

2018-19



Ha'penny Montessori School Parent Handbook

Ha'penny Montessori School

20854 Stubble Rd.

Ashburn, VA 20147

703-729-5755

www.hapennyschool.com

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Chapter 1: About Ha’penny Montessori School

With great pleasure, we welcome your family to Ha’penny Montessori School where we offer an encompassing curriculum that supports and nurtures each child’s unique development. We follow the philosophy and teachings of Dr. Maria Montessori. She founded method of teaching on the concept of educating the “whole child,” socially, emotionally, physically, and cognitively.

Through many years of research, Dr. Maria Montessori found that each child, at every level, learns in different ways and at his or her own pace. She found that many children learn better through “hands-on” experience than from studying a book. Dr. Montessori believed that the only really important thing in education is to teach children how to learn. *“I studied my children, and they taught me how to teach them.”*

Maria Montessori devised a curriculum based on developing all aspects of the “whole child.” She believed that giving a child freedom with limits in a beautifully prepared and relaxed environment would urge the child to explore, investigate, get creative, and ask questions. Dr. Montessori believed that the motivation for learning must come from within.

The name “Ha’penny” was inspired by the Ha’penny Bridge in Dublin, Ireland, where our Director, Muiríde Keithley, was born and raised. The name symbolizes the bridge between the diverse cultures in Montessori and the journey each child takes to become a valuable and contributing member of society.

Our goals for each individual child are to

- Create a safe and enriched environment that fosters learning as its own reward.
- Exemplify good manners, mutual respect and care of the environment.
- Facilitate each child’s development toward his or her full potential.
- Enable children to make their own decisions, thereby promoting self-discipline, independence, and leadership skills.
- Teach and model appropriate methods of conflict resolution and redirection.
- Promote awareness and acceptance of cultural differences.
- Encourage children to participate in class activities according to each one’s interests and abilities.

Mission Statement

Our mission is to provide a safe and stimulating environment, rich in cultural diversity and learning experiences for the "whole child." We are dedicated to preparing and maintaining this environment, true to the Montessori philosophy and learning materials where each child can reach their fullest potential and be a caring member of society; where our teachers see and respect the individual abilities of each child and teach to their developmental needs; and where our parents are a part of our team in the educational experience that shapes their children into productive lifelong learners.

Ha’penny Montessori School is licensed by the **Virginia Department of Social Services (DSS)** and abide by their regulations. We are also a member school of the **American**

Montessori Society (AMS) and The International Montessori Council (IMC). Admission is on a “first come, first served” basis, and we maintain a waiting list for future openings. Ha’penny Montessori School admits students of any race, gender, color, religion and nationality and does not discriminate on the basis of any race, gender, color, religion and nationality.

Ha’penny Montessori School is not affiliated with any specific religion. We honor the religious beliefs of all our families. We embrace the rich diversity of our school and incorporate it into our curriculum through celebrations, festivals, and classroom lessons.

Ha’penny Montessori School reserves the right to make any amendments deemed necessary by the administration to this handbook, at anytime.

About Dr. Maria Montessori

Maria Montessori (1870-1952), born in Italy to well-educated parents, proceeded to affect the landscape of education. Supported by her mother in particular, she consistently stepped outside the proscribed boundaries for women set by society, attending a male-only technical institute so as to be able to explore in greater depth the world of math and sciences, and then obtaining her degree in medicine from the University of Rome in 1896 to become the first female doctor in Italy.

Throughout her work as a medical practitioner, Montessori worked extensively with children from various backgrounds and, after becoming director of a school for Developmentally Disabled Children, she began to formulate her own theory and educational methodology for how to apply, practically, theories of the capabilities of disabled children as written by French physicians Jean-Marc-Gaspard Itard and Édouard Séguin. Maria Montessori believed in constructivism, “a theory of education that says students do better if we let them piece together how the world works by moving through it themselves than if we deliver knowledge top-down.” After putting these ideas into practice and finding great improvement in the children’s development, Montessori’s research findings spread across Europe, and an interest began to grow in her to also explore the realm of teaching children who did not have disabilities.

In 1907 Montessori was given the opportunity by the Italian government to operate her own school, the “Casa dei Bambini” (the Children’s House), and there she developed further a “project learning” environment in which teachers were encouraged to step back and follow the lead of the child’s natural interests and abilities (Biography.com, 2015). A movement toward “following the child” spread to different countries as Montessori altered and bettered her ideas throughout the years. Montessori fled to India during World War II and was awarded two Nobel Peace nominations for her work with the program, Education for Peace, and then lived the last years of her life in the Netherlands

- Dr. Montessori saw that children held within them something wonderful, something so special that it could be the key to changing the world. She saw that they were

inherently good and that, if allowed to develop freely, they felt connected to everything and were naturally caring to each other and the world around them.

- Dr. Montessori noticed that there were certain periods of particular sensitivity that kept occurring in the children. During these periods, the child could learn the activity that she was focused on at a particularly intense rate and that such learning appeared to come very easily. They included a sensitive period for order, refinement of the senses, language acquisition, walking and movement, small objects and involvement in social life.
- Dr. Montessori saw that children built on their physical experiences of the world through their senses and that by carefully designing interesting materials which the children were drawn to experiment with, she could help them extend this understanding. She did so by taking each of the senses in turn and developing materials that isolated certain aspects that could then be increasingly explored by the children.
- Dr. Montessori's emphasis on children being allowed the freedom to work alone and to develop concentration did not mean that she underestimated the importance of social development. Instead what she saw was that it was precisely because the children were allowed to work in such freedom that they could display such love and care towards others.
- Dr. Montessori observed that children underwent extraordinary transformations in overall happiness, self-confidence and self-discipline when they were allowed to follow their innate needs.
- Dr. Montessori saw that if children are placed in a well-planned and structured environment, which will meet their individual, educational and cultural needs, the children will follow their own interests within this planned environment, rather than being forced to learn something that is inappropriate to their developmental ability. The result is that children develop in a natural way and are highly motivated and confident. They develop good discipline and master basic life skills, and most importantly, develop a true love of learning.

Ha'penny Montessori School Contacts

We look forward to another great year of making new friends, learning and getting to know each other. We welcome parent and family participation throughout the year, especially during our many events and festivals. Please feel free to contact us with any questions or drop by the office, our door is always open.

Muiride Keithley (Director)
director@hapennyschool.com

Admissions
admin@hapennyschool.com

Josh Keithley (President)
josh@hapennyschool.com

Billing Questions
billing@hapennyschool.com

Miss Amy
Primary4@hapennyschool.com

Miss Veronica
infant@hapennyschool.com

Miss Bernie
Primary3@hapennyschool.com

Miss Bruna
Primary1@hapennyschool.com

Miss Shoshana
Toddler5@hapennyschool.com

Miss Eli (Toddler 6)
Toddler6@hapennyschool.com

Chapter 2: Enrollment Information

Programs

Ha'penny Montessori School offers the following programs;

Infant – children aged 10 weeks through 18 months (part time and full time options)

Toddler – children aged 16 months-2.5 years (part time and full time options)

Preprimary – children aged 2 years-3 years (part time and full time options)

Primary – children aged 3-5 years (part time and full time options)

Kindergarten – children aged 5 years before September 30th. (Full Time)

Kindergarten Enrichment (11:30am start time)-children aged 5 years before September 30th and enrolled in LCPS for morning Kindergarten.

We also offer before and afterschool care for children, who need care outside of the school day hours, for an extra fee. Please see the Director for details.

Admissions

Ha'penny Montessori School is open to children aged 10 weeks to 6 years of age, including a full day Kindergarten program and Kindergarten Enrichment program. Ha'penny Montessori School accepts children with disabilities on a case-by-case basis according to our ability to meet the child's specific needs fully.

Children of all abilities are accepted into Ha'penny Montessori School and families interested in having their child attend the program will be given an equal opportunity for admission. A waiting list may be maintained and children will be accepted from the list on a first come first served basis. Teachers at Ha'penny Montessori School use developmentally appropriate practices and consider the unique needs of all children when planning. Employees will make every attempt to make any adaptations or modifications necessary to meet the needs of the children. Schedules, routines and activities are flexible and the teachers will work with therapists, special educators and other professionals to integrate individual accommodations, modifications and strategies into classroom routines and activities. Any adaptations will be reviewed with families and other professionals supporting the child.

Application and Enrollment Process

We require your completed **Application and Admissions** contract along with a \$125.00 enrollment fee per child, an \$80.00 application fee per new child and a one month's tuition deposit. All fees and deposits are **nonrefundable** and the tuition deposit is counted as your first month's tuition and deposited at the time of application. There is a \$125.00 re-enrollment fee per child charged at re-enrollment time.

Program Placement

Ha'penny Montessori school offers Montessori programs to children aged 10 weeks through 6 years of age. Applications from all interested families are welcomed. Children are placed according to the needs of the individual classroom communities. We strive for communities that reflect a balance of diversity race, ethnicity, age and gender.

Criteria for placement is based on availability, the child's age and readiness for the program as well as the parent's commitment to the Montessori philosophy and school culture. The age range in our Infant program is 10 weeks through 18 months of age. Children 16 months of age may be placed in the Toddler program at the time of enrollment if deemed in the best interest of the child. *Consistency is of great importance to our infant and toddler children. All staff members stay with their designated program for the duration of the school year, at a minimum.*

We believe that all children are individual in their development and learning acquisition. At Ha'penny Montessori School, we respect each child for their individuality and teach to their ability, interests, and needs. We recognize that some children are developmentally ready to move to another program before the age requirement and some children need a little additional time in the program they are enrolled in. Decisions in moving children from one program to the next are collaboratively made by the school and family.

Tuition

The annual tuition is based on the program your child is enrolled in. The annual tuition may be paid as a onetime payment or divided and paid over ten (10) monthly installments. Families choosing to pay the annual tuition, in full, on or before July each year, will receive a 4% discount. The first tuition installment is due at the time of enrollment. If you enroll after the first of the month, the tuition will be prorated.

Once enrolled in Ha'penny Montessori School you are liable for the full amount of the school year's tuition ending in June, as listed on the current school calendar, even if your child's enrollment is cancelled by the school as a result of your child or family being disruptive or violating the school rules and regulations or otherwise. Exceptions, which are rare, must be granted by the school director. The school may cancel your child's enrollment at any point during the year if you, as parents/guardians, cause any disruption to Ha'penny Montessori School's business or violate Ha'penny Montessori School's rules and regulations or otherwise and you will be liable for the full amount of the school year's tuition ending June as listed on the current school calendar.

Monthly statements will be emailed to you. It is your responsibility to alert Ha'penny Montessori School Administration in writing of any changes to your email address. Monthly installments are due on or before **the 28th of each month**. Tuition can be paid by check, cash or credit card (Visa, MasterCard or Discover). A 3.5 % transaction fee will be applied to all credit card payments.

Discounts

We offer a 10% sibling discount off the larger of the tuitions and a 4% off the full year tuition if it is paid in full by July (exact date is on the admission application) each year. We also offer a 10% referral discount off one month's tuition; the referring family receives 10% off one month's tuition once the referred family enrolls.

Extra Hours

We understand that sometimes parents need additional care, beyond their contracted hours. Ha'penny Montessori School offers the option of Extra Hours. These hours are billed on a monthly basis and will show up on your monthly statements. The Extra Hours fee is \$20.00 per hour or part of an hour. These hours must be approved by the director due to maintaining proper teacher-student ratios. Children picked up more than 5 minutes after their scheduled pick up will be charged \$20 per hour or part of an hour.

Holiday Care

Ha'penny Montessori School offers extra care during the Winter Break, Spring Break, teacher workdays and teacher workweeks (Monday-Thursdays). A minimum of 10 children need to be signed up to make this care available. The **daily cost** for this additional care is **\$30 per child**. Hours of operation during these breaks are **8:30-4:30pm.**

Late Payment Charge

A **\$50.00 late fee** will be applied to tuition received **5 or more days** after the **28th** day of the month. An **additional \$50.00 late fee** will be charged for **10 or more days past due**. If the tuition is more than 30 days late the child will not be able to continue his/her enrollment at Ha'penny Montessori School until all payments is up to date. Should the 28th fall during a school break, the tuition can be mailed to the school address or submitted on the last day before the break. **Annual tuition** is required to be paid in full by **May 28th** for children to be able to participate in graduation ceremonies and for any school records to be released and sent to the school your child will be attending after Ha'penny Montessori School.

Returned Check Fee

A \$40.00 fee will be charged for all returned or unaccepted checks.

Withdrawals

Ha'penny Montessori School requires a written withdrawal to be submitted to the administration **60 days** prior to your withdrawal date. Families will be liable for the remainder of the school years tuition, should your date of withdrawal occur after the month of February (written withdrawal should be submitted and approved by the end of November for a family to be released from their contract, said families will be liable for 90 days tuition. Withdrawals submitted after the end of November will result in the family being responsible for the remainder of the school year tuition.) All questions regarding contracts must be in writing and can be emailed to Josh Keithley at billing@hapennyschool.com.

Schedule Changes

Ha'penny Montessori School requires notice of schedule changes to be in writing. Decreases in schedule require a 30 day written notice.

Depending on availability in the classroom we can accept increases in schedules throughout the year. A change of schedule form must be completed and approved before a

change can take place. Please talk to the administration for further information and availability.

Student Records and Privacy

According to the Virginia Department of Social Services, the following completed documents must be on file at Ha'penny Montessori School on or before your child's first day of school.

- Application and Admissions Contract
- Physical and Immunization Form(**Children under 2 years must have this completed every 6 months**)
- Medication Administration Authorization (If applicable)
- Diaper Cream Authorization (If applicable)
- Sunscreen Authorization (If applicable)
- Insect Repellent (If applicable)

Parents are responsible to keep all information updated with the necessary telephone, email, mailing address and new information pertinent to their child's well being

If any of these documents are not on file, on your child's first day of school, your child will not be allowed to attend school until such documents are submitted and you will be liable for tuition until said forms are in your child's file.

Student files are confidential and stored in a locked file cabinet. The administration will send email reminders when health forms, medication forms etc. are due to be updated. Parents are asked to get these forms updated in a timely manner to avoid students missing days of school. Student files are accessed only by the teachers and administration at the school, and their contents are not be shared with outsiders without parental consent (unless legally required to or if required by child protective services/DSS). Unneeded document data is disposed of in a secure manner through shredding or another suitable method.

Confidentiality

Confidentiality applies to all verbal and written information about potential, enrolling and previously enrolled children and their families. All staff are briefed on the need for confidentiality and are expected to fulfill their obligation to respect the protection of privacy. Written records will be stored in a locked file cabinet with access limited to the director and the child's teachers. No information will be released about a child and the parent/legal guardian during enrolment or transition to another receiving program or school without first receiving the written permission of the parent/guardian. This excludes the responsibility held by our employees as mandated reporters of suspected child abuse and neglect as outlined in Virginia law or when information is subpoenaed by the court.

Transitional Period

Once your child is enrolled and starts to attend Ha'penny Montessori School, there may be a period of transition. Your child may take time to adapt to his/her environment, which is normal to observe. Your child may take a couple months to transition fully. Parents are welcome to stay on the school premises for as long as they feel they need to but are not

permitted in the class with the children during this period as it will make the transition more difficult and drawn out for your child and other children.

New Parent Orientation

It is very important that new parents get to meet with their child's teacher before or shortly after enrollment. This gives parents a chance to discuss any concerns or special needs with the teacher and allows the teacher to explain how his/her classroom works. This can be scheduled with your classroom teacher or a member of the administration.

Summer Program

Ha'penny Montessori School offers a Summer program. This is a separate program from the school year program. It requires a Summer admissions application and an enrollment fee. Summer is divided into three sessions with themes. Parents must pack a lunch for their children, Monday through Thursday. Pizza lunch will be provided by the school on Fridays for all enrolled students. The school provides a morning and afternoon snack of a fresh fruit and a dry cracker snack. Parents are welcome to pack an additional snack. Lunches should have the child's name and date on the lunch pack.

Withdrawal from any summer sessions will result in a \$250 withdrawal fee per session, for which the child is enrolled.

Inclusion Policy

Ha'penny Montessori School welcomes all children and is committed to providing developmentally appropriate early learning and development experiences that support the full access and participation of each and every child. We believe that each child is unique and we work in partnership with families and other professionals involved with the child to provide the support every child needs to reach their full potential.

Chapter 3: The Ha'penny Learning Experience

Child-Centered Learning

Ha'penny Montessori School follows the Montessori approach of teaching. This approach is a child-centered educational approach based on scientific observations of children from birth through adulthood. We believe that each child is naturally eager to learn. By allowing the child to choose within a purposefully structured environment, the child can learn based on what their specific needs are. If children are learning about things that interest them they become internally motivated. When a lesson has been completed by a child we ask them "how do you feel about the work you completed?" instead of "good job." This allows the child to develop pride in their hard work as opposed to seeking adult approval. Through our child-centered approach of learning children become active, motivated individuals who are capable of making their own choices. Children are taught one on one by the teacher based on their own individual ability and needs. Each child is accepted as the individual they are.

Ha'penny Montessori School families are encouraged and supported to collaborate with employees to ensure that each child has an opportunity for optimum success. Ha'penny Montessori School will communicate with each family daily and has regular meetings to discuss the child's successes and challenges.

Classroom and Curriculum Goals

The main purpose of our school is to provide a carefully planned, stimulating environment to assist each child in developing an excellent foundation for creative learning. The specific curriculum goals are listed below.

Developing a positive attitude toward school

Most of the learning activities are individualized: i.e., each child engages in a lesson that particularly appeals to them...because they find the activities geared to their specific needs and level of readiness. Consequently, the child works at their own rate, repeating the task as often as they like, thus experiencing a series of successful achievement. In this manner, they build a positive attitude toward learning itself.

Helping each child develop self confidence

In our school, tasks are designed so that each new step is built upon what the child has already mastered, thus removing the negative experience of frequent failure. A carefully planned series of successes builds upon inner confidence in the child assuring them that they can learn by themselves. These confidence building activities likewise contribute to the child's healthy emotional development.

Assisting each child in building a habit of concentration

Effective learning presupposes the ability to listen carefully and to attend to what is said or demonstrated. Through a series of absorbing experiences, the child forms habits of extended attention, thus increasing their ability to concentrate.

Fostering an abiding curiosity

A deep, persistent and abiding curiosity is a prerequisite for creative learning. By providing the child with opportunities to discover qualities, dimensions and relationships amidst a rich variety of stimulating learning situations, curiosity is developed and an essential element in creative learning has been established.

Developing habits of initiative and persistence

By surrounding the child with appealing materials and learning activities geared to their inner needs, they become accustomed to engaging in activities on their own. Gradually, this results in a habit of initiative – an essential quality in leadership. “Ground rules” call for completing a task once begun and gradually results in a habit of persistence and perseverance for replacing materials after the task is accomplished. This “completion expectation” gradually results in a habit of persistence and perseverance.

Fostering inner security and sense of order in the child

Through a well ordered, enriched but simplified environment, the child’s need for order and security is intensely satisfied. This is noticed in the calming effect the environment has on the child. Since every item in our classroom has a place and the ground rules call for everything in its place, the child’s inner need for order is directly satisfied.

Teacher-Child Ratios

Children receive a lot of attention and excellent supervision at Ha’penny. This table outlines our teacher to child ratios.

Age	Group Size							
	6	8	10	12	14	16	18	20
0-15 months	1:03	1:04						
12-28 months	1:03	1:04	1:04	1:04				
21-36 months		1:04	1:05	1:06				
2.5-3 years				1:06	1:07	1:08	1:09	
4-5 years						1:08	1:09	
6 years								1:9

Monitoring Children’s Learning (Assessment)

The Montessori method has a robust approach to assessment that goes beyond “testing.” Montessori teachers are trained to observe and record children’s academic progress as shown through the Montessori activities that children progress through. Additionally, Montessori teachers are skilled in observing the whole child, which also includes emotional, social, and physical growth.

All assessments and assessment results are confidential and will only be shared with the permission of parents/legal guardians. Ha’penny employees will have access to assessment results for lesson planning purposes, behavioral plans, Individual Education Plans (IEPs), etc.

Observation

Montessori Compass (a web-based program) is the main program used for assessing children at Ha’penny Montessori School. Observation is used to assess physical, social, emotional, and cognitive growth in the children.

Areas of concern during observations are discussed with the director and are then shared with parents. Referrals and information are shared with the parent as needed. Such referrals include The Virginia Infant and Toddler connection, Child Find, Family Compass and Little Hands Speech. All of these brochures are located at the front of the school.

Montessori Compass Skills Report (October and April)

A skills report is completed twice a school year in Montessori Compass. This skills report is shared with parents. This skills report for our Primary-aged children (3-6 years) focuses on Personal and Social Growth and Work Habits. For our Toddler children (18m-3years), the report focuses on Personal Growth. And for our Infant children (10 weeks-18m), the report focuses on Fine and Gross motor, Language, and Social and Emotional Development. These skills reports are completed as part of the October and April Montessori progress report in Montessori Compass. Concerns are discussed with parents. Parents and the school work together to address the concerns observed. Referrals and information are shared with the parent as needed. Such referrals include The Virginia Infant and Toddler connection, Child Find, Family Compass and Little Hands Speech. All of these brochures are located at the front of the school.

PALS Assessment (Twice a year)

The scientifically-based test, the Phonological Awareness Literacy Screening (PALS), developed by the University of Virginia in used in Virginia public schools, measures preschool and kindergarten children's developing knowledge of important literacy fundamentals. PALS is administered twice a year in the fall and in the spring by the Primary Teachers. All children aged 4 by September 30th and all kindergarten children will be screened. The Primary Teachers and the Director review the results to make sure students are progressing well in gaining skills needed for reading. Results will be sent home after each assessment, and a copy of the results will be filed in each child’s school file.

Surveys (Annually and Pre-Conference Surveys 2 times a year)

Parent surveys are conducted annually. Surveys give us important feedback and promote shared decision making by asking for family input on program-specific practices, their child's progress at school and policies.

Work Samples

Often student work can tell us a lot about their success and struggles. Ha'penny employees may gather samples of children's paperwork/photographs of children completing lessons as an assessment tool. These samples will be shared with the parents/legal guardians during conferences. With written permission from parents/legal guardians these samples may also be shared with professionals outside of the school.

All of the assessment tools used at our school are to help with your child's overall development. Any concerns will be addressed with the Director and parents.

Conferences

As a partner in your child's education, Ha'penny Montessori School schedules **two parent conferences** during the year, with **three parent conferences** for newly enrolled students. Parents are welcome to schedule additional conferences with their child's teacher and or the Director as needed. At Ha'penny Montessori School, we **partner with you** in educating your children. We value parent input and feedback about their children and their education. Families who have difficulty understanding spoken English are welcome to bring someone to the school, who can help with translation to their spoken language. Additionally, the school can assist in finding someone to translate.

Training of Teachers

Ha'penny lead teachers are certified in Montessori education and exceed the education requirements of Virginia DSS. Along with their initial training, Ha'penny teachers are required to complete professional development each year. Our teachers also attend the annual Association for Montessori Schools' national conference.

Ha'penny provides training and support to ensure that all staff members are comfortable, confident, and competent to meet the developmental and educational needs of all children. All employees receive an orientation on inclusion policies and attend training focused on effective inclusion and/or other disability topics whenever possible. The Director provides additional support and resources as appropriate.

Collaboration With Other Professionals

Many children with disabilities or other special needs are supported by developmental and educational professionals such as therapists, teachers and others. Ha'penny Montessori School welcomes those professionals and works with them to assure the child's success. Written consent must be provided by the parent/legal guardian to Ha'penny Montessori School before disclosing information about the child to any service provider. The service provider is encouraged to provide services to the child in the context of the Montessori

classroom environment, and the child's teacher and the service provider work collaboratively to determine the best strategies to support the child in the group setting. Ha'penny Montessori School supports the teacher's participation in Individualized Family Service Plan (IFSP) and Individualized Education Program (IEP) meetings. Regular communication between Ha'penny Montessori School and the service provider will occur through school visits, email and phone meetings. Each visiting service provider is required to sign in and out each day and provide a copy of their photo ID to keep on file at the school.

Identifying and Coordinating Services for Children With Special Needs

When looking at developmental milestones in children, the timeframe of development can overlap - Birth - 11 months, 8 - 20 months, 22 - 36 months, 30 - 50 months, 40 - 60 months. It is important that there is some overlap as we know all children do not develop in exactly the same way and at the same rate and it is perfectly normal to see children of the same age achieving at a range of differing levels. However, if a child continues to be developing behind his or her peers for a period of time and not achieving developmental milestones within acceptable time frames then concerns should be raised.

There are many reasons why children might not make the progress expected over a period of time. For example, they may be affected by home or family circumstances, or health issues. For the vast majority of these children, such times are short lived, and with sensitive handling and minor changes to accommodate them, they will soon be making good progress again. However, others may need some kind of assistance, and early intervention is very important.

- Teachers at Ha'penny Montessori School document the area of concern once they are observed.
- These observations are brought to the Director's attention immediately.
- Parents are made aware of ongoing concerns by the teacher and/or the Director.
- Teacher and parent should have regular communication about concerns.
- Children are never diagnosed with any kind of special need by a Ha'penny Montessori School employee, but families are guided where to find the appropriate professional help for their child.
- We allow necessary specialists visit the school/classrooms, as needed and team up with them to provide the care necessary for the child in question.
- Written plans are put together per the individual child, along with parent and specialist input. These plans are reviewed regularly, updated and improved as needed.
- The Montessori curriculum teaches to each child as an individual, and as such lessons can be adapted to meet the needs of all children in our care: "typical and special needs."

Transitions Within Ha'penny Montessori School

Children move to the Primary program when they are independent in bathroom procedures and developmentally ready. These children spend the month prior to the scheduled move transitioning into their new environment. (Please see Chapter 4 for more details about assisting your child in becoming independent in using the bathroom.)

Infants moving to the Toddler program move when they are at least 16 months (preferably 18 months), walking, and both teacher and parent agree that they are ready. This can happen anytime during the year, but we like to try and keep the same schedule as the children moving to Primary.

A month to 6 weeks prior to officially moving the child to his/her new classroom, we slowly transition the child by visiting the new classroom for a period of time each day. Your child's teacher or the director will reach out to let you know when this will happen. Parents are given a "moving up" letter with information about their child's new class, including official start date, teacher's name and contact information, classroom policies and new tuition information.

Transition from Ha'penny Montessori School

We ask parents to let us know as soon as possible, if your child will be leaving Ha'penny Montessori School and where they will be transitioning to. This information allows us to aid your child in their transition. With written parental consent, all necessary paperwork from your child's file will be faxed, mailed or emailed to their new school or daycare. We are available and happy to help families as much as possible on our end to make for a smooth transition. Teachers and the director are available, upon request, to communicate with the new school or daycare about your child progress and time at Ha'penny Montessori School. Knowing the environment that your child will be moving to is very helpful in preparing them for their new adventure.

Many of our students transition to **Loudoun County Public Schools (LCPS)**. Ha'penny Montessori School is very familiar with this school system and keeps up with the LCPS expectations and curriculum each year. Teachers make sure the children have covered what is expected of them, by this school system. If your child is transitioning to another school system or private school, we ask parents to become aware of the new school's expectations of their child at the time of enrollment and share those details with us. We will help in preparing your child however we can. Should a family need assistance in finding an alternative school or daycare, Ha'penny Montessori School is happy to help. Parents are encouraged to set up a conference with your child's teacher to discuss your future school plans for your child.

Teachers will spend time preparing children for the traditional setting they will attend after graduating from Ha'penny Montessori School. Like any new beginning, many children will have a transitional period, regardless of where they go after their time at Ha'penny Montessori School. Some of the things our teachers focus on is less floor work time and more table work time, more group learning, keeping up with the expectations of LCPS, small amounts of reading homework, lesson work plans, and daily academic expectations.

At Ha'penny Montessori school children are taught to be problem solvers and independent, they are encouraged to ask questions and learn life skills and they develop their love and

excitement of learning. All of their learning prepares them for “life” and in turn they can take on new challenges with confidence and succeed. With their Montessori education, Ha’penny students tend to be well-prepared, academically, socially, and emotionally for elementary school and beyond.

Chapter 4: Details of the Ha’penny Day

For your child to get maximum benefit from his or her Montessori experience, a number of “house-keeping” details must be attended to. Ha’penny students learn the value of completing daily tasks orderly and well, which makes the Montessori environment effective in stimulating learning.

As parents and teachers, we model to our children how to attend to daily details consistently and well. Following are a number of seemingly small policies and procedures that make a big difference each day at Ha’penny Montessori. If you have questions, please contact us.

Daily Schedule

7:00 a.m.-8:30 a.m.	Before School Care
8:30 a.m.-8:50 a.m.	Carline and Drop Off
11:50 p.m.-12:30 p.m.	Lunch
12:30pm-12:45 p.m.	Half Day Students Dismissed (<i>Toddler 12:30pm & Primary 12:45pm</i>)
1:00 p.m.- 3:00 p.m.	Individual Work time for Kindergarten and Enrichment Students
	Nap Time or Quiet Time for Younger Students
2:50 p.m. - 3:00 p.m.	Full Day Students Dismissed
3:00 p.m. – 4:30/6 p.m.	After School Program (Including work time, craft, snack and playtime)

Parent Observations/School Visits

Toddler and primary parents are welcome to schedule classroom observations anytime during the school year. We ask that parents schedule their observations in advance, so that there are not too many adults in the classroom at any given time. It can be upsetting to the children to see a friend’s parent in the classroom and not their own. Scheduling observations also allows us to talk to the children ahead of time about our upcoming visitor.

Infant parents can come and go as they wish and do not have to schedule a time to visit. All parents are welcome to visit the school and peek in the classroom window (don’t get caught!). Please use the code provided to you to enter the school or ring the doorbell.

Smoke-Free Zone

Ha’penny Montessori school is a smoke free zone. No use of any tobacco products will be permitted on school property or within the sight of children. Smoking and use of tobacco products is strictly prohibited on school property, including parking lot and play areas.

School Calendar

Although we do offer extended hours of care, we are principally a school. Therefore, we do have time off during the school year for holidays, parent conferences, classroom preparation time, etc. We do offer additional care during these days.

Ha'penny Montessori School follows the Loudoun County Public Schools calendar but any conflict in said calendars is resolved in favor of the calendar of Ha'penny Montessori School. Each family receives a Ha'penny Montessori School calendar at enrollment or re-enrollment time, and the calendar can also be found on the HMS website, www.hapennyschool.com. Ha'penny Montessori School reserves the right to make changes the school calendar if deemed necessary by the Director. If there are any changes made to our calendar we will give as much advance notice as possible.

Inclement Weather Policy

Closings and delays will be posted on the HMS website and Facebook page by 6:00 a.m. each morning. If HMS needs to close early, we will post closing time on our website and Facebook page and email all parents. There are no refunds of tuition due to weather related closings.

Before and After School Programs

When school is closed for the day, the Before and After Care Programs are also closed. If Loudoun County Schools have a one or two hour delay, the Before Care Program will be cancelled.

When school closes early, due to bad weather conditions during the day, the After School Program will remain open until every child can be picked up. We may require parents to pick up their children early when necessary.

Arrivals

Please make sure your child is at school by **8:50 a.m.** in order for him/her to receive the full benefits of the Montessori Morning. Children arriving late cause disruption to the classroom atmosphere. Should your child arrive later than 8:50 a.m., a member of the administration will take him/her back to the classroom, sign your child in and make sure the teacher knows your child has arrived. Please do not leave your child unattended in the school at any time

Absence

Please call or email the school in the event that your child will not be attending school. **In the event that your child has been diagnosed with a communicable disease, please inform the school IMMEDIATELY.**

Early Dismissal

Please let us know ahead of time, if your child will be leaving school before his/her typical time of departure. This will allow the teacher to have your child prepared to leave early and cause limited disruption in the classroom.

Signing In and Out

Your child will only be dismissed to people listed on your Pick-Up authorization section of your admissions contract or emailed to the administration. To avoid delays at pickup time, please make sure we have everyone authorized to pick up in our system

Children are required to be signed in and out every day. This Virginia state regulation is in the best interest of your child's safety. In the event that your child is escorted into the school by a staff member, the staff member will sign your child in.

Daily Drop Off

Beforecare - 7:00 a.m. - 8:30 a.m.

All students being dropped off before 8:30a.m. must be escorted into the school and signed in by a parent/guardian. There is a code to the front door. Please ask a member of the administration/HMS employee for this code.

Carline - 8:30a.m. - 8:50 a.m.

During the times of 8:30-8:50 a.m. we have a carline drop off. Parents pull up to the front of the school, and an HMS employee will unbuckle your child and walk him/her into their classrooms. The employee will sign your child in. Parents stay in their cars during this process.

Walk Your Child in - 8:30 a.m.-8:50 a.m.

Carline is recommended for all children, but we do have an option for parents to walk their child in to the school and drop them at their **classroom door**. The parent signs the child in at the door.

Arriving Late - After 8:50 a.m.

Parents/guardians must park their cars in the designated parking spaces and walk their child into the front office. A member of the administration will walk your child to his/her class to avoid disruption to the classrooms.

Arriving Early - Before 8:30 a.m.

Children arriving before 8:30 a.m. and who are not enrolled in our beforecare program can wait with a parent/guardian in our Library until 8:30am. **Children should not be dropped off at their classrooms until 8:30am.**

Daily Pick Up

Your child will only be dismissed to people listed on your Pick-Up authorization section of your admissions contract or emailed to the administration. To avoid delays at pickup time, please make sure we have everyone authorized to pick up in our system.

Half Day Carline Pick Up – Toddler (12:30 p.m.) and Primary (12:45 p.m.)

We have a **carline pick up** during the times of 12:30 p.m.-12:50pm. Parents/guardians pull up to the front of the school, please adhere to all signage and wait for your child to be dismissed to you. An HMS employee will sign your child out. Parents/guardians **must buckle their own child in**. Please make sure anyone authorized to pick up your child knows these procedures and make them aware that they will need to **show ID** before a child is dismissed to them. Please see the administration in advance for the procedure on alternate pick up.

Full Day Carline Pick Up - Toddler and Primary (3:00 p.m.)

We have a **carline pick up** during the times of 2:50 p.m.-3:00p.m. Parents/guardians pull up to the front of the school, please adhere to all signage and wait for your child to be dismissed to you. An HMS employee will sign your child out. Parents/guardians **must buckle their own child in**. Please make sure anyone authorized to pick up your child knows these procedures and make them aware that they will need to show ID before a child is dismissed to them. Please see the administration, in advance, for the procedure on alternate pick up.

Full Day Pick Up – Infants (3:00 p. m.)

Infant parents/guardians can pick their children up at their **classroom** or participate in **carline**. Please let a member of the administration know if you would like to pick up from carline.

Early Pick Up

Parents/guardians picking up before scheduled dismissal (doctor's apt., etc.), please call ahead and we will have your child ready at the front office.

Late Pick Up

Parents/guardians picking up after scheduled dismissal, please call ahead to let us know you will be late and we will have your child ready at the front office or have them join aftercare, if available. Late charges will applied to your tuition statement, if applicable.

Children should be picked up at the contracted time. Parents picking up late at half day, full day or 4:30 p.m. dismissal will be charged the Extra Hours fee of **\$20.00 per hour/any part of an hour, per child**. Parents picking up late at 6:00 p.m. dismissal will be charged an overtime rate of **\$2 a minute for the first 15 minutes** and **\$5 a minute after that**, based on the school clock. We do allow a 5-minute grace period. If you know that you are going to be late, please call the school. The late fee still applies, but ***the staff can reassure***

your child that you are on your way and this will avoid the staff calling parents and emergency contacts.

Extended Care Pick Up – 4:30pm

We have a **carline pick up** during the times of 4:25 p.m.-4:35 p.m. Parents/guardians pull up to the front of the school, please adhere to all signage and wait for your child to be dismissed to you. An HMS employee will sign your child out. Parents/guardians **must buckle their own child in**. Please make sure anyone authorized to pick up your child knows these procedures and make them aware that they will need to show ID before a child is dismissed to them. Please see the administration, in advance, for the procedure on alternate pick up.

Extended Care Pick Up - 6:00 p.m.

Parents/guardians must park their cars in the designated parking spaces and walk into the school at pick up. Parent/guardians should knock on the door and wait for the teacher to answer. If the teacher does not hear the door or is busy, parents/guardians can walk into the class to make the teacher aware that they are present and ready to pick up their child. Parents/guardians should sign their child out and leave the class quietly to avoid disruption.

We understand that sometimes parents need a friend or relative to pick-up their child. Photo Identification is required for anyone who is picking up a child upon a parent's request. Ha'penny Montessori School also requires written authorization of alternative pick-up ahead of time. If for any reason, you cannot give written authorization you must call and let the school know ahead of time and provide the full name and phone number of the person picking up your child. If deemed necessary, we will make a return phone call to the parent to confirm the new arrangements. If we are unable to confirm the arrangements we will not release the child. No child will be released to a taxi. If a child is not picked up for any reason and the emergency contacts cannot be contacted, the Department of Social Services (DSS) or local police department will be notified.

Before leaving each day, the children shake hands with the dismissing staff member. This allows us to keep track of your child's coming and going, it teaches grace and courtesy and builds your child's self-esteem.

Emergency Pick Up

In the event of an emergency, parents will be called first. If parents cannot be reached, we will call the authorized emergency contacts listed. If for any reason the emergency contacts cannot be reached, the school will contact the Department of Social Services (DSS) or the local police department.

Parking

Parents must park to the left as you enter the school grounds. Please do not park up the hill during morning drop off or half day pick up. Parking directly in front of the school, in fire lanes, in front of the dumpster or in handicapped spaces without a

DMV permit is prohibited. This is in the interest of everyone's safety. In the event of an emergency, we will need direct and unlimited access to the front door and fire hydrants.

Parents are not to leave their cars running or leave children unattended in your car while you are in the school.

Transportation

Transportation is the responsibility of the parent. Any child being picked up from another school by Ha'penny Montessori School must have a transportation permission form on file. All forms of transportation not including a parent or guardian must be communicated to the school.

Field Trips

Field trips are an important and educational part of our curriculum. Children who are not permitted to attend field trips must stay at home on the day of the field trip. We will notify parents of any field trips involving transportation a minimum of one week in advance. Ha'penny Montessori School staff carry emergency contact information, first aid kits and children's medication which may be needed on field trips. Employees also carry cell phones for emergencies. Children are required to wear the Ha'penny Montessori T-shirt/sweater on field trips. **All children are required to have a parent/guardian transport them and attend the field trip with them.**

Playground and Outdoor Time

Per the Virginia Department of Social Services Regulations, we do take the children outside for a portion of the day, each day, as long as the temperatures are above freezing and below 91 degrees and the air quality index is below Red. If the temperature is over 91 degrees or below 31 degrees, or if the air quality is Red or higher, we will use the indoor space.

Please make sure that your child has the appropriate clothing on for the weather. If your child is not well enough to play outside, he or she should not come to school. Staff will not be able to sit inside with children while the rest of the class is outside due to state mandated ratios.

Rain Boots

Each child is required to have a pair of boots for outdoor playtime. Children wear these on the playground, regardless of the weather. These boots should be labeled and remain at school, in your child's cubby

Slippers

Each child wears slippers in the classroom. This maintains a peaceful and clean environment. Please make sure that your child's slippers do not have TV characters on them and that they have a soft sole. **We do not allow crocs or flip flops** for indoor or

outdoor shoes for safety reasons. Plain slippers can be purchased at Target, Wal-Mart, Children's Place, Lands' End and many other stores.

Uniforms

All primary children must wear uniforms Monday-Thursday. Ha'penny T-shirts/sweaters can be worn on Fridays with jeans or other bottoms. Uniforms are optional for the Toddler Program. You can order uniforms online from French Toast and Landsend. You can purchase uniform items elsewhere and have them embroidered by Stitching Station at Dulles Mall. All shirts, sweaters, and jumpers must have the Ha'penny Logo on them. When you order from French Toast and Lands' End, they will automatically know to embroider the logo. All uniform information can be found on our website under forms and information.

Extra Clothing and Supplies from Home

Please have 2 or 3 sets of weather appropriate spare clothes for your child, as accidents do happen. Extra clothing does not need to be uniform. A long sleeve top/jacket can be left at school for cooler days. Make sure all clothing is labeled with your child's name. We ask that you routinely check your child's cubby and replace any items of clothing that may be needed. Ha'penny Montessori School does not provide diapers, wipes, diaper cream, sunscreen, insect repellent or any kind of medication. All of these items need to come from home. When said items are running low or about to expire, you will receive notice to replenish. Please make sure your child is dressed appropriately for the outdoor weather.

Chapter 5: Meals, Snacks, and Other Feeding Procedures

Snacks

Morning and Aftercare snacks are provided, for toddler and primary children, by the school. These snacks are typically a snack size serving of nut-free crackers and a fresh fruit. Parents are welcome to pack additional snacks for their children. Water is available at the school. Infants will only be given food provided from home. All food and milk, including formula and breast milk, is required to be labeled with your child's name and date. Once developmentally ready, infants use sippy cups and real cups in the infant room instead of baby bottles. This helps prevent tooth decay in infants. After meals, infant's mouths will be cleaned by gently wiping the gums with a clean washcloth. Primary and toddler children are welcome to bring toothbrushes and tooth paste to school in a labeled Ziploc bag for after meals. These will be stored in their cubby boxes. Toddler and primary children may brush their teeth in the classroom bathroom after meals. Toothbrushes and tooth paste should be labeled with your child's name. Sharing of toothpaste will not be allowed.

Lunch

Parents must pack a lunch Monday-Thursday for toddler and primary children. Any food not consumed by your child will be returned home so parents are aware of how much food was eaten. The school orders a **pizza lunch** from a local pizza delivery restaurant every **Friday**. All food and drinks from home should be **free of any nut products**. If you would like to pack a hot lunch for your child, please use a thermos, as we cannot heat up lunches at school. Parents are encouraged to pack healthy food options for their children. Candy, cookies, chocolate etc. are discouraged. Any food coming from home must have your child's name on it and the date it came to school. Masking tape and sharpies work well for this. When packing lunches please consider the latest Dietary Guidelines for Americans outlined below.

Consider these nutrient-dense foods:

- **Protein.** Choose seafood, lean meat and poultry, eggs, beans, peas and soy products.
- **Fruits.** Encourage your child to eat a variety of fresh, canned, frozen or dried fruits, rather than fruit juice. If your child drinks juice, make sure it's 100 percent juice without added sugars and limit his or her servings. Look for canned fruit that says it's light or packed in its own juice, meaning it's low in added sugar. Keep in mind that one-half cup of dried fruit counts as one cup-equivalent of fruit. When consumed in excess, dried fruits can contribute extra calories.
- **Vegetables.** Serve a variety of fresh, canned, frozen or dried vegetables. Aim to provide a variety of vegetables, including dark green, red and orange, beans and peas, starchy and others, each week. When selecting canned or frozen vegetables, look for options lower in sodium.
- **Grains.** Choose whole grains, such as whole-wheat bread, oatmeal, popcorn, quinoa, or brown or wild rice. Limit refined grains.
- **Dairy.** Encourage your child to eat and drink fat-free or low-fat dairy products, such as milk, yogurt, cheese or fortified soy milk.

Aim to limit your child's calories from:

- **Added sugar.** Limit added sugars. Naturally occurring sugars, such as those in fruit and milk, are not added sugars. Examples of added sugars include brown sugar, corn sweetener, corn syrup, honey and others.
- **Saturated and trans fats.** Limit saturated fats — fats that mainly come from animal sources of food, such as red meat, poultry and full-fat dairy products. Look for ways to replace saturated fats with vegetable and nut oils, which provide essential fatty acids and vitamin E. Healthier fats are also naturally present in olives, nuts, avocados, and seafood. Limit trans fats by avoiding foods that contain partially hydrogenated oil.

Meal Schedule

Infants are fed as needed or according to their home schedule outlined by a parent/guardian. Infant’s meals are logged in the Daily Connect program/app. If an infant refuses a meal, it must be documented in the daily communication to parents that the food was offered to the child but refused. In this event, other food should be offered to the child.

Toddler children have a group snack at 10 a.m. and sit for lunch at 11:30 a.m. Pre-Primary and Primary children have access to snack during the morning work time from 8:30 a.m.-10:00 a.m. (2 children at a time, at the snack area of the classroom), and Lunchtime begins at 11:45 a.m. Afternoon snack is served at 3:00 p.m. to all Toddler, Pre-Primary and Primary children.

Water Bottles

All toddler and primary children should bring a filled water bottle to school each day. These water bottles must be labeled with your child’s name. Baby bottles or pacifiers are not allowed in the toddler or primary classes. There is fresh drinking water in each classroom for children to refill water bottles, and there are two water fountains in the school hallways. Water bottles are stored at “Hydration Station” in each classroom and are brought outside when the children have playtime. Children who forget water bottles will be given water from a cup at school.

Feeding Information for Infants

All food, milk, snacks come from home and have been introduced to the infants at home first.

Feeding time should be a social occasion, an excellent time to build a close relationship with an infant. Primary caregivers should sit at eye level, make eye contact, and communicate with the baby while feeding. Whenever possible, the same caregiver should feed an infant for most of that infant’s feedings. When the caregiver is consistent, she is more likely to understand the infant and know how to respond appropriately.

Our policy is to feed an infant based on his/her cues unless the child’s parent/guardian and/or medical provider should provide written instructions otherwise. Cues such as the following send signals that the infant is ready to feed.

- Opening the mouth

- Making suckling sounds
- Moving hands at random

Responding to the infant's feeding cues provides feelings of trust and security, meeting the nutritional and emotional needs of the infant. Cues such as turning away from the nipple, increased attention to surroundings, and closed mouth, are all indications of satiation.

HMS Employees

- Respond to early signs of hunger and do not wait until the baby is upset or crying from hunger.
- Never use a pacifier in place of food with a hungry infant
- Never force a baby to eat or finish a bottle or a serving of solid food.

HMS employees always wash their hands and sanitize work surfaces before preparing food and/or bottles and before feeding infants. They also wash the infant's hands before and after he or she eats.

Breastfeeding Parents

We encourage mothers who are breastfeeding and have the ability to come to the class to feed their child. We will provide a comfortable setting for breastfeeding.

Storage of Food and Bottles

Because infant bottles are often alike, as is their food, all bottles, milk and food is required to be labeled with the child's full name and date. It is the employee's responsibility to label these items if they are not already labeled. Each infant has a food cubby where their dry and non-perishable snacks are stored. All milk, premade formula and breast milk bottles are to be stored in the refrigerator, along with lunches and snacks that require refrigeration.

Weaning

When the time comes, the infant teacher will talk with parents/guardians about weaning their infant from the bottle and when to introduce solid foods or new foods. Weaning efforts will be coordinated between the child's home and the school.

Breast Milk Precautions

Breast milk is a body fluid and should be treated as such. HMS employees clean up breast milk spills like any other body fluid:

- Wipe up the spill wearing disposable gloves.
- Clean the area with a bleach and water solution.
- Dispose of wipe/paper towel and gloves.

Preparing and Feeding an Infant

Outlined below are our procedures for

- Storing bottles of formula and milk
- Storing bottles of breast milk
- Warming a bottle for feeding an infant
- Feeding an infant a bottle of formula, milk, or breast milk

We recommend that formula be brought from home in ready-to-feed concentrations. However, if preferred, school staff can prepare formula onsite according to the instructions on the label and the formula is clearly labeled with the child's full name and date.

If the parent/guardian wishes that the formula is prepared in a way other than what is stated on the directions, authorization from the child's medical provider is also required.

Only the scoop from that comes with the can of formula should be used for measuring purposes as these may vary between manufacturers and products.

Sterilized bottles should be brought from home. All bottles and caps must be labeled with the child's full name. Families may request the use of glass bottles for their child.

Procedure Storing Bottles of Formula and Milk.

HMS Employees abide by the following procedures.

- Verify that bottles of formula or milk are properly labeled. Before the parent leaves the school, make sure all food and bottles are labeled with easy-to-read labels, showing the infant's full name and the date. If not labeled, ask parent to do so before leaving.
- Refrigerate bottles of formula and milk immediately.
- Do not leave prepared bottles standing on the counter.
- Bottles should be brought in and taken home daily.
- If bottles remain in the school, all unused bottles of formula should be removed from the refrigerator after 24 hours and discarded. Unused bottles of milk should be removed after 48 hours and discarded. Powdered formula should be discarded after the stated shelf period (expiration date).

Storing Bottles of Breast Milk

- Verify that bottles of breast milk are properly labeled. As soon as bottles of breast milk are brought to the school, verify that each bottle is labeled with easy-to-read labels, showing the infant's full name the date
- Refrigerate or freeze bottles of breast milk immediately, as appropriate.
- Freeze breast milk if it will not be used within 24 hours, in two-to four-ounce servings. Place the bottles in the rear of the freezer, not near the door.
- Milk may be frozen for one month in an average freezer. Discard frozen breast milk after one month.
- Remove all unused bottles (not previously frozen) of breast milk from the refrigerator after 48 hours and discard the contents.

Infant Feeding Procedure

Infant feeding will be based upon the primary caregiving system. Only the infant's primary caregiver, or designated substitute, will handle the bottle from the refrigerator to the bottle warmer and from the bottle warmer to the child's mouth. In some instances, the primary

caregiver may ask their coworker to handle the process or a portion of the process. Infants are to be held while feeding; bottles are not allowed to be propped. Infants are not to be given bottles while in their cribs. All mobile infants and toddlers are to be seated when feeding or drinking.

Nursing

Ha'penny Montessori School fully supports breastfeeding. Breastfeeding mothers shall be provided a place to breastfeed or express their milk. Breastfeeding mothers, including employees, shall be provided a private and sanitary place to breastfeed their babies or express milk. Breastfeeding mothers and employees may store their expressed breast milk in the school refrigerator each day or freezer for up to 1 month. Mothers should provide their own clean, leak free, sanitized containers for their breast milk, clearly labeled with name of child and date. Unused frozen breast milk discarded after 1 month.

Chapter 6: General Policies and Procedures

Toilet Learning and Bathroom Independence

Children moving from the Toddler program to the Primary program need to be independent in using the toilet. Toddler teachers assist with Toilet Learning, once your child is showing signs of readiness.

Physical signs

- Is coordinated enough to walk, and even run, steadily.
- Urinates a fair amount at one time.
- Has regular, well-formed bowel movements at relatively predictable times.
- Has "dry" periods of at least two hours or during naps, which shows that bladder muscles are developed enough to hold urine.

Behavioral signs

- Can sit down quietly in one position for two to five minutes.
- Can pull pants up and down.
- Dislikes the feeling of wearing a wet or dirty diaper.
- Shows interest in others' bathroom habits (wants to watch you go to the bathroom or wear underwear).
- Gives a physical or verbal sign when having a bowel movement such as grunting, squatting, or telling you.
- Demonstrates a desire for independence.
- Takes pride in his or her accomplishments.
- Isn't resistant to learning to use the toilet.
- Is in a generally cooperative stage, not a negative or contrary one.

Cognitive signs

- Understands the physical signals that mean he or she has to go and can tell you before it happens or even hold it until she or he has time to get to the potty.
- Can follow simple instructions, such as "go get the toy."
- Understands the value of putting things where they belong.
- Has words for urine and stool.

Schedule a time to meet with your child's teacher once you feel that your child is ready to start learning to use the toilet. Ha'penny has Toilet Learning procedures that we like to share with parents before we start this process.

Sunscreen and Insect Repellent

Parents are to apply sunscreen and insect repellent to their children before arriving at school. Ha'penny employees will reapply, in the afternoon, to children who are enrolled in full and extended day programs. We will need an OTC form (they can be found at the front of the school) completed for each product, by the child's parent/guardian to be allowed to apply these products. All products are to be in their original packaging, labeled with the child's name and date.

Pest Control

Ha'penny Montessori School contracts Greenstar pest control to inspect and treat the school, including preventative treatment of the school, for pests. All products used to treat the school, playground and outdoor areas are safe for children to be around. We service the playground and the school regularly for insects and unwanted pests.

School Renovation and Maintenance

All painting and major school repairs or maintenance is completed when the children are not in the building. All paints used in the school are Volatile Organic Compound (VOC) and low odor, safe for children to be around. Paint is stored out of reach of children.

Lost and Found

There is a lost and found box located at the front of the school. If your child has lost an item of clothing or bed sheet etc., please check with the classroom teacher first and check the lost and found box. If you cannot find the lost item, please notify the administration.

School Directory

A school directory can be found on the Montessori Compass website, once you are logged in. This is the only form of directory available to parents. You can also reach out to other HMS parents on the Bloomz App.

Birthdays

The Montessori Birthday Celebration is a unique way of celebrating your child's special day. We encourage parents to participate in the celebration and join your child's class for the event. A member of the HMS administration will contact you 2-4 weeks prior to your child's birthday to set up a time for the classroom celebration. **Invitations for birthday parties must be sent outside of the school, unless the whole class is being invited. No "goody bags," please.**

Items from Home

We do not permit children to bring toys, gum, candy, money or other possessions from home into the school unless the item is related to the curriculum in the classroom and the teacher has given advance permission. Any prohibited items will be removed from the classroom/cubby and taken to the front office. We cannot be responsible for any outside items. **Should anything from the school go home with your child, please return it.** Something as small as a bead could mean an incomplete lesson in your child's class. If school material is broken or misplaced by your child, you may be asked to fix/replace the material depending on the circumstances, e.g. if your child breaks the material on purpose.

Nap

All children under the age of 5 nap. If your child is under 5 years of age and you do not want your child to nap, we will need written parental consent to be able to keep your child

awake. Parents provide a fitted sheet from home and a blanket, with your child's name on them. A breathable blanket or sleep sack is suggested for infants.

Each child who naps has a cot with his or her name on it. Children who do not fall asleep within 30 minutes can resume Montessori activities in a classroom. Children will be supervised by sight and sound at all times during nap, and sleeping toddlers will be individually checked every 30 minutes.

Infants under the age of 12 months will sleep in a crib. Infants are placed on their backs and are individually checked every 15 minutes while sleeping by an employee.

Safe Sleep Procedures for Infants

- Infants, less than one (1) year age, will always be placed on their backs to sleep. When, in the opinion of the infant's licensed health care provider, an infant requires alternative sleep positions or special sleeping arrangements, the provider must have on file at the school written instructions, signed by the infant's licensed health care provider, detailing the alternative sleep positions or special sleeping arrangements. Ha'penny employees will put the infant to sleep as specified in the written instructions.
- When infants can easily turn from their stomachs to their backs and from their backs to their stomachs, they shall be initially placed on their backs, but shall be allowed to adopt whatever positions they prefer for sleep. The American Academy of Pediatrics recommends that infants are placed on their back to sleep, but when infants can easily turn over from their back to their stomach, they may adopt whatever position they prefer for sleep. Ha'penny Montessori School follows this recommendation by the American Academy of Pediatrics.
- Sleeping infants shall have a supervised nap/sleep period. Caregivers shall be positioned where he or she can hear and see the infant. The caregiver shall physically check on the infant every 10-15 minutes during napping or sleeping and shall remain in close proximity to the infant in order to hear and see them if they have difficulty during napping/sleeping or when they awaken. Infants are supervised by sight and sound at all times.
- Steps will be taken to keep infants from overheating by regulating the room temperature, avoiding bedding, and not over-dressing or over-wrapping the infant. Infants should be dressed appropriately for the environment. Caregivers will conduct physical checks of the infant to ensure the infant is not overheated or distressed.
- The lighting in the room allows the caregiver/teacher to see each infant's face, to view the color of the infant's skin, and to check on the infant's breathing and placement of the pacifier (if used).
- All caregivers receive in-person training on infant safe sleep based on American Academy of Pediatrics recommendations and the regulations set forth by the Virginia Department of Social Services. This training is completed every three years.
- Infants' heads and face will not be covered during sleep. Infants' cribs will not have blankets or bedding hanging on the sides of the crib. Parents may provide sleep clothing

(i.e. sleep sack, sleepers) that is designed to keep an infant warm without the possible hazard of covering the head or face during sleep/nap time.

- No blankets, loose bedding, stuffed animals/toys, comforters, pillows, bumper pads, or any object that can increase the risk of entrapment, suffocation or strangulation will be used in cribs.
- Toys and stuffed animals will be removed from the crib when the infant is sleeping.
- Pacifiers will be allowed in infants' cribs while they sleep. The pacifier cannot have cords or attaching mechanisms.
- Ha'penny Montessori School uses individually-assigned safety-approved crib, with a firm mattress. Parents are to provide a tight-fitting crib sheet.
- Only one infant may occupy a crib at one time.
- Sitting devices such as car safety seats, strollers, swings, infant carriers, infant slings, and other sitting devices will not be used for sleep/nap time. Infants who fall asleep anywhere other than a crib will be placed in their designated crib for the remainder of their sleep or nap time.
- All parents/guardians of infants shall be informed of and given a copy of Ha'penny Montessori School's Safe Sleep Policy at enrollment.

Television and Technology

We use a children's movement web-based program called Go Noodle. This program provides yoga, Zumba, and other age-appropriate movement exercises. Children can spend up to 20 minutes participating in these activities with teacher involvement. We do not provide the children with iPads, tablets or computers in our classrooms. On occasion, teachers will show the children pictures relating to the curriculum on a lap top/tablet but this is for educational purposes only. Parents will be notified 24 hours ahead of time should a teacher wish to show the children a short documentary/episode relating to the curriculum. Parents are welcome to ask the school that their child do not participate in such screen time and the school will have alternative activities for their children to participate in. This may only occur 1-2 times per year.

Portable CD players are used in the classroom for books on CD and relaxing music. Employees use laptops in their classrooms for record keeping and assessment purposes.

Discipline at School

HMS uses Conscious Discipline in our classrooms. This is taught as part of our curriculum, during Group Time. You can visit www.consciousdiscipline.com for more information.

In our Montessori classrooms, the first lessons taught are lessons of grace and courtesy. When a child learns to respect others and his/her environment, they gain self-esteem and confidence and a feeling of self-worth. Our staff leads by example and treat the children and the environment with respect. Children learn not to disturb other children while they are working and to respect the classroom as it is their own and to take care of it, to preserve the quality of the materials and look of the classroom. We ask that parents do the same.

During drop off and pick up times, children are required to be with a parent/guardian and respectful of the environment in which they are entering or exiting. Parents are responsible for their children during these times. Walking feet and inside voices are required at all times.

When there is an altercation or incident between children, they are encouraged to discuss it and resolve the situation themselves. If they are not able to resolve it or if the situation calls for a teachers' intervention, then the teacher should mediate and discuss the incident with the children involved. If unacceptable behavior persists or becomes unmanageable, the parents are typically brought in to discuss the best way to resolve the issue.

Ha'penny Montessori School reserves the right to suspend, expel and/or refuse school services to a child if behavioral patterns are exhibited that the school is not capable of handling. Examples include, but are not limited to, hitting, biting, pinching, punching, kicking, the destruction of property, and disturbing the peace and/or excessive noise.

1 st offense	Parent is informed in writing
2 nd offense	Parent / Teacher / Director Conference is required
3 rd offense	Child is suspended for two weeks, (no tuition or fees refunded)
4 th offense	Child is sent home for the day and starts a 30 day probation period
5 th offense	Child is dismissed from the school, (no tuition or fees refunded)

Ha'penny Montessori School reserves the right to dismiss any family that is delinquent in tuition or fees or is disruptive to the school in any way. Such families will be liable for the full amount of the school years tuition ending June and/or Summer.

Ha'penny Montessori School reserves the right to dismiss any child, under any circumstances. Such families may be liable for the full amount of the school year's tuition ending June and/or Summer.

Behavior Intervention Plan

The adults at Ha'penny Montessori School model and teach acceptable behaviors to promote positive self-image in the children by:

- Preventing problems.
- Offering positive suggestions.
- Redirecting to a different behavior or activity.
- Providing encouragement.
- Discussing the situation and why the rule is needed.
- Giving positive attention frequently.
- Developing rules with the children.
- Providing an environment that is suitable for the ages and needs of the children.
- Providing appropriate consequences.

- Offering choices and interesting activities
- Using “my partner” when a child is having difficulty following directions. The child becomes the adult’s “partner” by holding their hand, until the child is ready to follow directions.
- Using the “safe Space” to allow the children recognize their emotions and assist them in reacting appropriately to them.

Children and their parents must accept that Ha’penny Montessori School has definite expectations for behavior that must be met:

- Children are to be respectful to the adults and the children in the environment.
- Children are follow directions given by the adults in their environment.
- Children may not use their feet and hands in an aggressive way towards.

Should a child refuse to follow these rules one or more of the outcomes below will occur:

- The director or lead teacher will communicate verbally with the parents and document incident and communication.
- The director or lead teacher will complete an incident/behavior report and review with parents.
- The director or lead teacher will complete a behavioral plan with parents to be implemented in school and at home. The director or lead teacher will review the plan with the parents and request suggestions and support.
- The director or lead teacher will ask parents to seek a functional behavior assessment through a behavioral specialist. The school will support and work with the family and the behavioral specialist in implementing any behavioral intervention plan put in place.

Should satisfactory progress not be made:

- The child may be suspended from Ha’penny Montessori School for 1 to 3 days.
- A conference with the parents may be required before the child may return to school.
- Parents will be advised that if the behavior in question occurs again, they must have someone pick up the child immediately.

Should a child not be able to adapt to our program, he/she may be removed from the program, with up to a two-week period allowed for the parents to find alternate care.

Major offenses may result in immediate suspension and or expulsion from the school. If a parent cannot be reached, we will call the emergency contacts on file. An Incident/Accident report will be filed. Someone will need to come immediately to pick the child up, if the following behaviors occur.

- Physically harming another person.
- Threatening, Harassing or otherwise verbally abusing another person.
- Endangering him/herself.

- Intentionally destroying property.
- Possessing or using any weapon.

Chapter 7: Communications and Involvement at Ha'penny

At Ha'penny, we have a variety of forums for communication between the school and the families. We also value parent involvement, but have some guidelines.

Parent/Teacher Communication

Each teacher has a school email address that is given out to parents. Teachers check their email at least once a day, during the week. If you would like to talk to a teacher on the phone, please make sure you are calling at a time where the teacher is not needed in the classroom or between 8:00am-8:30am each day. Teachers are not expected to check email over the weekend. Any emails sent over the weekend should be sent to director@hapennyschool.com.

Parent/Administration Communication

You are always welcome to contact the administration by phone, email or in person.

director@hapennyschool.com

admin@hapennyschool.com

Both email addresses are checked several times a day during the week, on weekends, and during holidays. For billing or contract questions please email Josh Keithley at

billing@hapennyschool.com

Parent Involvement

Ha'penny Montessori School encourages parents to be involved in the school. We welcome parents who would like to learn more about the Montessori Method of teaching and its materials. We host many events throughout the school year where parents and extended family are invited to join us and share in the festivities.

Classroom Observations

Ha'penny Montessori School welcomes and encourages parent observations in classrooms. Parents are required to let the administration know ahead of time if they would like to schedule an observation. An Observation Calendar can be found at the front office where you can schedule a time to come in and observe. This is to ensure that no more than one parent observes at any given time. Before your scheduled observation, you will be given a handout outlining the procedures for observing in our classrooms. **No observations are scheduled during the months of June and September.**

Conferences

Parent-Teacher conferences are scheduled twice during the year. **We will not hold a conference in front of your child, so please organize babysitting ahead of time.** When possible, HMS will offer care for children during conferences. Our scheduled conferences can be found on our calendar.

Montessori Compass progress reports will be available to parents every other month, starting the end of October. Parents will be responsible for logging into the Montessori

compass website each month to view these reports. Information about user name etc. will be emailed to parents by the administration, once enrolled.

You are welcome to schedule additional conferences anytime during the year. See your child's teacher to set up an appropriate time.

Infant Daily Sheet and Toddler Logs

All infant, toddler and pre-primary diaper changes, feeding and sleep information is recorded on a web based program called Daily Connect. Parents can see updates in real time. The school will send information to parents on how to access this program once enrolled.

Daily Connect App (Infants, toddler and pre-primary)

All daily communication for infants is completed through www.dailyconnect.com or the daily connect app. Feedings, diaper changes and daily activities are recorded as they occur. At the end of the day, an email report of the infant's day will be emailed to the parents. Supplies needed will also be recorded in this program.

School Weekly News

Weekly emails will be sent out to all families about the week ahead and any upcoming school events, family events in the community, deadlines etc. Please make sure you read all the information in these emails. A copy of the Weekly News will be posted on our bulletin board as you enter the school.

Bloomz App

Parents are invited to use our communication app, Bloomz. This app can be downloaded for free and allows parents to communicate with their child's teacher, classroom parents, school administration and sign up for parent conferences, holiday events and more.

Wednesday Folders

Each child receives a communication folder at the time of enrollment. Any work completed by the children or important paperwork from the administration is sent home in these folders on Wednesday. Please empty and return the folder the next school day.

Guest Speakers

Ha'penny Montessori School sometimes invites guest speakers to the school. Parents and family members who wish to share about their culture or their work should speak to the Director. Any views or opinions expressed are those of the individual and do not necessarily represent the opinions or policies of Ha'penny Montessori School.

Fundraising and Community Outreach

Ha'penny Montessori School may organize two fundraising events during the school year. One for a charity or cause and one for the school. We welcome parent participation and ideas for these events. We will also participate in an Annual Local Toy Drive in December.

Parent Night Out (PNO) – One Friday each month we host our PNO. The funds from this goes towards the teachers attending the Annual American Montessori Conference. Information on PNO is emailed to parents each month.

Staff and Family Relationships Outside School

It is a strict policy at HMS that employees do not work for HMS families, past or present, in any capacity, including “summer work,” while employed at HMS. Failure to abide by this policy is considered causing disruption to the school and can result in the dismissal of the employee and the family from HMS.

Chapter 8: Health Information and Policies, Emergency Procedures

First Aid and CPR

Ha'penny Montessori School staff are required to be CPR and first aid trained and certified. They are also required to attend classes to familiarize themselves with common childhood diseases and illnesses. Each class keeps first aid supplies in their emergency backpacks. These backpacks are taken on fieldtrips, to the playground and anytime the children leave the classroom. First aid supplies are also stored in the front office. If a child is injured, the abrasion will be cleaned with soap and water and an accident report will be completed. If a child receives a head or face injury parents will be contacted and notified immediately.

Illness

If you suspect or are aware your child is sick please do not bring him/her to school. Communicable diseases spread fast amongst groups of children. Should your child show symptoms of illness 24 hours prior to his/her scheduled attendance at school, he/she needs to stay home. If symptoms occur at school, your child will be isolated and parents will be contacted immediately. Your child must be picked up at this time. Please make sure all contact information is up to date at all times during the year. Your child must be fever free, without the aid of medicine, for 24 hours before his/her return to school.

Preventing the Spread of Disease at School

The following guidelines have been established in order to help prevent the spread of disease at school. Children will not be allowed to attend school if he/she has any of the following.

- A **temperature** of 100 degrees F or higher. The child must be fever free for 24 hours, without the aid of medicine, before returning to school.
- Recurrent **vomiting** or **diarrhea**. The child must not have vomited nor had diarrhea for 24 hours before returning to school.
- **Conjunctivitis**. (Pink eye)
Bacterial -Can return to school 24 hours after first treatment of medication
Viral – Can return to school with a letter for a physician stating the child does not have bacterial conjunctivitis. In either case the child must be well enough to participate in daily school activities.
- **Head Lice**- Can return to school after first treatment and no live visible lice are seen.
- **Nose and Eye drainage**- thick mucus or pus draining from the nose or eye.
- **Respiratory Symptoms**- Difficulty breathing or rapid breathing, severe coughing, croup-y or whooping cough and if the child can not lie comfortably due to continuous cough.
- **Respiratory**- Can return to school when fever free for 24 hours and well enough to participate in daily school activities.

- **Sore Throat**-Sore throat with swollen neck glands and fever. The child can return when fever free for 24 hours, without the aid of medicine and swollen glands have gone down.
- **Rashes**-Redness, blotchy rashes of the skin. The child can return to school once the rash has been verified by a physician not to be contagious. **A Doctor's note is required from your child's physician stating they are not contagious and can return to school.**

Ha'penny Montessori School reserves the right to require a doctor's note upon a child's return to school, after any illness. Please check with the Director prior to returning your child to school if a doctor's note is required.

Parents are required to inform the school within 24 hours, or the next business day, after their child or any member of their family has been diagnosed with a communicable disease, as defined by the State Board of Health. Life threatening diseases must be reported immediately.

If your child suffers from any chronic health problems, which require special medications or procedures, there must be an Emergency Health Care Plan on file with the school. These forms can be found at the front desk and it is the responsibility of the parent to keep this information updated at all times.

Medicine

If your child is on antibiotics, he or she must stay at home for the first twenty-four hours after the first dose of antibiotics. We request that antibiotics be administered during non-school hours; however, we do understand that this is not always possible. Upon request, we can administer medicine to your child at school. In order to do this we need a **completed medication authorization form**. Your child must have had the first dose at home.

- All medicines must be in their original packaging with the pharmacy label affixed, including your child's name, name of medication, dose to be administered and time to be administered.
- Medicine must be given to the administration. No child may keep medicines in backpacks, cubbies, etc. All medicines are required to be kept locked and out of reach of children. Talk to your child's teacher about the medicine your child is taking.
- Please send the proper device needed to administer the medicine to your child.
- Be aware of the expiration dates on your child's medication and provide a replacement when needed.

If any of the above requirements are not met, Ha'penny Montessori School staff will not be permitted to administer the required medication to your child. We will make every effort to contact you in this event.

Any course of over the counter medicine longer than 10 days requires a physician's signature on the authorization form. Your child must have had the first dose at home

Allergies

All known allergies must be reported to the administration at the time of enrollment. Should your child develop any allergies, the school must be notified immediately. Parents are asked to report all allergies in writing and to be as detailed as possible. For all milk and food allergies, parents are asked to provide alternative drinks and snacks. Ha'penny Montessori School is a nut-free school. We do not allow any nut products to be served at school. This includes any product, which may contain nuts or nut products.

Child Abuse and Neglect

All Ha'penny employees are required to report suspected cases of child abuse and neglect to the Department of Social Services, under Virginia Law. Employees receive the appropriate training in recognizing abuse and how to report such cases.

Emergency Procedures

In the event that there is a serious illness or injury, the rescue squad will be called and the school will contact the parents. If parents cannot be reached, listed emergency contacts will be contacted. If we cannot reach the emergency contacts, the school will call your child's physician. It is essential that you complete an emergency form before your child begins school. It is the responsibility of the parents to keep emergency contact information up to date at all times.

Emergency Preparedness

In the interest of keeping children and staff as safe as possible, we have developed a safety plan for the school. In the event of an emergency, the emergency contact for the school is Muiríde Keithley and can be contacted at 703-507-2475. The backup emergency contact is Joshua Keithley and he can be contacted at 571-436-1085. Local authorities and parents will be contacted as soon as possible in the case of an emergency. Please know that the children are our priority and we will do everything possible to ensure their safety while in our care.

Below is a list of emergency responses should we encounter an emergency.

- **Early Dismissal and Closure**-Closing the school early will always be our first response, where possible. The director will evaluate the emergency and decide if there is sufficient time to call parents and have them pick their children up early. In this event, the children will remain in their classrooms until parents arrive.
- **Fire Evacuation**-If there is an emergency of any kind that requires the building to be evacuated but does not require the children and staff to leave the school grounds we will respond like we do for a fire. The alarm will be sounded and the children and staff will exit just how they have practiced each month.
- **Crisis/ Weather Lockdown**-If the director determines that there is a risk to the children's safety by removing them from the building, the children will be moved to away from windows to safe areas within the school. The access to the building is

controlled in order to maintain a safe environment. There are two levels of emergency lockdown response:

1. **Crisis Lockdown** -Nuclear/Biological/Chemical
 2. **Weather Lockdown**-Tornado/Hurricane
- **Evacuation**-There are two situation where this response will be implemented:
 1. If immediate evacuation of the school building is ordered by authorities.
 2. If there is a very strong chance that the safety of the children is at risk by remaining in the building and on the surrounding school property.

Fire Drills

Each month the school will practice a fire drill. Each classroom has its emergency evacuation exits posted. Fire drills are crucial to the safety of the children. We spend many circle times with the child, discussing what we need to do in the event of a fire. Once the alarm is sounded, children walk quietly to the door and are led outside by a staff member. The teacher's assistant will be the last person to leave the classroom and it is his or her responsibility to secure the room and take the emergency backpack outside. The teacher will be responsible for bringing the attendance sheet outside and making sure all children are accounted for.

Hurricanes, Tornadoes, and Natural Disasters

Should a hurricane, tornado or other natural disaster occur and there is a risk to the safety of the children if they are removed from the school, we will issue a Weather Lockdown. The children will be moved from their classrooms, away from windows to designated safe area within the school. The emergency backpack and emergency food and water will be taken with each classroom by the teacher and assistant. This is drill is also practiced with the children.

Accidents and Incidents

Accident reports will be completed each time a child has an accident, no matter how minor the accident may appear. Parents are required to read, sign and return these reports to the school. Sometimes accidents occur that are not minor and require more attention. In these cases, the director is informed immediately and will attempt to make a determination as to the severity of the injury. Parents will be contacted and notified as to the possibility for medical treatment. Emergency aid may be called. It is our policy to contact parents anytime there is an injury to the head or face.

Incident reports are completed by staff when a child's behavior is questionable or out of the ordinary. Parents are required to read, sign and return this report to the school. Sometimes a conference may be needed to discuss the behavior. A copy of these reports will be kept on file.