



# NORTHVIEW MONTESSORI

PRESCHOOL AND KINDERGARTEN

## Parent Handbook

[www.northviewmontessori.com](http://www.northviewmontessori.com)

*The Right Start for Bright Minds!*

7670 W. Northview Street  
Boise, ID 83704  
208.322.0152

## COVID-19 Action Plan

In May 2020, Northview Montessori created a COVID-19 Action Plan that was distributed to all families. The policies and protocols that are described in our COVID-19 Action Plan are temporary measures that **take precedent over the policies described herein**. Please be sure to read both documents carefully.

## Philosophy and Goals

Northview Montessori offers an educational program for children 2 ½ to 6 years of age. Our specially trained Montessori teachers provide a rich, warm, individualized academic environment, which promotes independence and optimum scholastic achievement. All members of the staff are dedicated to the Montessori approach to education and life, which respects each child's self-concept and developmental needs. The teachers design individualized programs in accordance with the child's social and emotional needs as well as academic and physical development.

## Dr. Maria Montessori

Dr. Maria Montessori (1870-1952) was an Italian physician, educator, anthropologist, philosopher and visionary. She was the first Italian woman in to receive a medical degree. After practicing medicine for a number of years, Dr. Montessori returned to the university to study psychology, philosophy, and anthropology. She was a professor of anthropology at the University of Rome before she decided to focus on her passion: how children learn.

Dr. Montessori started a school for underprivileged children in the San Lorenzo district of Rome. Here she used her keen scientific observational skills to identify how the children seemed to absorb knowledge from their environment. She saw how the children never tired of manipulating materials, so she worked with a carpenter to create learning manipulatives that are found in Montessori classrooms around the world today. Each manipulative she designed and each lesson she created was based on what she observed the children doing naturally.

Dr. Montessori spent the rest of her life refining her methods, training other teachers in her methods, and furthering educational reform. She was an innovator who was ahead of her time. Today, the Montessori method is still regarded as one of the most innovative methodologies for educating young children. It is utilized throughout the world. Because of Dr. Montessori's immeasurable contributions to the field of education, she was nominated for the Nobel Peace Prize three different times, in 1949, 1950, and 1951.

## Licensure

Northview Montessori is fully licensed per Boise City regulations, which exceed Idaho State regulations. This includes annual Health & Safety, Fire, and City inspections, as well as yearly background checks on all staff. Each staff member completes pediatric C.P.R. and first aid training annually, along with continuing education courses, for certification. A copy of our current license is posted in the entryway.

## Admission

Children 2½ through 6 years of age may be considered for admission. In order to be accepted, any child 30 months of age and older must be potty trained, have an acceptable concentration span, and be able to follow simple directions. A personal tour is required of all parents of prospective students so that the parents may visit the facility and receive an orientation on the scope of Montessori education.

## Hours of Operation

The school is open 7:00am – 6:00pm.

## New Students

Welcome Letters will be emailed to parents 1-2 weeks before our school year begins. These explain the classroom procedures and serve as an orientation for your child's class.

Monthly newsletters are emailed 1 day before each month begins. There is a classroom newsletter and a school newsletter. Be sure to read both each month so you do not miss any important information!

The front door has a combination lock. You will be given the combo to the lock on your child's first day of attendance. Please ring the doorbell on your first day at Northview and we will explain how to use the lock on the front door, how to use the sign-in computer, etc.

**No piggy-backing!** Unless you know without a doubt that someone entering the school is a parent at Northview, you must not allow them to piggy-back into the school behind you. Don't worry about being perceived as being rude! You are doing your part to keep all the children safe!

## Arrival and Departure

Our school day begins at 8:30am. In order to meet the needs of working parents, the school opens at 7:00am and early morning childcare is provided

in Room 1 until 8:30. We ask that you have your child arrive as close to 8:30am as possible in order that they may participate in the first circle time of the day.

Upon arrival each morning, all children must be escorted into the facility by the person responsible for the child. The adult escort uses their password to sign the child into the computer at the Center Kiosk Desk. Then the child is escorted into their classroom, or to the early morning childcare room, depending on what time the child arrives.

NOTE: Please do not allow the children to touch the computer as we have had some computer difficulties from this in the past.

At pick-up time, an authorized pick-up person must sign into the computer and “check out” the child.

## **Traffic Pattern and Parking**

To avoid fender benders, enter via the **east** driveway and exit to the **west**. For drop-off and pick-up, please park on the right-hand-side of the driveway in front of the school, but not so far to the right that you park on the sidewalk. Overflow parking is available on Westminster Street, but keep in mind that the street becomes private **north of the school**.

Please be sure to **turn off your car** when dropping off your children. The fumes from the exhaust enter into the building, even if you only leave your vehicle running for a moment! Please do not sit in your car with your engine running.

If you plan to spend more than a few minutes in the building, please park on Westminster Street.

No parking is allowed in the Faculty and Staff parking area on the West side of the school.

For special events, like classroom parties, additional parking can be found at Morley Nelson Elementary and St. Mark’s Church.

## **Tuition Payment Policies**

### **Tuition Payments**

A full month’s tuition is due on the 1st of the month and payable in advance. A \$20.00 late fee will be added after the 5th of the month and for each subsequent month till payment is received. Tuition plus late fee is due on the

10th of the month or student will be dismissed. There is a \$25.00 charge on all returned checks or failed EFT's.

### **School Year**

There will be an approximate 1½ week Winter Break and one week Spring Break. The monthly tuition for December and March is the same as for all other months since tuition is based on a 9 month contract term. There are no refunds, deductions, or allowances from the total tuition by reason of snow days, sickness, bereavement, holidays, vacation, a child's absence, emergency closures, withdrawal or suspension.

Northview Montessori follows the emergency closure policies of the Boise School District: if schools in the Boise School District are closed due to an emergency, Northview will also be closed. No tuition reimbursements will be given.

### **Tuition Payments**

For your convenience, Northview Montessori offers Electronic Funds Transfers (EFT) for tuition payments. It is a simple process to set up this bank draft and we encourage each family to take advantage of this service.

There is a \$5 service fee added to all check and cash payments for families that are not using our EFT program. If a payment by check is necessary, make your check to "Northview Montessori" and drop it in the slot in the middle of the rear portion of the Center Kiosk Desk. Please note on each check your child's name. If a cash payment is necessary, be sure that you have time to wait for a receipt at the time of payment.

### **Closing Time**

All children must be picked up before our 6:00 closing time. If there is any unforeseen emergency that prevents the parent/guardian from arriving before closing time, please call the school to let us know you will be late. Your child will be attended, and a fee of \$1 per minute per child will be charged. More than 5 late pickups will result in dismissal.

## **Enrichment**

### **Music & Movement**

Formal instruction taught weekly by a professional in Music & Movement is included at no extra charge. Each class is taught by a specialist who enthusiastically makes the material engaging for young children.

## **Gymnastics**

A gymnastics program is offered to our students as an elective. The classes meet once a week at Gem State Gymnastics. If you are interested in enrolling your child, please ask his/her teacher or the Office Manager for an enrollment form. All-day students ride the Gem State bus and are accompanied by a Northview Montessori staff member. Because of limited seating on the bus, parents of half-day students may need to provide transportation for their child.

## **Swim Lessons**

During the summer months, we will offer optional swimming lessons, if enough children participate. For our preschoolers, the swim lessons take place at Gem State Gymnastics' heated teaching pool. For our Kindergarteners, the lessons take place across the street from the school at Fairmont Pool through Boise Parks and Rec's swim program.

## **Classroom Presentations and Field Trips**

The educational program at Northview Montessori is expanded by purposeful and educational classroom presentations by groups like the Boise Watershed, the Botanical Garden, the Ada County Sheriff's Department, and the Boise Art Museum.

We typically take an end-of-the-school-year field trip to Planet Kid. Our field trip is well organized and well supervised by teachers and parent volunteers. You will be asked to give written permission in advance of the field trip and there is a small admission fee. NOTE: If a parent is volunteering for the field trip, he/she may choose to drive his/her child, but other children may not ride in the vehicle of another parent.

## **Weather-related Closings**

Northview Montessori, like all other Montessori schools in town, follows the school closure policies of the Boise School District. **If schools in the Boise School District are closed due to weather, Northview will also be closed.** Please be aware that the Northview staff is paid on all days the school is closed due to weather and that the contract explains that there are no tuition reimbursements for weather-related closures.

There are 3 easy ways to stay informed on closures at Northview:

1. Signup for Text Message notifications from the Boise School District. Simply text the word SUBSCRIBE to the number 68453. You will receive a confirmation text if it worked.
2. Watch or listen to the local news to see if the Boise School District is closed that day.

3. Click on this link to see if the Boise School District is closed that day: [http://www.boiseschools.org/elementary\\_schools\\_/emergencies](http://www.boiseschools.org/elementary_schools_/emergencies)

**SPECIAL CASES:** There are a few days each winter that Northview is open when the Boise School District is closed. The Thanksgiving break and Christmas break for the Boise School District are longer than the breaks that Northview takes for those two holidays. This means we cannot look to the BSD to decide if the weather conditions warrant closing the school. Thus, if there happens to be inclement weather on one of the days BSD is closed and NV is open, an email will be mailed to all Northview parents if the school will be closed that day. So please be sure to check your email on those mornings. To be clear: For the days during Thanksgiving and Christmas break when BSD is closed and NV is open, if you do not receive an email the school is open.

## **Weather Policies for Outside Recess**

Children need outdoor physical play and fresh air on a daily basis if the weather permits. Given the lack of humidity in Boise, there is a wide range of temperatures that are safe for outside play. And if the weather conditions are borderline, a shorter recess may be considered.

### **Cold Weather Guidelines**

If the temperature is less than 20 degrees, consideration will be given to the wind chill, sun load, and humidity. A 15 degree sunny day with calm winds can be just fine, while a 20 degree day that is damp, cloudy, and windy can be miserable. We exercise good judgment when deciding to go out or stay in, with the guiding principle that children need outside time yet need to be kept safe.

NOTE: We go outside on snowy days, so children must bring snow pants, waterproof snow mittens/gloves, and snow boots to school when snow is predicted or on the ground.

### **Hot Weather Guidelines**

Temperatures below 90 degrees are generally safe for outside play with proper hydration, even in Boise's intense sunshine. Proper hydration is critical in the heat: all students will bring a water bottle outside to each recess during the summer months.

Temperatures between 90-100 are OK for most children; however, individuals react differently to the heat. For this reason, we keep a closer eye on the children in these higher temps. We watch for a bright red or

splotchy face, and urge that child to rest in the shade and drink water. We also use spray bottles to give the children a refreshing mist on their cheeks.

When the temps rise above 100, outside recess time may need to be shortened and/or more time must be spent in the shade.

### **Air Quality Guidelines**

During the smoky late summer months and the inversion-prone winter months, we check the DEQ air quality readings before each recess. If the air quality is red or worse, we must have indoor recess. These are the same guidelines used by the Boise School District.

## **Clothing**

### **Dress Code and Required Clothing**

Busy, creative play can be messy play, regardless of the age of your child. We try to use smocks to cover clothing during art projects and we use washable paints, but we cannot guarantee that spills or stains can be avoided. So please dress your child in clothing that is washable and durable so that he/she can enjoy our activities without fear of ruining a special outfit.

Also, pants with difficult belts or fasteners should be avoided. Girls must wear leggings or shorts under their skirts and dresses so that they can sit comfortably at circle time. Sturdy shoes will help protect your child from injury: therefore, sandals must have heel straps. No flip-flops at school. We also ask that Ninja Turtle, Batman, superhero, etc. clothing be kept to a minimum due to the nature of the play that it inspires.

Please be sure that your child has outdoor apparel and gear appropriate for the weather conditions predicted each day. Also please be aware that our playground can be **windy**, so the children need a windproof jacket...a cotton hoody or sweater does not protect from the wind and no one likes for a child to be cold!

### **Clothing Requirements:**

- Rain coat and rain boots for light rain
- Windproof jackets and mittens for brisk spring/fall mornings
- Sunhat, sunscreen, and water bottle for the heat
  - NOTE: please do not bring spray sunscreens for your child...the fumes can be overwhelming and any spray that lands on the floor makes it very slippery.
- Hat, windproof coat, warm socks, and mittens for the cold
- Snow pants, warm socks, waterproof mittens/gloves, and snow boots when snow is predicted



- **Two** pairs of waterproof mittens/gloves are recommended so that your child has a dry pair to wear for their second recess of the day.
- Please bring your child's snow gear to school when snow is predicted and remember to take it home with you at the end of the day. It would be unfortunate if we had an inclement weather closure the next day and your child's snow gear was left at the school. It has happened!



**Bad** choice for a snowy day:



**Excellent** choice for a snowy day:



**Excellent** choice for a snowy day:

### Change of clothing

Children in every class should have an extra set of clothing: underwear, shirt, pants, and socks individually labeled and stored in a labeled Ziploc bag to leave in his/her classroom "just in case". If the child used them, they will be sent home and must be replaced on the following school day. It is the parent's responsibility to replace them as the child grows into a new size and as the seasons change. HINT: masking tape with your child's name on it makes a great removable label.

### Parent Involvement and PTO

Northview Montessori welcomes parents to visit the classroom and share any hobbies, musical instruments, photographs, collections, etc. on a subject that would be of interest to the children. Volunteers are also often needed to help out with special occasion activities and parties, listening to the children read, etc. Check with your child's teacher for details.

Please keep an eye out for notices from the Northview PTO. We welcome all families to be involved in our PTO to help build the Northview community!

## Communications

Communication between home and school is vital, so let's keep in touch! For general school and classroom news and information, please be sure to read the School and Classroom Newsletters that are emailed monthly. In addition, please be sure to read all emails sent from the school. Also remember to check your child's cubby, notes on or beside the sign-in computer, notes on the front door, and the classroom bulletin board daily.

**NOTE:** please add [info@northviewmontessori.com](mailto:info@northviewmontessori.com) (Elaine, the office manager) and [director@northviewmontessori.com](mailto:director@northviewmontessori.com) (Kelli) to your address book so that your spam filter does not pick up the emails from the school....plus, you will know how to reach us!

To arrange a meeting or phone chat with your child's teacher, you may leave a note for her at the Center Kiosk Desk: each teacher has a labeled slot for messages. Alternatively, our lead teachers accept digital communications, like text messages, emails, or Bloomz messages from parents.

Please keep in mind that the children require the teacher's full attention, especially during the hectic arrival and departure times, so interruptions for impromptu discussions must be limited.

Let us know when your child needs extra attention: an illness in the family, new baby, divorce, financial crisis, moving, etc. We will make every effort in easing his/her anxieties.

We will notify you of regularly scheduled parent-teacher conferences. We will close the school one day in late October or early November for fall conferences. We encourage you to make every effort to attend the fall conference with your child's teacher. Plus, additional conferences can be arranged on an as-needed basis.

## Classroom Placements

Ideally, a student at Northview will stay in the same classroom during their preschool years. However, there are two situations where we may need to move a preschooler to a different classroom.

First, during the summer months when enrollment dips, we typically combine two of the preschool classrooms into one classroom, with the lead teachers in those classrooms each teaching for part of the summer. In this situation, the classroom move will be a temporary move and the child can return in the fall to their previous classroom and teacher.

Secondly, we occasionally need to balance the enrollment in our preschool classrooms to ensure that there is a good balance of age, gender, and temperament in each room. In this situation, we consider which students we feel can most easily make that permanent classroom transition.

## **Class Directory**

Shortly after the beginning of each school year, the school distributes a class directory to the parents in each class which includes parents' name, child's name, phone number, and email addresses. If you do not wish your child included in the list, please let us know by giving a note to your child's teacher or the Office Manager.

## **Nutrition**

### **Snack Program**

We appreciate your participation in our snack program! The children enjoy serving simple, nutritious, low-sugar snacks to their friends and we use this as a lesson in grace and courtesy. We encourage your involvement as this adds considerably to the variety of the daily snacks! Please sign up on the snack sign-up sheet in your child's class.

Here are a few snack suggestions, but the possibilities are endless:

- Fresh fruit with milk or cheese cubes/slices
- Mandarin oranges and Sun Chips
- Half-sandwiches or mini bagels made with soynut/peanut/sunflower butter or cheese or sandwich meat (note: nuts are allowed in all classes that are not designated "nut-free")
- Cheese and crackers
- Tortilla chips and salsa
- Low-sugar yogurt with granola
- Carrots with ranch dressing for dipping and milk
- Low-sugar muffins and milk
- Low-sugar granola bars and milk
- Breakfast cereal with milk

### **Food Allergies & Dietary Restrictions:**

Children with food allergies and dietary restrictions should bring their own daily snacks so that we do not accidentally serve the child a snack that has an ingredient they are allergic to or not allowed to eat. We would hate to misread a food ingredient label and cause a child to have an unnecessary allergic reaction.

Also, from time to time, we have a child attending our school that has a severe allergy that requires a classroom to be designated as "Peanut-free" or "Nut-free". We communicate to all parents in a classroom when we need to make a classroom be "Peanut-free" or "Nut-free". We require all parents to carefully obey any food restrictions in your child's classroom.

## Lunch

The children bring their own lunches to school in insulated lunch boxes. We can do quick heat-ups of leftovers, but frozen meals are not allowed, as they take far too long to microwave.

Non-food items required:

- Insulated lunch box, to assist with appropriate temperature control
- 1-2 napkins
- 1-2 cold packs, to help keep food from spoiling and prevention of food-borne illness
- fork and/or spoon

Please include the following food items:

- vegetable and/or fruit
- protein
- whole grain
- milk or water

Items **not** allowed:

- candy
- any items where sugar is listed in the first 2 ingredients
- soda
- chocolate milk

Preventing choking hazards:

- Please ensure that any possible choking hazards like hotdogs, sausages, grapes, nuts, raw carrots, and chunks of meat are cut into **½" child-safe bites**.
- Hot dogs should be cut into semi-circular bites, not whole and not sliced into rounds, carrots should be in strips not rounds, and chunks of meat should be cut into small pieces.
- Thanks for helping us keep your child safe!

## Birthdays

For each child's birthday, the teacher will conduct a special Montessori activity to commemorate the special day. If you also choose to bring in something for the class, we suggest non-food items like stickers or pencils. If you feel strongly that you must bring in a treat for the class, it must be

prepared in a store (not at home) and sugar cannot be listed in the first 2 ingredients.

Allowed birthday treats:

- Stickers, pencils, erasers, etc
- Low-sugar foods – sugar is not listed in the first 2 ingredients
  - Examples: fruit in waffle bowls, yogurt parfaits, and fruit and cheese cubes

If a treat is brought to school that does not meet the guidelines above, we will save it for the child to share with his/her family at another time.

## Water Bottles

Please bring a labeled water bottle to school each Monday and take it home on Friday for washing. Hydration is especially critical during the hot dry summer months.

## Health and Safety

### Hand Washing

Frequent hand washing is the best method of preventing illness. Please, when first arriving at school each day, help your child wash his or her hands with soap and water. Thorough hand washing is the primary way in which we keep germs and infections at bay. Children wash hands often throughout the day: please encourage practice at home as well.

### Proper Hand Washing Procedure from the CDC:

- Wet your hands with running water (warm or cold) and apply soap.
- Lather your hands by rubbing them together with the soap. Be sure to lather the backs of your hands, between your fingers, under and around any jewelry, and under your nails.
- Scrub your hands for at least 20 seconds. Need a timer? Sing the ABC song.
- Rinse your hands well under clean, running water.
- Dry your hands using a clean paper towel, avoiding touching the faucet with just-washed hands (by using a paper towel to turn off water).
- If you are washing your hands in a restroom, use the towel to open the door.

### Illness Policy

The question often arises, "**When should I keep my child at home?**" One of the best guidelines is to consider whether or not you would want your child in contact with another child who is exhibiting the same symptoms your child has. We appreciate your commitment to your child's wellbeing.

While we are sorry to have your child miss school, we all know that sick children are best consoled by their own parents, and we do not like to see other children become needlessly ill due to exposure.

Please notify our school immediately if your child will be staying home due to illness. Also be sure to inform us if your child or a family member is diagnosed with or exposed to an infectious disease so other parents and staff can be notified. Notification of possible exposure to a communicable disease will be communicated to the affected classrooms.

If your child becomes ill at school, we will call you to come and pick him/her up. We will make every effort to keep your child as comfortable as possible until you arrive, but we do expect that the child will be picked up within 30 minutes of placing the call.

Children **cannot** attend Northview Montessori if any of the following conditions are present:

- **Fever:** The child must be without a fever for a full 24 hours when not on a fever reducing medication before returning to school. Your child has a fever if he or she:
  - Has a rectal or ear temperature of 100.4 F (38 C) or higher
  - Has an oral temperature of 100 F (37.8 C) or higher
  - Has an armpit temperature of 99 F (37.2 C) or higher
  - Has a temporal artery temperature of 100.4 F (38 C) or higher
    - This is measured with an infrared forehead thermometer
- **Vomiting:** The child may not return until these symptoms have subsided for a full 24 hours.
- **Diarrhea:** The child may not return until symptoms have subsided for a full 24 hours. In case of a Rota-virus outbreak, we may require a 48 hour symptom-free time frame.
  - When at school, two or more bowel movements that are atypical for the child indicate the possibility of infectious diarrhea so a parent will be called; one extremely loose stool may result in an immediate call to parents.
- **Nasal Discharge, the Common Cold, and Respiratory Distress:** Children suffering from the common cold, a persistent cough, or thick/yellow nasal discharge will be assessed on an individual basis. Our goal is to minimize the spread of germs. Factors we consider are the child's ability to limit the exposure of other children by covering their coughs and sneezes, wiping their noses, and limiting their hand-to-face contact.
- **Bacterial infections:** The child must be on antibiotics for a minimum of 24 hours, or have a physician's clearance before returning.

- **Rashes:** Generalized rashes over multiple parts of the body require a physician's clearance to return.
- **Chicken Pox:** Children must stay home until sores are dry (one week).
- **Head lice or Scabies:** Children must be nit-free to return. A staff member will inspect the child's head prior to readmission.
- **Listless, lethargic behavior, lack of appetite, refusal to eat or drink, and extreme irritability:** Clearly, unusual behavior for a child, which persists over time, indicates the likelihood of oncoming illness. You may receive a call if your child exhibits this kind of behavior because it is an indication that illness is approaching or lingering.
- **Pink Eye:** Though this condition is seldom serious, it causes a great deal of discomfort and is highly contagious. We ask that children not return until they have been seen by a doctor or have been on antibiotics for a full 24 hours.
- **Surgical Procedures:**
  - Our policy is that any child undergoing a minor surgical procedure or anesthesia must be out of the center for the entire day of the procedure and an additional 24 hours to ensure a complete recovery.
  - For a major surgical procedure, like a tonsillectomy or appendectomy, a doctor's note is required to return to school. Please note that if your child has activity restrictions during their recovery, we will do our best to help them take it easy. However, please be aware that we must watch all of the children so are unable to assign a staff member to closely watch that your child follows their activity restrictions.

## Medical Action Plan

If your child has known allergies, you must have your Health Care Provider fill out this Medical Action Plan. Northview requires a physician's signature and instructions. Teachers must be given both verbal and written instruction if there is a need for any special precautions in the classroom. The allergy to a particular food must be documented below before we discontinue use of that food in the classroom. Should an Epi-pen play a part in your child's special needs, you will be required to give the staff specific training for your child as well as making sure medication is current and not expired. When there are changes in your child's allergies, please make sure that you give us written notification regarding the changes.

## Medication

If your child has medication that he/she must take during the school day, you will need to fill out a Medication Release Form. Copies are available at the Center Kiosk Desk. On this form, you will give instructions on the dosage amount, whether the medication needs refrigeration, the time(s) to administer each dose, and the dates your child will need this medication.

Medication must be labeled with your child's name. It will be stored in a safe location in each classroom, or in a specified spot in the refrigerator if refrigeration is necessary.

### **Absences**

Please call the school if your child will be out for the day or will be arriving later than usual.

### **Immunization Policy**

Idaho code 39-1118 requires that each child's record of immunization be on file with this facility. A copy of an **original** immunization record must be provided to Northview Montessori at the time of enrollment. Alternatively, if your child is in the IRIS database, we can access his/her records for you.

**Documentation of new shots a child receives must be given to the office within 14 days of each shot.**

Immunization waivers for health, religious, or philosophical reasons are accepted. Please check with the office to ensure you submit the latest version of the waiver form from Health and Welfare, as they change periodically.

### **Emergency Care**

**It is imperative that parents/guardians keep the school up-to-date on phone numbers where they may be reached during the school day.**

In the case of a non-life threatening injury, first aid will be given and the parents will be called immediately to find out what procedures they wish to have taken. If parents cannot be reached, the Emergency Contacts will be called to give guidance on behalf of the parents/guardians. If no Emergency Contact can be reached, the police will be called so that the legal procedure for the treatment of a minor may be followed. Parents are advised that while paramedics will give treatment to minors in a life-threatening situation, hospitals will not give care for non-life threatening situation without parental consent.

In case of a life-threatening situation, the school will call 911. The school will make every effort to contact the parents/guardians so they can be advised of the situation or be informed as to which hospital the child has been taken to.

Please be aware that any medical, dental, or hospital bills incurred as a result of an injury sustained while in attendance at Northview Montessori are the responsibility of the parent/guardian.



### **Gun-Free Zone**

We ask that all parents, guardians, staff, and visitors to the school leave guns and other weapons at home or locked in their vehicle when on the grounds of Northview Montessori.

### **Closing the Front Door**

The safety of our students depends on the front door being securely closed. Please ensure that all adults that drop off and pick up children know to verify that the door is securely closed after entering/exiting the building **every time.**

### **Lock Your Car Doors**

When you drop off and pick up your child, please be sure to lock your car doors to prevent any passersby from stealing anything from your unlocked car.

### **Lost and Found**

Clearly marking all of your child's belongings is the best thing you can do to help your child and teacher keep track of them. Unmarked, stray items are stored in the rear hallway or in the classrooms.

### **Classroom Equipment**

Classroom equipment and materials are intriguing and attractive, so we understand when they sometimes go home in little pockets. However, even little pieces may be an important part of an expensive "whole", so we appreciate their prompt return.

### **Social Media and Babysitting**

To maintain the professional relationship between parent and teacher, parents are strongly discouraged from "friend-ing" Northview staff on social media sites. Also, it is the school's policy that staff should not babysit students.

### **Separation Anxiety**

Learning to separate for short periods of time is developmentally appropriate for young children. We do all we can to help your child work through separation problems. It is completely normal to experience difficulty separating even after coming to class for several weeks or months. Please let your child's teachers know if your child is experiencing any difficulties and they will be glad to work with you and your child.

## **Release Authorization**

Our top priority is the safety of each child. Children will not be released to any person other than a parent, legal guardian, or someone duly authorized by one of the aforementioned. At the time of enrollment, parents are asked to list those people authorized to pick up their child. Unless we receive written notification from the parent regarding new people authorized to pick up a child or the person has a pink Northview Release Card signed by a parent or guardian, the child will not be released until the parent has been contacted.

## **Discipline**

*Positive Discipline* is used at our school where discipline is approached through respectful communication with the child. Teachers focus on giving attention to the desired behaviors they would like to see in the children.

Incident Reports are sent home for significant behaviors, like hurting another child, bad language, etc. If there is a persistent problem and it becomes necessary to involve the parent, it is done with a spirit of cooperation. If further intervention is required, it is done with all parties equally contributing their efforts to help the child. If such a program is entered into, the child's enrollment automatically becomes probationary, contingent upon the meeting of pre-determined goals within a specific period of time. If the goals are not met within the allotted time, then another school placement will be recommended for the child.

## **Bad Language and Cursing**

Northview Montessori has a zero-tolerance policy for cursing. Bad language spreads like wildfire, so we must contain it quickly. A note will be sent home the first time a child uses bad language while at school. For subsequent occurrences, the parents will be called to come pick up the child for the remainder of the day. If the problem persists, another school placement will be recommended for the child.

## **Nondiscrimination**

Northview Montessori does not discriminate on the basis of race, color, national or ethnic origin, religion, or any other reason.

## **Abuse Prevention**

The health, wellbeing, and protection of every child are of the utmost importance. We strive to ensure the safety of children at our school and

prevent harm by being proactive and diligent in supervising not only the children, but other people present at the facility.

We also remain on the lookout for signs and symptoms of possible abuse and/or neglect occurring outside of school. Idaho is one of many states, which has mandatory reporting requirements, Idaho Code § 16-1619, when child abuse, abandonment or neglect is suspected. This law applies to everyone. Thus, all staff at Northview Montessori are required to report all suspected incidents of child abuse, neglect, or both to the appropriate local agencies immediately.

## **Share**

Share days will be posted in individual classrooms. Please give your child's share to your child's teacher for safekeeping. Pretend weapons and toys that could hurt another child are not allowed. Check with your child's teacher on any other guidance they may have on appropriate shares.

We do not advocate banning superhero paraphernalia but in our experiences Batman, Spiderman, G.I. Joe, Teenage Mutant Ninja Turtles, etc. do not belong at school. Our goal is to teach the children that problem solving can be successfully accomplished with communication and respect rather than the physical violence these characters promote. We thank you for your cooperation.

## **Nap time & Rest time**

Preschoolers need to bring a clean blanket and a twin sheet to cover their cot/mat, stored in a LABELED pillowcase. A small blanket is optional. The bedding needs to be taken home every Friday and cleaned. One small stuffed animal is allowed for each child. Storage for bedding is limited in each classroom so please only bring a small pillow if necessary.

Those children in preschool classrooms who have outgrown their nap have a 20-30 minute quiet rest period after lunch recess everyday to recharge their bodies and minds. Following this brain, body, and sensory break, the non-nappers will do lessons quietly in the classroom, sometimes with the teacher and sometimes independently.

## **Holidays**

While Northview Montessori has a non-sectarian, non-religious attitude toward school holiday celebrations, we do present the cultural aspect of holidays, like Thanksgiving, Christmas, Hanukkah, etc. The children are

taught various songs, games, and dances, and they learn about the different customs surrounding the celebration of various holidays.

## Donations

Any extra support that parents are able to give is very much appreciated. In the past we have had parents donate equipment, furniture, and time and labor spent on special projects. We welcome donations of books, sand toys, Lego, educational toys, and puzzles. We also welcome outdoor clothing donations that we can share with students that do not have the proper gear on any given day: snow pants, snow boots, snow mittens, rain boots, and rain coats.

## Recommended Readings

- *How to Talk So Kids Will Listen & Listen So Kids Will Talk* by Adele Faber and Elaine Mazlish
- *The Everyday Parenting Toolkit* by Dr. Alan Kazdin

## Google Form

Please complete the following one-question Google Form to confirm you have read this document. It is required before your child's first day of attendance.

<https://forms.gle/bQY8byvfwbr3534b9>

## Recent Updates

- Last updated on May 18, 2020
  - Added mentioning of COVID-19 Action Plan
  - Added Google Form for parents to complete
- Updated on February 10, 2020
  - Updated policy on allowed foods for lunches and birthdays based on guidance from a Child Care Health Consultant at Idaho Stars