

Hearts and Hands Montessori, Inc.

Montessori Inspired Learning

Parent Handbook

Infants, Toddlers, Preschool – Kindergarten



Love and Learn

Mission Statement

Hearts and Hands Childcare Center was created to serve the child's cognitive, physical, social, emotional and spiritual developmental needs; providing a beautiful, safe and fun environment which fosters a love of learning to continue throughout the child's life.

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Daily Schedule

Standard

PRIMARY: 4-5-year-olds	TODDLER/PRESCHOOL 2-3-year-olds	INFANT 0-23 months
Drop-off	Drop-off	Drop-off
Morning Group	Morning Group	8:30 Breakfast/Morning Snack
9:00-9:30 Morning Snack	9:00-9:30 Morning Snack	
Recess	Recess	11:00 Lunch
11:30-12:00 Lunch	11:30-12:00 Lunch	
Quiet Play	Quiet Play	
Quiet time/Audiobook	12:30-2:30 Nap Time	
Free Play	Lesson/Play	3:00/3:30 Afternoon Snack
3:30 School Day Pick Up	3:30 School Day Pick Up	3:30 School Day Pick Up
3:30-4:00 Snack	3:30-4:00 Snack	
Recess/Inside activity	Recess/Inside activity	
5:30 Pick-up	5:30 Pick-up	5:30 Pick-up
		Infant schedules vary per individual needs/parent requests

Operating hours: Monday-Friday 7:30am-5:30pm

Late Pick-up Fees: A \$1 fee will be charged for each minute pickup is late.

Late fees are due day of attendance; if repetitive you will be billed late charges. Your cooperation is appreciated!

The Infant Room

We will accept up to 12 infants, age 6 weeks - 2 years. Led by trained and experienced caregivers, this environment will host educational manipulatives and activities fostering exploration and steady development appropriate for each individual child's needs. A baby's brain is full of brain cells! Some are connected at birth, but many are not. As your infant experiences their surroundings—seeing, touching, hearing, smelling and tasting—connections in their brain become stronger. These earliest days help mold how your child feels, behaves and learns. When your child is enrolled in our Infant program, they will have a place in our Toddler classroom when they are ready to advance.

Hearts and Hands can provide your infant with an environment as warm as your loving home, prepared to meet their physical, mental, social and emotional needs. We will care for your infant dearly within each precious moment, and share moments with you at the end of each day. Hearts and Hands will make the very best of your time apart from your infant!

Before transitioning to the Toddler Room, at the age of 2, each child will be evaluated, on an individual basis, to meet certain developmental milestones. Promotion to the next classroom is based on child's date of birth and transition dates.

Parents will be required to take a "classroom transition tour" of the next classroom for first child enrolled in our program. For each additional child, the tour will be offered but not required.

The Toddler/Preschool Classroom

Our preschool classroom will accept up to 12 preschoolers ages 2-3 years that have reached certain developmental milestones. The classroom will be led by an Experienced, Trained Teacher/Caregiver, utilizing Montessori *Inspired* materials, educational manipulatives, and activities fostering creativity and exploration meeting each individual child's needs for progressive development. Our preschool classroom directly prepares your child for entering our Primary classroom at age 4 years. When your child is enrolled in our preschool program, they will advance into our Primary program.

Before transitioning to the Primary Room each child will be evaluated, on an individual basis, to meet certain developmental milestones. Promotion to the next classroom is based on child's date of birth, transition dates, and toilet training.

Parents will be required to take a "classroom transition tour" of the next classroom for first child enrolled in our program. For each additional child, the tour will be offered but not required.

The Primary Classroom

The Primary Classroom has been specially prepared for the needs and interests of your children ages 4-6 years, which will nurture their natural development and ensure your child's safety while preparing them for kindergarten.

The Montessori *Inspired* Primary Classroom includes a combination of contemporary learning styles mixed with Montessori *inspired* lessons.

Enrollment Process

1. Parents tour the school and meet with the staff. The purpose of the initial visit is to share more information about the family, child and school. Congruence of goals between home and school is the focus, with attention to the child's readiness for the classroom experience.
2. Application is submitted to the school for enrollment (or for application on the waiting list if no openings are available at that time). One-time Non-refundable application fee is submitted to reserve the child's place on the waiting list.
3. Up to date immunization record or notarized exemption forms are required to accompany any application received.
4. Management will notify families of acceptance.
6. When our classroom enrollment is full, families on the waiting list will be notified when openings become available. Families are put on the waiting list in the order the child's application and application fee are returned to the school office, and families will be notified in that order.
7. **It is the parent's responsibility to submit required enrollment forms and update annually.**
8. Deposit due when offered placement to secure a spot. Deposit is non-refundable and will be applied towards the first month's invoice.

Admission Policies

Each application is carefully considered with a goal of meeting the child's needs with the needs of the full classroom community. Hearts and Hands would like to find the best placement for each child. Once a child is accepted into our program, the faculty of Hearts and Hands are committed to a relationship with the family and meeting the child's needs as best we can. Our relationship with you, the Parents, is vital in our ability to serve your child.

Children with special physical and developmental needs are welcome in our classroom. The faculty of Hearts and Hands Montessori are professional, trained, and patient individuals. We will work with individual children's needs, keeping in mind the needs of the full classroom community. With some circumstances, an additional aide may be necessary in order for our staff to meet your child's needs in addition to those of the classroom. If a child is struggling to succeed in our classroom, if a teacher/caregiver is struggling to meet your child's needs, or we find the classroom community is struggling because of your child's needs or behaviors, a meeting can be arranged with parents to address individual concerns and arrangements could be made to meet your child's needs. If the faculty feels an additional personal aide for your child is needed, special arrangements would need to be made and met by the family (including additional pay for an additional personal aid) before acceptance. After meeting with Parents & child, Hearts and Hands reserves the right to determine that our environment may not meet your child's needs.

Arrivals and Departures

At Hearts and Hands, we encourage you to let your child show you what he/she can do for him/herself, and in doing so he/she will take pride in his/her independence. When you arrive at school with your child, sign your child in with the drop off time and any necessary comments we may need to be aware of (such as, "...did not sleep well...did not get breakfast today yet..."). Please respect this natural development by signing your child in and saying goodbye, letting him/her get ready independently. A teacher will be in the entry room to greet each student and welcome them into the classroom. It is best for parents to refrain from lingering even if your child may be having a difficult morning—we will be sure to assist your children. As per our Attendance Policy, **no child will be accepted for the day after 10am**. Please be sure your child has been dropped off before 10am so that they can engage with their classmates for the most crucial and learning part of the day.

Be sure to sign your child out at the end of his/her school day with the pick-up time and printed name of adult. Written authorization must be on file with the school before a child is released to anyone other than a parent. Authorization forms are available at the office.

We encourage daily communication with your child's teachers, but please be aware of our need to supervise all the students present. If you would like more time to speak with a teacher, please arrange a meeting time when they can give you their full attention. We appreciate your understanding!

"The child's nature is to aim directly and energetically at functional independence...the child seeks for independence by means of work."

Maria Montessori

Lunches and Snack (Primary/Preschool/Toddler)

Hearts and Hands Montessori will provide an afternoon snack for full-day students and we ask that you bring a morning snack for your child every day. Nutrition is very important for your young child's physical and mental development and the staff of Hearts and Hands Montessori feels very strongly about this. Snacks will be simple and nutritious.

Please send a nourishing lunch each day that *does not* contain yogurts, candy, cookies or chips made with red dye (including Doritos and Cheetos). Water is always available in our classroom, and we encourage you to let your child hydrate with water for lunch. Please do not send sweetened chocolate milk, juices or soda pop. We will encourage your child to eat at least half their "growing food" before they are dismissed for activity time, beginning with our "protein", then whole fruits and vegetables, yogurt or cheese, then other fillers such as crackers. Refrigeration is not available, so please be sure to pack your child's lunch with an ice pack to keep cool. Hearts and Hands provide utensils and napkins so you do not need to send those.

Infant Meals

Parents provide labeled milk or formula and any specific foods you would like your infant to eat during the day (a refrigerator for storage is available). A meal plan will be worked out with each family in advance. Parents provide ALL FOOD until your child is age 24 months.

Illness

Children thrive in a healthy environment, and we'd like to work with you on keeping your child's classroom free of contagious germs! If you notice a change in your child's behavior, such as feeling tired or out-of-sorts, consider this a sign of the onset of illness, *which is the most contagious time*. Keep your child home for some extra rest if he/she is overly tired or irritable, shows breathing difficulty, complains of pain or not feeling well, and if he/she has poor fluid/food intake, nausea, or loose stools.

One of our faculty members will perform a brief health assessment of each child every day upon arrival. Conditions for which a child will be excluded from attendance are:

- ☐ Fever 100.4 degrees or above
- ☐ Sore throat or difficulty swallowing
- ☐ Uncontrolled coughing/wheezing
- ☐ Chills/muscle pain
- ☐ Fatigue/Lethargy
- ☐ Inability to participate in classroom functions
- ☐ Inability to be consoled
- ☐ Change in color around mouth or face and/or difficulty breathing
- ☐ Loose, watery and/or bloody stools (after 2 episodes)
- ☐ Vomiting (after one episode)
- ☐ Body rash (must be evaluated by a health care provider to determine cause before returning) ☐ Mouth sores with drooling
- ☐ Bacterial conjunctivitis (pink eye—must be treated for 24 hours before returning) ☐ Skin infections including impetigo, chickenpox, shingles, scabies, and ringworm ☐ Head lice
- ☐ Not adequately immunized for age as required under the Administration Rules of Montana

Children can return to school 24-hours after the above symptoms have resolved, without aid of medications.

When a child is absent due to illness, we will obtain the reasons so the interest of the other children may be properly protected. If a communicable disease is suspected, we must inform the Bozeman health officer. No child shall be re-admitted after an absence until the reason for the absence is known and there is assurance that the child's return will not harm that child or the other children. The Faculty of Hearts and Hands will follow the above Illness Policy as well.

In the unfortunate case that your child will become ill at school, your child will be safely separated from other children and we will contact you immediately and ask that you come pick-up your child as soon as possible.

Immunizations

To better meet a variety of families in the area and to enhance our standards, Hearts and Hands is licensed by the state as a Child Care Center. Therefore, we must abide by state immunization policies: "Before a child under the age of five may attend a Montana day care facility, the facility must be provided with the documentation required [stating] that the child has been immunized as required for the child's age group against measles, rubella, mumps, poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, varicella, hepatitis B, pneumococcal, and Haemophilus influenza type B, unless the child qualifies for conditional attendance in accordance with: a) child has received at least one dose of each of the vaccines required for the child's age; b) A form prescribed by the department documenting the child's conditional immunization status is on file at the facility; and c) The child is not past due for the next required dose (as noted on the conditional enrollment form) of the vaccine in question.

Temporary suspensions will occur until required immunization documentation is received. All children must have the appropriate immunization forms on file, whether it be an immunization record or notarized exemption forms.

Medication Administration

The process for handling and administering medications must be well structured and carefully followed. When possible, a child's parents and physician should try to minimize the need for medication and administration in the child care setting. If it is necessary for a child to receive medication while at school, we will follow the State of Montana Department of Public Health and Human Services (DPHHS) requirements and administrative rules. **No medication will be kept at the school for any child, at any time.** If a parent requests for an over-the-counter medication to be given to their child during the day, that medication must be taken home by the parent each day.

Belongings (Toddlers, Preschool, and Primary)

Please keep capes, costumes, toys, dolls and stuffed animals, etc. in the car or at home. If your child has a [security item] they feel they need to have during drop-off transitions, please speak with your child's teacher. Bringing items from home is always fun but creates a huge distraction in the classroom as well as fighting over items between classmates. Your child's teacher may offer a show-n-tell day where bringing items from home is permitted. **Otherwise, please leave these items at home.**

Clothing (Toddlers, Preschool, and Primary)

Inside Shoes: Please send a pair of *inside shoes* that can be kept at school for your child to wear inside the classroom only. Toddlers will most likely not keep their shoes on in the classroom, but please send a pair. We like to keep outside dirt, outside. These *inside shoes* must have a rubber sole to protect your child's feet in the case of an emergency. Flip-flops are not permitted in the classroom or on the playground for attention, coordination and safety purposes.

Please help your child choose clothing that encourages movement and independence. To prevent accidents in your child's busy day, clothing that is easy to get on and off is appreciated. To respect the concentration of the children, we ask that simple clothing be worn that *does not* include music or lights. If your child is dressed inappropriately, the child will need to change and you may be asked to bring a change of clothing if extras are not present.

An extra set of clothing (including a top, bottom, underwear and socks) should be kept at school at all times and replaced when necessary (when soiled clothing is returned home, please use that as a reminder to send another set of clothing to school); accidents happen and play is a natural part of development and children may get wet or dirty. Toddlers will need to have extra diapers/pull ups at school as well.

Weather appropriate clothing is necessary—please assess the weather before your child gets dressed each day. This is very important for your child to be comfortable and participate in school activities enjoying their experience with us. We expect parents to ensure appropriate weather clothing each day—we will not regularly provide outdoor clothing such as warm coats, hats, gloves or snow-pants. It is important for children to enjoy the outdoors, and we will do so daily.

Clothing and Diapering: Infants

Please dress your infant appropriately for the day. An extra set of clothing (including a top, bottom and foot coverage) should be kept at school and replaced when necessary (when soiled clothing is returned home, please use that as a reminder to send another set of clothing to school). Please provide, and be sure your child has an adequate supply of, extra diapers at school. Weather appropriate clothing is necessary—please assess the weather before you drop your child off at school. We expect parents to ensure appropriate weather clothing each day—we will not regularly provide outdoor clothing such as warm coats, hats, gloves or snow-pants. It is important for children to enjoy the outdoors, and we will do so daily.

Toilet Training: Toddlers

1. A child must show signs of toilet training readiness to begin the toilet training process.
2. Teachers, parents, and caregivers will follow the training process discusses in the "Toilet Training Plan".
3. Send child to school in loose fitting clothing that can easily be removed when it's time to use the toilet (elastic waistband pants with no buttons or snaps work best!).
4. Teachers will offer the toilet and ask children to "try to use the toilet" every 30 minutes or before big transitions.

Outdoor Policy

The outdoors is an important part of the complete prepared environment and as mentioned previously, children will go outside every day. During colder months, if the temperature drops below 10 degrees, or if the wind-chill factor is too cold, we will have to refrain from outdoor activity. If you feel your child has a cold or that there are other conditions that would prevent your child from going outside, this must be discussed at drop off with the Lead Teacher, and may require that he/she remain at home until health improves.

Naps

- **Infants:** A daily routine for your infant will be discussed in advance. A separate sleeping area—The Nap Room—is available daily with a special space for each child.
- **Toddlers/Preschool:** Toddlers and Preschoolers will take "group naps" each afternoon from 12:30pm – 3pm (according to your child's needs). A nap mat/cot will be provided; please bring a crib sheet to cover the mat, a blanket and a small pillow. These items are to be left at school and will be washed at school regularly and as needed.
- **Primary:** Children will lay down at approximately 12:30pm to listen to an audiobook/story and have quiet time to relax their bodies. If the child is still awake after the 30–40-minute audiobook, they will join their friends in lessons.

At all times, whether a nap is requested by parent or not, the teachers will use their careful and observant discretion to provide adequate rest time for your child throughout the day. It is best if you are consistent with your child regarding napping—at the beginning of the year you may request they nap and we follow our policies above, or the teachers use their best discretion daily. Of course, you may approach us any day to discuss your child's sleep needs.

It is most important that you have established a bedtime routine for your children at home, at an appropriate time. Regardless of whether they nap during the day or not, this bedtime routine and time, is most important for your child's night sleep cycle, and therefore the full development of your child; it will greatly impact their cognitive and social development at school.

If your child is not napping at school, they may be more tired in the evening. This is a great opportunity to set an earlier bedtime allowing for 12 hours of solid night sleep each night. It may be that you have less play time with your child in the evening, but remember they are tired because they have had a productive day at school, and their night sleep is very important.

The Lead Teacher, at any time, may find it necessary to discuss a new nap routine regarding your child with you. They may inquire about your child's bedtime and night sleep at home. The more you communicate openly with our staff, the better we can help meet your child's developmental needs. We are here for your child, knowing it is a team effort (parents with teachers) that will ensure success for your child while they are enrolled at Hearts and Hands.

Birthday Celebrations

We consider your child a gift to our little community and would like to celebrate your child's life at school on his/her birthday. Parents are encouraged to send a picture to represent each year of your child's life. In addition, you may send a special Birthday Treat to be shared as a snack.

Observations

We welcome you to come observe your child during the morning work period and witness the wonderful rhythm of busy children. Once classroom routines begin to set (about one month) you may schedule an observation day with the office. Keep in mind that you are an *observer* and may *watch* the children's concentration with the materials and interaction with others. We learn so much when we are quiet enough to observe the child.

Tuition & Fees

Tuition and Payment Policies

- **A one-time non-refundable Application Fee of \$100 is due with application.**
- **To be placed on Waiting List, Application, Immunization Record/Exemption, and Application Fee must be submitted.** Students are placed on a list in order Application, Required Forms, and Fee are received by our office. *When a spot opens, first family will be contacted; they must make a decision within 48 hours or School will proceed down the list.*
- **50% tuition deposit is due when a spot is available.** This deposit is non-refundable and will be applied to the 1st invoice of attendance, after accepting available spot in classroom, to secure your child's spot.
- **An annual fee will no longer be required,** instead we ask that you support your child's learning by supplying them with items from the school supply list.
- **Total Tuition is due the first of each month and considered late after on the 5th.** Late payment fee of \$15 will apply, and additional \$15 late fees continue to be applied every 30 days past due for all unpaid or underpaid accounts. *If you choose to pay with a card through QuickBooks (ACH withdrawal/debit card payment) a 1.15% processing fee will be added to your invoice. If you choose to pay with a credit card, a 3.15% processing fee will be added to your invoice. If you choose to pay by check, no processing fee will be applied.*
- **Student Account will incur a \$15 fee associated with Returned Checks (bounced, stopped, etc.);** this will also include late fees if full payment is not received by the 5th of the month.
- **We offer a Sibling Discount of 5% off sibling's tuition.** All students must be attending a minimum of 2 days (or equivalent) to receive sibling discount. Discount is applied to the lesser tuition amount.
- **Additional drop-in days are available depending on availability in the classroom.** All drop-ins will be considered IF account is paid in full. Drop-ins MUST be approved by the office and paid for the day of the drop-in. **Drop-in hours are 7:30am-3:30pm, no full day drop-ins are available.**
- **Change of enrollment schedules can be made with a 2-week notice.** If you would like to make changes to your child's enrollment schedule (adding days/dropping days) please submit a "change of schedule" form through the office 2-weeks prior to the date requesting change to be made. Office management will review request and be in touch regarding available space for your child.
- **Pick Up after 3:30/5:30 (depending on your child's enrollment schedule) is not permitted.** **If late, after-hours pick-up occurs, the fee is \$1/minute.** If late pick-up is repetitive, alternative arrangements might be necessary for your family as we cannot accommodate children beyond their scheduled pick-up time (3:30/5:30pm) and you will be billed according to your sign-out time.
- **We expect a tuition and/or fee increase each academic year. Tuition rates run from September-August.**
- Student spots are reserved monthly. **A thirty-day written notice is required when withdrawing a child from school—tuition remains due through the 30-day period.** If student is suspended until resolution can be made, tuition remains due. If a child is dismissed by the school for unforeseen circumstances, the school will prorate tuition to child's last day of attendance and has 30 days to return remainder balance.
- If payment is not received within 30 days of invoice date, school may choose to begin collections process. Account holder will be responsible for all fees associated with sending their account to collections and through the collections process, including but not limited to attorney fees and collection agency fees.
- **We reserve the right to cancel a child's enrollment for:**
 - 1) Late or non-payment of tuition, or
 - 2) Unruly or disruptive behavior of a child, or
 - 3) Unruly or disruptive behavior of a parent or caregiver, or
 - 4) Incomplete vaccinations/incomplete or missing required forms

Please give attention to the Annual Calendar which notes all Center Closures for holidays and early releases.

Once enrolled, your child's place in the classroom is reserved for them each month, so, credit will not be given for illness or other personal absences.

Even during closures, operating expenses are ongoing (lease, insurance, utilities, staff PTO, etc.); therefore, monthly tuition remains due, in full, and will not be pro-rated.

Attendance

It is expected that your child will only miss school when illness requires them to stay home. Consistency is very important for your child's development and reflective of progress. Make-up days will not be permitted for family vacations, personal needs or illness, but we will try to make accommodations for your child when/if possible. **Please carefully review the Annual Calendar.** If an attendance concern arises, please speak with the office immediately as we do our best to meet your child's needs.

Student Records

It is the parent's responsibility to submit required enrollment forms and update them annually. Possible temporary suspension if child's file is not up-to-date, including, but not limited to, immunization records.

Student Personal and Progressive Records are kept confidential by all Hearts and Hands staff. If you have any questions regarding your child's developmental progress, do not hesitate to speak with your child's teacher.

Discipline Policy

The Montessori *Inspired* program nurtures self-discipline, which develops over a period of many years. The basis of discipline is respect: respect for oneself, for others, and for the environment. The adults and children in the prepared environment set limits for behavior based on the group's need for a safe and mutually respectful community.

If a student has difficulty following the rules of the community, the response will be age-appropriate. Personal attention, distraction or removal from the situation are typical approaches we use and find successful. Many instances resolve themselves as the student, within the bounds of safety and common sense, experiences the logical consequences of his/her actions (i.e., cleaning up after throwing a paint can on the floor or limited freedom within the classroom or at recess time).

If the student disregards the rules of the classroom, the teacher or member of management will seek the underlying causes in order to help the student understand the inappropriateness of his/her actions and to find a constructive alternative. If a child is disruptive to the concentration, peace or safety of other students to a serious degree, or is disruptive to the classroom environment (including destruction or misuse of materials), he/she may be separated until he/she has calmed and is ready to be respectful and act safely; this may require faculty requesting family assistance in immediately picking up the student and/or suspending attendance until a parent-teacher meeting can be held addressing follow through within the school and at home. If a faculty member has any concerns about a child's behavior, a faculty meeting will be held to discuss the behavior and solutions for it. If the behavior occurs repeatedly, the Head Teacher or Director will contact parents for further discussion and your cooperation.

Dismissal and Suspension

The staff of Hearts and Hands pledges to work with you on providing a fun, loving and safe environment for your child's physical, emotional, social and cognitive development. We appreciate your cooperation in giving your child this wonderful opportunity.

However, if your child does not seem to be benefiting from our program, or behavior of your child is repetitively interrupting the classroom environment and/or safety of other children/teachers, a conference will be arranged to discuss options. Student/Child attendance may be put on hold (suspension) until a parent-teacher meeting has been held and a solution has been discussed and agreed upon by both parents and faculty. We reserve the right to cancel a child's enrollment for: repetitive late payment of tuition, unruly or disruptive behavior of a child, or unruly or disruptive behavior of a parent or repeated disrespect to faculty or friends, harm to property or to the physical safety of other children.

Entertaining Screen Time Policy

Screen time (defined as time spent watching DVD's, television programs, computers, video cassettes, and other electronic devices) will be limited to about 4 times per year; typically, during holiday celebrations, end of academic/summer completion, and sometimes during extreme weather. When screen time is used, the content will be strictly monitored before and during viewing to ensure that children are exposed to age-appropriate programs.

Educational/Knowledge-Based Screen Time Policy

Engaging activities like animated read-aloud books, educational short stories, and musical activities can spark children's curiosity and make learning more enjoyable. These activities can help develop various skills, including listening comprehension, language development, and creativity. In addition to the core curriculum, activities like animated read-aloud books, educational short stories, musical activities, and classroom management tools are incorporated to provide a wide-range of learning experiences. The curriculum is carefully chosen with the children's learning needs and interests in mind. Knowledge-based screen time can be a valuable tool for learning and development when used thoughtfully and in conjunction with other learning activities.

First-Aid Policy

Our staff is certified in Adult/Pediatric CPR and First-Aid. While we do our best to ensure constant safety of your child(ren), accidents may happen. We will handle minor injuries with band-aids, ice packs, and hugs. We will inform you of any injury/incident when you pick up your child with an accident and injury report form. If we feel that the injury is more serious, we may call you and inform you of the situation to let you decide which action should be taken.

Emergency Procedures

In the event of natural disaster or other event where injury to your child has occurred, any needed First Aid will be immediately provided by the nearest qualified staff member(s), while other available staff are assigned to supervise uninjured child and meet other needs related to the emergency. First aid kits are on the premises and if transportation of students is required, will be on hand. Emergencies may require calling the Emergency Montana Poison Control Center (1-800-222-1222) or direct local Montana Emergency numbers immediately, and then contacting you the parents. If serious injury or harm occurs, Emergency Medical System (EMS) will be contacted to apprise them of the school situation and request advice and assistance. All other emergency procedures, relevant to the immediate situation will be put into action by all staff members, including following EMS recommendation for emergency transportation of an injured person to the nearest hospital and/or interim care facility. All staff will cooperate fully with requests of responding emergency personnel, and provide them with any and all information needed to address the situation. At least one staff member shall accompany any child taken to the hospital and stay with such child/children until their parent or emergency contact person arrives.

In the event of a large emergency, an available staff member will begin contacting parents in a timely manner. If a *family* emergency arises, please contact the school: 406-388-8876.

Safety and Security

To ensure your child's well-being and safety, doors are supervised by faculty. All visitors will be asked to remain in the entry room or school office unless lead by a teacher. You will be notified if special guests visit our school (i.e., local fire fighters, police, etc.). Any regular volunteer will undergo a legal background check prior to beginning work in the classroom. Children will not be left alone with volunteers or visitors. ***Children will only be released to authorized adults and will be asked to show their ID upon pick-up***

Security cameras are installed in all classrooms, outdoor play areas, and look out into the parking lot to ensure the safety and security of all of our children, parents, staff, and visitors. Because we respect the privacy of all children, parents, and staff in our facility the surveillance system is for internal purposes only.

For the safety and wellbeing of our students, we ask that you remain in the entry rooms/cubby rooms and that you do NOT enter the classroom at any time.

Mandated Reporting of Child Abuse and Neglect

Any staff member who has reason to suspect that any child is or has been abused or neglected is required to personally report the matter promptly to the department child abuse hotline at 1-866-820-5437. The school shall make the report within 24 hours of receiving information concerning suspected child abuse or neglect.



Hearts and Hands Montessori, Inc.

1660 Amsterdam Road
Belgrade, MT 59714
(406) 388-8876

I have read/reviewed (please initial):

_____ The Parent Handbook

_____ The Academic Calendar

- I agree to abide by all requirements in enrolling my child(ren) with Hearts and Hands Montessori.
- I agree to make monthly tuition payments in accordance with the billing and payment policy.
- I agree to abide by all of the above outlined policies.

Student Name _____

Parent/Guardian Signature

Date