



POLICY AGREEMENT FORM

Release of Children

Children will only be released to Parents and Guardians on file. Only those parents or legal guardians on file may give consent for others to take their children. Consent must be made prior to release, be on record, and ID will be needed to identify.

Tracking Children

Roll shall be kept on a daily basis of children entering and exiting the school. In addition children are tracked as they move about campus. Attendance and Punctuality are necessary in order for your child to be successful in the program.

Pick-Up and Drop-off

Please drop your child off between 8:15-8:30am. Please pick up your child between 2:45pm and 3:00pm Please be punctual. Anyone arriving after 3:15pm will be charged \$1 per minute. The amount will be tallied and billed through Quickbooks.

Administration of Medications

Staff members may administer prescribed and over the counter medications supplied by a parent or guardian only after the *Permission to Administer Medication Form* has been completed, signed, and dated. In addition medication must be in the original container and child's name and dosage clearly labeled. Parents must complete/sign a permission sheet (with times and dosages) for each medication. In the case of minor pain, fever, bee stings, or allergic reactions, Mountain Montessori Staff may administer *Children's Motrin* and or *Children's Benadryl* according to dosage directions on the box; a parent or guardian shall be notified prior. A signature below is consent to administer the above mentioned medications, unless otherwise noted.

Discipline and Behavior

Parents will be notified of any serious discipline and or behavioral issues. A meeting shall follow if necessary with the parent/guardian, teacher, and school administrator to discuss and better understand the root cause of the issue. As part of our Montessori Model there will be logical and natural consequences for inappropriate behavior. For example, if a child is mishandling a piece of material, the child will be asked to put away the material until a later time. We must state by law that - Corporal Punishment will NOT be used - *DSS Regulation No. 114-506 B(2)*.

Emergency Medical Plan

Minor scrapes, cuts, and bruises shall be treated at school. For emergency situations, 911 will be called immediately. A parent/guardian/emergency contact shall also be notified. If needed a staff member shall accompany the child in the ambulance and to the hospital with the child's records until a parent or guardian arrives. A signature below gives Mountain Montessori the permission to authorize Emergency Medical Treatment. The school will ensure that proper staff ratios are kept.

Evacuation Plan

In the event of an emergency all children and staff shall shelter in place. In the event of a fire all children and staff shall proceed down to the lower playground area. This procedure shall be practiced by the students and staff monthly.

Transportation and Field Trips

No children shall be transported off campus by staff or any other (*see Release of Children*), with the exception of wagon rides and hikes on the adjacent property. A signature below permits and acknowledges all risks associated with such activities and releases the owner of all liability if injury or accident were to occur during these activities.

Care of Ill Children

Please refer to "*Staying Home from School or Childcare When Your Child is Sick*" (Available in Office). We can not provide care for sick children, only comfort, until a parent or guardian can pick up the ill child. SCDHEC

Payments

Payments must be made by the first of each month. If the first is over a weekend, holiday, sick day, absence, etc., the payment must be made the next following school day (*no exceptions unless previously arranged with the school administrator*). There is a \$50 charge for returned checks. If payment is not received by the first of the month, notice shall be sent. If arrangements are not made dismissal may follow.

Packed Lunches

Parents or Guardians are responsible for packing a healthy lunch for their child daily. We promote organic, non GMO fruits, vegetables and nuts. Please avoid refined sugar, wheat products, colorants, and preservatives. Healthy snacks and food preparation activities are always available if a child is hungry. Sodas, candy, or other products high in sugar content and colorants are not allowed in the school.

Notes

- Parents and Guardians have free and full access unless court order stipulates otherwise. A visit shall not disrupt instructional activities or classroom routines.
- Group photos of the children and staff may be used for our Mountain Montessori School website, and emails only.
- Mountain Montessori School follows the Greenville County School's Student Calendar.
- All records shall be kept in the office, and be kept confidential.
- Mountain Montessori School carries general liability insurance.
- Employment of staff conforms to all South Carolina Laws.

Name of Child

Signature of Child's Legal Guardian

Date