

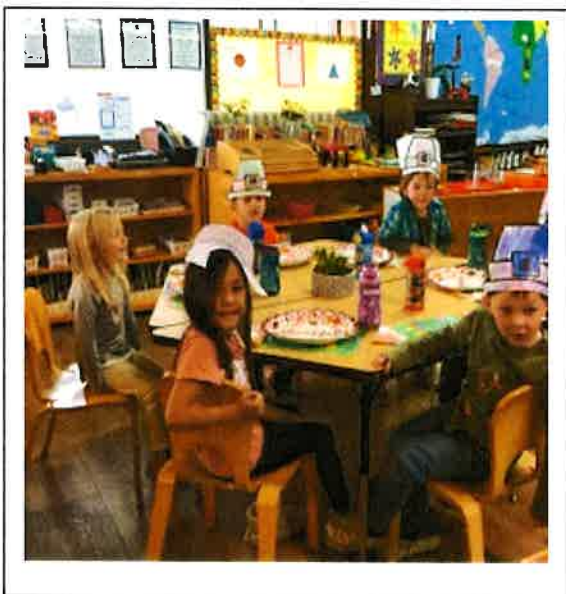
Policies and Procedures

Calendar/School Closings

Grasslands Montessori Academy closely follows the local school district's vacation/holiday schedule as much as possible. A calendar noting days off and other events will be distributed at the beginning of the school year. Please refer to the calendar often to keep informed of school closures and activities.

The school calendar reflects similar holidays as the local district, such as Labor Day, Thanksgiving, Winter Holiday, Good Friday, and Memorial Day.

Grasslands Montessori Academy is closed whenever the local district closes due to severe weather or the NDDOT determines road conditions too hazardous for travel. If weather necessitates closing, a message will be placed on the school answering machine and you will be notified by BrightWheel, email, and/or text message. Similarly, if inclement weather necessitates closing while in session, the school will follow the public-school notice.



Lunch and Nutrition

Children in the full-day program are required to bring a lunch. Foods should be in appropriate containers with an icepack and the child's name clearly marked. Please plan lunches that will provide good nutrition for enhanced afternoon performance. We ask that you send foods with 7 grams or less of sugar per serving per item. Natural sugars in fruit and yogurt are acceptable for lunches. All squeeze/suck yogurt and fruit will be squeezed into a glass container and eaten with a spoon. Please do not send candy, sugared snacks, chocolate milk and soda in their lunches. Microwaves are available for heating food.

Children are required to bring their own cloth napkin (the size of a washcloth) and utensils. Placemats will be provided by school and used all year long. The school will not provide any place settings for your child. Having the proper place settings teaches responsibility, grace, and courtesy.

Food not eaten by your child will be placed back in their lunch container so that you may monitor their eating habits. Please notify Grasslands Montessori Academy staff if your child has any food allergies.

If your child forgets his/her lunch, a call will be placed to the parent or guardian and a lunch will be provided for the child by the school, if necessary, at the cost of \$10 which will be billed back to the parent/guardian. Please remember to have the child bring their water bottle daily. A \$1 cost will be billed when a child forgets.

Outdoor Policy

Outdoor activities are an important and necessary component of a quality program. When weather permits, the schedule includes outdoor play time. Be sure to include weather appropriate outerwear every day. At Grasslands Montessori we don't believe in bad weather just bad equipment. It is wise to invest in warm, higher quality winter clothing to ensure your child's comfort. PLEASE MARK ALL BELONGINGS WITH THE CHILD'S NAME!!! All black snow pants look the same to 3-year-old.

The staff uses reasonable discretion in deciding if weather conditions are appropriate. Children are kept indoors if it is pouring rain, or temperatures drop below -10 windchill or excessive strong wind. All the children are expected to go outside. We do not have extra staff to sit with children while indoors.



Clothing

Grasslands Montessori Academy adheres to the highest standards of dress and grooming for the children and staff. Appropriate clothing consists of clean, modest, and comfortable clothes.

The following list is not appropriate for our school:

- Tattoos, real or temporary
- Torn clothing
- Spaghetti straps or exposed underclothing– **straps must be 3 adult fingers wide**
- T-shirts with inappropriate pictures or sayings
- Unusual, dyed hair colors and hair styles
- “Gang”-style clothing (chains, overly sagging pants, etc.)
- Shirts that do not keep the stomach from being exposed
- Any clothing item or backpacks with **skulls**

Be sure to include weather-appropriate outerwear every day. This includes coats, jackets (rain), scarves, boots, leggings, hats, mittens, etc. When there is snow on the ground, children will need waterproof **snow pants, coat, hat, winter mittens, water proof snow boots and a FACE MASK.**

Children need to bring a pair of slippers to wear inside the classroom. This helps keep the floor clean and the children's feet warm and dry while indoors and allows shoes and boots to be reserved for outdoor use.

Please label all clothing, backpack, and the lunch box. Grasslands Montessori Academy is not responsible for clothing or possessions that are damaged or lost.

Field Trips

Field trips are chosen carefully for learning value and fun. Parents are notified in advance of trips and must sign a permission slip for each trip. Children will be transported by the school van, approved staff members, or other parents who have a fingerprint/background clearance. Parents may opt to transport their own children.



Swimming

On occasion swimming activities are planned. A note indicating the type of swim activity, location and the items required, will be sent some **one week prior** to the day of the activity, and must be returned, signed for the child to attend. Toddlers and 3-year-olds will not participate in these activities. Parents are encouraged to attend field trips if they are able.

Concerts

Grasslands Montessori Academy may hold music concerts throughout the school year in designated locations. All students and family members are invited to participate in these concerts.



Smoking Policy

All tobacco, including, Vaping, and smokeless tobacco is prohibited on the premises. This includes inside the building, in the parking lot, and on building grounds.

Miscellaneous

The school organizes occasional fundraisers to raise funds for additional materials and equipment. We appreciate your support in these activities.

To ensure all our students are available, school portraits are scheduled in the spring.

Any child who is self-sufficient, who can tie her shoes, dress, or undress herself, reflects in her joy and sense of achievement the image of human dignity, which is derived from a sense of independence. Maria Montessori

Health Policies

Sick Children

Sick children should not be brought to school for any reason. Even the common cold virus is easily transmitted and can infect an entire classroom. This is for child's own good as well as for the good of the other children.

If a child exhibits the following health conditions, he/she must be kept home:

- Temperature of 100 degrees or higher
- Persistent coughing, or a severe coughing which causes the child to become red or blue in the face or to make a whooping sound
- Difficult or rapid breathing
- Stiff neck and headache accompanied by fever of 100 degrees or higher
- Diarrhea (more than one abnormally loose stool within a 24-hour period)
- Conjunctivitis (Pink Eye)
- Untreated infected skin patches
- Head lice
- Unusually dark urine and/or gray or white stool
- Yellowish skin or eyes
- Excessive yellow/green mucus
- Vomiting

If your child exhibits any of these symptoms, he/she must be symptom-free for at least one full school day (24 hrs.) before returning to school. If your child is sent home from school due to these symptoms, he/she will not be admitted back into class until 24 hours later or the beginning of a new school day, whichever is longer.

Children with contagious illnesses are not admitted for any reason until the child's physician has indicated in writing that the illness is no longer contagious, or at the discretion of the school Director. If a student has head lice, he/she may not return until the child is nit-free. All children are examined prior to re-entry.

A sick child is removed from the classroom while parents are notified and until being picked up from school. Parents must pick up their child within 30 minutes of being notified in the office. If the office is closed, please come to the ECH door to pick up your child.

If a child is out sick, please notify the school of any illness that may be communicable.

If you feel your child is too ill to go outside during the day for recess or academic outdoor activities, then they are too ill to attend school. Please keep them home until they are feeling well again.

We all feel ill now and again. If your children's siblings or anyone close to your child is sick, even if your child is not yet exhibiting symptoms, there is still a heightened chance that your child may bring the illness into the school possibly passing it on to others. We ask that all our registered families courteously respect the health of the other children and staff at Grasslands Montessori Academy by keeping your child home until all are well again, if possible.

Allergies

All Allergies to foods, medications, etc. must be listed on the North Dakota Child Health form as well as the registration form. If your child requires medication for such conditions, the prescription can be kept at the Grasslands Montessori Academy Office and administered, when necessary, if the parent has filled out an **Authorization to Dispense Medicine Form**. They are available in each classroom.

Dispensing of Medications

When a child is ill and being treated with antibiotics, parents are encouraged to ask the pediatrician for medications that can be administered twice a day, once before school and once after school. If this is not possible, staff may administer medication only after an Authorization to Release Medication form is completed and signed by the parent/guardian.

All medication must be identified with the child's name and be in the original container with the pharmacy label indicating the physician, name of medication, dosage instructions, expiration, and date of medication. Medication is given in accordance with instructions on the pharmacy label only. Utensils such as measuring spoons must be provided by parents.



Parents take FULL RESPONSIBILITY for any unforeseen reactions a child may have to medication dispensed according to the instructions provided on their respective medical form provided to the school.

Illness/Accident Procedures

In case of emergency requiring immediate medical treatment, the procedure is as follows:

1. Call 911.
2. Emergency First aid or CPR will be administered by a staff member if necessary.
3. Contact parent(s) or guardian(s) IMMEDIATELY.
4. Contact emergency care person if parent/guardian cannot be reached.
5. Attempt to contact the child's doctor.

If a child is injured or involved in an incident, an accident/incident report is completed by the school and a copy is given to the parent/guardian.