



## Parent Handbook

### ***Mission Statement***

We desire to meet the need for quality early childhood education by serving preschool and lower 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 3-9 years in a multi-age Montessori environment. Preschool and Kindergarten (3-6) is a mixed classroom with one lead teacher and an assistant. Grades 1-3 is a mixed classroom with one lead teacher and an assistant.

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). Generally, we follow a school year calendar. Please refer to the Lupine Montessori school calendar for specific dates.

### **Enrollment policy:**

We primarily operate for children ages 3-9 years of age on a full or part time basis serving through third grade.

A non-refundable \$50 registration fee and 50% of the child's tuition for new and returning families will be due to hold the child's spot. Once the fee, tuition and enrollment and financial contract form is returned to the school, your child's slot will be secured. If there is a waiting list, the waiting list will be used on a first come first serve basis. If enrollment is waitlisted, siblings of registered students will receive first priority.

**Cancellations**

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

**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 are a peanut free facility.**

**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 Markers/ 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.
- 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 OR
- Doctor has cleared your child to come 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. 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 director 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 trimester and 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.

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.

**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.

\_\_\_\_\_ I agree to pay 100% of my child's tuition in the event of a COVID-19 related school closure

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: \_\_\_\_\_