



## Parent Handbook

### ***Mission Statement***

We desire to meet the need for quality early childhood education by serving preschool, lower and upper elementary students and their families. Our curriculum and philosophy is based on the work of Maria Montessori. We believe in hands-on, child-led learning and in educating the whole child.

We believe in providing a safe healthy environment where the youngest members of our community can learn and grow.

### **Philosophy:**

Our philosophy is based on the work of Dr. Maria Montessori. This Philosophy forms the basis for all decisions we make.

We believe:

- Children are naturally curious and self-motivated
- Children learn best when they are active participants in their learning
- All learning styles and ability levels should be honored and each child deserves to work at his/her own ability level
- Young children benefit from sensory rich materials that allow for hands on exploration and in turn hands on projects that lead to deeper understanding in the upper grades
- In educating the whole child (academic, emotional/social, spiritual) and character development is as important as academic skills.
- In a rich curriculum that allows children to build early language and math skills, be exposed to a variety of social studies and science topics and have the opportunity to explore music, arts and foreign language.

### **About the program:**

We serve families and children 3-12 years in a multi-age Montessori environment. Preschool and Kindergarten (3-6) is a mixed classroom with one lead teacher and an assistant. Lower Elementary is Grades 1-3, as a mixed classroom with one lead teacher and an assistant. Upper Elementary is Grades 4-6, as a mixed classroom with one lead teacher and an assistant when needed.

We are registered as an Independent School through the New Hampshire Department of Education. Our school program runs Monday-Friday 8:30am-3:00pm with optional before care (8:00am-8:30am) and after care hours (3pm-5pm). We promptly close at 5pm. Generally, we follow a school year calendar. Please refer to the Lupine Montessori school calendar for specific dates of closures for school vacations, holidays, and closing at 12:30pm on the Friday before a school vacation.

### **Enrollment policy:**

We primarily operate for children ages 3-12 years of age. Primary classrooms age 3-4, have an option of full time or part time. Kindergarten, Lower, & Upper Elementary are all full time positions.

Each new family enrolling is required to pay a non-refundable \$50 registration fee along with 50% of the child's first month's tuition, this will secure your child's spot.

Returning families are required to pay 50% of the child's first month's tuition to hold the child's spot. This is non-refundable. Once the fee, tuition, and enrollment and financial contract form is signed and returned to the administrator, your child's spot will be secured.

If classroom slots are full and you want to join our montessori program, your name will be put on our wait list. During open enrollment for new students and if your name is on the list, we will send information to you asking you to fill out our application form. This will go through an application process. Once processed, you and your child will be called for an interview. Your child will sit with a lead teacher for about 15 minutes, while you wait in another room or get a tour of the school. Once our interview is complete, someone from the application committee will call you to let you know if you have been accepted into the program. We want to make sure that all families and students are ready for the Montessori Classroom.

### **Withdrawal Policy:**

If a family finds that they need to withdraw their child from Lupine Montessori:

**Primary:** Family must give 30 days notice in writing to the Director. The family is responsible for the account balance calculated through the last day of enrollment and is non refundable.

**Elementary:** Family must give 30 days notice in writing to the Director. The family will be responsible for the account balance through to the end of the semester that the child is enrolled in.

### **Cancellations**

Due to inclement weather, school may be delayed or canceled. In most events Lupine Montessori will generally follow the Littleton School cancellations or delays. Please check emails and our facebook page for cancellations.

Due to staff scheduling if your child misses school for any reason there are no make up days available.

### **Lunches & Snacks:**

Full day students should bring two snacks, a healthy lunch and a water bottle from home. Morning students should bring a snack and lunch. Please include needed utensils. Montessori philosophy encourages us to be good stewards of the earth. Please use reusable containers whenever possible. Any wrappings or trash will be sent back in your child's lunchbox. Because of the severe nature of some nut allergies, nut items must be clearly labeled. Please no soda, candy or gum. We do not use microwaves, please put warmed food in a thermos if needed. **We are a peanut free facility. No Hazelnuts or spreads with Hazelnuts. You may have peanut butter. Please Label: peanut butter when sending in lunchboxes.**

### **Potty Training Policy:**

Any child entering the Preschool program **must** be potty trained. We do not have the staff or facilities to change children. We realize accidents happen. Accidents are defined by unusual incidents and should only happen less than once a week.

Potty-trained Preschool Children:

- no longer wear diapers or disposable underwear except for naptime
- can tell the teacher when they need to go to the bathroom
- can attend to their own hygiene with minimal step by step instruction

If a child does not meet our potty training policy Lupine Montessori has the right to ask the child to take a break from the program until the potty training process is completed.

### **Personal Belongings:**

The following items should accompany your child each day. Many of these items may be left in cubbies

- Primary Room:

- Pencil box with colored pencils/ crayons, pencils, scissors, glue sticks. Sunscreen, bug spray, sweater/ jacket, rain boots, raincoat and rain pants. A change of clothes.
  - Lunch with a morning snack and afternoon snack
- Elementary Room:
  - Pencil box with Markers/Crayons, pencils, pencil sharpener, glue sticks, scissors.
  - A change of clothes, rain boots, raincoat, sweater/ jacket
  - Lunch with morning and afternoon snacks.
  - 3 Ring Binder
- All Rooms:
 

When it gets cold out please have winter attire : Boots, Snow Pants, Winter coat, Hat, Mittens, Scarf and extra socks

### **Illness Policy:**

Please keep your child home if he/she exhibits symptoms of contagious diseases including: colds, coughs, fevers (100 degrees or higher) vomiting, diarrhea or unexplained rashes. Please notify the staff at Lupine Montessori if your child contracts a contagious disease (Ex. chicken pox, mumps, measles, scarlet fever, strep throat, conjunctivitis, etc.) Conditions such as lice and scabies should also be reported to staff members. Your child may return to school when he/she is no longer contagious or when medical personnel have given their approval.

If a child begins to experience symptoms of illness during the school day, the child will be immediately isolated from other students and parents/caregiver will be called to pick up their child from school.

Your healthcare professional can guide you if your child should be tested for COVID or not.

Child can return to school when:

- Child has been symptom free for 24 hours (this includes fevers) OR
- Doctor has cleared your child to come back to school.
- If a student is absent due to illness for 3 or more consecutive days, a doctor's note is required to return back to school.

Please be respectful of colds, if your child has a severe runny nose with cough and sneezing, keep your child home until symptoms are clear.

Inform Staff when your child will be out.

If you are unclear if your child should be in school check the CDC guidelines.

### **Facial Coverings:**

- We are not requiring our students to wear masks/facial coverings. If you would like your child to wear a mask, please let their teacher know and we can help encourage them to do so.
- Teachers and staff will not be required to wear masks/facial coverings.

### **Vaccines:**

- We are not requiring Staff or Students to be vaccinated with the COVID19 vaccination. Our staff is covered under HIPPA, we cannot reveal any medical/health information to the public, including the topic of the COVID vaccine.

### **Hygiene:**

- Students will wash hands throughout the day with soap and water for 20 seconds. Hand washing will occur:

- o Upon entering the classroom in the morning
- o Before snack/lunch time
- o After using bathroom
- o After outdoor time
- o After working or playing with a high touch activity
- o If hands appear to be visibly dirty

We will not use hand sanitizer unless necessary. If it is used it will be an alcohol-based hand sanitizer and a teacher will monitor the usage. Hand sanitizer will not be in the reach of children.

#### **Cleaning/Disinfecting and Shared Materials:**

- Staff will be cleaning and disinfecting the school regularly throughout the day. High touch activities and surfaces will be cleaned with an EPA-approved cleaner multiple times a day. A thorough cleaning of the school will be done every day before closing and a “deep clean” will be performed once a week.

#### **Medication Administration:**

Medications may be administered by staff if a medication administration form has been filled out by a parent/guardian and the medication is provided in the original container with the original prescription label containing the prescription. For non-prescription items, such as Tylenol, lip balm, etc., they must be provided in the original container with written permission from a parent/guardian.

#### **Immunizations and Physicals**

By state law, all children must be immunized. All children’s immunizations must be kept up-to-date and recorded on file before your child is allowed to stay. Records of immunization will be kept for each child and parents are requested to provide dates of subsequent vaccinations as they occur. If you choose Religious-exemption from vaccinations, the administrator will provide the necessary paperwork to be completed before they can stay. State regulations require each child to have a physical once a year.

#### **Assessments:**

Teachers routinely observe and assess children’s progress and development in all areas on a daily basis. This information is used to set learning goals, assess progress and determine appropriate materials and activities to further development and learning. Lupine Montessori uses Montessori Assessment Checklist, to assess children’s progress and record observations. Reports will be sent out to parents each semester during parent/teacher conferences.

A parent/teacher conference will be scheduled twice a year, once in the fall and once in the spring. Conferences may also be scheduled during the year on an as needed basis by teachers or parents.

#### **Early Supports Referral Plan of Action**

We always want the best for each and every child at Lupine Montessori and sometimes a boost at a young age is all a child may need for long term school success. If at any point the teacher’s become concerned with your child’s developmental abilities, we will complete the following plan of action.

- Documentation- short observations will be completed and documented for approximately ten days
- Relevant Checklists and /or Relevant Assessments will be completed.
- Parental Discussions will take place. Parents have the right to refuse any services.
- If necessary and with permission, referrals will be made to: Appropriate School district Preschool Coordinator

#### **Discipline and Guidance:**

Discipline is the practice of teaching children to follow the rules. At Lupine Montessori we implement Positive Discipline, which involves setting kind yet firm expectations, understanding and addressing the meaning behind behavior, redirection, consistency, and using logical and natural consequences. Appropriate behavior and social skills are modeled, taught, and addressed regularly through activities, stories, role playing, and conversations.

Our **Foundation** is based on the Fruits of the Spirit which are: Love, Joy, Peace, Patience, Kindness, Goodness, Faithfulness, Gentleness and Self-Control.

We believe all students and staff have the right to a safe learning environment therefore, incidences of extreme challenging behavior as defined by the school which may include, but not limited to: physical violence, derogatory/offensive language, bullying, frequent outburst/tantrums that interrupt other student's ability to learn will not be tolerated. Incidence shall be documented in writing and a copy provided to the family. A team of parents, teachers and specialists (if needed) will be formed and a behavior management plan may be implemented. If the extreme behavior continues we have the right to dismiss the child from the program as we do not have the resources or staff to provide constant one-on-one support.

## **Grievance Policy**

**Definition:** A grievance is an unresolved problem. More specifically it would be a formal objection or complaint made on the basis of something believed to be wrong, unfair, misleading, unlawful, or of poor quality.

**Goal:** The aim of a grievance procedure is to produce a solution. Not all resolutions will satisfy those concerned, but the grievance procedure will ensure that the concern is addressed and that a clear response is provided at each stage of the process. The procedure involves both informal and formal components.

### **Grievance Resolution Process:**

Students/Parents to teachers:

- 1. All concerns about the classroom must first be presented to the teacher by the parents, or if the student is mature enough, by the student himself. A respectful demeanor is required at all times.
- 2. If the problem is not resolved, the parents or students may bring the concern to the school Director. Complaints at this level and above are documented by the Director to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention.
- 3. If the problem is not resolved to the students/parents satisfaction, the parents should appeal the decision to the Director in writing. The Director of the school will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
- 4. If the resolution is still unsatisfactory, they may lodge a written appeal to the Lupine Montessori School Board within two weeks of the Director's determination requesting a review of the school's determination.

Parents to administrator:

- 1. If parents have a grievance or dispute about the general operation of the school (apart from the operation of the classrooms), they should bring their concerns to the Director.
- 2. If the problem is not resolved, they should present their concerns in writing to the Director. Complaints at this level and above are documented by the head of school to assist the school in identifying and rectifying problems that are recurring or to identify systemic issues that require attention. The Director will speak with parties involved, investigate as appropriate and make a final determination to resolve the matter, observing principles of procedural fairness and timeliness. The final determination, including reasons for the decision will be communicated in writing.
- 3. If there is no satisfactory resolution, they may lodge a written appeal to the Lupine Montessori School Board within two weeks of the head of school's determination requesting a review of the school's determination

## **Bullying Policy**

- The Lupine Montessori School believes that all students have a right to a safe and healthy school environment. The district, schools, and community have an obligation to promote mutual respect, tolerance, and acceptance.
- The Lupine Montessori School will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, or bully another student through words or actions. Such behavior includes: direct physical contact,

such as hitting or shoving; verbal assaults, such as teasing or name calling; and social isolation or manipulation.

- The Lupine Montessori School expects students and/or staff to immediately report incidents of bullying to the principal or designee. Staff who witness such acts take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly investigated. This policy applies to students on school grounds, while traveling to and from school or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school sponsored activity.
- To ensure bullying does not occur on school campuses, the Lupine Montessori School will provide staff development training in bullying prevention and cultivate acceptance and understanding in all students and staff to build each school's capacity to maintain a safe and healthy learning environment

The Student Code of Conduct includes, but is not limited to:

- Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
- Students are expected to immediately report incidents of bullying to the principal or designee.
- Students can rely on staff to promptly investigate each complaint of bullying in a thorough and confidential manner.
- If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the principal or the Office of Student Services. The school system prohibits retaliatory behavior against any complainant or any participant in the complaint process.

### **Child Restraint Reference RSA126-U**

<https://www.education.nh.gov/sites/g/files/ehbemt326/files/inline-documents/restraint.pdf>

Lupine Montessori understands and will follow the policies relative to limiting the use of child restraint and seclusion practices in school.

If seclusion or restraint is used on a child, the school employee who used seclusion or restraint must submit a written report within 5 business days to the school director with the following information:

- (1) The date, time, and duration of the use of seclusion or restraint;
- (2) A description of the actions of the child before, during, and after the occurrence;
- (3) A description of any other relevant events preceding the use of seclusion or restraint, including the justification for initiating the use of restraint;
- (4) The names of the persons involved in the occurrence;
- (5) A description of the actions of the facility or school employees involved before, during, and after the occurrence;
- (6) A description of any interventions used prior to the use of the seclusion or restraint;
- (7) A description of the seclusion or restraint used, including any hold used and the reason the hold was necessary;
- (8) A description of any injuries sustained by, and any medical care administered to, the child, employees, or others before, during, or after the use of seclusion or restraint;
- (9) A description of any property damage associated with the occurrence;
- (10) A description of actions taken to address the emotional needs of the child during and following the incident;
- (11) A description of future actions to be taken to control the child's problem behaviors;
- (12) The name and position of the employee completing the notification; and
- (13) The anticipated date of the final report.

Each notification that is prepared pursuant to this section shall be retained by the school for review by the State Board of Education and the Department of Health and Human Services.

Whenever seclusion or restraint has been used on a child, the facility or school shall make reasonable efforts to verbally notify the child's parent or guardian.

Such notification shall be made as soon as practicable and in no event later than the time of the return of the child to the parent or guardian or the end of the business day, whichever is earlier.

### **Teachers Standard Code of Conduct**

These standards of conduct apply to all employees whenever they are on School property and/or conducting School business (on or off campus). Engaging in any conduct the School deems inappropriate may result in disciplinary action, up to and including termination.

- Dishonesty • Falsification of School records • Unauthorized use or possession of property that belongs to the School, a coworker, or of the public • Possession or control of illegal drugs, weapons, explosives, or other dangerous or unauthorized materials • Fighting, engaging in threats of violence or violence, use of vulgar or abusive language, horseplay, practical jokes or other disorderly conduct that may endanger others or damage property •
- Insubordination, failure to perform assigned duties or failure to comply with School's health, safety or other rule •
- Unauthorized or careless use of the School's materials, equipment or property • Unauthorized and/or excessive absenteeism or tardiness • Lack of teamwork, poor communication, unsatisfactory performance, unprofessional conduct, or conduct improper for workplace
- Sexual or other illegal harassment or discrimination • Unauthorized use or disclosure of the School's confidential information • Violation of any School policy • Aggressive tone and attitude towards students or staff

### **All Staff Members are expected to:**

- Demonstrate a true love and respect for children and their individual learning differences• Demonstrate the characteristics of the Fruits of the Spirit • Demonstrate knowledge of and commitment to Lupine Montessori School's mission statement, beliefs, school wide goals, personal and professional goals and delivery of instruction• Demonstrate the characteristics of honesty, integrity and sense of humor;• Demonstrate the ability to effectively deal with confidentiality issues• Communicate directly and effectively with all staff members without adhering to gossip or speaking ill of others at anytime • Show compassion and empathy with parents/families at all times without adhering to gossip or speaking ill of others at any time • Be constantly aware of the appropriateness of the conversations that we have with co-workers, learners and other adults • Show evidence of on-going professional growth• **Model positive attitudes and courtesy for all children and adults**• Demonstrate an ability to communicate and collaborate with colleagues, parents and community• Be flexible and open minded to new ideas and processes

**Reporting procedure for any suspected violation of the code of conduct:** Follow the grievance procedure above

**Nondiscrimination Policy:** Lupine Montessori School does not discriminate in the admission or treatment of students based on gender, race, color, religion, economic status, family make up, academic ability, disability, ethnicity, or national origin. All students are afforded equal rights and privileges, and are provided equal access to Lupine Montessori School's programs, activities and educational practices.



## Student Waiver Form

Student Name(s): \_\_\_\_\_

Parent/Guardian: \_\_\_\_\_

Please read and sign below:

Please initial/sign below

\_\_\_\_\_ I have read the Parent Handbook

\_\_\_\_\_ I agree to monitor my child for illness and keep them home if they are experiencing any symptoms

\_\_\_\_\_ I understand that by my child coming to school, there is an inherent risk of contracting COVID-19 or any other contagious illnesses. I acknowledge and take personal responsibility for this risk.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

## Photo Release Waiver

I DO / DO NOT (circle one) give permission for my child's photo to be used on Classroom DoJo (an internal communication application only accessible to Lupine staff and parents).

I DO / DO NOT (circle one) give permission for my child's photo to be used on social media platforms (facebook, Instagram, etc.).

Parent Signature: \_\_\_\_\_