



GREAT RIVER

montessori

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2021 SUMMER-CARE FAMILY HANDBOOK

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About Us

Contact Information

School Name	Great River Montessori Inc.
Address	N5560 County Road ZM, Onalaska, WI 54650 Suite 4
Phone Number	(608) 615-1800
Website	greatrivermontessori.com
Email Addresses	admin@greatrivermontessori.com
Additional Information	<p>Co-Founder, Administrator, Board President, Children’s House Teacher, Summer-Care Teacher: Alexa Quam (Ms. Q)</p> <p>Co-Founder, Administrator, Board Secretary, E1 Teacher, Summer-Care Teacher: Samantha Jenson (Ms. Sam)</p> <p>Summer-Care Teacher: Brittany Von Arx (Ms. Brittany)</p> <p>Summer-Care Teacher: Colby Lawrynck (Ms. Colby)</p> <p>Summer-Care Teacher: Holly Hollet (Ms. Holly)</p> <p>Summer-Care Teacher: Ericka Schmelzer (Ms. Ericka)</p> <p>Summer-Care Teacher: TBD</p>

History

Great River Montessori Inc. (GRM) is a 501(c)3 not-for-profit, private, non-denominational school that was established in January 2019. The location and newly built facility were specifically chosen to serve the children and families of the surrounding communities. GRM is centrally located at N5560 County Road ZM Suite 4, Onalaska, WI 54650. GRM was designed as a one classroom building to enroll children in three year old preschool through sixth grade in two multi-age classes. The facility has an expansive outdoor environment for play and nature study/care. It is also located near bike trails, a wildlife refuge, Lake Onalaska and the Mississippi River, and is surrounded by prairie. During GRM’s Summer Care Program, activities will be more experience based rather than on the Montessori curriculum and materials. We will continue to follow the Montessori philosophy and quality standards.

GRM was founded by Samantha Jenson and Alexa Quam based on the Montessori Education Method. It was developed with the intent to provide a high quality education alternative to the community’s youth and provide them with an authentic Montessori education.

Mission

Great River Montessori is a growing partnership between children, school, community, and nature. GRM embraces the Montessori principles, developing the child's full potential and a life-long love of learning.

Core Values

Great River Montessori Summer-Care Program:

- Provides high quality care for all children, guided by the Montessori philosophy.
- Maintains a carefully prepared learning environment indoors and outdoors of the facility that is safe, promotes problem solving and independence, and is filled with nature and beauty.
- Creates a culture that embraces diversity, promotes peace, acceptance, and development of the "whole child".
- Provides a nature and Mindfulness curriculum, along with connections to the local and global community.
- Attracts and retains exceptional, passionate, and trustworthy teachers who believe in a child-centered approach and in easing the transition between home and summer-care.

Programs and Daily Routine

Programs

- Begins **June 14, 2020** and ends **August 27, 2020**.
- Summer Activities:
 - Field Trips (more information to come)
 - Gardening, nature walks, and outdoor play
 - STEM activities, a variety of experiments, and creative play
 - Arts and crafts
 - Yoga and Mindfulness
 - Connecting with the community
- The full-time program operates from 7:00 AM - 5:00 PM
 - Five, four, or three days a week
- The part-time program operates from 7:00 - 12:00 PM or 12:00 - 5:00 PM
 - Five, four, or three days a week

Daily Routine

Morning Schedule:

7:00-8:00	Child Arrival: Choice Activities/ Stations
8:00-10:00	Morning Activities: Arts and crafts,STEM activities and experiments, nature lessons, group games, snack
10:00-10:15	Transition to recess
10:15-11:00	Recess: Gardening, games, free play
11:00-11:15	Transition inside
11:15-11:30	Large Group Circle Time: Songs, movement activities, books
11:30-12:00	Lunch

Afternoon Schedule:

12:00-12:15	Lunch clean up
12:15-2:30	Rest Time (if children do not sleep the entire time, they are welcome to join the alternate activities) Alternate Choices: Quiet time activities, mindfulness lessons, arts and crafts, STEM activities and experiments, etc.
2:30-3:00	Afternoon Activities: Arts and crafts, STEM activities and experiments, nature lessons, group games, yoga
3:00-5:00	Child Pick Up: Choice Activities/Stations/Extra Recess (Students who stay past 4:00 PM may have a second snack time.)

GRM School Expectations and Practices

Student Rights

GRM’s programs are child-centered and focused on respect for self and others. GRM recognizes and respects the child's rights, including 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.

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- 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 purposes.
- All children are allowed to participate in all aspects of the curriculum provided by summer-care.

Discipline Approach

All behaviors that respect others, oneself, and the summer-care environment and materials are acceptable in a Montessori environment. The focus of our trained teachers is to act as a positive guide and facilitate the preparation of an environment, both physical and psychological, that promotes the development of self-discipline and acceptable social interactions for children. Concentration, focus, and independent learning are our values. Children must always be respected.

Physical harm to oneself, others, or the summer-care environment and materials is not acceptable. Parents and staff will work together to be consistent at home and at summer-care with child guidance methods and limit setting. Freedom in a Montessori classroom is not without limitations. For example, a child must not interfere with other children's work, if not invited. Materials should be returned to their proper places and be handled with care.

General Behavior Guidelines for Students

- Take responsibility for your actions and learning -- honesty is valued
- Stay with staff members and adults and within designated summer-care boundaries
- Use respectful language – if it hurts someone, it is not respectful
- Follow adult directions
- Keep your body safe and respect others boundaries
- Toys are for home
- Walk inside the building
- Respect yourself, others, and materials
- Put away what you take out
- Use a whisper or low level voice inside
- Do your best

General Behavior and Discipline Strategies Used at GRM

- Redirection
- Mindfulness training
- Intrinsic motivation (limiting the use of external rewards)
- "Take a break"
- Natural consequences
- Grace and courtesy lessons

Severe Behavior

Severe behavior that causes a threat or harm physically or emotionally to oneself or others will:

- Be documented in the child's records
- Warrant a phone call or in-person meeting with parents/guardians
- In severe cases result in removal of the child
- Necessitate a written follow-up plan for modification that includes input from the teacher, parents, and any other professionals that are agreed upon

Parent and Family Definitions

In the Family Handbook, and in all other forms and correspondence in use at our organization, we use the term "parent" or "parents/guardians" to indicate the adult or adults legally responsible for the child. A parent can be the child's biological parent, a step-parent, a foster parent, an adoptive parent, or a legal guardian assigned by the court. You (the parent) tell us who you include when you use the term "family". This can include a child's sisters, brothers, grandparents, aunts, uncles and cousins, but it can also include friends and neighbors that are dear and important to you. Some rights and responsibilities belong to parents and other legal guardians alone – such as enrolling the child in the program, attending the intake interview, granting permission for your child to take trips with the class, accountability for any fees and consulting with the teacher or others about a child's needs, behavior or performance. Parents tell us which family members and friends are allowed to pick up their children from GRM and who should be notified in case of an emergency.

Clothing/Shoes

Children learn self-respect through self-mastery. Children need to be free to run, jump, climb, and work with success.

Children must therefore keep a pair of inside shoes at summer-care along with a pair of tennis shoes (these can be the same pair). These shoes must be supportive and non-slip. Students will change from their outside shoes into their inside shoes upon entrance into the summer-care. If sandals or slippers are worn, they must have rubber soles or grips. In addition, both inside and outside shoes should be a type that promotes safety, self-confidence, and freedom. If a child comes to summer-care wearing improper summer-care shoes, they will not be able to participate in 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 along with hats and gloves that your child can easily put on and take off. 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 handle a variety of foods. Clothes that you do not want stained must remain at home.

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Shorts or tights under skirts and dresses are required. Jewelry can create dangers for small children (i.e. swallowing, abrasions, etc.), so please keep that in mind when deciding if it is appropriate for your child to wear.

GRM promotes peace education. Consequently, clothing that displays violent characters or language is prohibited. If you have any questions regarding the appropriateness of a clothing article, please contact your child's teacher.

Extra Clothing

If your child had a busy and involved day at summer-care, chances are he or she got at least a little dirty. Please be sure to always send at least 1 change of clothes (including socks and undergarments) for your child to keep at summer-care.. To prevent confusion or loss, please label each piece with the child's name. These clothes will be used for your child if there is a mishap, from toileting to wet or muddy activity. Parents should check regularly that the extra clothing stash is complete.

Naptime Needs

Full day children under 5 years old will be given a minimum of a 30 minute rest time after lunch/recess. At 5 years old, a child may choose if he or she would like to rest. Please provide for your child a restmat, a small pillow, and either a small sheet and blanket or a sleeping bag. These items will be stored in your child's nap cubby.

During rest time, soft music may be played and a staff member will be present in the room at all times. It is our policy that if a child falls asleep, their body requires rest and we will let your child sleep. We would like the wake up experience to be natural. If parents have specific requests about nap time, they should speak to the teachers. Children who do not sleep or do not rest longer than 30 minutes will be moved to a different quiet time space and participate in age appropriate quiet time activities. Children who sleep for more than one hour will be awakened gently by a staff member and invited back into the classroom.

Coat Hook

Your child is assigned a coat hook located in the entryway where your child's outdoor wear is hung. Space is tight; please do your best to only bring what your child needs for the day in order to allow enough space for everyone. If you are late, please speak quietly in this area as you help your child prepare to enter the classroom.

Required Summer-Care Bags

A summer-care bag is necessary for taking work and important communication papers home and to safely navigate with free hands.

Toys from Home

Comfort toys and family photographs can help a child feel more secure away from home. Other toys from home can create problems at summer-care and are to be left at home, unless specified

by the teacher. If you are wondering about what your child can bring to summer-care, and what should stay home, talk to your child's teacher.

Field Trips

When completing your initial child registration form, you will have the option to permit your child to accompany the class on regular neighborhood outings, such as walks to the closest nearby park or taking a bus to a community member's local business. Parents will receive notification of any field trip in advance. If you did not authorize field trips in your enrollment paperwork, you will have a chance to authorize trips on a trip-by-trip basis. Your regular summer-care hours will remain the same on days of field trips. Note that our teachers always bring along cell phones and can be reached at any point during a trip. Travel details for any field trips will be included on separate permission slips.

On site demonstrations are times where we invite parents and community members into the summer-care to give a special sharing session. Examples of these sessions could be learning the parts of a bicycle from a parent bike expert, learning about dragonflies from a parent naturalist, learning about toothbrushing from a nearby dentist office, learning about mail from our postal carrier, etc. If you have knowledge that you think might be appropriate, please let our staff know; we are happy to work with you to schedule a demonstration.

Cell Phones

Students are not allowed to use cell phones at summer-care. A phone is always available for emergency use. Parents must have their cell phones turned to silent during the day or evening when they are in the building. If you need to make an outgoing call, please step outside of the summer-care building. Cell phones are never to be used when you chaperone for field trips, volunteering in the summer-care, or during observation as full attention cannot be given to children while conducting other business. They should only be turned on if you need to call out in case of an emergency. Please do not use your cell phone to take photos of other children or the summer-care unless you have permission for a specific event or activity. We want to respect the privacy of all children and families. For teacher and child safety, parents please no cell phone usage during pick up or drop off. Your full attention should be directed to the staff and your child.

Phone Calls

Parents wishing to speak with the teachers about their child or requesting general information are welcome to call the summer-care, but may not get an immediate answer. Please leave a message and the teacher will call you back at his/her earliest convenience..It is best not to call the summer-care during the classroom hours, except in the case of an emergency or immediate transportation change.

Mailing, Correspondence, and Daily Take Home Folders

To reduce the amount of paper used throughout the summer, GRM sends information to families via email as much as possible. Most of the summer-care's communication is conducted in this manner.

Students will also have a daily take home folder, which will at times include paper copies of information that is not available online or via email. Families may always write a note to the teacher or vice versa using this folder. Families are responsible to check their child's take home folders regularly.

Correspondence can be sent directly to Great River Montessori at N5560 County Road ZM, Suite 4, Onalaska, WI, 54650.

Attendance, Absences, Late Arrivals

Attendance is taken daily. Staff members record the times children arrive and depart. Attendance records kept by teachers will be available to parents upon request.

Students may begin to arrive at 7:00 AM to prepare for the day. Part-time children who participate in the afternoon program may arrive at 12:00 PM. Students are expected to arrive during these times to maximize opportunities for fun and learning.

Late pick-up reduces a teacher's time to prepare and clean up the classroom. Please make every effort to be on time for picking up your child. Full-time children and part-time afternoon children may be picked up by 5:00 PM. Morning part-time children may be picked up at 12:00 P.M. Students who arrive before the specified drop off times or are not picked up during the regular pick-up hours will be charged an additional hourly rate.

As we are concerned about your child, we ask that parents/guardians contact the summer-care office before 7:00 AM if your child is to be absent for any reason. If a child is absent and no contact has been made with the summer-care, a call will be placed to notify the parent/guardian that the child is absent from summer-care. Please notify the summer-care office via phone or email and provide as much advance notice as possible if it is a planned change of schedule, such as a vacation or appointment.

Vacation absence should be discussed with your teacher directly. You will be responsible for all summer-care fees during this time. If your child becomes ill with a fever or shows other signs of being unwell, it is important to keep them home for the day. See Appendix A for details on when to keep your child home with an illness. When your child has a medical or dental appointment, please inform GRM as soon as possible, ideally shortly after the appointment is arranged.

Transportation/Drop Off and Pick Up

GRM does not provide transportation for children to or from summer-care.

Drop Off and Pick Up procedures protect the safety of all staff, children, and family members during drop off and pick up times. Please follow these safety procedures at all times.

Drop Off

Students may begin to be dropped off at 7:00 AM. GRM staff will be ready to greet children and assist.

Beginning at 12:00 PM, children in the part-time afternoon program will be greeted by GRM staff and assisted with the drop off transition.

Pick Up

Full-time and part-time PM children need to be picked by 5:00 PM.

Part-time AM children need to be picked up by 12:00 P.M.

When weather permits, children may end their day outside and parents may pick their child up in the fenced playground area. Otherwise, children will be ready and waiting in the entryway for pick-up by the designated pick-up times. Parents may park in the parking lot and wait outside the door for your children to be excused by a teacher.

For reasons of safety and security, children cannot be left unsupervised anywhere on GRM grounds. It is imperative that no child is left unattended in a vehicle.

Arrival and Dismissal Protocols for Parent/Guardians

Child Preparedness

As the parent/guardian of the child, it is your responsibility to make sure your child is ready to enter the building. We understand that some days this may require more patience as your young child has normal ups and downs. These challenging moments tend to happen more often during growth spurts and times of stress. It is important that you set a reassuring and positive tone for your child. Please plan sufficient time at the beginning of the day to allow your child adequate time to independently remove his/her coat and change into indoor shoes and get ready to enter the classroom.

Classroom Entry

Say your normal goodbyes to your child at the door . Your child will be greeted by a teacher at the door to bring them into the building.

Dismissal and Departure

When picking up your child, please wait outside the building door. A teacher will escort your child out of the building.. The teacher will say goodbye individually to your child and make eye contact with you. After this interaction, the child is considered to be in the care of the person picking him/her up.

If you have not picked your child up within ten minutes of their program dismissal time you will be charged a late fee of \$10.00 and an additional \$1.00 for every minute until the parent arrives.

Non-Discrimination and Special Needs

Non-Discrimination Policy

The Great River Montessori summer-care (GRM) values diversity among our children and admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the summer-care. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other summer-care-administered programs. Further, we will not discriminate on the basis of gender, sexual orientation, religion, economic status, mental or physical condition or disability in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other summer-care-administered programs.

Students with Special Needs

GRM 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 summer-care's capabilities to meet these needs, it is felt that the child can participate in and benefit from the program/services summer-care offers and summer-care 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 Leadership Team makes the final decision regarding admission. The Leadership Team operates summer-care on a daily basis, guided by a Board of Directors. It consists of, but is not limited to, summer-care administration and GRM staff.

The emotional and physical well-being of all children at all times is the foundation of GRM. All children are enrolled at GRM 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 Leadership Team, 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 summer-care, to withdraw the child.

Enrollment and Withdrawal

Admission and Enrollment

Applications for enrollment are accepted at GRM based on the following criteria: age, readiness, previous records, program demands, needs of the child, behavior within the classroom and summer-care, and the commitment of the parent/guardian to GRM 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 summer-care year of service at Great River Montessori School. After children of staff members, returning children and their siblings are given early enrollment opportunities. From there enrollment opportunities will be extended to all other interested families.

Children entering the Summer-Care Program must be two and a half years of age and potty trained by the start of the program. Students do not need to have Montessori experience or be previously enrolled in GRM to be accepted into the Summer-Care Program.

In order for a spot to be held, parents need to submit a complete and accurate new application for enrollment, including enrollment fee, for each returning child. The application and fee not only reserves a spot in the summer-care program, but also ensures families are committed to the policies and tuition for that summer. Other mandatory forms may also require an update before the start of the upcoming summer..

Registration Forms

Once accepted, all children must have the following enrollment packet forms on file by the first day of attendance unless otherwise specified. All forms are posted and downloadable from our website for your convenience. You may also request a paper copy.

- Application for Enrollment and fee
- Enrollment Packet
 - Child Care Enrollment
 - Child Health Report
 - Debit Authorization Form
 - Health History and Emergency Care Plan
 - Student Immunization Record
 - Media Release
 - Summer-Care Schedule
 - Tuition Payment Options

Toileting Policy

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.

Independence with toileting is an important factor in admission, re-enrollment, and withdrawal decisions.

Waiting Pool

GRM allows for tours and observations by interested families and accepts applications throughout the year; however, if there is full capacity or if it is still the early enrollment period, a Waiting Pool will be started. If a child is not yet old enough to attend, the names of children who are recommended for the program will be placed in a Waiting Pool.

The Waiting Pool does not guarantee enrollment. A completed application must be received in order for a child's name to be added to the Waiting Pool. Waiting Pool applicants will be contacted via phone and/or email and will be expected to decide and pay the registration fee within 5 business days of the phone or email message from GRM. If no response is received, GRM will move to the next applicant.

Classroom Visits/Open Door Policy

GRM encourages family visits and interactions in the classroom environment anytime during normal hours of operation. Please contact the summer-care to make arrangements for a visit to the classroom and review visitor expectations.

We encourage parents to raise both gratitude and concerns; respectful communication is essential for a safe, healthy, and effective community environment. We encourage families to participate in the life of the GRM community. Our office is not staffed full-time, so we ask you to make an appointment if you would like to set a meeting to collaborate.

Changes in Enrollment Schedule

Changes to a child's enrollment schedule will be accommodated based on availability; this includes permanent changes to your child's regular attendance schedule. Please speak with the teacher to determine what might be available. If you anticipate your needs in advance, please speak to or email your child's teacher to communicate your needs. She or he will determine and respond with availability.

Withdrawal

GRM requires a 30-day written notice of intent to withdraw. The application fee is non-refundable. The entire payment obligation remains in effect until GRM grants release from the contract in writing.

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

GRM may terminate enrollment of any child for the following reasons:

- A parent/guardian fails to follow correct admission procedures, especially failure to submit legally required forms.
- A parent/guardian fails to comply with the tuition agreement and service fees according to the policy.
- The retention of the child would be detrimental to the health and safety of other children, staff, or the child him/herself.
- Egregious policy violations that become or prove to be unresolvable.

Key Records & Updates

It is extremely important to tell us about changes in home address, home phone number, workplace, work address, work telephone, and cell phone of parents in the home, emergency contacts and all those authorized to pick up the child. For your child's welfare we must be able to reach you (or your alternative emergency contacts), all day, every day. Keep us informed daily of phone number changes.

All pertinent information related to your child's health should be updated regularly, including allergies, food restrictions, medical procedures, health conditions, and your pediatric health provider's name, address and phone number. Also include your child's health insurance information.

Each child's record may consist of:

- Basic identifying information
- Attendance records
- Staff/Parent/guardian communications
- Health records
- Family background information
- Psychological evaluations
- Disciplinary information
- Correspondence from parents to the summer-care
- Correspondence from the summer-care to parents

All children's records are confidential and may be reviewed only by the child's parents and handled only by certified teachers, the Leadership Team and Administrative Assistant. Parents/Guardians may request an appointment to review their child's records by contacting GRM.

Privacy and Confidentiality

Types of information that are kept confidential and shared only with those who need it to carry out their jobs include: medical history including any current or suspected medical problems; family status; financial information; and other personal issues like family matters or children's behaviors.

Access to written records is restricted to administrative staff, state monitors, and the teachers directly responsible for the child. In order for records to be released to any other person, summer-care or agency, written permission is needed from the child's parent.

Areas of concern (like problem behavior or other special needs) are discussed with parents in private and in a problem-solving manner, respecting the roles we all can play in helping children feel competent and successfully become part of the group.

Family Education Records Privacy Act

Under this act, families have the following rights:

- Parents/guardians and eligible children (over 18 years of age) have the right to inspect and review the records of the child. When a request is made, GRM is required to make the child's records available (or give copies of records if circumstances make appointment difficult). Limitations:
 1. Only information relating to that child (e.g., a document that contains an incident of that child and other children 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 the child 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 children have the right to request amendments of educational records they believe are inaccurate, misleading or in violation of the child's rights.
 1. The summer-care must respond within five working days and if the summer-care denies the request, the summer-care must inform the parent/guardian of their right to a hearing on the issue.

- In an expulsion hearing, the summer-care has a right to refer to any records in a child's file, but needs to notify the parent/guardian of their right to review this information prior to the hearing. (The summer-care has an obligation to make sure these records have already been edited to redact the identities of other children other than the child concerned.)

- The summer-care has to annually notify families of these rights as well as summer-care 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 summer-care district (including teachers who have legitimate educational interests).
 2. Officials of another summer-care district in which the child wishes to enroll may receive records without consent. GRM 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 summer-care 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.

4. Healthcare providers or emergency medical personnel if necessary to protect the health/safety of the children or others.
5. Directory Information if the summer-care has complied with FERPA rules of notification/written policy.

Tuition, Invoicing, and Fundraising/Donations

Tuition and Invoicing

GRM tuition includes licensure required fees, a portion of summer-care operational expenses, and staff salaries.

GRM charges a fixed monthly tuition for your child's regular schedule. We do not deduct tuition for summer-care closings, scheduled breaks, sick days, vacation or other absences. For your convenience, different options for tuition billing are available. Families choose which option works best for them when their child is enrolled.

- 3-month billing cycle (tuition is due on the first business day of each month from June to August)
- One Installment Tuition (tuition is paid in full for the upcoming program, due June 1st)

Parents may make payments through automatic account withdrawal; requests for this service can be made during registration. You may also pay by cash or check. Checks made to Great River Montessori and dropped off in the office.

If a child is withdrawn from our summer-care, written notification must be provided. Tuition is charged for 30 days following written notification. For example, if your child is to leave the program as of June 31st, you must give notice on June 1st to avoid being responsible for July's tuition.

Sibling Discounts will be applied as follows: first tuition (no discount); 2nd tuition (10% discount); 3rd tuition (20% discount); 4th tuition (30% discount). No tuition refunds are offered for children's absences. Parents/Guardians are obligated to pay the entire summer tuition and applicable fees regardless of their choice in payment plan options.

Delinquent Accounts

A grace period of five days will be allowed. After this grace period, the account will be considered delinquent and the children(s) will not be allowed to attend GRM until all tuition is current. Additionally, a late fee of \$35 will be applied and a statement will be emailed along with a daily fee of \$5.00 for each day after the grace period tuition is not paid. If an account is past due after the five day grace period immediate payment will be expected. If full payment cannot be made, a payment plan needs to be set in place within 30 days. The payment plan will not exceed 60 days and will be agreed upon by both parties. If contact and/or a payment plan cannot be worked out within 30 days of the past due tuition, the account will go to Small Claims Court and services by GRM will be terminated.

Donations

GRM, is a not-for-profit corporation and may accept contributions from any source that is knowledgeable of this information. Corporate and private gifts are always gratefully received. Donations to GRM are tax deductible to the extent allowed by law. Please request a donation form if needed or ask a teacher about any donation questions.

Fundraising

In order to meet our budgetary fundraising goals, all families are strongly encouraged to participate in all fundraising events throughout the summer. GRM makes a great effort to limit the number of fundraisers as much as possible by choosing ones that have proven to be most successful.

As a private non-profit institution, Great River Montessori's main sources of funding are tuition and fundraising. The Leadership Team works diligently each year to keep tuition costs at a reasonable rate while also keeping in mind operational and staffing expenses. Fundraising is a vital key to keeping tuition increases each year to a minimum and reaching budgetary goals.

Security and Safety Policies

Sign In and Sign Out Safety Protocols

Parent/Guardians MUST sign their child in and out, including time, prior to entering or leaving the summer-care 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.

Child Pick-Up Authorization

Children are only permitted to be picked up by those individuals authorized to do so by the enrolling parent(s). These persons are listed on the Child Care Enrollment form. Please keep the list up-to-date. If you need to ask someone to pick up your child who is NOT on the form, please notify GRM ahead of time, either in person, by email, or by telephone. Remember to notify your regular carpool driver of the change. If an adult does not have written permission from the parent/guardian and/or is not on the Child Care Enrollment form, the child will not be released to them, with no exceptions. Great River Montessori staff reserves the right to request picture identification and refuse release without such proof of identity.

Any individual picking up or dropping off your child must adhere to the drop off/pick up policies stated in this handbook.

Security and Locked Door Policy

To improve the level of safety for children at GRM, all exterior summer-care doors will remain locked at all times. All visitors will need to knock to enter the summer-care. All visitors and staff are to use the front door upon entering and exiting the summer-care. Additional information

regarding the summer-care's security procedures will be distributed as needed. When summer-care is in session, visitors must check in upon entry.

Photograph and Social Media Policy

GRM policy defines a child's photograph as "Student Directory Information" and thus is public information, unless you state differently on the Media Release form. If your child's information is public, for example, your child's photo and name may appear in summer-care pictures and classroom publications. Also, should your child or summer-care receive a public honor or recognition, the summer-care would provide your child's summer-care picture to the honoring organization and/or media upon request. The summer-care does also have a website, Facebook page, and print media that your child's picture or work may be displayed on.

Each child must have a Media Release form on file at the beginning of each summer that will provide or deny permission for the following media purposes:

- During the year, the media may visit your child's summer-care, with summer-care permission and parents notified in advance, to cover special events and may want to interview, videotape or photograph your child.
- GRM may also wish to use your child's photograph, voice, likeness or child work for promotional and educational reasons, such as in publications, posters, brochures, newsletters and videos; on the summer-care websites; on local cable television channels; or at community events (e.g. expos or fundraisers).
- GRM does have a presence in social media to keep parents and the community informed about the summer-care and upcoming events and may use a child's photograph, videotape, or special projects on their summer-care Facebook page or public website.

Outdoor Policy

Being outdoors in a natural environment is a key part of GRM's Summer-Care Program. Children will go outside multiple times throughout their day. Children will be outdoors for recess as long as weather permits. If your child is well enough to attend summer-care, s/he is well enough to go outside.

Children must always have appropriate clothes for outdoors. Some weather conditions prohibit outdoor activities. Children will not go outdoors when the classroom teacher determines to be too severe.

Our nature studies include experiencing a variety of seasons, studying seasonal weather patterns, and learning about their effects. Therefore, children may at times experience rain and will require rain boots and rain jackets. Please provide them with appropriate outerwear no matter the weather.

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 summer-care. 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 summer-care. Wis. Stat. § 948.605(2)(a).

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

- On private property that is not part of summer-care 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.
- By 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 summer-care, but not in or on summer-care 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 summer-care building, summer-care grounds, recreation area, athletic field or any other property owned, used or operated for summer-care administration. Wis. Stat. § 948.61.

Evacuation Drills

For the purpose of organization and proficiency, GRM may conduct a monthly practice fire drill and periodic tornado drills. These evacuations will be run in accordance with our Emergency Response Manual Policy and documentation will be posted in the classrooms. Drills may evoke strong emotion or curiosity in your child; please be prepared to have calm and reassuring conversations with your child if/when safety drills are brought up.

Health Policies

Any child suspected of having a communicable disease is separated from the other children immediately. The teacher will then discharge the child to the care of his/her parents/guardians or the person who has been designated by the parents/guardians.

Children who have a contagious disease must be kept at home until they are no longer contagious. GRM must be informed of such illness so that other parents/guardians may be warned to look for symptoms.

Student health criteria for exclusion from summer-care

Children should not come to summer-care if an illness:

- Prevents them from participating comfortably in activities.
- Poses a risk of transmission.
- Results in care greater than our staff can provide.
- Includes a fever of 100 degrees Fahrenheit or higher.
 - Students must be fever-free, without assistance of medicine, for 24 hours before returning.

Children who have been out of summer-care due to illness must be kept home until fully recovered. If a child has been diagnosed with a contagious disease, the parents/guardians must call and report such disease to the office. GRM will notify families when a contagious disease is reported.

No oral medication, topical medication, drops, vitamins, or fluoride supplements are administered by GRM staff unless they are in their original packaging and a Medication Administration Form is filled out, signed, and dated by a licensed physician or parent/guardian. All prescribed medication must have signed consent by the child's licensed prescribing physician.

Specific illnesses and conditions related to exclusion from summer-care

Unwell or overtired children should not attend summer-care. Contagious diseases or conditions that necessitate exclusion from GRM include but are not limited to chicken pox, German measles, infectious hepatitis, measles, mumps, whooping cough, diphtheria, meningitis, H1N1, conjunctivitis (pink eye), hand and mouth disease, COVID, and parasitic infestations or infections. These diseases or conditions must be reported to the summer-care immediately upon confirmation so other parents and the county health officer can be notified. A child must be absent for the amount of time indicated by the health department before attending summer-care again.

If a child becomes sick, or, for example, a condition like lice is noted, while the child is at GRM, the parent is immediately called and the child is moved to a rest area away from other children until the parent arrives. A staff person will attend to the needs of the sick child while we wait for you to arrive. Please pick up your child within 60 minutes of receiving a call. If we cannot reach you, we will contact the people on your Emergency Care plan form.

Children should stay home if they have:

- A fever of 100 degrees Fahrenheit or higher within the past 24 hours*
- Severe nasal and/or chest congestion
- Vomiting and/or diarrhea within the past 24 hours*
- Unidentified rash

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- Symptoms of: pink eye, strep throat, measles, mumps, impetigo, chicken pox, scabies, ringworm, pinworm, head lice, or COVID.

* Please note, fevers controlled by medication are still fevers; children must stay home until free of fever for 24 hours without medication. Children must be free of persistent fever or diarrhea for 24 hours and no longer in a contagious stage of any communicable disease before returning to summer-care.

No staff member, volunteer, visitor or parent with symptoms of serious illness or communicable disease, or whose behavior gives reasonable concern for the safety of the children, should be on summer-care premises.

When a child is suspected of having chicken pox, German measles, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, meningitis, COVID or other reportable communicable diseases, 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 of individual children with lice or nits are informed, shown what was discovered, and given information about the GRM no nit policy.
- The child is sent home for treatment and removal. A visual check will be completed by a GRM staff 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 summer-care will receive a visual check for lice and nits.

Emergency Transportation and Medical Treatment

In the case of a medical emergency GRM will adhere to the following procedure

- Qualified staff will attend to injuries and provide first aid.
- Parents will be contacted.
 - If parents are unavailable, emergency contacts will be notified.
- Emergency medical services will be contacted if deemed necessary.
- GRM will arrange for medical transportation. Transportation may include ambulance or other emergency vehicle.
 - If the situation is life-threatening, the child will be transported to the nearest medical facility.

First Aid & Medical Preparedness and Procedures

- All GRM staff are trained in first aid and basic emergency care.

- GRM maintains first aid kits.
- A backpack with a first aid kit, a list of each child's medical and allergy care needs, incident reporting documents, and child emergency contact information is taken on all walking and transported field trips; this backpack stays with the designated staff member at all times.
- When an incident warrants medical attention, parents are called immediately. According to legal regulations, parents are notified immediately if there is a head injury. Otherwise, parents are notified via email or a written form sent home with their child.
- Incident records are reviewed periodically to determine that all possible preventative measures are being taken.
- Accidents are noted in the medical log and in the child's permanent file.

Protocols for Medication Administration on Premises

If your child is on medication, try to arrange the medication schedule so your child does not need the medicine at summer-care.

Please provide us with any medications that your child would need in an emergency (for example, asthma medications, or an EpiPen for allergic reactions).

Complete and sign all medication forms. Under no circumstances may children hold their own medicines, and medications may never be kept in children's backpacks.

The following steps are required for the summer-care to administer medications:

1. Bring signed prescription from prescribing medical professional that includes the child's name, dosage directions, date, and physician's name.
2. Bring original bottle only.
3. Fill out the Medication Administration Form.
4. 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.
5. If a child requires 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.

Definition, Storage, and Records: Accidents, Injuries, Medications, and Health Care Substances

For our use, medication policy and protocols apply to all health care substances to be given to a child for health reasons, including but not limited to the following: prescriptions by a physician; over-the-counter medicine such as acetaminophen, cough syrup, cough drops, etc; and other care substances such as lip balm, homeopathy, sunscreen, lotion, herbal remedies, etc.

All health care substances must be kept and administered by a staff member unless documented different on the child's Health History and Emergency Plan document. DO NOT store these in the child's backpack, or lunch box, even if it is just lip balm. Children have a tendency to share or try

whatever another child has available, which poses a potentially high health risk. Health care substances will be stored safely and out of the reach of children.

A written record is kept of the medication given, dosage, time, and staff member administering the care substance. This record is kept in the medical log.

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

- Hitting or biting that leaves a mark or breaks skin.
- Persistent misuse 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 form(s).

This documentation becomes part of the child's record. Parents of children who are hurt by another child will be notified via an incident form or phone call, depending on the injury, that same day. Examples of such incidents include, but are not limited to: physical harm, destruction of personal property, and excessive teasing.

Additional Health Measures

All staff are trained in proper bodily fluid handling both for first aid and cleaning and/or disposing of any contaminated clothing or equipment; this training covers proper care for blood, vomit, urine and feces contact.

Cleaning and Sanitizing

We at GRM take the safety and cleanliness of our summer-care seriously..

Children are instructed to wash their hands with soap and water before handling food and after toileting. Teachers may help children with the hand washing process and stress its importance. Staff members also wash their hands with soap and water frequently, and especially after assisting children with toileting or after assisting an ill child.

Disposable gloves are used for changing soiled clothing, first-aid, and bathroom cleanup. Wet or soiled clothing will be changed promptly and sent home in a plastic bag. Please remember to replace your child's extra set of clothing. GRM does keep extra clothing on hand for emergency use but cannot guarantee proper sizes will be available.

All tables and food preparation/serving areas are sanitized. Cleaning materials are washed on a regular basis by staff. Disinfecting wipes may also be used on surfaces.

Naptime bedding should be taken home and washed every other week. Staff will put bedding in a bag and send it home with your child at the end of every two weeks. Please remember to bring it back, washed and clean, on the next scheduled summer-care day.

Physical Examination

All children shall have an initial physical examination not more than one year prior to nor later than three months after their 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 GRM in writing as each dose is received. Immunization requirements are waived upon signature of the parent/guardian on the Immunization Record Form.

Smoking, Vaping, and Alcohol Use Policy

The State of Wisconsin prohibits smoking in any child care facility and in any indoor or outdoor area of the center where children are allowed, on any day the center is in operation, regardless of whether children are present. GRM maintains a smoke-free environment at all times. Additionally, GRM prohibits the use of alcohol, drugs, tobacco, smoking, and vaping on the premises with the exception of drugs used as medication and prescribed by a physician.

Allergies

Parents are required to make Great River 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 GRM administration upon enrollment and/or upon discovery of allergy.

In the case of allergies, GRM requires the following medical documents:

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

GRM may make reasonable accommodations for specific allergies on a case-by-case basis in consultation with parents and in accordance with physician guidelines. Please keep in mind that while GRM may make every effort to prevent a child from coming into contact with an allergen, these preventive efforts are not foolproof in a summer-care environment with small children, family members, and volunteers present throughout the day.

Child Abuse/Neglect

The health and safety of the children attending GRM are our top priority. If a staff member suspects abuse or neglect of any child in our care, our team is required to report it to Child Protective Services in accordance with section 767.11.

Please also be aware that staff members cannot release children to individuals who appear to be impaired. If our team has reason to believe that any family member or guardian picking up a child is under the influence of drugs or alcohol, an emergency contact will be called to pick up the child and the incident will be reported.

No person making a report under these criterion may be discharged from employment for doing so. To make a report, the staff member will contact, by telephone, the County Department of Social Services, the Child Protection Agency or the Police Department. All suspicions of abuse will be documented and kept on file at the center, including the name, address, age, and sex of the child involved and the type of abuse or neglect suspected.

Definition of abuse and neglect as stated by law

- Abuse refers to any physical injury inflicted on a child by other than accidental means, including sexual intercourse or sexual contact.
- Physical injury includes, but is not limited to, severe bruising, lacerations, fractured bones, burns, internal injuries, or any injury contributing great bodily harm.
- A neglected child refers to a child whose parent, guardian, legal custodian, or other persons exercising temporary or permanent control over the child neglects, refuses, or is unable, for reasons other than poverty, to provide necessary care, food, clothing, medical, or dental care or shelter, so as to seriously endanger the physical health of the child.

Any parent or guardian who has reason to suspect abuse by a summer-care staff member should report his/her concern to the County Department of Social Services, the Child Protection Agency, or the Police Department.

Sunscreen and Mosquito Control Policy

Mosquito and sun exposure are mitigated at GRM by the following means:

- Personal Protection: We recommend that insect repellents and sunscreens be used. All mosquito repellents and sunscreens must be provided in the original package and have a prepared sunscreen/mosquito repellent use form accompanying them.
- Parents/guardians who have additional concerns are encouraged to dress children in long sleeves and long pants for further protection.
- Breeding Habitat Control

Classroom Pet Policy

To assist in the development of care and responsibility, GRM may choose to have a pet. All activities involving a pet will be directly supervised by the teacher. All pets and their habitats (bowl, cage, etc.) will be kept clean. Parents will be advised of classroom pets. If there is a special event where an animal will be present, parents will be advised ahead of time. Please let staff know of any pet allergies your child may have.

Nutrition Policy

All children are to bring lunch from home. No meals are prepared on-site for your child. However, dishware, napkins, utensils and water are available. We will clean and sanitize according to regulation any reusable items we provide. Please use an insulated lunch box/bag with an ice pack as lunches will not be placed in a refrigerator unless it is an emergency. Microwaves will be available to be used to warm food during lunch. Please use a thermos for foods that need to remain warm if possible.

Parents/guardians are encouraged to ensure that 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 are encouraged during lunch. Candy and soda are prohibited.

One of our goals at GRM is to provide your child time to eat a healthy well-balanced snack. All the children and their families are responsible for providing a snack to have available to them during the summer-care. These snacks should be designed with basic food groups and healthy nutrition in mind, consisting of whole grains, fresh fruits, vegetables, and proteins such as eggs or cheeses. GRM will provide snacks in an emergency situation or for special occasions throughout the year. We strive to make snacks 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 lifelong healthy eating habits. Children who stay past 3:00pm will receive a second healthy snack in the afternoon.

Please keep in mind that certain foods are considered high-risk choking hazards for younger children. If your child is younger than 4 years of age, we ask that you not send popcorn. Also please do not send hot dogs or grapes unless it is prepared in a safe manner: hot dogs should be sliced lengthwise, not in rounds. Grapes must be quartered. Meat and cheese should be cut into small strips that can be bitten and swallowed. Please be aware of your young child's ability to easily eat items like raw vegetables, hard pretzels, and seeds, and send only what you believe to be a safe food for your child.

All other children should have a nutritious breakfast before arriving at summer-care.

We encourage independent eating. No child will be encouraged or discouraged from eating any specific thing you pack for their meal; no child will be asked to eat their lunch in a particular order; and no child will be forced to sit and finish their lunch. Staff is not responsible to track what your child eats.

Parents must notify the summer-care of any food allergies or sensitivities. If your child needs special requirements for food, please advise your child's teacher. We strive to work well with families who request dietary accommodations.

Insurance

GRM does not provide any type of health or accident insurance for injuries incurred at summer-care or at summer-care-sponsored events and trips.

Organizational Structure and Guidelines

The Board of Directors consists of the Great River Montessori Community: faculty or staff, community members, and/or parents. GRM is a Wisconsin 501(c)(3) Not-For-Profit Corporation, licensed as a Charitable Organization. The Leadership Team operates the summer-care on a daily basis, guided by a Board of Directors.

Decision-Making Processes

The Leadership Team makes decisions related to aspects and quality of care. The Board of Directors and the Leadership Team collaboratively make large-scale financial decisions, review policies, and plan future strategy after consultation with the staff and parent/guardian body. Specific responsibilities and composition of the Board of Directors is detailed in the Bylaws. Board meeting minutes are available upon request.

Bylaws

Copies of GRM's Bylaws are available to parents upon request.

Grievance Procedure

- Any matter concerning a child, the facility, or a teacher must be brought to the attention of that child's teacher before all else. Teachers are afforded the first opportunity to offer explanation and/or resolution to the parents.
- The Leadership Team must then be informed by the parent/guardian and/or teacher and is responsible to intervene in such cases where parents and teachers cannot come to an agreement.
- If either party is not satisfied with the solution, they may submit a grievance form for review. Families and staff must follow these steps, as they are crucial to resolving disparities with good grace.

Board of Directors

The Board of Directors meet quarterly with the goal of meeting one evening per month at GRM (unless otherwise posted). If you are interested in serving as a member of the Board of Directors, please contact the Leadership Team prior to the annual business meeting held in May or June.

GRM 2021 Summer-Care Family Handbook Signature Page

Please read the GRM 2021 Summer-Care Family Handbook on our website (www.greatrivermontessori.com) or ask for a paper copy. Sign and return this form to GRM before the start of the summer-care.

- I have received and read the GRM 2021 Summer-Care Family Handbook.
- I understand and agree to abide by the policies and procedures stated within.
- I understand that GRM may implement or change policies as needed, and that I will be notified of such changes.

Parent/Guardian 1:

Name (print): _____

Signature: _____ Date: _____

Parent/Guardian 2:

Name (print): _____

Signature: _____ Date: _____

The Great River Montessori summer-care (GRM) values diversity among our children and admits children of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to children at the summer-care. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other summer-care-administered programs. Further, we will not discriminate on the basis of gender, sexual orientation, religion, economic status, mental or physical condition or disability in the administration of our educational policies, admissions policies, scholarship and loan programs, and athletic and other summer-care-administered programs.