



Morning Sun

MONTESSORI

Family Handbook

Policies and Procedures

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About the Family Handbook

Mission, Vision and Values

At Morning Sun Montessori Preschool, we believe that every child deserves a safe and nurturing environment that promotes compassion, independence, and social-emotional skills. Our intimate home environment and Montessori-based curriculum provide children 2-5 years old with the opportunity to learn at their own pace and develop a kinship with nature while becoming part of a peaceful and inclusive learning community.

Mission

Morning Sun Montessori nurtures the development of the whole child with respect, compassion, and gentleness. Our Montessori-inspired environment is grounded in kinship with nature, fostering curiosity, gratitude, and independence through a safe and beautiful environment.

Vision

Morning Sun Montessori Preschool inspires resilient and confident learners who respect their environment and themselves. We strive to develop children who desire and act to collaborate with their community to create a more liberated and whole relationship between all peoples and living things.

Values

Nature:

Children will establish a kinship with the natural world through gardening and care of the community along with daily time spent outdoors playing, exploring, and creating.

Everyone Welcome:

MSMP follows federal regulations and does not discriminate based on race, color, national and ethnic origin, or orientation and affirms and celebrates the dignity, beauty, and diversity of every human being

Village Model:

We are an intentionally small community that encourages children and families to interweave with each other and the local community to foster closer relationships and individualized care. We will partner with community organizations and host community classes and parent education events. Our Village model doesn't work without respect, curiosity, and collaboration between all children, staff and parents.

Nourishing:

Through the CACFP program, we will provide child-friendly recipes and ingredients and use local, seasonal, sustainable, and organic whenever possible to ensure our students receive the highest quality and variety of food.

Wonder:

Through the Montessori materials and time spent in nature, we will strive to create moments of wonderment, awe, curiosity, creativity, and joy- experiences that cultivate a safe and beautiful childhood.

Gentle:

MSMP meets children eye-to-eye with unconditional love, respect, compassion and sensitivity while providing a safe base with reasonable structures, boundaries, limits, and consistency. We believe that connection, trust, and felt safety are the foundation for offering our peace to children in a dysregulated moment. We believe that nothing disarms Fear like Play and that all children are good inside.

Respect:

We are intentional about how our words and actions affect the people and environment around us and choose to do what is best or most helpful for those around us or the environment.

Gratitude:

We model and guide children to slow down and reflect throughout the day in order to voice appreciation for everyday moments and experiences that feel nourishing to their bodies, minds and souls. We believe that gratitude is a lens for viewing our life and earth as abundant and sufficient for all our needs.

Independence:

MSMP empowers children to be confident in their cognitive and physical abilities, giving them the opportunity to practice self-discipline, self-respect and go at their own pace.

Our story and goals

In 2024, Morning Sun Montessori was founded out of the dream to provide access to a Montessori and nature focused environment for our 2.5 year old daughter and our community, which was considered a childcare desert.

Like many families, we were seeking natural-minded child care which would mirror our style of Attachment Parenting with a focus on gentle discipline and social emotional well-being. Having a background in Montessori, we decided to create the ideal environment ourselves, by way of a licensed Family Child Care Home.

We are beginning modestly in our small home in Grand Junction with plans to build a facility within the next 5 years. Here is our potential timeline for our building facility:

2024-25 In home model serving 2.5-4 y/o's

2025-26 In home model serving 2.5-4 y/o's

2026-27 Facility model serving 1 class of 3-6 y/o's

2027-28 Facility model serving 1 class of 3-6 y/o's

2028-29 Facility model serving 1 class of 2.5-4 y/o's and 1 class of 3-6 y/o's

With this dream comes financial responsibilities and goals, so we want to be as financially transparent as possible. Throughout our journey we will be sharing with our stakeholders (parents, staff, community members and eventual board members) how we are using tuition costs to support our goal to become a facility that can serve up to 40 children. A main priority is to eventually be able to provide quality and affordable care for children in an intimate setting with qualified staff. Currently, our tuition costs reflect our goals to save for building costs and training staff and will be re-examined once our facility opens so that more families can access care.

Our Program

Tuition, Fees, Hours of Operation

Our tuition rates and fees allow us to provide quality materials and nutrition for children as well as hiring experienced teachers and staff who are passionate about providing nurturing care to your child. Below are our hours and tuition rates as of 1/13/25 for 2-5-year-olds:

Hours	Tuition
2-5 year old's**: 8:00-11:30 M-F 8:00-11:30 M-TH 8:00-11:30 MWF 8:00-11:30 T/TH 3-5 year old's: 8:00-3:00 M-F 8:00-3:00 M-TH 8:00-3:00 MWF 8:00-3:00 T/TH Afternoon Option: 11:30-3:00 M-F 11:30-3:00 M-TH 11:30-3:00 MWF 11:30-3:00 T/TH **mandatory morning half day for 2-year-olds, but accommodations can be made depending on developmental milestones.	2 Days per Week: Full Day: $\$55 \times 2 = \$110/\text{week}$ or $\$440/\text{month}$ Half Day: $\$40 \times 2 = \$80/\text{week}$ or $\$320/\text{month}$ 3 Days per Week: Full Day: $\$50 \times 3 = \$150/\text{week}$ or $\$600/\text{month}$ Half Day: $\$35 \times 3 = \$105/\text{week}$ or $\$420/\text{month}$ 4 Days per Week: Full Day: $\$50 \times 4 = \$200/\text{week}$ or $\$800/\text{month}$ Half Day: $\$30 \times 4 = \$120/\text{week}$ or $\$480/\text{month}$ 5 Days per Week (Discounted): Full Day: $\$45 \times 5 = \$225/\text{week}$ or $\$900/\text{month}$ Half Day: $\$30 \times 5 = \$150/\text{week}$ or $\$600/\text{month}$ Drop-in Full-day: \$55 Drop-in Half-day: \$40 Requested schedules will be subject to spaces available for the age of the child enrolling.

Application Fee: \$20

This application fee (non-refundable) will hold your child's spot during the enrollment process. See Enrollment tab for more information.

Enrollment + Material Fee: \$125

This enrollment fee (non-refundable) will allow us to purchase supplies for your child and pay for the office time put towards setting up your child in our system with the necessary paperwork.

Volunteer Fee:

In place of volunteering in any given month, a fee of \$45 is owed.

Fee Collection and liability

MSMP relies on tuition to pay teacher's salaries and meet its operating expenses. The enrollment contract is a firm legal commitment for all parents. Parents/guardians assume unconditional liability for payment of the full month's tuition. Prorated weekly and monthly allowances will be made if the student is accepted after the first two weeks of the month/school year.

For our first year, all enrollment fees are due by July 1st and tuition payments are due by the Thursday before the first day of school. Going forward, all tuition payments will be due on the Thursday before the 1st day of the week or month, depending on the option chosen on your enrollment form. If enrolling after the start date, your enrollment fee and tuition for the month/week will be due by or before your child's start date.

If monthly tuition can be paid upfront, a discount rate of 10% will be applied. A late fee of \$15 will be added to any payment that the bank does not honor or any payment after the 1st of the month OR the Friday before the first day of the week, depending on the option chosen on the enrollment form. If your income pay period follows an irregular schedule (ex. paid once a month on the 5th), we can discuss different tuition due dates to accommodate your family's needs.

Procare will be used for collecting tuition payments. You can pay online or in the app when you check in your child. Payments will be set up as automatic in Procare unless previously discussed in order to keep payments on time. Your child will not be allowed to attend school unless the weekly or monthly payment is made.

Morning Sun Montessori reserves the right to dismiss students if payments have been late more than 3 times. "Late" means payment was not received at or before the Thursday before the following week/month. Parents/Guardians are assumed unconditional liability for paying the full month's tuition if their child is dismissed.

CCAP and UPK Payments

We accept CCAP and UPK and follow the county rates and due dates for those payments. For CCAP families, parents will also pay a parent fee each month on a sliding scale of 1% to 14% of their household income. UPK families with 4-year-olds may qualify for 15 hours up to 30 hours of free childcare depending on income. Families only qualifying for 15 hours can still choose the full time option for their child, but will need to pay the remaining balance, unless they qualify for more coverage.

CCAP and UPK parents will be responsible for paying 2 weeks of tuition if they withdraw their child. See Withdrawal policy below for more details. Every parent, regardless of CCAP, UPK or full pay status will be required to follow our withdrawal policy.

CCAP families will not be required to pay any fees like the enrollment fee or application fee, but will have to pay the volunteer fee if they do not volunteer their time. If there is a field trip fee parents have the option to opt out of the field trip or drive their child themselves in order to avoid the fee.

Drop-in Days

As long as there is an opening and parents have discussed with the HOS at least 24 hours in advance in writing, families can opt for their child to attend an extra day(s) outside of their regular schedule. If parents want to drop their child off for a half-day, the price is \$50 per day or \$60 for a full day. Parents will be sent an invoice through Procure for the extra day(s) and will need to pay for them before drop-off. Only enrolled families may participate in Drop-in days.

Calendar

MSMP will have 170 contact days and follow D51 for holidays and inclement weather. The first day of school is August 5th and the last day of school is May 21st. We will be closed for the following days:

September 2 Labor Day	October 4-11 Fall Break
November 25-29 Thanksgiving Break	December 23-Jan 3 Winter Break
January 20 Martin Luther King Jr Day	February 17 Presidents Day
March 17-21 Spring Break	April 11th D51 no school

Our (19) Teacher Work/Training days:

August 1-2nd	October 14th
November 1st	January 6-7th
March 14th	April 10th
May 22-23rd	July 21-31st

Conferences, Family Gathering Events and Parent Education nights:

September 3rd BOY conference	Sept 21st Fall Equinox FG
October 30th Parent Ed Night	December 21st Winter Equinox FG
January 29th Parent Ed Night	February 7th MOY conference
March 29th Spring Equinox FG	April 30th Parent Ed Night
May 9th EOY conference	June 14th, 28th NRFP*
July 12th NRFP*	

*New and Returning Family Picnic

Summer Program Dates:

Week 1: June 2-5	Family Hike Fridays:
Week 2: June 9-12	Hike 1: June 6th
Week 3: June 16-19	Hike 2: June 13th
Week 4: June 23-26	Hike 3: June 20th
Week 5: June 30-July 3	Hike 4: June 27th

**Currently enrolled families have first pick at the Summer Enrollment and then the public will have access. Themes will be announced through email and on our website each year. Siblings will receive a 10% discount.

Summer Camp Pricing:

Half-Day Program (8:00–11:30): \$125 per week

Full-Day Program (8:00–3:00): \$150 per week

All weeks discounted price: \$675 for full days

All weeks discounted price: \$560 for half days

Hike Days (8:30-10:30): \$15 per hike or \$50 for all 4 hikes.

10% sibling discount

Rhythm of the Day Sample

We will spend approximately 3 hours outside each day.

8:00-8:30- arrival, snack and outdoor work cycle, Morning Weekly Rhythm

10:00- morning circle and indoor work cycle

11:00-11:30- wash hands, debrief circle and lunch

11:30-11:45- 2.5y/o pick-up time and afternoon drop off, afternoon kids lunch

11:45-12:30- post lunch outside time, toileting and nap preparations

12:30-2:00- nap time for 3-4y/o and work cycle for non-nappers

2:00-3:00- snack and outdoor work cycle

2:30-3:00- Afternoon Weekly Rhythm

3:00-3:15- dismissal

3:15-3:30 Parent Volunteer clean up help

Weekly Activity Rhythm Sample

Monday- seasonal craft

Tuesday- storytelling

Wednesday- baking

Thursday- seasonal craft

Friday- music and dancing

Meals, Snacks, and Menus

We will provide a morning snack, lunch and an afternoon snack. Children coming to the afternoon session will need to have eaten lunch before attending or pack their own to eat when they get to school. Children in the Morning or Full Day session will have lunch provided.

At MSMP all our food is healthy and nutritious. We give our children a balanced diet with at least 4 portions of fruit and vegetables each day, with meals made up of locally and seasonally sourced food whenever possible. At the beginning of the year, we will do family style snacks to establish routines and practice grace and courtesy lessons. After that, the children will have access to the snacks to serve themselves when hungry. Lunch will be provided and cooked by us and the children are welcome to help.

We want to teach children about healthy lifestyles and encourage the adoption of healthy eating. Understanding the importance of nutrition is easier if children have been active participants in food preparation from a young age and if allowed opportunities to ask questions about what constitutes a healthy balanced diet. We will also have weekly cooking lessons to reach this goal. We will post a monthly menu of our food offerings to our website.

Breakfast is a very important meal in the day and we ask that your child get some form of protein during breakfast, as they are expending a lot of energy during school. Fruit is also important as it is a complex carbohydrate and will last longer than the quick fix of pop tarts or like items. We suggest eggs, whole grain breads or muffins, fruits, hot cereals, and yogurt as a good start to the day. These foods have “staying power” and your child will be happy to work and play all morning. Proper food will feed the brain, allowing it to function at a higher level.

Clothing

Clothing worn should allow for independence (i.e., elastic waist bands for younger children, and child user-friendly shoes and boots), art projects and outdoor play. Stains cannot be avoided without limiting your child’s participation so let them dress in clothes that can get messy. Parents will need to purchase boots for playing in the mud and indoor shoes like slippers for walking around the classroom. When purchasing boots or indoor shoes, please opt for plain or simple designs, as this helps minimize classroom distractions. No light up shoes or clothes are allowed. Children who are not totally toilet reliable should wear clothing that is extremely easy for them to get on or off. Loose fitting, elastic waist pants or shorts, or dresses are best for children who are still having ‘accidents’.

Please make sure that during the winter months and on rainy days that your child has appropriate clothes for outdoor activities. As part of the enrollment, we provide each child with their outer layer comprising a set of brightly coloured all-in-one rain suits. In the winter, please make sure that you provide children with layers to wear underneath this rain suit.

We believe there is no bad weather, just bad clothes, so please make sure your child is dressed for rainy, sunny and snowy weather. We will be outside unless there is extreme weather like heat, cold or lightning. For your child’s protection, we have provided a Kit List of what type of clothes for your child to wear in each season that can be found on our website and will be discussed at our Orientation Night.

Toilet Training

Morning Sun Montessori believes that every child has exclusive rights to their privacy in regards to toileting; teachers will encourage children to be as independent and self-managing as possible. The expectation for children, ages 2-3 years, is that a teacher is needed in the bathroom to assist with wiping and learning how to use the toilet independently. This includes helping children dress and undress as needed, and discussing the necessary steps to successfully use the toilet. Teachers will be communicating with the child throughout the toileting process as they are helping them to respect the child and use anatomically correct terms when wiping children such as vulva, penis and anus.

Children should be out of diapers when they come to MSMP, but do not have to be fully potty trained. We understand that some children at this age may still have accidents. If the child is still “in process,” then underwear is preferred over pull-ups as the cloth material gives

immediate feedback to the child learning how to manage their toileting needs. It's also important that clothes continue to be easy to pull on and off at this age with little need for adult assistance in zippering, buttoning, snapping or hooking a belt. Please pack 3 extra pairs of underwear and pants for children still in process with potty training. We will offer the toilet every hour and you will be surprised that within a few days they will be potty trained! This will only work if at home there is consistency as well, so we ask that on days where your child is at home that you are consistently checking in with them and offering the toilet.

The teacher will encourage the child to participate in removing and replacing his or her own underwear if soiled, and disposing of the soiled items into a plastic bag. While a teacher is assisting a toddler child in the bathroom, the expectation is for the door to be left open, allowing the teacher to maintain supervision and communication with the class as a whole, to include the assisting teacher and children who are waiting to use the bathroom.

The expectation for children ages 3-4 years is that a teacher is needed only occasionally depending on the individual needs of the child and the child's readiness for independence in both toileting and dressing/undressing. Teachers will assist children in learning how to safely wipe themselves by demonstrating the proper wiping procedure, and encouraging them to wipe independently. While a teacher is assisting a preschool child in the bathroom, the expectation is for the door to be left ajar, allowing the child some privacy while maintaining an open door to the classroom. Children should be toilet-trained prior to entering the school as a three or four year old.

As a final note, it is expected for every child and teacher to practice safe hand-washing procedures, and proper disposal and containment of soiled items. Every classroom should be equipped with plastic bags, disposable non-latex gloves, and disinfectant spray/cleanse.

Naptime

Preschool children benefit from scheduled periods of rest. This rest may take the form of actual napping or a quiet time from 12:30pm-2:00pm. All preschool aged children are required to rest. Children who do not fall asleep within a ½ hour will have a quiet rest time that may involve, but is not limited to, looking at books, coloring, listening to music, or quiet activities/works from our shelves. We will provide a cot for all students and will launder all bedding weekly unless a parent volunteer takes that job. Soiled laundry will be sent home to wash and should be brought back the next day.

Parents should provide two waterproof pads, two cot sheets, a pillow (optional) and two blankets. Please label and put the second set of waterproof pads, regular sheets and extra blanket in a bag for their cubby in the event of soiled bedding.

Birthday Celebrations

Celebrating birthdays is special in our environment. Children tell their life story through photographs, storytelling, and singing the traditional birthday song. We ask that parents help children collect a few favorite photographs highlighting their birth, first year, second year, and so on. It is helpful if parents can place these photos on a poster with a short narrative describing significant facts and details of their child's life, such as first words, favorite foods, etc. During the celebration we share pictures, the child walks around a flameless candle

(representing the sun) while holding a globe of Earth and we say "Happy Birthday" for each year. We end the walk with the traditional birthday song and a birthday wish for the child.

Families are encouraged to donate a book to the school library with a personal inscription or donate a gift from our Amazon or Montessori Services wish lists on their child's birthday. This has proved to be a wonderful way for the children to leave their own legacy at the school and to build the book and material library in a personal fashion.

As a class, we will make a healthy treat to be eaten after the celebration, so we ask that parents do not bring in any treats when they come for the celebration.

Please speak to your child's teachers to arrange for an ideal day to celebrate your child's birthday at school. If your child was born in the summer, we will celebrate the child's half birthday, or as close to it as possible.

Field Trips

In keeping with seasonal themes throughout the year, a variety of field trips may be taken. In the event of a field trip, you will receive a permission slip to be signed before your child will be allowed to go. When on a field trip, strict adult/child ratios will be maintained; regular headcounts will be conducted, and no driver will leave until all children are accounted for. First Aid kits are always taken on field trips. In case of emergency, 911 will be called and the parents notified. Children will be instructed beforehand about a meeting place in case they become separated from the group and authorities will be called if the child becomes lost, then parents will be called.

Parents will be made aware of field trips up to a month in advance so that we can plan for transportation accordingly. Parents are encouraged to join their child on the field trip and provide them transportation. Carpooling is suggested, but it is not the responsibility of the school and parents will need to make those arrangements themselves. In the event that not every parent can bring their child and there are not enough driver volunteers signed up, parents will need to pay an activity fee so that we can rent a van to take the children off campus. MSMP will only provide transportation if it is determined ahead of time that our car seat to child ratio is not aligned, otherwise it is up to parents to drive their child or make carpool arrangements.

If a child arrives at school late and the group has already left for the field trip, it will be the responsibility of the parent to transport their child to the site of the field trip or to make other childcare arrangements for that day. All field trips will leave by or before 9 and arrive back on campus by 11:00 in time for lunch and half-day pick-up.

There will be family events as well on the Saturday closest to every Fall, Winter and Spring Equinox. These events may be off campus and it will be the responsibility of the parents to transport their child or make carpool arrangements if it is off campus.

Storage, Loss, Damage or Theft

To minimize the number of items that collect overtime, please label your child's articles in a very visible way. Each child will have a cubby for their clothes, shoes and naptime bedding. Lost and found items are kept in a bin in our office. Items will be displayed at the main gate

during the car line on the last day of each month, weather and time permitting. Items that are not “found”, are collected and taken to a local nonprofit to help those in need.

Please do not send your child to school with toys, money or costumes. Your child’s teacher has a wealth of experience and suggestions to help your child if they are experiencing difficulty separating from a toy, stuffed animal or other beloved item when coming onto school grounds. If your child feels they have a book or some other item that could be of general interest for sharing, they can ask their teacher before bringing it to the classroom for show and tell days.

In the event that your child intentionally causes damage to the school’s property or theft occurs to our school or another child’s belongings, you as the parent will be responsible for compensation to the school or the parent of the child whose belongings were stolen. Please check your child’s bags at the beginning and end of each day to make sure that nothing is being brought to school or taken from school that should not be in their possession.

Admissions Policies and Procedures

Admission and registration procedures

Morning Sun Montessori accepts students on a rolling basis as space is available and strives to admit families who meet the following admissions criteria:

1. Family believes in the school’s mission and values as evidenced by child’s application and in conversation during admissions tour and child visit
 - a. Interested and invested in Montessori
 - b. Interested and invested in Nature Education
 - c. Interested and invested in Community and Family Involvement
 - d. Aligned with program values of respect, gratitude, independence, gentle, wonder, everyone welcome
2. Family fits matrix for social and economic diversity, as well as racial diversity.
3. Child fits matrix for classroom diversity: age, gender, birth order, and personality type
4. Child explores materials with purpose and curiosity; child seems to adjust to new circumstances with relative ease and comfort while respecting boundaries as evidenced by tour and visit
5. Parents seem attentive, relaxed, and responsive to child; parents are able to follow through and set realistic expectations while respecting the child’s need for independence and self-direction as evidenced by tour and visit
6. Exceptions may be made for 2 year old children that meet milestones like interest in potty training, able to verbalize emotions, wants and needs and interact with the materials in a purposeful manner. Exceptions may be made for 2-2.5-year-olds to attend full days if they have the stamina for that amount of time and are able to fall asleep

easily on their own. These exceptions will only be made if we have the space and our classroom is balanced with enough older children.

To begin the enrollment process, Parents must:

1. Schedule a tour and read the Family Handbook to show interest in our school.
2. The first tour will be a time for you to ask questions and see if our home will be a good fit for your family. Please make sure to read all the information on our website and within our handbook and write down any questions you have before attending your tour.
3. If you believe our school will be a good fit for your family, you can fill out the application and pay the non-refundable \$20 application fee to secure a spot for the second tour and interview.
4. The second tour will include your child and will give them a chance to interact with the space and the teachers.
5. Since MSMP operates a waiting pool, we will be choosing the best applicants to create a balanced and diverse classroom community. If your child is chosen at this point, enrollment documents will be sent to be filled out.
6. All paperwork and fees need to be turned in by or before the first day of school to complete admission. The enrollment fee is \$125 and includes the material fee. It is not included in the first tuition payment and is not refundable.

You will need to provide the following information prior to or on your child's first day of care:

- Health and Immunizations (Please carefully note food allergies on the Health Form.) Immunizations are required and the required ones are listed [here](#).
 - Permission forms and Emergency Medical Authorization (if separate from enrollment packet)
 - Physician signed health evaluation (within 30 days of enrollment)
 - Health care information and plan (if applicable)
 - Emergency Information (All special health concerns such as allergies must also be noted on the child's Emergency Information Form.)
- Signed Parent Contract and Rate Agreement
- Media permission
- Pick-up Authorization
- Sunscreen Permission
- Reading this MSMP Family Handbook and turning in a signed copy with enrollment packet.

Withdrawal

Withdrawal, absence or dismissal of a student from the school for any reason will not relieve the parents/guardians from the obligation to pay 2 weeks worth of tuition and no portion of tuition paid or outstanding will be refunded, reduced or canceled for any reason. If you decide that you do not wish to keep your child enrolled at MSMP, you must notify the school in writing. A two week's notice is required for withdrawal in order to have time to find

replacement and keep staff and operating expenses running smoothly. We strongly encourage new parents to try MSMP for at least a month before withdrawing a child from the school.

We are an enrollment based- not attendance based- school, so in order to continue to pay staff and operating expenses, there will be no sick or vacation days. Whether we are closed due to the holidays or inclement weather, we are still paying staff and operating expenses, so tuition will still be owed for those days.

Each student will be subject to a six-week probationary period. This period will begin on the first day the child attends school. A child's continuation in the program is at the discretion of MSMP's Head of School during this time.

ADA Policy

MSMP does not discriminate on the basis of race, creed, color, ethnic, or national origin, religion, ancestry, sex, gender, sexual orientation, gender identity and expression, age, disability, political beliefs or marital status in any aspect of its operations, policies, and procedures including but not limited to enrollment, hiring, termination, or financial aid. MSMP, at present, cannot provide therapeutic services for severely disabled children or children needing behavioral services. Children with less severe disabilities may be allowed into the school provided that parents and teachers agree to that and a letter of approval from a medical professional or other care Head of School and then accommodations will be made.

Under the ADA, children can be denied admission if:

- Admitting the child into the program requires changes in policies, practices, or procedures that would fundamentally change the nature of the program and there are no reasonable alternatives available
- A particular child's condition poses a direct threat to the health or safety of the disabled child or of any other children or staff and there is no reasonable way of eliminating the threat through changes in policies, practices, procedures, equipment, or services
- Accommodating the child's needs requires structural changes which are extremely expensive or difficult to carry out and there are no reasonable alternatives available
- Accommodating the child's needs requires the provision of auxiliary aids and services which would fundamentally alter the nature of the program or would result in an undue burden (i.e., significant difficulty or expense) and there are no reasonable alternatives available.
- Examples for each of these can be found [here](#).

General School Policies and Procedures

Drop-Off and Pick-up Policy

All persons who regularly drop off and pick up children must be registered with our electronic sign-in and sign-out software program, Procure. This app is available to all authorized parents/caretakers for both smartphones and ipads and requires their name, cell phone number, and email address. When you reach the gate to the outdoor classroom, you will see a

QR code posted that will allow you to sign in your child. Additionally, you will be asked to submit a pick up authorization form upon enrollment which should include all of your emergency contacts. CCAP families will also need to sign in to the ATS system on the laptop to record their attendance. Parents will also receive a code to the front door in order to do drop off and pick up. MSMP will not release a child to anyone who is not on the pick up authorization list without authorization in writing or verbally from the child's legal parent or guardian (emails or text). Staff will ask for identification if we do not recognize the person picking up your child.

Morning Drop off is at 8:00-8:15am and Afternoon Drop off is at 11:30-11:45am. Morning pick up is at 11:30-11:45pm for half-day students or 3:00-3:15 for full day/Afternoon session students.

If a child has not been picked up at their designated time, parents will be called using the numbers provided on the emergency information sheet. If no parents can be reached, the emergency contacts will be called. If no one is able to be reached, MSMP is required by law to contact Colorado Child Protective Services.

In compliance with state laws and for the welfare of all, children will not be released to adults who do not have the appropriate car seat or safety restraints in their vehicles. Students will not be released if we feel the adults are impaired and may cause unforeseen harm to the child and we will need to call this concern into Police and Child Protective Services. Likewise, students will not be released to someone who is not properly identified or confirmed by a parent. A parent has the right to pick up their child unless court orders do not allow for this. I will need to have a copy of any court orders included in the enrollment paperwork.

Late Pick Up Policy

It is the parent's/guardian's responsibility to ensure the child is picked up after school. Being on time for pick up respects the other children's naptime (for the half day dismissal) and the Head of school's family time once school has ended. If by 15 minutes after dismissal, no one authorized has arrived to pick up your child, there will be a \$20 late pick up fee at 11:45pm and 3:15pm. After that, a \$1 per minute fee will be added to your statement for every minute late. If no contact has been returned by either the guardian or their emergency contacts within 1 hour of closing, we will assume Child abandonment and call authorities. Children will be cared for until they are picked up either by authorities, their guardians or an emergency contact.

In the case of an emergency where you may be late picking up your child, please call Jordan Lovelace at (913)-206-4642 to inform her of your expected arrival or other arrangements you have made for your child's pick up.

Attendance Policy

We ask that children arrive on time. This allows the child to have a smooth start to the day, emphasizes the importance of school and settles them into their daily routine. Regular attendance and beginning the day on time with classmates will make a difference in your child's experience at school both academically and socially. Being on time to school sends a strong message to the child about the importance of education and the part they play in their classroom community. Please make sure to allow for adequate sleep and time for breakfast in you and your child's routine to set both of you up for a successful day.

All school doors and gates are locked at all times. Please text 913-206-4642 or call if no answer before bringing your child in late so we may be ready to greet them and get your child situated with minimal distraction to the other children.

For safety and regulatory purposes, we must know where students are at all times and we will take periodic attendance checks throughout the day.

Fostering a positive start to the day

Helping to provide your child with a smooth transition to school will impart a great start to the day. Following a regular routine with established family traditions of saying goodbye often will provide your child with a predictable and secure beginning of the school day.

We have found the best way to achieve this is with a hug and a smile, encouraging your child to have a fun day at school and then saying good-bye at the gate. Continually saying you will be leaving or offering “one more hug” inadvertently tells your child that you are nervous for them and don’t have confidence in the teachers’ ability to calm and care for your child which prolongs the goodbye time. In the beginning, children will occasionally cry for a few minutes after you leave, but allowing the staff to build relationships with them by comforting them will help build trust that you believe they are safe and can have fun while you are away.

If after 15 minutes the staff can not help your child calm down and become interested in their environment, we will call you and determine next steps. MSMP will work hard to create low pressure opportunities for children to get to know each other, the staff and the environment before school starts (or before their first day if starting later in the year) in order to be proactive against this scenario.

Car line Etiquette

In order to help with traffic flow and gate procedures, please visit with other parents away from the main gate entrance area so children can be greeted upon arrival. Please do not use drop-off/pick-up for catching up with teachers. We will gladly schedule a meeting or phone call for after school hours with you, if requested.

When dropping off your child, please enter from 26th st and park on the right along the street in front of our house and then bring your child to the gate. There will be a Procure QR code posted at the gate where you can sign in your child and we will unlock it. If you haven’t made your tuition payment yet, we cannot let your child in until you do so. You can make the payment online or in the app. Once inside the gate, you can put your child’s things on their hook and exit through the gate. You can exit the neighborhood from Hall Ave toward 23rd st.

In order to foster positive neighborhood relationships, please follow all speed limits and parking signs at all times.

Drop off and pick up procedures are examined from year to year to assure the best possible flow of traffic. Please make sure to follow all guidelines to ensure the safety of all.

Substitute Policy

In the event where the Head of School is sick, following our illness policy, the school will close. Parents will be notified by 6:00am if school will be closed due to Head of School sickness and parents will need to find their own care for their child that day. If the Assistant or in-home

chef is sick, any parents who have followed the necessary regulations to become a substitute will be contacted by 6:00am to help cover that position. If no parent is available to substitute, we will reach out to our secondary substitute pool of qualified substitutes. If no substitutes can be found by 7:00am, parents will be notified to find childcare elsewhere that day. In the event of an emergency where a teacher needs to leave the premises to attend to the emergency, our neighborhood emergency sub will be called to watch the children and parents will be called to come pick up their child.

If you would like to sign up to be one of our substitutes, these are the Family Child Care Home regulations:

- Must demonstrate an interest in and knowledge of children and a concern for their proper care and well-being.
- Medical statement and subsequent health evaluation
- Must be familiar with names, ages, and special needs of any child enrolled.
- Must be familiar with the location of emergency information.
- Must register in Colorado Shines Professional Development Information System (PDIS).
- Must complete Standard Precautions training prior to working with children and annually
- Must complete CPR and First Aid training
- Must complete a course of training for medication administration.
- Must complete a building and Physical Premises training
- prevention of shaken baby/abusive head trauma training.
- training about child abuse prevention,
- safe sleep training.
- training regarding playground safety for homes.
- Training recognizing the impact of bias on early childhood professionals.
- training regarding injury prevention for homes.
- A State Department-approved training: Working with an Early Childhood Mental Health Consultant.
- 15 clock hours of training each year. (can be obtained during our Teacher In-Service days or on own time in the PDIS system)
- Name, address, phone, emergency contact info
- Record of hours
- A signed statement verifying they are familiar with Rules Regulating Family Child Care Homes, the General Rules for Child care facilities, and Rules Regulating Special Activities if applicable.
- A signed statement verifying that the individual has read and understand the Head of School's policies and procedures;
- Personnel records for qualified substitutes and substitutes must also include official written verification of education, work experience, and previous employment, as applicable for the position;
- All information from background checks as required rule section 2.115 and 2.116 of the General Rules for Child Care Facilities.

Technology, Photography, School Communication

MSMP will be using Procure, Transparent Classroom, Remind and emails with newsletters and sign-ups for communication with families. We will also have sign-ups and parent resources posted by the QR code at the gate for parents to stay up to date. Procure will be used for sign in/out and invoices. Transparent Classroom will be used to share pictures, track learning and make conference reports. All announcements will be made through the Remind app and email.

We will often take photographs/videos of our children and school in action to aid in the recording of children's learning and development, and to be used for promotional purposes. No photos taken of a child will be shared online if consent has not been gained from the parents first in our media release form. Pictures and videos where a child's face is not visible will be used on social media if it is of a child that has not given permission to use their face in promotional material.

No technology will be used in our classroom with the children as they will be learning through hands-on materials and outdoor activities. We will have printed off photographs or posters if we are not able to provide an experience for them to learn about a certain topic.

Staff will only have their phones on them for communication purposes with other staff members and families, in case of emergencies and to take pictures/videos of students working.

Inclement Weather and School Closings

MSMP will carefully monitor the weather for conditions that may affect the school's safety. In the event of inclement weather (with a combination of temperatures and wind chill below 20 degrees or significant precipitation), younger children will stay inside and the 3 and 4-year-olds will judge if they will go out or not. Toddlers (2.5 year olds) go out in colder weather on a more restricted case by case basis. Outdoor play during cold and snowy weather is fun and encouraged under most conditions.

Please dress your child in appropriate gear to safely and comfortably participate in outdoor activities during winter. This includes proper boots, hats, gloves, snow pants and a warm coat, wool socks, rain jacket, and sun hat. No tie shoes unless your child can tie themselves. Children will be provided a mud/wetsuit at the beginning of the year as well. Children without the proper clothing will not be permitted outside for safety.

Parents will be notified of school delays, closures and early dismissals with a text message and email, as well as being posted on our website. In the event of a snow day, we will follow the lead of Mesa County Public School System when deciding to close the school because of inclement weather.

If a delayed start is called, the procedure is as follows:

- Staff report time is 9:30, student arrival is 10 am.
- Morning snacks will not be provided since lunch is served at 11:30. Please make sure your child has eaten breakfast and snack before arrival.
- Following D51 protocols, all 2.5 year olds will stay home on delayed start days.
- We will still start outdoors if the weather allows it, otherwise we will be in our indoor classroom for the morning.
- Afternoon schedule will remain the same.

Our Open Door Approach to Communication + Grievances

General Guidelines

Your child's teacher is your first resource when you have any questions, concerns or expressions of appreciation. Please ask for clarification or information should any questions or concerns arise.

The first responsibility of your child's teacher is the care and safety of all children. If you need to have a discussion with your child's teacher, please email them directly to set a time after regular school hours when the teacher is not actively on duty. Please avoid check-ins during drop off or pick up. This way the teacher can give their undivided attention to your concerns and questions.

Our Part Together

The staff of MSMP embrace our commitment to all aspects of our students' development. Our commitment to moral and social well being holds a place of priority alongside academic strength and success.

We teach our students varied problem solving strategies, how to access tools and how to use appropriate language to help remediate a conflict. The first step of helping the children to resolve their conflict is to practice conflict resolution strategies as developmentally appropriate along with teacher guidance. Parents will be notified if the problem persists and discuss solutions.

Helping children through conflict is one of the many ways we can partner on behalf of the child. It is always helpful when both home and school are in alignment so children receive a common message. Below are some ideas of how you can support your child when conflict arises or ground rules are broken:

- Validate your child's emotions and what they are feeling, model the language that describes their feelings and help your child build a vocabulary to help express their emotions clearly.
- Ask what they can do to help solve the problem or what they could have done differently. Role playing is a great tool when helping a child manage conflict in an effort to see both sides of a problem.
- Encourage your child to ask for assistance if necessary. Help them identify who they can go to for help, whether it be an older child, adult or friend.
- If the conflict persists, please let your child's teacher know as further intervention may be required.

Morning Sun Montessori's Code of Conduct

MSMP's code of conduct aims to support our work together and articulate the partnership we desire. We describe what parents can reasonably expect of the school and in turn what the school asks of parents during times of difficulty, change or challenge for the child. It is our school's commitment to create and protect a community based on kindness,

gentleness, curiosity and respect. Language or actions which are of a discriminatory nature will not be tolerated.

Grace and Courtesy

We believe that partnership with the adult members of our community directly impacts the behavior and joyful development of our children. At MSMP, we ask all adults to model the behavior that we seek to instill in our children. The values that underlie the school's philosophy, such as respect for others, compassion and the embracing of diversity are qualities that are foundational to supporting the school's mission. We extend and ask that our parent community take responsibility to role model grace and courtesy at all times.

Respect

Respect is an integral part of Montessori philosophy, respect of self, others and for the environment. We aim to model respect in every aspect of what we do and how we do it. When the classroom runs well it is because respect is being lived and experienced by every member of the classroom community: teachers, staff, students and parents.

Respect for the child is the very foundation of our prepared environments indoors and outside. The notion of freedom within limits flows out of respect for the child. Maria Montessori's individualized child centered learning and the three year developmental plan are all manifestations of the respect she had for the way children develop and best learn. Each component of our environment takes and incorporates the needs of the children we serve: the physical, intellectual, social, emotional and spiritual. We work hard to make our environment reflect gratitude, responsibility, and respect for self, others and the environment which sets the stage for respectful interactions. The following expectations and behaviors are modeled by all adults in the MSMP community:

- Treat others with kindness in words and actions.
- We are intentional with how our words and actions affect others and our environment and choose to do what is best or most helpful.
- Avoid actions or words you know will be harmful or hurtful to someone else such as teasing, name calling or physical violence.
- Respect differences. We respect others' feelings, opinions, and different ways of doing things.
- Openly talking about others in critical ways or gossiping negatively at community events is hurtful.
- Be gentle and care for all property and nature.
- When there is a problem, talk directly to the person involved whenever possible. Try to settle your problem peacefully. Strategies and tools are provided for the children to learn how to resolve conflict in a manner which leads to mutual resolution. As adults we want to reinforce these goals through our own actions.
- Openly expressing a problem to the person involved rather than talking about it to a third party helps nurture a feeling of trust and respect even in moments of conflict.

- Strive to express yourself with a soft tone of voice with patience and sensitivity to the child's and or other's feelings and point of view. For younger children, get down to their eye level and really listen to what the child has to say.
- The best way to teach good manners is to model appropriate social relationships and to treat others as we want to be treated.

Independence and Freedom

We believe that the Montessori philosophy of giving children choices teaches them how to make appropriate decisions. Allowing our students to experience a measure of control in their lives reduces power struggles and contributes to an overall sense of confidence and independence.

MSMP strives to empower children to make appropriate choices and to exercise self-control and self-discipline. We support our students in this endeavor by:

- Allowing the logical occurrences of consequences.
- Offering guidance and direction to create an atmosphere of freedom within limits.
- Encouraging children to use their words to express themselves.

Parents can support the child's success in the classroom by implementing the Montessori Philosophy at home. Creating consistency and predictability in a child's life, whenever possible and setting reasonable guidelines is important.

If at any point you would like information about implementing the Montessori philosophy in your home or have questions about classroom behavioral procedures, your child's teacher will be happy to set up a time to answer any of your questions. Please take advantage of our parent education events held throughout the school year to learn more.

Head of School Communication and Outreach

For concerns, questions or suggestions regarding educational matters, policies, building grounds, or general school-wide issues, please contact the Head of School at j.lovelace@morningsunmp.com. The HOS maintains an "open door" policy of communication. Faculty, parents, children and community members are invited at any time to reach out and discuss an issue if the Head of School does not have a prior commitment.

Your voice is important to us, so please feel free to email or set up a meeting to chat. From time to time, the HOS may send out surveys to the community to elicit feedback to better inform planning and setting the direction for the school. A virtual "open door" is available when in-person meetings are not possible.

Grievance Policy for Parents

Regular communication with parents regarding a student's progress and well-being is a basic tenet of Montessori education. The grievance policy provides a vehicle to ensure the lines of communication between the school and parents remain clear. For grievances, the parents first point of contact to discuss a problem is the child's teacher.

If the parent is not satisfied after discussion with the teacher, the parent may file a complaint with licensing to intervene. If a staff member or parent observes a child care

licensing violation, and/or would like to file a complaint with the Colorado Department of Human Services, Division of Early Care and Learning they can contact CDHS at 303-866-5700 or 1-800-799-5876. Their address is Division of Early Care and Learning 1575 Sherman St. Denver, CO 8020.

The official Rules Regulating Family Child Care Homes can be obtained at the Division of Early Care and Learning 1575 Sherman St. Denver Colorado 80203, or at [Rules Regulating Family Child Care Homes](#) En Espanol: [Reglamento de Control de Guarderías Infantiles en el hogar](#)

The Secretary of State website can be found at: <https://www.sos.state.co.us/>

Parent and Family Responsibilities

MSMP relies on parent/family participation to run smoothly, and we find that the benefits of such involvement far outweigh the time commitment required. Because family support and participation is essential to the success of our school, families who fail to complete these responsibilities may be asked to withdraw their children from the program, or to find other ways of offering support. Here are some of the things we all do to support the school:

Volunteer Hours

Each family is asked to contribute volunteer hours each month, as follows:

- 4 hours/month for each child who attends 4-5 times a week
- 3 hours/month for each child who attends 3 times a week
- 2 hours/month for each child who attends 2 times a week

Each day we will need at least one family member to stay 15 minutes after pick up to help with a closing duty inside or outside. [Tasks like dishes and sweeping can be done at morning pick-up \(11:30\) as well for families that have chosen the morning half-day option.](#) These will count towards your volunteer hours. Slots will be posted the week before for parents to sign up by Sunday before the following week.

Parents may choose from a variety of ongoing or one-time duties in order to fulfill their monthly volunteer hours. [If staying after school to complete some of these tasks, please only stay for 15-20 minutes so that we can have time to debrief as a staff before the end of the day.](#) Common jobs include:

- Indoor clean-up: Doing daily dishes, weekly laundry, vacuuming, sweeping, bathroom or kitchen clean-up, wiping tables
- Outdoor clean up: dumping mud kitchen sinks, spraying down muddy surfaces, returning materials to their designated area (check in with Jordan before starting)
- Joining in a monthly work day (usually on the weekends, all kids welcome)
- Helping with Equinox Family Event preparations
- Helping with classroom prep

- Weeding, mowing, helping with gardening
- Mending broken materials
- Grant writing
- Photography
- Admin duties
- Field trip carpooling and assistance

For more ideas, check the to-do list in our Volunteer Sign-ups Document or ask the teachers. It is the parents' responsibility to find ways to complete their hours. Volunteer hours should sign up on our sign-up sheet and should check-in on the clipboard once at the school. Those who are unable to complete these duties in any given month may pay \$45 in place of volunteering. **If you accrue more hours than needed in a month, they can roll over to the next.**

Parent Helper Days

Parent Helper Days are offered, but not required. You may sign up for the day(s) you desire on the sign-up sheet in the Parent Portal on our website, or in our newsletters. Parent helper days are typically on a Saturday or Sunday and parents can help with any of the above activities unless otherwise noted (children welcome!).

Event Support

Families are also asked to help with Seasonal Equinox events. Examples of such support include planning, set up/clean up, and providing refreshments or other materials. Each family will be asked to bring a dish to share at each Equinox event. More details will be shared in our parent newsletter leading up to the events.

Parent Education Events

Parents are strongly encouraged to attend parent education events, usually held on the last Wednesday of the month of each quarter. These meetings serve an essential role in building relationships with teachers and other MSMP families. They are also an opportunity to learn more about the teaching philosophy of MSMP and how it can be incorporated into family life.

Parent meetings usually include a short "lesson" from teachers, followed by conversation and/or hands-on activities such as candle making, crafting, and learning songs from the school. Time spent at parent meetings may be counted toward volunteer hours. Please RSVP to the meetings so that we can provide adequate supplies.

We encourage parents that have a skill or relevant knowledge/experience they would like to share at parent meetings to reach out to Jordan Lovelace to partner together.

Parent Teacher Conferences

Parent/Teacher Conferences are scheduled three times a year in the Fall, Winter and Late Spring. Please refer to the MSMP calendar on our website for dates. Parents may request or may be requested to have additional conferences as needed. The conferences are scheduled for approximately thirty minutes per family.

The teachers will discuss your child's progress, areas of strength and areas growth, and will share physical work examples along with conference reports generated from Transparent Classroom and TS Gold. While there are no grades for preschool, conferences will address the academic, cognitive, physical, social and emotional progress of your child.

Virtual Meetings will be set up if face to face meetings are not possible.

Behavioral Expectations and Guidelines

Behavioral Expectations and Guidelines

The quality of life at Morning Sun Montessori is based on students and teachers working together in a spirit of mutual trust and responsibility. Rules exist so that everyone can work together and feel safe. We expect all members of the MSMP community to follow the code of conduct and to be considerate of others at all times. It is expected that all members of our community use appropriate language and behavior while at school, on field trips, at events and in the outside classroom. Students are expected to respond politely to reminders and requests from all faculty and staff.

Morning Sun Montessori believes that all children are innately good and strive to be good, but that expressing oneself in socially acceptable ways is a learned behavior. A child who “misbehaves” or is “disruptive” may be expressing a need that is unmet or unresolved; our task as parents and educators is to understand that need and to help the child effectively communicate and address it. Belittling, bullying or harassing are unacceptable forms of communication and are not tolerated at MSMP.

MSMP respects the dignity and worth of each child. We work closely with families to support the growth and challenges of raising children. Positive discipline, clear rules and expectations, and close supervision aid the teacher in their awareness of potential behavior problems.

Age appropriate limits

In order to maintain a safe and effective learning environment for all students, every child in attendance is expected to strive to meet certain standards of behavior at school and at all functions conducted or affiliated with MSMP such as field trips, van rides, events, or enrichments.

Each child can expect a safe learning environment at MSMP. Behaviors that impair or impact others or undermine the learning environment will be addressed according to the level of infraction and the child's behaviors. Lead teachers will notify the parents if either patterns of behavior or an individual incident occurs which is outside of normal expectations.

Behavior Support Plan

This support plan addresses the stages of incident escalation and may stop at any point when resolution has been reached. The severity is to be gauged according to student age, development, frequency and intent.

1. Incident of inappropriate behavior and redirection takes place.
2. Lead teacher and assistant log the behavior and gauge severity of incident(s).
3. Parent contact is made and recommendations and timelines are set.
4. Parents agree to an outside observer/specialist if recommended.
5. The Lead Teacher and Assistant decide the next steps. This may include a probation period.
6. Parents and teachers discuss plans and interventions going forward.
7. Evaluation of how the student is meeting the intervention goals is determined.

In some cases, during the probation period, the Lead teacher will make a recommendation for an evaluation to better understand your child's learning or behavior challenges. The Lead Teacher will guide parents through this process and will help ensure that forms and documentation are submitted in a timely manner.

Probation is seen as a last resort, however the school may find it necessary to implement this course of action. MSMP will work within this behavior policy, but in instances of consistently disruptive, harmful or disrespectful behavior, MSMP may decide to initiate a period of conduct probation at any time during the school year.

At the end of the probationary period, the child's progress will be reassessed and if the recommended measures have been carried out and deemed successful, the child will be permitted to continue at MSMP. If the child's behavior has not improved or progressed, MSMP reserves the right to dismiss the student.

As stated in the enrollment contract, MSMP reserves the right to dismiss a student from the school if the parent(s), guardian(s), or student fails to observe the policies and regulations of the school as laid out in this handbook. The decision as to whether a student is dismissed from the school is entirely at the discretion of the school and the decision of the school is final.

Mesa County also offers free mental health consultations for families and Head of Schools and can be found [here](#).

The following are examples of misconduct which may result in disciplinary action:

- Violence or threatening of violence to harass or intimidate others.
- Profane, abusive or disrespectful language.
- Reckless behavior that endangers oneself and/or others.
- Theft, Vandalism, or graffiti.
- Harassment, sexual harassment or bullying.
- Any other conduct deemed inappropriate by the Head of School.

If a student's behavior does not conform to these expectations, the school may proceed with dismissal.

Prevention of and response to bullying, intimidation and harassment

Students at MSMP are expected and guided to behave in a caring and empathetic manner. We understand that bullying, intimidation and harassment diminish a student's ability to learn and a school's ability to educate. Preventing students from engaging in these disruptive behaviors and providing all students equal access to a safe non-hostile learning

environment are important to our goals. Bullying on the basis of actual or perceived race, color, national origin, sex, sexual orientation, gender identity/expression, ancestry, age, religion, physical or mental disability, order of protection status, status of being unhoused, or associations with a person or group in any of the aforementioned actual or perceived characteristics or any other distinguishing characteristic, is prohibited in each of the following situations:

- During any school-sponsored education program or activity
- While in school, on school property, vans, or school sanctioned events

Definitions:

Bullying means any severe or pervasive physical or verbal act or conduct including made in writing, directed toward a student or students that has or can be reasonably predicted to have the effect of one or more of the following:

- Placing the student or students in reasonable fear of harm to the student's or students' person or property.
- Causing a substantially detrimental effect on the student's or students' mental or physical health.
- Substantially interfering with the student's or students' academic performance.
- Substantially interfering with the student's or students' ability to participate in or benefit from the services, activities or privileges provided by the school.

Restorative measures are a continuum of school based alternatives to exclusionary discipline such as suspensions and expulsions that: (i) are adapted to the particular needs of the school and community, (ii) contribute to maintaining school safety, (iii) protect the integrity of a positive and productive learning environment, (iv) teach students the personal and interpersonal skills they will need to be successful in school and society, (v) serve to build and restore relationships among students, families, schools and communities, and (vi) reduce the likelihood of future disruptions by balancing accountability with an understanding of students' behavioral health needs in order to keep students in school.

Making a Complaint Enforcement

Students are encouraged to report claims or incidences of bullying or harassment to their lead teacher. Complaints will be kept confidential to the extent necessary to conduct an investigation. Any allegation that a student was a victim of any prohibited conduct, perpetrated by another student, shall be referred to the Head of School for appropriate action.

The school uses the definition of bullying as provided in this policy. (Note that many behaviors that do not rise to the level of harassment or bullying may still be prohibited by school rules. Students and parents should be familiar with the school's rules governing student conduct.)

Students are encouraged to immediately report bullying. A report may be made orally or in writing to the Head of School or any staff member with whom the student is comfortable speaking. Anyone, including staff members and parents/guardians, who has information about

actual or threatened bullying is encouraged to report it to the Head of School or any staff member.

Health, Illness, Medication and Accidents

A completed Health & Immunization Form must be on file at the school before the child can attend. State regulations require that physical exams and immunizations be current and renewed yearly. For the health and safety of all children and teachers, we ask that every child in our facility be current on all recommended vaccinations. Nonimmunized and underimmunized children will not be allowed to attend MSMP without a written and signed schedule plan from your doctor to show how you will catch up on vaccinations. Personal exemptions will not be permitted. Per state law, we are unable to care for your child without a copy of their immunization records.

Illness Policy

The health of all the children is our primary concern. Please safeguard your child and others by keeping them at home if signs of illness are present. The teachers have the right to refuse a child's admittance to school when in doubt about the child's health. They also have the authority to request a written statement from the child's doctor indicating a clean bill of health before the child returns to school.

If a child becomes sick while at school, the parent will be contacted to pick up their child. The child will be isolated (if necessary) from the other children until the parent arrives. Please contact the school when your child is ill and describe the illness. If a specific diagnosis is made, e.g., strep throat, conjunctivitis, chicken pox, etc., let the school know so other families can be alerted. If your child contracts a communicable disease such as mumps, chickenpox, lice, whooping cough, red measles, scarlet fever, etc., your family doctor or public health nurse should be contacted and their recommendations be followed regarding return to school. The incident must be reported to school teachers and the Department of Health.

Clearly there are instances when it is necessary for a child to remain at home. A child must be kept at home if they:

- A child's temperature should be normal without medication for 24-hours before the child is brought to the school. If your child has a fever in the evening, they should not be brought to the school in the morning, even if their temperature is normal. Fever is defined as 100.4° F or higher.
- If your child vomits during the night, they should not be brought into school the next day.
- Diarrhea, as defined by the CDC, consists of more than one abnormally loose stool. A child should not return to the school until their bowel movements have returned to a normal consistency.
- Conjunctivitis (Pinkeye): a child with pinkeye must be on medication before returning to the school.
- Rash: body rash, not associated with diapering, heat or allergic reactions, especially with fever or itching.
- Sore throat coupled with a fever or swollen neck glands.

- Lice, Scabies: Children must not return to childcare until they are free of lice and nits (eggs). Children with scabies can be admitted after treatment.
- If your child is unusually tired, pale, shows a lack of appetite, is difficult to wake, confused, or irritable. This is sufficient reason to exclude a child from preschool.

Please note: Classroom teachers will use their best judgment, as well as these guidelines, to determine when to send children home:

- Has or has had a fever of 100 degrees or more within the past 24 hours.
- Has yellow or green discharge from the eyes or ears, coughing up a lot of mucus.
- Lethargy or too sick to play outside
- Meets any of the conditions for exclusion indicated below:

Bronchitis	<p>Signs and Symptoms: Coughing and breathing difficulties</p> <p>Communicability: By contact with germs from saliva, mucus, or the tears of an infected person.</p> <p>When to Return: When well enough to participate in program activities.</p>
Chicken Pox	<p>Signs and Symptoms: A mild fever and itchy rash that starts as pink bumps that turn into blisters and finally into scabs.</p> <p>Communicability: By close contact or from airborne droplets from one to two days before, and until about five days after the rash appears. New cases can appear up to 20 days after contact.</p> <p>When to Return: Not until the sixth day after the rash starts.</p>
Colds	<p>Signs and Symptoms: Sneezing, runny nose, sore throat, cough, watery or irritated eyes, headache, and crankiness- sometimes a fever.</p> <p>Communicability: By contact with germs from the saliva or mucus of an infected person, from one to two days before symptoms appear until several days after symptoms appear.</p> <p>When to Return: When well enough to participate in program activities.</p>
Ear Infections (Otitis)	<p>Signs and Symptoms: Earache, pulling at the ear, unusual crankiness, difficulty in hearing, or funny sensations in the ear caused by a mucus backup in the middle ear.</p>

	<p>Communicability: Not contagious.</p> <p>When to Return: When well enough to participate in program activities.</p>
Fifth Disease	<p>Signs and Symptoms: A distinctive rash beginning on the face that makes the child appear to have very red cheeks. After one to four days a rash appears on the arms and moves to the trunk, buttocks, and thighs. The body rash may come and go for one to three weeks, usually appearing when the child is hot.</p> <p>Communicability: 50% of exposed children will come down with the rash 10-14 days afterwards.</p> <p>When to Return: Because this disease is mainly contagious during the week before the rash begins, a child who has the rash is no longer contagious and does not need to stay home from school.</p>
Hepatitis A	<p>Signs and Symptoms: Fever, weakness, loss of appetite, nausea, dark urine, and yellowing of the skin and whites of the eyes.</p> <p>Communicability: Contact with virus infected food, stool, water, or environment. The virus is shed for up to three weeks, starting two weeks before symptoms appear. The illness may occur up to 50 days after contact.</p> <p>When to Return: One week after the illness starts and when the fever is gone.</p>

COVID-19 Policies and Procedures

Consistent with state and local guidance, MSMP continues to develop and implement policies, practices and modifications to our home to help promote a safer environment. As circumstances related to COVID-19 continue to evolve and the federal, state and local school guidelines continue to change, the school will be providing regular updates to families about our policies and practices via email. Further, MSMP may deviate from the guidelines and expectations set in our policies and procedures at its discretion as individual stances may warrant. Protocols will be updated as we receive new information and guidance from Mesa County Health Dept.

Medication Policy

Only prescription medications will be given while a child is at school. If your child has a prescription medication, please record this on the registration form. The school requires a

signed request form from the parent, and detailed instructions from the child's physician for any medication that must be administered during school hours. Prescription medications must be provided in the original pharmacy labeled container. The parent is required to provide their request before the child starts school, or at the start of the prescription if started during the school year. The school is not responsible for any complications in this regard. Forms are available on our website and must be submitted each year.

Because administration of medication requires extra time as well as safety considerations, we ask that parents check with their child's health care Head of School to see if a dosing schedule can be arranged outside of school hours. Over the counter products are NOT exempt from the above rules including tylenol, ibuprofen, diaper creams and hand lotions, lip balm, and topical sunscreen.

Written authorization is required from the parent and/or doctor for MSMP to administer any medication. If your child requires an inhaler or an Epi-pen, one should be left at the school. Any other medical conditions need to be dealt with by the teachers on a one-to-one basis.

It is the parent's responsibility to ensure the prescription medication is given to the teacher before each school day. The teacher will ensure it is not accessible to the children, but quickly accessible by the teacher in an emergency. The parent is responsible for picking up the medication at the end of school and will always ensure the medication has not expired.

Medication should never be sent to school in a child's lunchbox or backpack, but should be handed to the teacher by the parent. Only staff trained and delegated to administer medications to children will do so.

Sunscreen Policy

Sunscreen is considered a medication by the Colorado Department of Human Services and therefore every MSMP student must have a signed sunscreen application form on file. Sunscreen or sun protection is required. Hats and light clothing can be used as an alternative. Once the form is on file, labeled sunscreen with the child's first and last name may be provided to the teacher for school re-application. Children over 4 years of age may apply their own sunscreen under staff supervision. Parents must apply sunscreen on their child before coming to school and then teachers will re-apply the sunscreen throughout the day if the form allows it. Otherwise, children must have on alternative sun protection clothing.

Allergy Awareness policy

MSMP is a peanut free school. Since we will be providing the meals and snacks during the day, parents will need to fill in their medical history form if their child has an allergy and we will make sure not to serve those items to your child. The focus of allergy management shall be on prevention, education, awareness, communication and emergency response.

Medical Emergency Policy

Please ensure that the child's registration form is properly filled out indicating the doctor's name, health care number, emergency contact, and allergies for use in the event of an emergency. If an accident or medical emergency occurs at the school that requires the child to be rushed to the hospital, an ambulance will be called. It would be the responsibility of the assistant teacher to accompany the child while the Lead teacher and emergency sub or parent volunteer will remain with the other children.

Medical Problems and Situational Concerns

If your child has health problems, you as a parent/guardian are responsible to inform the teachers. In some cases, it may be necessary to provide the school with a signed waiver of responsibility, absolving the school, its staff and the parent helpers from legal responsibility.

Please keep us informed about disturbances and difficulties in your child's life. As children grow, they may experience transformation in their routines, suffer occasional illness, or struggle with concerns related to home, family, or friends. Please communicate any changes that affect your child. The greater our communication, the better we can support your child.

Incidents + Accidents

The teachers will document any incident causing injury or emotional stress. All accidents will be documented indicating injury and any first aid given. An incident form allows for accurate descriptions of an incident or accident that occurred during class time. The form will be given to the parent(s) to read. Both teachers and parent(s) are required to sign it. The original will be kept with the child's file. Parents can request a copy if they choose. The Head of School will review incidents/accidents that occur and make recommendations to ensure the safety of the children.

If a minor injury occurs, we will take the necessary action. If a major accident occurs, those listed on the child's emergency card, including your healthcare provider, will be contacted in order of your preference. Should we be unable to contact any of them and immediate medical help is required, we will call an ambulance and your child will be taken to St Mary's Hospital or the hospital specified on your emergency file card.

Both teachers are required to hold current CPR and First Aid certifications. It is our policy to report suspected child abuse to the proper authorities. As a parent of a child/children in licensed childcare, you may report any suspected abuse by calling: Child Abuse Hotline @ 970-242-1211

School Safety and Security Protocols

Emergency Response Procedures

Fire drills and smoke detector tests will be held monthly. Tornado drills will be conducted each month between March and October. Quarterly lockdown and active shooter drills will be held. Emergency procedures will be updated to plan for and accommodate any children at the school with special needs or disabilities.

Fire Safety

In the event of a fire, the following procedure will be followed:

1. Alert everyone verbally.
2. Children are lined up quickly and quietly in front of a teacher.
3. One teacher leads the children out of the room, choosing the door that she/he feels provides the safest exit. The other teacher and Parent Helper (if present)

will follow the group. If exiting from the front door, the teacher will walk the children along the sidewalk to the first shelter at Rocket park. If exiting from the classroom door, the teacher will walk the students through the alley to the first shelter at Rocket park.

4. The teacher takes attendance.
5. Proceed with relocation procedures.

Relocation Procedures

1. Teachers and Parents escort the children to the first shelter at Rocket park.
2. Parents will be phoned to pick up their children. If they cannot be reached, the Emergency Contacts will be phoned to pick up children.
3. When possible, an Evacuation Notice will be posted on the outside door to notify parents if the teachers are unable to reach them.
4. The Teachers and Parents will remain with the children until all children have been picked up.

Procedures for Rare Instances

In the event of a tornado or shelter in place situation, the children will be moved away from windows to a safe location in the center of the home and will have access to the emergency kit with food, water, flashlights, batteries, NOAA Weather Radio, blankets, stuffies, activities and first aid. If there is a shelter in place because of a chemical release in our area, we will close all windows and remain indoors until an all clear message is received from an emergency official. If there is a shelter in place for civil disorder in our neighborhood, we will keep the children away from the windows and doors, lock the doors and call 911.

In the case of a power outage, all electrical equipment will be unplugged and light switches turned out. If the temperature in the home reaches above 85 degrees or less than 65 degrees parents will be contacted to pick up their child and we will close until the power is back on.

In the case of a gas leak, we will evacuate immediately and follow the procedures for a fire evacuation, along with calling the appropriate authorities.

After evacuation emergencies where we have had to close down due to damage, we will initiate a Damage and Needs assessment and gain proper clearance from local authorities before reopening. If we are not able to open, we will send out an email to parents regarding any financial responsibilities families have to the program and then we will work with Mesa County Public Health Child Care Licensing to find new spots for your children to go to.

In the event of a wild animal near our property, we will follow shelter in place guidelines, call the necessary officials and wait until the all clear from them before going back outside.

For floods and wildfires, we will follow guidelines released by officials. If notified in time, school will close so that families can take necessary large area evacuation measures. Our school location is not near a significant flooding or wildfire area, so families should know ahead of time if school would be closed due to these emergencies.

Child Abuse and Neglect

MSMP holds a permanent FCCH license with the state of Colorado and is required to follow all regulations set forth by the Division of Child Care with the Colorado Dept of Human Services, as well as health and safety regulations issued by the Mesa County Health Dept. All Staff members are required to report suspected child abuse and neglect, with failure to do so considered a class 3 misdemeanor. MSMP staff are required to sign an “abuse Reporting Acknowledgement for childcare workers” form at the time of their employment and are required to complete an annual online mandatory reporting training (State of Colorado, Child welfare Training System).

Persons who make a report in good faith are immune from civil and criminal liability and the law provides for the protection of the identity of the reporting party.

Sexual Abuse Prevention Policy

No employee, volunteer, or other person regardless of title or position has the authority to commit or allow sexual abuse or misconduct. Sexual abuse includes sexual assault, exploitation, molestation or injury. All employees are required to submit and clear a background check and no volunteers or staff will ever be alone with a child.

Reporting to Law enforcement or Appropriate child or adult services

MSMP is committed to following the state and federal legal requirements for reporting allegations or incidents of sexual abuse or misconduct to appropriate law enforcement and Child or Adult protective services organizations. It is the policy of MSMP not to attempt to investigate or assess the validity or credibility of an allegation of sexual or physical abuse as a condition before reporting the allegation to proper law enforcement authorities or protective services organizations.

All staff are required annually to take the PDIS Report Sexual Abuse training to understand the signs, behaviors and processes for reporting suspected abuse, and the PDIS Mandating Reporter Training.

Background Checks

All Employees at MSMP are screened, must clear background checks and have references checked as a condition of employment.

Creating a Safe and Transparent Environment

The child will:

- Always be asked if they want help before an adult intercedes
- Always be asked if they need help with clothing or in the bathroom in the event of an accident
- Be clothed at all times except for changing diapers and clothes (swim suits in summer or wet/soiled clothes as needed away with another adult or multiple children present.
- Always be asked if they want their back rubbed at nap time before rubbing it
- Verbal and behavioral cues will be acknowledged and used as a communication tool in the event a child can't express their needs in words.

When assistance is needed:

- A child will not be seated in an adults lap for any reason- the child will be placed next to the adult if comfort is needed
- If the child needs to be held for safety purposes, the adult will hold the child from behind with arms placed around their waist until the child can calm down. Toddler children may be picked up and held for short periods of time
- The adult will always shift position to be at the child's height to make eye contact to both communicate and soothe the child if needed.
- One adult and one child will never be alone in any closed space. An adult may be alone (based on licensing regulations) with multiple children such as during lunch or naptime
- If referring to a child's genitals during toileting or diaper, anatomically correct terminology will be used.

MSMP Staff will:

- Maintain confidentiality respecting the rights of the child and family
- Refrain from discussing adult issues or behaviors when children are present and can inadvertently listen

Safety Recalls

MSMP regularly receives emails with updates on current recalls and checks the Consumer Product Safety Commission website to learn about recalls. Equipment is regularly checked for safety and any input or knowledge that parents may have is valued.

Protection from exposure to secondhand smoke

Children will never be exposed to smoke or secondhand smoke in the home. If parent visitors to the school smoke, they will not be allowed to smoke in the indoor or outdoor classroom and must have a clean shirt to put on prior to interacting with the children. They must also wash their hands.

I, _____, parent/guardian of _____, have received, read and agree to the policies and procedures. By signing this document, I agree to follow, accept the conditions of, and give authorization and approval for the activities described above.

Signature

Date