



Family Handbook  
2017-2018 School Year

# **Table of Contents**

**VISION AND MISSION OF RPMS**

**CODE OF ETHICS OF THE INTERNATIONAL MONTESSORI COUNCIL**

**SCHOOL HISTORY**

**OFFICE HOURS/PHONE CALLS**

**SECURITY AND LOCKED DOOR POLICY**

**POSSESSION OF FIRE ARMS AND DANGEROUS WEAPONS ON SCHOOL GROUNDS**

**USE OF RPMS BUILDING AND GROUNDS**

**SMOKING AND ALCOHOL USE POLICY**

**MAILINGS AND CORRESPONDENCE**

**SCHOOL CALENDAR**

**ORGANIZATION OF ROCK PRAIRIE MONTESSORI SCHOOL**

**FUNDRAISING – HOW RPMS OPERATES**

**SCRIP**

**FAMILY SERVICE HOURS**

**REFERRAL BONUS**

**ORIENTATION PROCESS FOR NEW STUDENTS**

**DONATIONS**

**SPECIAL SERVICES**

**GERALDINE HEDBERG FINANCIAL AID PROGRAM**

**TUITION AND INVOICING**

**DELINQUENT ACCOUNTS**

**NON-DISCRIMINATION POLICY**

**ADMISSIONS & ENROLLMENT PROCESS**

**ACCEPTANCE OF ENROLLMENT**

**WITHDRAWAL POLICY**

**WAITING LIST**

**PHYSICAL EXAMINATION**

**IMMUNIZATIONS**

**CURRICULUM**

**PROGRAMS**

**BOARD OF TRUSTEES**

**QUESTIONS AND CONCERNS**

**DECISION MAKING PROCESS**

**BY LAWS**

**GRIEVANCE PROCEDURE**

**ATTENDANCE**

**DROP OFF AND PICK UP**

**PICK UP AUTHORIZATION**

**CLASSROOM OBSERVATION**

**STUDENT'S RIGHTS**

**POSITIVE DISCIPLINE**

**ACCIDENT AND/OR INJURY DOCUMENTATION**

**EMERGENCY TRANSPORTATION AND MEDICAL TREATMENT**

**INSURANCE**

**EVACUATION DRILL**

**STUDENT RECORDS**

**COMMUNICATION**

**FAMILY EDUCATION RECORDS PRIVACY ACT**

**TRANSFER OF RECORDS**

**HOLIDAY AND BIRTHDAY CELEBRATIONS**

**CLOTHING/SHOE POLICY**

**CLASSROOM PET POLICY**

**OUTDOOR POLICY**

**RPMS MOSQUITO CONTROL POLICY**

**NUTRITION POLICY**

**ALLERGIES**

**HEALTH POLICY**

**ADMINISTRATION OF MEDICATIONS**

**COMMUNICABLE DISEASE POLICY**

**INJURY AND EMERGENCY PROCEDURE**

**ABUSE/NEGLECT**

**TOILETING POLICY**

**TRANSPORTATION REIMBURSEMENT**

**SEVERE WEATHER/EMERGENCY PROCEDURES**

## **Vision and Mission of RPMS**

Going beyond the common classroom experience by enhancing the lives of children, families and society through a peaceful, diverse, Montessori-guided education where children gain appreciation and respect for themselves, nature, the arts, humanity, and the community in which they live.

We strive to educate by:

- Providing educational excellence, guided by Montessori principles and International Montessori Council standards.
- Offering an impeccable curriculum including outstanding mathematics and geometry, global social studies, language, the sciences, geography, the arts, physical education, and practical life skills.
- Maintaining carefully prepared learning environments and indoor and outdoor state-of-the-art facilities.
- Attracting and retaining exceptional and caring teachers, passionate about child-centered education.
- Promoting virtues and qualities, such as respect, charity, order, independence, morality, honesty, self-discipline, freedom, the intrinsic motivation to learn, and diversity spanning cultures, languages, and economics.

## **Code of Ethics of the International Montessori Council**

As a member of the International Montessori Council, we pledge to represent our school truthfully and accurately to the general public and internally to our parent community.

We further pledge ourselves to respect the diversity of the community of Montessori schools. We will not engage in negative public relations nor make any negative statements about another Montessori school.

Our school honors its financial commitments to parents, staff, vendors, and others.

## **School History**

Rock Prairie Montessori School (RPMS), a non-profit corporation began in September 1994, in the former Harmony School, 4243 East Rotamer Road, Janesville, WI.

The Hedberg Foundation pledged \$650,000 toward the purchase and building of a permanent site. Peggy and Mark Stich donated start-up funds for the purchase of Montessori materials, furniture and equipment. The Hedberg Foundation contributed additional funds for scholarships to assure diversity and equal economic opportunity.

Our school, built in 1997, is located on a ten acre wooded site. Our building has seven classrooms for children ages 18 months through twelve years with an expanded outdoor environment for play and nature study/care.

## **Office Hours/Phone Calls**

Office hours are Monday through Friday 8:00 a.m. to 3:30 p.m. Messages may always be left by means of voice mail. We are always willing to assist parents with their child, and any questions they may have regarding policies and programs. We ask families to let us know what times are convenient to return phone calls.

## **Security and Locked Door Policy**

To improve the level of safety for children at RPMS, all exterior school doors will remain locked at all times. Parents/Guardians will be issued a 5-digit code to enter the school. All parents/guardians and staff are to use the front door upon entering and exiting from the school. For visitors and those who may not know or remember the appropriate 5-digit access code, a call box is located outside the front door. Simply push the call button, announce your name and reason for entry, and a staff member will remotely unlock the door for you. Additional information regarding the school's security system and procedures will be distributed as needed. When school is in session, visitors must check in at the office.

## **Possession of Firearms and Dangerous Weapons on School Grounds**

It is a felony for a person to knowingly possess a firearm (concealed or otherwise) on the grounds of a school. Wis. Stat. § 948.605(2)(a).

It is a forfeiture for a person to knowingly possess a firearm (concealed or otherwise) at a place that the person knows or has reasonable cause to believe is within 1,000 feet of the grounds of a school. Wis. Stat. § 948.605(2)(a).

Exceptions:

There are a number of exceptions to the restrictions on possessing a firearm in or on school grounds or within 1,000 feet of school grounds. It is lawful to possess a firearm in or on the grounds of a school or within 1,000 feet of the grounds of a school as follows:

- On private property that is not part of school grounds. Wis. Stat. § 948.605(2)(b)1m and 18 USC 922(q)(2)(B)(i).
- By a law enforcement officer acting in his or her official capacity. Wis. Stat. § 948.605(2)(b)1m and 18 USC 922(q)(2)(B)(vi).
- The firearm is not loaded and is encased or in a locked firearms rack that is on a motor vehicle. Wis. Stat. § 948.605(2)(b)3a and b.
- By a state-certified commission warden acting in his or her official capacity. Wis. Stat. § 948.605(2)(b)2m.
- A person who is a CCW licensee or out-of-state CCW licensee may possess a firearm within 1,000 feet of the grounds of a school, but not in or on school grounds. Wis. Stat. § 948.605(2)(b)1r.

Other weapons:

It is a crime to possess a dangerous weapon (other than a firearm or BB or pellet gun) on or in any school building, school grounds, recreation area, athletic field or any other property owned, used or operated for school administration. Wis. Stat. § 948.61.

## **Use of RPMS Building and Grounds**

The use of the building and grounds by individuals and non-RPMS entities shall follow the RPMS Community Use of School Facilities Policy. See Director of Operations for details.

## **Smoking and Alcohol Use Policy**

Per state mandate, the use of tobacco, in any form, is prohibited in the school building and on school grounds.

The use of illegal drugs and controlled substances is prohibited in the school building and on school grounds. Alcohol is not to be consumed on the premises when school is in session. Events that include

alcohol must be approved by the Head of School and must be conducted in accordance with Wisconsin liquor laws.

## **Mailings and Correspondence**

To reduce the amount of paper used throughout the school year, Rock Prairie Montessori School sends information to families via e-mail as much as possible. Most of the school's communication is conducted this way. Family mailboxes, located in the vestibule, are used for school communication that cannot be sent electronically, such as hardcopies of fundraiser materials and community information, etc. Families are responsible to check their mailbox in the foyer regularly.

Correspondence can be sent directly to Rock Prairie Montessori School at 5246 E. Rotamer Road, Janesville, WI 53546. To hand deliver payments and correspondence, place them in an envelope and deposit them into the dropbox on the office door. This dropbox is secure and its contents are checked frequently. Please do not set payments or correspondence on office desks or hand them to staff.

## **School Calendar**

RPMS is closed during the school year for holidays, conferences and teacher Inservices. These days off are noted on the school calendar along with key school events and happenings. An at-a-glance calendar and Google calendar are available on our school website. Hard copies of the at-a-glance calendar are available in the school office. Families are encouraged to sync the Google calendar to their devices for the most up-to-date scheduled events. RPMS generally follows Milton School District with closings or delays for inclement weather.

## **Organization of Rock Prairie Montessori School**

The Board of Trustees consists of parent/guardians and community members elected by the membership. RPMS is a Wisconsin Not-For-Profit Corporation 501(c)(3)) and licensed as a Charitable Organization.

The Leadership Team (Head of School, Director of Development and Planning, and Director of Operations) operates the school on a daily basis, supported by faculty coordinators and faculty, guided by a Board of Trustees. Daily operational responsibility rests with the Leadership Team while faculty supervise the children's education and care.

## **Fundraising – How RPMS Operates**

In order to meet our budgetary fundraising goals, all families are strongly encouraged to participate in all fundraising events throughout the school year. Rock Prairie Montessori School makes great effort to limit the number of fundraisers as possible by choosing one's that have proven to be most successful.

As a private nonprofit institution, Rock Prairie Montessori's main sources of funding are tuition and fundraising. The Finance Committee, Board of Trustees, and Leadership Team work diligently each year to keep tuition costs at a reasonable rate while also keeping in mind the operational and staffing expenses. Fundraising is a vital key to keeping tuition increases each year to a minimum and reach budgetary goals.

Rock Prairie Montessori School also provides an opportunity for families to apply for assistance with tuition costs through the Geraldine Hedberg Financial Aid Program. Fifty percent of fundraising is designated toward this program each year and allows the school to meet the needs of a diverse socioeconomic community.

## **SCRIP**

RPMS requires each family to purchase a minimum of \$2,000 of Scrip over twelve months (June 1– May 31). The purchase requirement is prorated for families enrolling after September 30 based on the monthly average of \$167/month. If you choose to not participate, you may buy-out of the program for \$100.

RPMS retains the first \$100 of the rebate generated from families and 50% of any additional rebate. Each family allocates their portion of the rebate upon enrollment; tax-deductible donation to RPMS, cash back, or next year's tuition. Families who allocate their portion of the rebate towards tuition will receive a credit on their August invoice.

Parents not meeting the required minimum must 'buy out' the balance remaining. Parents are responsible for a \$100 buy out fee (5% of the required amount). The balance will be indicated on a separate invoice.

## **Family Service Hours**

It is recognized that tuition alone is insufficient to fund all expenses aimed at providing excellent educational environments. Thus additional support – in time and money – is necessary to offer our high quality of education and services. Being a trustee-governed/non-profit school, the team approach where "everyone pitches in" is the only way to keep costs down and educational excellence soaring.

RPMS requires each family to fulfill a minimum of 10 hours of unpaid service each school year. Families whose child starts after November 1<sup>st</sup> are required 7 hours, families whose child starts after January 1<sup>st</sup> are required 5 hours, and families whose child starts after March 1<sup>st</sup> have no required hours. Tasks vary depending on school needs and your skills, please watch the 'weekly update' for volunteer opportunities.

Parents must log and track their Family Volunteer Hours in a binder in the school foyer. Service hours are to be completed by the last school day in April of each school year. Total service hours will be calculated after this date. Families who do not meet the required volunteer service hours must 'buy out' the balance of those hours. Parents will be responsible for a \$10 per hour 'buy out' fee. The complete buy out fee will be prorated and any balance due will be indicated on a separate invoice.

## **Referral Bonus**

RPMS offers (*to currently enrolled families, board members, and staff*) a referral bonus. This bonus will be given to the family or individual who refers a new family whose child(ren) enrolls in a 5-day program and completes the school year. Bonuses will be distributed in the form of a credit towards tuition for a returning family (on the following school year's October invoice) or a check to non-returning families and staff. Mid-month enrollments will not be prorated or included in the bonus total. The bonus is based on \$25 per completed month and is applicable to one student per referred family only.

## **Orientation Process for New Students**

Depending on the program your child is enrolled in, they will have a Back to School time, Meet and Greet time, and/or home visit. These are held at the beginning of each school year or when a student enrolls. Information regarding these events is included in the each family's Welcome Packet.

## **Donations**

RPMS, as a not-for-profit 501(c)(3) corporation, may accept contributions from any source consistent with the values and goals of Rock Prairie Montessori School. Corporate and private gifts are always



gratefully received. Donations to Rock Prairie Montessori School are tax deductible to the extent allowed by law. Please request a donation form if needed or submit a donation using PayPal located on our school website.

## **Special Services**

As a taxpaying member of a local school district, parents are entitled to and can request special services, such as testing for learning disabilities or speech problems, through their local school district.

## **Geraldine Hedberg Financial Aid Program**

Rock Prairie Montessori School is fortunate to provide a limited amount of financial aid yearly. The financial aid process is facilitated through a third-party, TADS. When applying for financial aid, families must first apply to enroll their child to our school through the TADS website. There is a \$150 application fee per enrollment application. Applications for enrollment are processed by a first-submitted-first-enrolled basis. Once a family has completed an application to enroll, they can then complete the financial aid application process through TADS. There is a \$34 processing fee per financial aid application to be paid to TADS upon submission. (RPMS does not profit from any financial aid applicant. The entire processing fee is retained by TADS). Financial aid application must be completed no later than 3:30 pm on the IRS Tax filing deadline (usually April 15th). The link to the TADS online applications can be found on our school's website. If a family is unable to complete the application process online, there is an option to fax their application. The school's fax machine will be made available for this purpose, if needed. The determined percentage of financial aid offered to each applicant will be finalized in May for the following school year and will not exceed 25% of tuition total.

## **Tuition and Invoicing**

We utilize a third party, TADS, for online billing and tuition management. Through this relationship, we are able to offer online tuition payment, credit card tuition payment as well as simply mailing it in.

### ***Payment Options***

We offer the following options for tuition payment. One-payment option, two-payment option, nine-payment option and twelve-payment option. If choosing the one-payment option, the whole tuition amount (minus a 2% discount) is due August 1<sup>st</sup>. If using the two-payment option, the first installment is due August 1<sup>st</sup>, with the second installment being due January 1<sup>st</sup>. If using the nine-month payment option, the first tuition payment is due August 1<sup>st</sup> with the remaining eight installments due monthly by the first of the month beginning October 1<sup>st</sup>. If using the twelve-month payment option, the first tuition payment is due June 1<sup>st</sup> with the remaining eleven installments due monthly by the first of the month.

**The twelve-month payment option is not available after June 1<sup>st</sup>.** A \$45 processing fee will be assessed once per year per family for the 9 and 12 months payment options.

Sibling Discounts will be applied as follows: highest tuition (no discount); 2<sup>nd</sup> highest tuition (20%); 3<sup>rd</sup> highest tuition (35%); 4<sup>th</sup> highest tuition (50%). If a student qualifies for multiple discounts, they are applied individually, highest to lowest. Discounts are applied to program tuition only. No tuition refunds are offered for children's absences. The Parents are obligated to pay the entire annual tuition and applicable fees regardless of their choice in payment plan options.

TADS distributes invoices electronically. Invoices are emailed mid-month with payments due on the 1<sup>st</sup> of the next month. Invoices reflect tuition for the next month; for example, tuition for November is emailed out mid-October and is due November 1<sup>st</sup>. A grace period of five days will be allowed. After the grace period, a late fee of \$29 will be applied and a statement will be emailed.

## **Delinquent Accounts**

If an account goes past due by 30 days, TADS will contact the responsible parties. Immediate payment will be expected. If full payment cannot be made, a payment plan not to exceed 60 days will be put into place and agreed upon by both parties. If contact and/or a payment plan cannot be worked out, at 60 days past due, the account will go to Small Claims Court and services by RPMS will be terminated.

## **Non-Discrimination Policy**

At RPMS we value diversity among our students. RPMS extends to children of any race, color, national or ethnic origin, sex, religion, mental or physical condition or disability, all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We will not discriminate on the basis of race, color, national or ethnic origin, gender, sexual orientation, religion, mental or physical condition or disability in the administration of our educational and program policies, admissions policies, tuition assistance, and other school administered programs.

RPMS will not deny admission for a child with a handicapping condition (disability) solely on the basis of the handicap (disability). This school serves children with special needs and challenging conditions whenever possible. Any eligible applicant with special needs or handicapping conditions will be enrolled in the program if, after careful evaluation of the child's care needs and the school's capabilities to meet these needs, it is felt that the child can participate in and benefit from the program/services the school offers and the school can make reasonable accommodation to provide safe care to this child, as well as, to the other enrolled children should this child be enrolled. The Head of School, along with the input of the lead teacher, makes the final decision regarding admission. The emotional and physical well being of all children at all times is the foundation of a Montessori classroom. All children are enrolled at RPMS on a provisional basis. It is possible that a particular child may not adjust or be suited to the Montessori environment. If this occurs, and if in the judgment of the teacher, program coordinator, Head of School, or the parent/guardian, the child is not benefiting from the Montessori experience, and/or is interfering with the class function, the parent/guardian may be instructed, or instruct the school, to withdraw the child.

Success is the goal of an early intervention team and communication is essential for this dynamic to thrive. As children grow and develop, so does the disability morph and change; constantly presenting new challenges. If a child requires an intervention therapist to enter our classroom and/or the child is working with other therapists outside of school, scheduled meetings with the RPMS teacher, Head of School, family, and therapist(s) are required at the family's expense.

## **Admissions and Enrollment Process**

For anyone interested in finding out more about RPMS, general information can be found on the school website at [www.rockprariemontessori.com](http://www.rockprariemontessori.com). Additional information can be requested under the *Admissions* tab on our website or by calling the school office. Once a request for more information is received, the inquiring family will be contacted by the school. Families interested in enrolling their child will be asked to set up a 30-45 minute tour. Tours are scheduled between 9:00-10:30 am while classes are in session to allow prospective families the opportunity to see a Montessori classroom while students are working with the Montessori materials. An exception will be made if this time is not convenient for the family.

After the initial tour, families are welcome to schedule a time to observe in a classroom. A classroom observation gives parents and their child an opportunity to spend more hands-on time in a Montessori classroom. Parents are invited to watch the learning taking place and activities going on in the classroom

while their child participates in the class and works with some of the Montessori materials. The length of the observation depends on the age of the child.

The tour and observation times allow for families to gain a better understanding about Montessori education and the program options of enrolling their child at RPMS. It also gives school staff the opportunity to meet and observe the child as their application for enrollment is considered. It is the goal of RPMS to ensure that our school is a good match for each child applying to enroll (see Admissions Policy).

We also utilize TADS for the application and enrollment processes at RPMS. Families of new students can apply using the link on our website. Once an application has been accepted for enrollment the applying family will receive an email to complete the enrollment process. Returning students can be re-enrolled by the parents/guardians using the email they receive from TADS. Applications for enrollment are accepted year-round. Applicants are not considered enrolled until the TADS enrollment step has been completed and the \$150 registration fee paid. Enrollment of any child into a selected program is subject to prior teacher or administrative approval.

### **Acceptance of Enrollment**

Children are enrolled at RPMS based on the following criteria: age, readiness, previous records, program demands, needs of the child, behavior within the classroom and school, and the commitment of the parent/guardian to RPMS policies and procedures. First priority for admission to a program will be given to children of staff members who apply for and are recommended by the appropriate teachers for the program. The staff member must have completed no less than one school year of service at Rock Prairie Montessori School.

Children are assigned to a program in such a way as to produce classes with an even age and sex distribution. Other criteria include, but are not limited to, peer relationships and sibling placement. There will be no classroom assignment changes unless the Head of School deems necessary.

RPMS will accept students into our Elementary Program only if the child has prior Montessori experience. To be considered for admission the following will be required:

- The student will spend at least two ½ days in the classroom,
- The student and parents/guardians will meet with the Lead Teacher and Head of School
- RPMS will have student records in hand and reviewed by the Lead Teacher and Head of School prior to admission

All enrolled children must have the following forms on file by the first day of attendance unless otherwise specified:

- Enrollment Contract
- Child Health Report (no later than three months after first day of attendance)
- Immunization Record

Parent/Guardians who fail to submit required forms affect their child's eligibility to attend RPMS.

Parents/Guardians can request a change in programs and/or tuition payment plans using the Enrollment Contract Amendment Request Form. This form can be found as a download in the requirement documents tab on TADS or in the school office. Please note, Program changes are effective at the beginning of the requested month only.

## **Withdrawal Policy**

RPMS requires a 30 day notice of intent to withdraw. Therefore, requests to be released from the Enrollment Contract must be submitted using the RPMS Enrollment Contract Amendment Request Form no less than 30 days prior from the date of withdrawal. This form can be found as a download in the requirement documents tab on TADS or in the school office. Such releases refer to tuition only. The application fee is non-refundable. The entire payment obligation remains in effect until the Head of School grants release from the contract in writing

The emotional and physical well-being of all children at all times is the foundation of a Montessori classroom. All children are enrolled at RPMS on a provisional basis. It is possible that a particular child may not adjust to or be suited for the Montessori environment. If this occurs, and if in the judgment of RPMS or the Parents, the child is not benefiting from the Montessori experience, and/or is interfering with class function, the parents/guardians may be instructed, or instruct the school, to withdraw the child.

## **Waiting List**

When RPMS fills a program or if a child is not yet old enough to attend, names of children who are recommended for this same program will be placed on a waiting list. An effort is made to balance enrollment in each program with regard to age, sex, and Montessori experience. If all factors are equal, preference will be given to a student who has other siblings in our program(s). If this is not applicable, the determining factor will be the date the application is submitted to RPMS on the TADS website.

Once a child is accepted for enrollment the applying family will receive an email to complete the enrollment process. The family will have five business days from the date of this email to accept or decline enrollment via the TADS enrollment process.

## **Physical Examination**

Children between the ages of two and six shall have an initial physical examination not more than one year prior to nor later than three months after their first day of attendance. Children under the age of two years shall have an initial physical examination not more than six months prior to nor later than three months after first day of attendance. The Child Health Report Form must be signed and dated by a licensed medical professional. Each child shall have a subsequent physical examination by a physician at least once every two years.

## **Immunizations**

An Immunization Record Form must be on file for each child. This immunization history must indicate immunizations the child has received or that the immunization requirement is to be waived for that child by a compliance alternative. An electronic printout from the Wisconsin Immunization Registry or other registry maintained by a healthcare provider may be used in place of the Immunization Record Form.

Children who have not received subsequent doses of vaccine appropriate to their age must receive such subsequent doses within one year of the first day of attendance and must notify RPMS in writing as each dose is received. Immunization requirements are waived upon signature of the parent/guardian on the Immunization Record Form.

## **Curriculum**

RPMS offers a full Montessori curriculum based on the philosophy of Dr. Maria Montessori. She developed an approach to education aiming to develop each child's unique range of abilities and talents while simultaneously celebrating the child's individuality and cultural background. The goal of

Montessori education is the development of autonomous and competent, caring and empathic, responsive and responsible individuals who are lifelong learners and problem-solvers.

Children move at their own pace, under the direction of a teacher, repeating activities until a sense of inner mastery moves them to the next level of difficulty. Rich arrays of hands-on materials are provided which engage the child in learning on many levels.

In addition to exploring the classroom environment, children are introduced daily to music, singing, movement, nonviolent problem solving, and peace education. Children's House Programs have a Creative Movement class once per week and semester Foreign Language Immersion. Kindergarten and Elementary Programs have additional Physical Education as well as Spanish Immersion.

Detailed curriculum, scope and sequence is available from the Lead Teacher of the classroom, the coordinators of each level and the Head of School.

## **Programs**

### *Toddlers' House:*

In the Toddlers' House Program, 18-36 month old children explore and engage within a child-sized environment where each table, chair and object is just the right size for tiny hands and bodies. This prepared environment offers opportunities for quiet contemplation, joyful play, and the development of focused attention. The adults guide this community of children as they discover one another and learn to be kind. The toddlers' explosion into language is facilitated through songs, stories and conversation. The toddlers' desire to do it themselves is fulfilled through activities such as dressing, hand washing, and snack preparation. The beautiful environment and carefully chosen Montessori materials are designed to spark each child's sense of wonder and to encourage a love of learning.

Children demonstrate readiness to move to Children's House through an increased interest in socialization, independence in dressing and toileting, a strengthening in focused attention, and growth in emotional maturity.

### *Children's House:*

This program begins when a child is three years old and develops readiness through increased interest in socialization, independence in dressing and toileting, a strengthening in focused attention, and growth in emotional maturity. The classroom combines children ages three through six years of age in a beautifully prepared Montessori classroom designed to meet the learning needs of each child. The certified Montessori instructor and teaching assistant provide lessons and guide children toward independent learning. This method of learning allows each child to develop confidence, as well as, respect for themselves, others and the world around them. The areas of learning include practical life, sensorial, language, mathematics, and social sciences (geography, history, cultural studies and life sciences).

### *Kindergarten (Extended Day):*

This afternoon program is an extension of a student's morning program. Children in Kindergarten participate in the Children's House mixed-age classroom in the morning and then come together with other Kindergarten students in the afternoon for continued work with Montessori materials. Children approaching their fifth birthday by September 1<sup>st</sup> may be accepted into this program dependent upon the child's readiness and ability.

### *Elementary:*

Elementary is a first through sixth grade mixed-age classroom. Children continue their Montessori experience under the guidance of certified Montessori instructors. At this level, students explore language/arts, math/geometry, physical/life/earth sciences, cultural studies and peace education. The individualized curriculum and hands-on materials reinforces the child's knowledge and self-confidence.

### *Before Care:*

This program provides care from 7:20-8:15 am for families that need childcare before school begins. Families may sign up for this program at an additional rate/hour.

### *Lunch Care:*

This program is an extension of a child's Montessori morning program. Students bring their own cold lunch and will eat together in a classroom. After lunch students will get ready for 1:00 p.m. dismissal.

### *Montessori Enrichment:*

This program is an extension of a child's Montessori morning program. Students who need a full school day, and are not ready for the Kindergarten Program, may attend the Montessori Enrichment Program after the regular Toddlers' House or Children's House morning programs. Students bring their own cold lunch and will eat together. After lunch, children have the opportunity to continue work for a short time in the classroom before being offered a mat to either rest or nap, depending on their needs. After resting or waking children can work, have snack, or get ready for recess and dismissal at 3:15 pm.

### *After Care:*

This program is for families that need childcare beyond our afternoon programs. It provides care from 3:30 p.m. to either 4:00 p.m., 4:30 p.m., 5:00 p.m. or 5:30 p.m. Families may sign up for this program at an additional rate/half hour.

### *Guaranteed Care:*

Guaranteed Care is for students who need Before Care, Lunch Care and/or After Care on a set weekly schedule. The set weekly schedule needs to be the same for a calendar month with no variance from week to week. You will be invoiced for the programs you have reserved regardless of attendance.

### *Drop-In Care:*

Drop-In Care is for students who need Before Care, Lunch Care, Montessori Enrichment and/or After Care occasionally. It is available as space permits and on a first-registered basis. Drop-In requests need to be made 48 hours in advance of the needed time and cannot be made more than a month in advance. A 48-hour notice is also needed for cancellation. You will be invoiced for the programs you request. If you submit a Drop-In request and we are unable to accommodate your need we will contact you as soon as possible so you can make other arrangements.

## **Board of Trustees**

The Board of Trustees meets in the evening on the third Tuesday of each month at the school (unless otherwise posted). Families may bring to the Board Chair's attention; issues of interest or concern and the Board Chair will assist in directing the issue through the proper channel. If you are interested in serving the school as a Board of Trustee, please contact the Board Chair or Head of School prior to the annual business meeting held in May of each school year.

## **Questions and Concerns**

The Head of School is responsible for the smooth functioning of all areas of the school, including the children, educational policies, and parent/guardian communications. The Head of School is always

willing to speak with families about their concerns. However, the line of communication always begins with the child's teacher if the matter concerns the child, the classroom, or the teacher.

## **Decision Making Process**

The Head of School, along with input from the staff, makes decisions related to aspects and quality of care and education. The Board of Trustees and the Head of School make large-scale financial decisions, review policy, and plan future strategy after consultation with the staff and parent/guardian body. Specific responsibilities and composition of the Board of Trustees is detailed in the By Laws. Monthly board meeting minutes are available upon request.

## **By Laws**

Copies of the school's By Laws are available to you upon request.

## **Grievance Procedure**

- Any matter concerning a child, the classroom, or a teacher must be brought to the attention of that child's Lead Teacher before all else. Teachers are afforded the first opportunity to offer explanation and/or resolution to the parent/guardians.
- The Head of School must then be informed by the parent/guardian and/or Lead Teacher and is responsible to intervene in such cases where parent/guardians and Lead Teacher cannot come to an agreement.
- If either party is not satisfied with the Head of School's solution, they may submit a grievance form to the Board Chair for review.

Families, Staff, and Board Trustees must follow these steps, as they are crucial to resolving disparities with good grace.

## **Attendance**

Regular attendance at school is essential for continuity in the educational process and consistency of the educational program. Attendance is taken daily. Staff records the times children arrive and depart. Attendance records kept by teachers will be available to parent/guardians at conferences or upon request. School begins promptly at 8:30 a.m. Children are expected to arrive on time before classes start to maximize opportunities for learning.

Children who arrive late will not be greeted at the front entrance. Parent/Guardians must walk children arriving late to the office to advise of their arrival, sign them in, and then take them to their respective classroom. Tardiness and irregular attendance creates a disruption to the class as well as limits your child's opportunities to develop social and academic skills. Missing even a half-hour of school a day deprives a child of several days of work a month. Children who have missed excessive amounts of school may not be eligible to move to the next level. As a private school, we are required by law to provide a sufficient number of annual hours of classroom time as set forth by State of Wisconsin mandates. Kindergarten and Elementary students are not to be absent in excess of 10 days per school year. If absences exceed the ten-day maximum, contact will be made by the Head of School.

As we are concerned about your child, we ask that parents/guardians contact the school office before 8:30 am if your child is to be absent for any reason. If a child is absent and no contact has been made with the school, a call will be placed to notify the parent/guardian that the child is absent from school.

## **Drop Off and Pick Up**

These procedures were implemented for the safety of all children. Please follow them carefully.

### *Drop Off:*

Beginning at 8:15 am, RPMS staff or volunteers will be ready to greet children and assist them from their cars for RPMS's drop off service. If you are not parking and you are using this service, please stay in your car and wait for staff or a volunteer to assist your child. The front of the school is the fire lane; consequently, **parking in front of the building is prohibited.**

Children are welcomed to their assigned classroom starting at 8:15 am. The school morning starts at 8:30 am.

### *Pick Up:*

RPMS has staff available to accommodate only those children who are registered for child care; consequently, it is important that your child be picked up on time at the end of class. If you have not picked your child up within the assigned time you will be charged the drop-in rate; \$2.00 for each 30 minutes. Toddlers' House and Children's House students must be picked up between 11:15 a.m. and 11:30 a.m. Elementary, Kindergarten and Montessori Enrichment children must be picked up between 3:15 p.m. and 3:30 p.m.

Children in the After Care Program not picked up by 5:35 p.m. will have a \$1.50 per minute charge assessed to their accounts.

Parent/Guardians **MUST** sign their child out, including time, prior to leaving the school grounds.

Each child's safety and behavior is the responsibility of the parent/guardian until such time as the child is dropped off or walked to their classroom and/or dismissed to a parent/guardian. Children cannot be left unsupervised in the school or anywhere on RPMS grounds. It is also imperative that no child is left unattended in a vehicle. This is strictly prohibited. Children are not allowed in classrooms outside of regularly scheduled hours.

### **Pick Up Authorization**

If your child is going home with anyone other than her/his regular carpool, the office must have a note from the parent/guardian with date, and name of party picking up your child. Remember to notify your carpool driver. All families must have a list of adults authorized to pick up their child on file in the office. An approved adult must sign out all children departing from the school. If an adult does not have written permission from the parent/guardian and/or is not on the transportation list, the child will not be released to them. No exceptions. Rock Prairie Montessori staff reserves the right to request picture identification and refuse release without such proof.

### **Classroom Observation**

The classroom door windows have a one-way film so that observers may see into the classroom without students seeing them. Parent/Guardians are always welcome to observe this way outside the classrooms without an appointment. However, if you would like to formally observe inside the classroom, please contact your child's teacher ahead of time to arrange your observation. All observations qualify for Family Service Hours.

Please see the observation procedure below:

- When you enter the class, you will see an adult-size chair that is set at a vantage point for you to get the best observation without being obtrusive to the teaching area.



- When you sit down, children (including your own!) may come up to you; please try not to engage them in conversation. A polite “hello” and a direct response as to who you are is fine – and then quietly ask the child to return to work.
- Please stay seated during your observation. If you have questions please contact the Lead Teacher after your observation.
- Twenty to twenty-five minutes is ample time for classroom observation. Please leave the room as quietly as possible. It is best if you keep your goodbye to your child brief and positive. It is helpful if you prepare your child for the fact that your visit to the classroom will be limited and that you will leave and then see him or her at the regular dismissal time. Rest assured that even the most agitated child will calm down very shortly after you leave.

## **Student’s Rights**

The school shall recognize and respect the child's rights. The child's rights include the following:

- The child has the right to be treated with dignity and respect at all times.
- The child has the right to be spoken to and spoken about with respect at all times.
- The child has the right to confidentiality of records.
- The child has the opportunity to engage in any play or learning activity that does not interfere with the safety and rights of others. This activity will be observed and channeled so it complements the philosophy of the program.
- Adults must not discuss the child in his/her presence unless specifically planned for therapeutic and educational purpose.
- All children are allowed to participate in all aspects of the curriculum provided by the school.

## **Positive Discipline**

All behaviors, which respect others, oneself and the school environment and materials, are acceptable in a Montessori environment. The focus of our trained teachers is the preparation of an environment, both physical and psychological, which promotes the development of self-discipline in children. Concentration, focus, and independent learning are our values. Children must always be respected. Physical harm to oneself, others, or the materials is not acceptable. Parent/Guardians and staff will work together to be consistent at home and at school with child guidance methods and limit setting.

General school rules are as follows:

- Toys are for home
- Walk inside the building
- Running is permitted in the gym and outside
- Respect yourself, others, and materials
- Put away what you take out
- Stay with staff members and adults
- Respect designated boundaries
- Use respectful language – if it hurts someone, it's not respectful
- Follow adult directions

## **Accident and/or Injury Documentation**

Teachers will keep written records of accidents and injuries. Copies will be given to parent/guardians and placed in the child's file for the following types of problems:

- Hitting or biting that leaves a mark or breaks skin.
- Disrespectful language e.g.: insulting others, name calling, swearing, hurting others' feelings.

- Trouble staying within designated boundaries.
- Persistent misuses of materials e.g. deliberate damage, throwing or hitting with materials.

All behavior problems that require interventions beyond redirection will be documented on the appropriate forms(s). These records will become part of the child's record. Parent/Guardians of children who are victimized by another child will be notified via an incident form or phone call, depending on the injury, that same day. Examples of such include, but are not limited to: physical harm, destruction of personal property, and excessive teasing. All injuries to the head warrant a phone call from the RPMS office or teacher.

## **Emergency Transportation and Medical Treatment**

In the case of a medical emergency RPMS will you the following procedure:

- 1). Qualified staff will attend to injuries and provide first aid.
- 2). The Parents will be contacted. If the Parents are unavailable, Emergency Contacts will be notified.
- 3). Emergency medical services will be contacted if deemed necessary.
- 4). RPMS will arrange for medical transportation. Transportation may include ambulance or other emergency vehicle. If the situation is life threatening the student will be transported to the nearest medical facility.

## **Insurance**

RPMS does not provide any type of health or accident insurance for injuries incurred at Rock Prairie Montessori School.

## **Evacuation Drill**

In an effort to attain organization and proficiency RPMS hosts a practice drill for our evacuation procedure at Rock Prairie Montessori School during the school year. This evacuation will be run in accordance with our Emergency Response Manual Policy. Camp Rotamer, which is located directly across the street from our grounds, is the designated meeting point should we ever have to evacuate the school.

## **Student Records**

- Each student's record consists of:
  - Basic identifying information
  - Academic transcript including test scores, if applicable
  - Attendance records
  - Staff/Parent/guardian communications
  - Health records
  - Family background information
  - Psychological evaluation
  - Special Education files
  - Teacher anecdotal records
  - Disciplinary information
  - Correspondence from parent/guardians to the school
  - Correspondence from the school to parent/guardians
- All students' records are confidential and may be reviewed only by the student's parent/guardians and handled only by certified Lead Teachers, the Leadership Team and Administrative Assistant. Parent/Guardians may request an appointment to review their child's records by contacting the office.

## **Communication**

Perhaps nothing is more important to the ultimate success of teachers work with the children than communication with parents. In a Montessori classroom, we prepare the social/emotional environment by modeling the values of respect, kindness, flexibility, optimism, good humor, etc. We know the children need to develop. This is supported by providing the means for them to practice the skills that underlie emotional intelligence; by gentle coaching; by active listening; by showing the children that we believe them to be capable of growing and learning in the social/emotional arena.

In short, we offer the children the skills, the freedom and the time they need to develop socially and emotionally. Psychologists, brain scientists and other researchers who have looked into Montessori education tell us that nobody supports the development of “executive functions” and high-level thinking skills as well as Montessori educators. Part of what makes our approach work is we do not constantly involve the parents in all the day-to-day social/emotional drama.

- Teachers will communicate patterns of behavior (both positive and negative) and extreme incidents.
- Formal conferences, convenient for both parent/guardian and teacher, will be scheduled twice a year by the school. Conference times are listed on the school calendar. Teachers provide summaries at each conference, as well as their attendance record, which becomes part of the permanent school record.
- An additional conference may be held at anytime during the school year at the parent/guardian and teacher's discretion.

## **Family Education Records Privacy Act**

Under this act, families have the following rights:

- Parents/guardians and eligible students (over 18 years of age) have the right to inspect and review the education records of the student. When a request is made, the school is required to make the student's records available (or give copies of records if circumstances make appointment difficult). Limitations:
  1. Only information relating to that student (e.g., document that contains an incident of that student and other students must have the others' identifying information redacted.)
  2. Student, no matter how old, may not inspect the parents/guardians' financial records.
  3. No right to inspect letters and recommendations dating to before 1/1/95.
  4. After 1/1/95, no right as long as student waived their right and if recommendations are related to application for receipt of honor, employment, and for admission to another educational institution.
- Parents/guardians and eligible students have the right to request amendments of educational records they believe are inaccurate, misleading or in violation of the student's rights.
  1. School must respond within five working days and if the school denies the request, the school must inform the parent/guardian of their right to a hearing on the issue.
  2. In an expulsion hearing, the school has a right to refer to any records in a student's file, but needs to notify the parent/guardian of their right to review this information prior to the hearing. (The school has an obligation to make sure these records have already been edited to redact the identities of other children other than the student concerned.)
- The school has to annually notify families of these rights as well as school policy regarding directory information under FERPA requirements. Anyone to whom we release records must not disclose that information to anyone else.
- Exceptions to Nondisclosure

1. Officials/Employees of the school district (including teachers who have legitimate educational interests).
2. Officials of another school district in which the student wishes to enroll may receive records without consent. RPMS will give the parent/guardian copies of the records we forward in this special instance. (Whether we have parent/guardian consent to forward or not, we must forward the records by five working days.)
3. The school can disclose information in connection with financial aid. (Any information of this type is given to the financial aid committee with identifying information redacted.)
4. Education records can be disclosed through requests by judicial order or subpoena.
5. Healthcare providers or emergency medical personnel if necessary to protect the health/safety of the students or others.
6. Directory Information if school has complied with FERPA rules of notification/written policy.

### **Transfer of Records**

In accordance with Wisconsin Statute 11.8.125(4), within 5 working days, a school district shall transfer to another school or school district all pupil records relating to a specific pupil if the transferring school district has received written notice from the pupil if he or she is an adult or his or her parent or guardian if the pupil is a minor that the pupil intends to enroll in the other school or school district or written notice from the other school or school district that the pupil has enrolled or from a court that the pupil has been placed in a secured correctional facility, as defined in s. 938.02 (15m), a secured child caring institution, as defined in s. 938.02 (15g), or a secured group home, as defined in s. 938.02 (15p). In this subsection, "school" and "school district" include any secured correctional facility, secured child caring institution, secured group home, adult correctional institution, mental health institute or center for the developmentally disabled, that provides an educational program for its residents instead of or in addition to that which is provided by public and private schools.

### **Holiday and Birthday Celebrations**

RPMS honors a variety of cultures and traditions as part of our educational philosophy. We invite parents/guardians to come visit and present traditions from their families and backgrounds to the children. Please make arrangements with your child's Lead Teacher.

We find the excessive commercialism in our culture surrounding many holidays distracts and often confuses children. For example, Halloween costumes are prohibited at school because they can be frightening to many young children. Instead, we discuss the origins of customs, show artifacts relating to celebrations, share a meal or a song, etc.

If your child wishes to celebrate a birthday at school, please notify your child's Lead Teacher. We have a list of birthday treat options for each age level. We ask that you respect the birthday treat choices and portions. The Lead Teacher will provide the specific procedure for his/her classroom.

### **Clothing/Shoe Policy**

Children learn self-respect through self-mastery. Gross motor development is critical to a Montessori curriculum. Children need to be free to run, jump, climb, and work with success.

Children must wear supportive, rubber-soled shoes with backs to school each day. Shoes should not have heels. If sandals are worn, they must have rubber soles and straps in the back. In addition, they must encourage, by design, safety and freedom when running and climbing. If a child comes to school wearing improper school shoes, they will not be able to participate in any gross motor activities like Creative Movement and recess.

You can assist your child by purchasing comfortable loose clothing with large buttons, big zippers, and large shoe boots that slip on or close with Velcro, and hats and gloves that your child can easily put on and take off. Bib overalls are particularly difficult for children to fasten on their own. Remember our goal is independent dressing. Simple inexpensive and comfortable styles are preferable for daily wear. Children work with water, paint (washable, non-toxic tempera), and a variety of foods. Aprons are worn but stains still happen. Clothes that you do not want stained must remain at home.

Girls in Kindergarten and Elementary should wear shorts or tights under their skirts and dresses.

Jewelry can create dangers for small children. (i.e. swallowing, abrasions, etc.) Rings, necklaces, and bracelets are prohibited for children 18 months to six years of age.

RPMS promotes peace education along with positive (nonviolent) discipline. Consequently, clothing that displays violent characters or language is prohibited. If you have any questions regarding the appropriateness of a clothing article, please contact Head of School.

### **Classroom Pet Policy**

To assist in the development of care and responsibility, some classrooms may choose to have a classroom pet. All classroom activity involving a pet will be directly supervised by the room teachers. All pets are maintained at least seven feet away from food prep and eating areas and their habitats (bowl, cage, etc.) will be kept clean. Each classroom will advise parents of classroom pets.

### **Outdoor Policy**

Students will be outdoors for recess as long as weather permits. If your child requires sunscreen, please apply at home. Most sunscreen products have at least a six-hour life, so the home application should be sufficient. Most mosquito repellants have a four-hour life, and this too can be applied at home. However, if you would like the mosquito repellant reapplied you will need to; 1) complete and sign a Health History and Emergency Care Plan form and return to the office, 2) bring the repellant to school in a Ziploc bag with your child's name and 3) Teachers will apply as soon as the child is outside. Without the form, the repellant cannot be applied.

Children must always have appropriate clothes for outdoors. During cold months, please be sure your child has a hat, warm coat, mittens or gloves, boots, and snow pants, so that they can enjoy outdoor time.

Some weather conditions prohibit outdoor activities. Students will not go outdoors when the temperature is ten degrees Fahrenheit or below with the wind chill, or in conditions that the classroom teacher determines to be too severe. Kindergarten and Elementary classrooms may go outside by the east exit to sled for no more than 15 minutes when the temperature is between five degrees and nine degrees with the wind chill.

### **RPMS Mosquito Control Policy**

It is our policy that mosquitoes shall be controlled by the following means:

Personal Protection: We recommend that insect repellents be used. Parents/guardians who have additional concerns are encouraged to dress students in long sleeves and long pants for additional protection.

**Breeding Habitat Control:** It is required of all RPMS staff to eliminate standing water wherever found. This includes even the smallest quantities, as mosquitoes will breed in amounts as small as a few ounces.

1. Destroy or dispose of tin cans, old tires, buckets, unused plastic swimming pools, tools, toys, sleds or other containers that collect and hold water. Do not allow water to accumulate at the base of flowerpots for more than 2 days.
2. Clean debris from rain gutters and remove any standing water under or around structures, or on flat roofs. Check around faucets and air conditioner units and repair leaks or puddles that remain for several days.
3. Fill or drain puddles, ditches and swampy areas, and either remove, drain or fill tree holes and stumps.
4. Eliminate seepage from cisterns, cesspools, and septic tanks.
5. Irrigate lawns and gardens carefully to prevent water from standing for several days.

This policy was developed with information gathered from the following sources:

- Rock County Department of Health
- State of Wisconsin Department of Health and Family Services
- Centers for Disease Control
- American Mosquito Control Association
- University of Wisconsin Extension Service, Entomologist

## **Nutrition Policy**

All students are to bring a lunch from home. Please use an insulated lunch box/bag with an ice pack as lunches will not be placed in a refrigerator. Microwaves will not be used to warm foods during lunch. Please use a thermos for foods that need to remain warm. Parents/guardians are encouraged to ensure that the sack lunches provide half of the child's daily nutritional requirements. Sack lunches should consist of at least one item from each of the following categories:

- Protein sources, such as meat, poultry, fish, eggs, cooked dried peas or beans, cheese or peanut butter
- Two vegetables, two fruits, or one of each
- Cereal or whole grain or enriched bread products

Milk and water will be provided at lunch. Candy and soda are prohibited.

One of our goals at Rock Prairie Montessori School is to provide your child with a healthy well-balanced snack. All of the children including our elementary students have a snack available to them during the school day. These snacks are designed with keeping the basic food groups in mind; they consist of whole grains, fresh fruits, vegetables, and proteins such as eggs or cheeses. Milk is always available. We strive to make snack nutritious and delicious. We want your child to learn that food choices can be tasty and good for you too. We hope these snacks will assist your child in developing life-long healthy eating habits. Children who stay past 3:30 p.m. and are in our After Care Program will receive a second healthy snack in the afternoon.

Parents/Guardians must notify the school of any food allergies or sensitivities. If your child needs special requirements for snack please advise your child's Lead Teacher. We strive to work with families who request gluten free or other dietary specifications. Please talk to your child's teacher for specifics.

## **Allergies**

You are required to make Rock Prairie Montessori aware of any and all known allergies as is requested during the enrollment process. If your child has a life-threatening allergy, please notify the RPMS administration upon enrollment and/or upon discovery of allergy.

RPMS requires the following medical documents:

- Physician identification of allergen(s)
- Physician prescribed treatment that can be administered by a non-medical professional.

## **Health Policy**

Any child who is suspected of having a communicable disease is taken to the office immediately. Children who have a contagious disease must be kept at home until they are no longer contagious. The school must be informed of such illness so that other parents/guardians may be warned to look for symptoms. The Lead Teacher or Head of School will discharge the child to the care of his/her parents/guardians or the person who has been designated by the parents/guardians.

RPMS's student health criteria for exclusion from school: Children should not come to school if their illness:

- Prevents them from participating comfortably in activities.
- Poses a risk of spreading to others.
- Results in care greater than our staff can provide.
- Includes a fever of 101 or higher. Student needs to be fever-free for 24 hours before returning.

Children who have been out due to illness will need to stay out until fully recovered. If your child had been diagnosed with a contagious disease, the parents/guardians must call and report such disease to the office. RPMS will notify families when a contagious disease is reported.

No oral medication, vitamins, or fluoride supplements are administered by RPMS staff unless instructions to administer such items are written, signed and dated by a licensed physician and are prescribed for a specific child. In addition, prescribed medications can only be administered by RPMS staff twice to a specific child during a school day. If topical or drop medication(s) is required, the parents/guardians or pre-authorized adult must schedule a time to come to school to administer the medication. These types of medication cannot be administered by RPMS staff.

## **Administration of Medications**

The following steps are required for the school to administer medications:

- Bring signed prescription from prescribing medical professional
- Bring original bottle only
- Fill out Medication Administration Form
- Talk to the Lead Teacher and office staff
- Stored medications will be reviewed on a quarterly basis. If a medication is close to expiring, an attempt will be made to contact the parents/guardians to verbally advise. The medication will be maintained for two weeks from the date of this contact before discarding.

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

Parents/guardians are immediately notified if a child is ill, severely injured, or sustains any injury to the head. In cases where a child needs to go home or requires the attention of a doctor, the child will wait in the office for the parent/guardian to pick him/her up.

## **Communicable Disease Policy**

If your child develops a contagious disease such as chicken pox, head lice, strep throat or scarlet fever, please call the office so that exposure notices can be sent out at once.

Contact your physician or the school for details regarding symptoms of communicable diseases.

When a child is suspected of having chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis or other reportable communicable disease, the local public health officer shall be notified.

A child may be re-admitted without a statement from a physician after having had a communicable disease only if the child has been absent for a period of time equal to the longest usual incubation period of the disease as specified by the Health Department.

Random, visual checks for lice and nits may occur during predictably risky times. The procedure that will be followed if lice or nits are detected is:

- Parents/Guardians of individual children with lice or nits are informed, shown what was discovered, and given information about the RPMS no nit policy.
- Child is sent home for treatment and removal. A visual check will be completed by a RPMS staff or faculty member when the child returns to confirm that all nits are gone.
- On the day of discovery, all children will receive a visual check for lice and nits.
- Seven days after lice or nit discovery, every child in the school will receive a visual check for lice and nits.

## **Abuse/Neglect**

All school staff members are required by law to report any suspected abuse or neglect to the Rock County Human Services Department according to section 767.11.

## **Toileting Policy**

Students in the Toddlers' House Program are not expected to be independent with toileting. We are working together (child, teacher and parent/guardian) towards "freedom from diapers" and independence with toileting. It is the parent/guardian's responsibility to keep the teacher supplied with diapers for your child.

Children's House students are expected to be independent with toileting. Children are independent with toileting when they recognize when their bladder/bowel is full and can successfully manage going to the bathroom on their own. Occasional accidents are expected. The key to success is the ability to change into dry/clean clothes with minimal assistance. Exceptions can be made if a child has a medical problem that prohibits toilet independence. Please keep the teachers informed of any medical issues.

## **Transportation Reimbursement**

Parents/guardians of children, five years of age and older, in the Janesville School District may qualify for transportation by public school bus or reimbursement. Children in Kindergarten through 5th grade and who live two or more miles from our school and live in the Janesville School District and students in 6th grade who live in a rural area may qualify. Please contact the RPMS office with any questions. RPMS is contacted by the Janesville School District for a list of qualifying families. The school district office will mail you a contract for reimbursement.



## **Severe Weather/Emergency Procedures**

Because of RPMS's northerly and semi-rural location, we generally follow the Milton School District closing schedule. Parents/guardians can obtain information regarding all closings or delays of RPMS by listening to WCLO or WJVL at 1230 AM or 99.5 FM, respectively, viewing the school's website, Facebook pages and these Madison affiliates television programming and websites; WISC TV3, WKOWTV-27 and NBC 15.

### *Delays:*

If Milton School District has a one-hour delay students will arrive at 9:30 am regardless of the student's regular arrival time. If there is a two-hour delay, students will arrive at 10:30 am regardless of the student's regular arrival time. Delays are always based on our school day starting at 8:30 am.

### *Early Closings:*

If the Milton School District has an early release, RPMS will ask parents/guardians to have their child(ren) picked up as soon as possible.

### *Severe Weather:*

If severe weather warrants dismissal during a school day, please stay tuned to WCLO or WJVL for pertinent information. In the event of tornado or fire, emergency procedures that are practiced each month will be followed. Young children may want to talk about these drills and are carefully prepared for them by the Teachers. Emergency evacuation routes are posted in all classrooms.

### *Other:*

In the event of a bomb threat or an intruder alert, we would follow procedures similar to the tornado procedure or fire drill evacuation.