



Nature's Classroom Institute
& Montessori School
Elementary
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 OF WISCONSIN, INC.

This not-for-profit organization encompasses 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 consecutively 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. 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 2016-2017. The faculty lives on campus throughout the school year in designated staff housing.

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 Montessori's (NCM) 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 Institute 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.

ELEMENTARY PROGRAM DESCRIPTIONS

Elementary (Lower and Upper ages 6-12 year olds) - 8:15am– 3:15pm

Our Lower and Upper Elementary Program continue to offer respect for the individual in a classroom while recognizing the developmental need for socialization and community. The curriculum is designed to meet the needs of children in their 2nd plane of development which Montessori defined as ages six through twelve. It covers the traditional grades of first through sixth in a multi-sensory, multi-aged classroom, separated in a 6-9 year old classroom (Lower Elementary) and a 9-12 year old classroom (Upper Elementary). The elementary child follows Montessori's plan of the "Cosmic Curriculum." The goals of Cosmic Education go far beyond the usual goals of skill development and knowledge acquisition to address the development of the whole person. Children who complete the Cosmic Curriculum have a clear understanding of the natural world, of human knowledge, and of themselves. These children are prepared to leave childhood behind and to enter adolescence as independent, confident, responsible, emotionally intelligent individuals, balanced in physical, intellectual and social achievements. They are

academically and practically prepared to pursue self-education in many areas; to make responsible decisions and act on them in a responsible way; to recognize limits and give, ask for, and receive help.

Studies include Mathematics, Geometry, Language, Biology, Botany, Zoology, Chemistry, Physics, Geography and Geology. We endeavor to offer an integrated curriculum including: Character Development, Music, Art, Team Building, Eco-Lab and a weeklong environmental education at our Nature's Classroom Institute. The lower elementary students take one weeklong trip and our upper elementary students take two weeklong trips per year. Students also participate in enriching field trips, as well as regular trips to the library.

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 7:30am and is available Monday through Friday when school is in session. 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 5:00pm. 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 staying later than 5pm will be charged \$5 per family 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 Policy

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 as moving 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 262-363-6820.

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

Cell Phone/Electronics Policy

Nature's Classroom Montessori School has an open door cell phone and electronics policy. Students may bring cell phones and electronics as needed for after school activities, however, students are NOT permitted to use cell phones or any other electronic device (mp3 player, PDA's, handheld gaming system) during regular school hours or in the school van. Students must keep their cell phones and electronic devices turned off and in their backpacks. Use of cell phone and other electronics devices by students during the school day may result in confiscation of the device. It will be held in the main office until the student's parent/guardian comes to claim it. School personnel are not responsible for items lost or stolen.

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 the core of the philosophy regarding discipline in a Montessori environment. 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 take care of each other.
- We respect the 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 the 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, the Montessori Program Coordinator and/or the Executive Director.

This meeting will be attended by the Parent, Directors/Directresses, the Montessori Program Coordinator and/or the Executive Director. 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

Prevention is better than cure, and 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.

Staff, parents and children work together to create a happy, caring and safe learning environment. 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; is on 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.
- To promote in everyone a positive attitude and high self-esteem.
- To help individuals to understand and accept the consequences of their own actions.
- To help individuals celebrate and value their differences and to acknowledge and respect the differences of others.
- To 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.

Communication Policy

Your child and his or her 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.nciwle.tumblr.com and www.nciwue.tumblr.com on our website that highlights specific happenings in each classroom, as well as informative 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 262-363-6820.

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 262-363-6820.

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. The meeting of parents and director/directress becomes a basis for that mutual cooperation which is 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. Both parents are encouraged to attend.

The Upper Elementary Fall Conferences are student led with the director/directress present and the Spring Conference is traditional parent/director/directress; the child is not required to be present. Individual requests to have your child/children attend are honored. Both Lower Elementary conferences are traditional; parent/director/directress.

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 provided the attendance requirements have been met and tuition is currently up to date.

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 that the child is unable to meet through the current environment, the following protocol will be followed:

- The director/directress will consult with the Montessori Program Coordinator and request an observation of the child in the environment by the Montessori Program Coordinator / another faculty member and/or parent.
- The director/directress will then request a meeting with the parents where a special needs assessment is recommended to be done by the Mukwonago School District/specialist.
- 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, Montessori Program Coordinator 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 Montessori Program Director will make the final decision along with input from the director/directress, 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. 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.**

Your child will not participate in the traditional community snack as they did in the Children's House program. Children will need to bring their own snack. We recommend that you send a 5 day supply of healthy snack items for your child on Mondays.

Shared snack 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. Some students have an airborne sensitivity.

NCM is committed to nutritional health. 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 and invoiced at \$3.00 per meal every 3 months. Students receive at least 2 large slices. Any 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 your child will stop participating.

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 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 (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 class to sign the medication administration form for over-the-counter and/or prescribed medication and leave the medication in the original container with the director/directress. 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

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 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 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 twenty to thirty minutes. A note to the parent will precede the visit explaining the purpose of the home visit.

Pick Up and Drop Off

The Elementary school day begins promptly at 8:15 am and ends at 3:15 pm. You are encouraged to drop your child off as early as 8:00 am, but not before. Students dropped off prior to 8:00 am need to be dropped off at the office and will be charged early care fees on their next statement. Arriving on time is essential as the start of the day in the elementary classroom is an opportunity for community building, gross motor movement and hikes. Please consider that some children need additional time in the morning to transition into the day through socialization. Students arriving between 8:00 and 8:15 will have outdoor time in order to do so. Our morning begins without delay at 8:15am and students arriving after 8:15 will be marked tardy.

On Fridays, “Coffee and Scram” begins at 7:45am although students involved with Coffee & Scram should arrive at 7:30am; they are not to be dropped unsupervised, and left to set up without Mrs. A present. On these mornings all children are still expected to arrive in their classrooms by 8:15a.m., without the accompaniment of drinks.

Pick up is at 3:15pm. Directors/Directresses may take the class outside to greet parents/caregivers and to obtain sign out initials. Your child will then be excused under parental supervision to meet you outside. The Pick-Up Authorization portion of the registration form for each child must be filled out stating who may pick up the child from school. We will not release a child to anyone but his or her parent or legal guardian, or to an adult designated by the parent on the Pick-up Authorization. Please contact the school before dismissal time to inform the Directors/Directresses in the event that someone not in our records will pick up your child.

If your child is participating in a carpool, please include this information on the form. If a child is not going home in his/her carpool, you must notify the school and inform the car pool driver.

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 10 minutes past dismissal time. Children are welcome to stay and play after dismissal, under the parent's supervision.

Late Arrival

In the Elementary classrooms, we begin our day at 8:15am. Excessive tardiness is very detrimental to the growth of each student. One student's late arrival can affect the progress and teamwork of the class as a whole. After four late arrivals, a notice will be sent to parents and a

conference will be held with the students and the parents to discuss ways to support on time arrival. After this meeting, every 3 late arrivals will constitute an absence.

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 Directors/Directresses, 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, we need to insist that all children are supervised by their parents with no more than 2 families inside the farm at a time and 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.

Coffee and Scram – Friday mornings 7:45-9am.

Nature's Classroom Montessori offers an enriching experience for our Upper Elementary students. It is an opportunity to run an on campus business called Coffee & Scram. The students are 100% responsible for all aspects of this business, (including baking, ingredient ordering, budgeting, marketing, etc.) with minimal Director/Directress supervision. We hope they will learn many valuable lessons, such as: basic operations with money, advertising, supply and demand, basics of baking, conversion of measurement, practical applications with fractions, responsibility, altruism, business management, and many more. This business runs on Friday mornings. Students take turns running the business. The workers must arrive by 7:30 am, and the shop opens at 7:45 am. Staff, students, and their families are our customers. A small portion of our proceeds is used to replace supplies, another small portion goes toward a trip for our students, and the bulk of the profits go to charities of the students' choice.

Field Trips

Nature's Classroom Montessori School recognizes the importance of off-campus educational experiences. To participate in a field trip a child must have the Field Trip Permission portion of the registration form filled out. The Directors/Directresses take a copy of this form along on the trip. Please make sure you update your emergency information with the office as changes occur. All students will wear NCM logo apparel for all field trips.

Classes make routine trips to the local library and students are required to have a library card to check out books. The library cards will be kept on site so that they are readily accessible for these trips. We will make every effort to communicate with parents regarding books that need to be returned prior to the library trips in order that they may help their child ensure books are returned in a timely manner. However, the teachers and the school will not be responsible for late fees or fines accrued by the student.

Occasionally, parents are invited and needed to assist with these worthwhile and exciting experiences. Field trips or "Going Outs" are an integral part of the Montessori Elementary Classroom. These trips need not be the whole class, and may be individual or a small group. They are meant as a supplement to the educational process, not a break from it. As such, these trips are carefully planned with the expectation for inclusion and your support. Your child may not have an optional day off when such an event is planned. If they do not attend the trip, they will still be expected to pay, need to attend school that day and have an independent work period under the supervision of a staff member.

If needed, parent volunteers may be called upon to assist with transportation. In such a situation, the parent volunteers must carry with them proof of insurance and a current driver's license. All children riding in vehicles for school sponsored field trips must have appropriate car seats and/or be fastened by seat belts as required by the law. Under Wisconsin Statute 347.48(4), children 4 to 8 who both weigh at least 40 pounds but less than 80 pounds and who are less than 57 inches tall are required to be in a booster seat. As of June 29th, 2009, Wisconsin changed the state's seat belt law from secondary to primary enforcement.

Nature's Classroom Institute Component Elementary Overnight Trip

Nature's Classroom Institute of WI (NCIW) is the outdoor environmental education portion of the organization that includes Nature's Classroom Montessori. Students from elementary throughout Wisconsin, Chicago, and beyond spend five days at our NCI location in Lake Geneva this year, working with a staff of trained environmental educators.

Students in Nature's Classroom Montessori's Elementary have the opportunity to experience this important education and social program. The Lower Elementary will attend one session and the Upper Elementary will attend two sessions. Nature's Classroom Institute staff will lead them on field studies, facilitate teambuilding, and teach hands-on classes in a wide range of subject areas. The students will also take part in large group activities such as historical and scientific simulations.

Please see the School Calendar for the specific date of the Nature's Classroom Institute Overnight Trips. For more information and prior to your child's participation in the **Nature's Classroom Institute of WI Elementary/Adolescent Overnight Trip**, you must fill out the online forms, found on our website at www.discovernci.org. Click on the "Prepare for NCI" button and then "Parents~Here's what you need" then "Visiting School Parent Package~Northern Region." All completed forms are to be completed a week before the NCI/Land Lab session.

For the Upper Elementary 2nd visit to NCIW/Land Lab you need only submit the medication authorization form and any updates to the previous visit's forms to the Director/Directress.

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. We will typically follow Mukwonago Schools for snow related school closing information. Since all our students are privately transported and not waiting outside for busses, we reserve the right to hold school if colder than normal temperatures force other districts to close. Other television stations: Channel 6, 12, and 58 may carry the closing information.

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

IT IS ABSOLUTELY ESSENTIAL THAT ELEMENTARY STUDENTS ARE PRESENT THE FIRST TWO WEEKS OF SCHOOL. There are many group lessons and experiences that are impossible to repeat. If you choose to vacation, it may negatively affect your child's settling in to the academic year.

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 regularly. There are several reasons for this. Consistent routine provides security for the child and a sense of security enables a child to learn more readily. Secondly, a child's experiences are cumulative and build upon each other, and consistent attendance bolsters learning. Your own commitment to your child's being present in school reinforces in the child's mind, the importance of attending school as a responsibility and a gift to appreciate. It is crucial at this time in a young student's life for them to understand priorities and the importance of responsibility and education. The example, set by parents is crucial in a student's development.

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 due to illness, parents are asked to call the school office at 262-363-6820 and /or e-mail the office or notify their director/directress in writing. If the absence is planned due to travel and/or a doctor appointment, parents are asked to notify the office and the director/directress in writing or e-mail. 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 - Please label everything that your child brings to school.

Students are expected to dress appropriately and safely in school and when on their field and school trips.

- Clothing (including footwear) which is extreme — too big, too tight, too long, too short - is not appropriate in a school setting.
- Clothing may not display profanity or inappropriate slogans or logos such as drugs, tobacco and other prohibited substances.
- Clothing may not be low cut, must be long enough to cover midriffs and undergarments should not be visible. Strappy clothing is also inappropriate for the school setting.

Outdoor Clothing Requirements

- Legs need to be fully covered for outdoor play as protection from injury and pests. If your child regularly wears shorts, or dresses, or skirts to school, you may wish to provide a pair of bib overalls to be left at school. These can be quickly put on over clothing and prevents multiple students from needing the bathroom to change.

Weather Appropriate Clothing

We do go outside daily when the temperature, including wind chill, is 0° F or above.

- Hats, snow pants, waterproof boots and mittens are necessary in inclement weather.
- Layering is important in the winter to facilitate comfort.
- Sometimes mittens and socks get wet after a play period. Therefore, we recommend sending your child to school wearing waterproof mittens.
- When there is even a hint of snow or excessive mud, children need snow pants, hats,

- scarves, and boots.
- Rain pants and rain boots are necessary in spring.

Field Trip and Presentation Attire:

Teachers will inform parents and students when Nature's Classroom attire is required for field trips.

Boys

- Collared Nature's Classroom Shirts
- Shirts must be buttoned and tucked in
- Dress pants
- Dress shoes (No winter boots or farm boots)
- Clothing must be clean and wrinkle free

Girls

- Collared Nature's Classroom Shirts or Sweaters
- Nature's Classroom shirts may not be tied up; they must be buttoned and tucked in.
- Dress pants or an appropriate length skirt
- Dress shoes (No winter boots or farm boots)
- Field trips may require a lot of walking, and high heels would not be appropriate.

At the upper elementary age we allow the student to make decisions about the clothes they wear in regards to the weather and the activities they will be doing. However if the student is dressed in such a way as to cause them harm during inclement weather, a teacher will intervene.

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 the event that the child does not have a spare set of appropriate clothing, parents will be called to bring in a set for them.

Spare Clothing Set (Must include):

Spring/Fall/Winter

- Pants
- T-shirt
- Undergarments
- Socks

Winter

- Mittens
- Hats
- Winter Boots

If the spare clothing set is used, it is EXTREMELY important that items be replaced the following school day.

Shoes

Two pairs of shoes will be necessary for the Montessori Elementary Program.

1. Your child needs to keep an INDOOR pair of non-character/non-commercial, non-marking, enclosed toe and heel shoes at school, which are NOT to be worn outside. It is important that your child is able to safely wear their indoor shoes; inside on our tiled floors, outside in the event of a fire drill, therefore non rubber-soled slippers and CROCS are not acceptable.

2. Whatever your child wears back and forth to school will be their outdoor shoes; therefore they will need to be weather appropriate, fully enclosed, and conducive to heavy play and hiking.

Water Bottles

All students are encouraged to bring water bottles to stay hydrated throughout the day. They can be refilled from the filtered tap at school.

Backpack

When selecting a backpack, be sure it is sized appropriately for your child and will be adequate to manage winter gear. Do not purchase wheeled luggage style backpacks, as they can be a danger in our environment. They do not fit properly on hooks, are often tripped on when left unattended or in use, and the handles have been known to cause injury. Also be sure the backpacks are non-commercial and character free.

Outdoor Play

Time outdoors is an important part of a 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 only climb the trees that have been specifically designated and pruned for climbing. Children may not climb higher than the arm's reach of the supervising adult. At the beginning of each session, September and January, children will receive safety education on tree climbing, including which trees to climb.

In the case of a light sprinkle, drizzle or flurry the children may still go outside. They will go outdoors if the temperature, including wind-chill, is 0 degrees Fahrenheit or above.

If your child is recovering from an illness and still is not able to go outside, you are requested to keep him or her 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.

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. Watch for volunteer opportunities mentioned in the "Parent's Corner" section at www.nciw.org.

Observations

Parents are encouraged to schedule a visit to the school for a 1 hour observation two times annually (unless a special circumstance dictates more and is approved by the Executive Director.) Observations begin about six weeks into the school year/after the beginning of the second term and extend until the second week of May.

- Call the office and schedule your observation. Observations are available Tuesday through Thursday during the work cycle, by appointment only.

- 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.

Birthdays

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

We welcome children to celebrate their birthdays with their school community here at Nature's Classroom. The following steps outline the procedure:

- We celebrate half birthdays for anyone whose real birthday falls during the summer.
- Parents are welcome to send a **NUT-FREE** snack to share. 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.

Gifts

While Nature's Classroom Montessori does not discourage its employees from accepting gifts from parents and students, it cautions employees to remain above any hint of professional indiscretion. Donors may view their gifts with perfect innocence while others may view these same gifts in a less than flattering light. A large gift should be directed to the classroom or the school for the benefit of our whole community. Sound judgment and tact should always be used in personal dealings between employees, parents, and students.

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 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 about this and return items as soon as possible.

Lost and Found

If your child is missing clothing and/or other belongings please check the “lost and found” box 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.

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 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 students’ parental authority 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.
 - f. Generic or statistical records. Generic records of compilations of statistics from records, which do not identify students by name, are not 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 parents 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. Records of currently enrolled students and of students enrolled at any time within the past two years will be maintained by the School.

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 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 & Montessori School
P O Box 660
Mukwonago WI 53149
262-363-2815
www.discovernci.org

Nature's Classroom Institute & Montessori School Elementary Family Handbook Receipt

I/We acknowledge receipt of the Nature's Classroom Institute & Montessori School Elementary 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 – Please print

❖ Student Signature _____ Date _____

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)