur, evacuation procedures will be the same as those used for fire.
- If the search group can locate no suspicious objects, the Executive Director will notify appropriate officials and will implement any further instructions.

REQUIRED FORMS

Registration Forms

Registration forms are sent to all student families in August prior to school starting. Parent/Guardians of all students, new or returning must have completed the registration forms which include the Emergency Information, Pick-up Authorization and other permissions prior to attending school.

The Emergency Information portion of the registration form is to be filled out and returned before the beginning of school. Every effort will be made to contact parent, guardians, or other designated individuals as noted on the Emergency Information portion of the registration form if medical treatment is necessary.

Medical Forms & Immunizations

Medical Examination forms for returning students are kept in each student's school file, but we request that any changes be forwarded immediately to the office in order to keep a current and accurate immunization or medical examination form.

Upon admission, Parents/Guardians of all applicants are required to submit a complete medical history for their child. The completed Nature's Classroom Montessori health form, signed by the student's physician, must be on file before the first day of classes.

New Students: If it is determined that the student has a currently contagious disease or infection and, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or, by reason of such disease or infection is unable to benefit from the school program, the Executive Director may elect to terminate admission. Withholding or falsification of health information is cause to reject an applicant or dismiss a student after enrollment.

A non-communicable disease does not prevent admission so long as the individual meets other admission criteria.

When deemed necessary, additional medical information regarding the child's health may be required from his/her physician before admission is considered. If it is determined that the student has a currently contagious disease or infection and, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or, by reason of such disease or infection is unable to benefit from the school program, the Executive Director may elect not to accept the child for admission. Withholding or falsification of health information is cause to reject an applicant or dismiss a student after enrollment.

If a child contracts an acute communicable disease, he/she will not attend school during the period such a disease is communicable. It is within the sole discretion of the Executive Director to determine a child's fitness to return to school. If a student has tested positive for a potentially infective agent, but has not actually developed the chronic communicable disease, he/she may, at the discretion of the Executive Director, continue to attend school with restrictions as deemed necessary by the Executive Director.

The Executive Director will review development of a chronic communicable disease in a student. The opinion of the physician caring for the student may be considered. If it is determined that the student has a currently contagious disease or infection and, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or, by reason

of such disease or infection, be unable to benefit from the school program, the Executive Director will terminate such student's attendance. Any tuition paid in advance will be refunded on a prorated basis.

Immunization is not required for admittance into Nature's Classroom Montessori, but we highly recommend that students keep current with vaccinations in accordance with State law for school attendance. If you or your doctor has a conscientious objection to your child's receiving vaccinations, please sign the waiver portion at the bottom of the immunization form. During disease outbreaks, unimmunized children may be excluded from school and school related activities until the outbreak is over, both for their own protection and for the protection of others.

If there are any significant changes in health or additional immunizations, the office must be notified as soon as possible in order to update the forms. It is important to have the most current medical information on file in case of an emergency.



Nature's Classroom Institute of Wisconsin, Inc. & Montessori School
P O Box 660
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262-363-2815
www.discovernci.org

Nature's Classroom Institute & Montessori School

Children's House Family Handbook Receipt

I/We acknowledge receipt of the Nature's Classroom Montessori School Children's House Family Handbook.

I/We have reviewed the handbook and am/are familiar with the policies and procedures at Nature's Classroom Montessori School relative to the expectations of Nature's Classroom Montessori School families.

I/We understand and formally agree to support and adhere to the policies stated therein.

Student Name(s) – Please print

Parent/Guardian Name – Please print

❖ Parent's Signature _____ Date _____

Parent/Guardian Name – Please print

❖ Parent's Signature _____ Date _____

(Return this signed page to the office)