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Ha'penny Montessori School

It is with great pleasure that we welcome your family to Ha'penny Montessori School where we offer an encompassing curriculum that supports and nurtures each child's unique development. We follow the philosophy and teachings of Dr. Maria Montessori. Her method of teaching was founded on the concept of educating the "whole child", socially, emotionally, physically and cognitively.

Through many years of research Dr. Maria Montessori found that each child, at every level, learns in different ways and at his/her own pace. She found that many children learn better through "hands-on" experience than from studying a book. Dr. Montessori believed that the only really important thing in education is to teach children how to learn. *"I studied my children, and they taught me how to teach them."*

Maria Montessori devised a curriculum based on developing all aspects of the "whole child". She believed that giving a child freedom with limits in a beautifully prepared and relaxed environment would urge the child to explore, investigate, get creative and ask questions. Dr. Montessori believed that the motivation for learning must come from within.

The name "Ha'penny" was inspired by the Ha'penny Bridge in Dublin, Ireland where our director, Muiríde Keithley, was born and raised. The name symbolizes the bridge between the diverse cultures in Montessori and the journey each child takes to become a valuable and contributing member of society.

Our goals for each individual child are to:

- Create a safe and enriched environment that fosters learning as its own reward.
 - Exemplify good manners, mutual respect and care of the environment.
 - Facilitate each child's development toward his or her full potential.
- Enable children to make their own decisions, thereby promoting self discipline, independence and leadership skills.
- Teach and model appropriate methods of conflict resolution and redirection.
 - Promote awareness and acceptance of cultural differences.
- Encourage children to participate in class activities according to each one's interests and abilities.

MISSION STATEMENT

Our mission is to provide a safe and stimulating environment, rich in cultural diversity and learning experiences for the "whole child". We are dedicated to preparing and maintaining this environment, true to the Montessori philosophy and learning materials where each child can reach their fullest potential and be a caring members of society; where our teachers see and respect the individual abilities of each child and teach to their developmental needs; where our parents are a part of our team in the educational experience that shapes their children into productive lifelong learners.

Ha'penny Montessori School is licensed by the Virginia Department of Social Services and abide by their regulations. We are also a member school of the American Montessori Society. Admission is on a "first come first served" basis and we maintain a waiting list for future openings. Ha'penny Montessori School admits students of any race, gender, color, religion and nationality and does not discriminate on the basis of any race, gender, color, religion and nationality.

Ha'penny Montessori School is not affiliated with any specific religion. We honor the religious beliefs of all our families. We embrace the rich diversity of our school and incorporate it into our curriculum through celebrations, festivals and classroom lessons.

Ha'penny Montessori School reserves the right to make any amendments deemed necessary by the administration to this handbook, at anytime.

School Policies and Procedures

Enrollment Information

Admission

Ha'penny Montessori School is open to children aged 10 weeks to 6 years of age, including a full day Kindergarten program and Kindergarten Enrichment program. Ha'penny Montessori School accepts children with disabilities on a case by case basis according to our ability to fully meet the child's specific needs.

Application and Enrollment Process

We require your completed Application and Admissions contract along with a \$125.00 enrollment fee per child, an \$80.00 application fee per new child and a one month tuition deposit. All fees and deposits are **non refundable** and the tuition deposit is counted as your first month's tuition and deposited at the time of application. There is a \$125.00 re-enrollment fee per child charged at re-enrollment time.

Tuition

The annual tuition is based on the program your child is enrolled in. The annual tuition may be paid as a onetime payment or divided and paid over ten (10) monthly installments. Families choosing to pay the annual tuition, in full, on or before July each year, will receive a 5% discount. The first tuition installment is due at the time of enrollment. If you enroll after the first of the month, the tuition will be prorated. Enrolling siblings will receive a 10% tuition discount. This discount is applied to the greater of the tuitions paid. Once enrolled in Ha'penny Montessori School you are liable for the full amount of the school years tuition ending June, as listed on the current school calendar, even if your child's enrollment is cancelled by the school as a result of your child or family being disruptive or violating the school rules and regulations or otherwise. Exceptions, which are rare, must be granted by the school director. The school may cancel your child's enrollment at any point during the year if you, as parents/guardians, cause any disruption to Ha'penny Montessori School's business or violate Ha'penny Montessori School's rules and regulations or otherwise and you will be liable for the full amount of the school years tuition ending June as listed on the current school calendar. Monthly statements will be emailed to you. It is your responsibility to alert Ha'penny Montessori School Administration in writing of any changes to your email address. Monthly installments are due on or before the 28th of each month. Tuition can be paid by check, cash or credit card (Visa, MasterCard or Discover). A 3.5 % transaction fee will be applied to all credit card payments.

Discounts

We offer a 10% sibling discount off the larger of the tuitions and a 5% off the full year tuition if it is paid in full by July (exact date is on the admission application) each year, a 3% discount off the full summer tuition if paid in full by March (exact date is on the admission application) each year. We also offer a 10% referral discount off one month's tuition; the referring family receives 10% off one month's tuition once the referred family enrolls.

Extra Hours

We understand that sometimes parents need additional care, beyond their contracted hours. Ha'penny Montessori School offers the option of Extra Hours. These hours are billed on a monthly basis and will show up on your monthly statements. The extra Hours fee is \$20.00 per hour or part of an hour. These hours must be approved by the director due to ratios. Children picked up more than 5 minutes after their scheduled pick up will be charged \$20 per hour or part of an hour.

Holiday Care

Ha'penny Montessori School **may** offer extra care during the Winter Break or Spring Breaks. A minimum of 15 children need to be signed up to make this care available. The daily cost for this additional care is \$70 a day per child. Hours of operation during these breaks are **9:00am-4:00pm**. Infant care is offered during teacher work weeks from **9am-4pm**, Monday through Thursday.

Late Payment Charge

A \$50.00 late fee will be applied to tuition received 5 or more days after the 28th day of the month. An additional \$50.00 late fee will be charged for 10 or more days past due. If the tuition is more than 30 days late the child will not be able to continue his/her enrollment at Ha'penny Montessori School until all payments is up to date. Should the 28th fall during a school break, the tuition can be mailed to the school address or submitted on the last day before the break. Annual tuition is required to be paid in full by May 28th for children to be able to participate in graduation ceremonies and for any school records to be released and sent to the school your child will be attending, after Ha'penny Montessori School.

Returned Check Fee

A \$40.00 fee will be charged for all returned or unaccepted checks.

Withdrawals

Ha'penny Montessori School requires a written withdrawal to be submitted to the administration **90 days** prior to your withdrawal date. Families will be liable for the remainder of the school years tuition, should your date of withdrawal occur after the month of February (written withdrawal should be submitted and approved by the end of November for a family to be released from their contract, said families will be liable for 90 days tuition. Withdrawals submitted after the end of November will result in the family being responsible for the remainder of the school year tuition.) All questions regarding contracts must be in writing and can be emailed to Josh, billing@hapennyschool.com.

Schedule Changes

Ha'penny Montessori School requires notice of schedule changes to be in writing.

Decreases in schedule require a 30 day written notice.

Depending on availability in the classroom we can accept increases in schedules throughout the year. A change of schedule form must be completed and approved before a change can take place. Please talk to the administration for further information and availability.

Student's Records

According to the Virginia Department of Social Services, the following completed documents must be on file at Ha'penny Montessori School on or before your child's first day of school.

- Application and Admissions Contract
- Physical and Immunization Form (Children under 2 years must have this completed every 6 months)
- Medication Administration Authorization (If applicable)
- Diaper Cream Authorization (If applicable)
- Sunscreen Authorization (If applicable)
- Insect Repellent (If applicable)

It is the responsibility of the parents to keep all information updated with the necessary telephone, email, mailing address and new information pertinent to their child's well being **If any of these documents are not on file, on your child's first day of school, your child will not be allowed to attend school until such documents are submitted and you will be liable for tuition until said forms are in your child's file.**

Transitional Period

Once your child is enrolled and starts to attend Ha'penny Montessori School there may be a period of transition. Your child may take time to adapt to his/her environment and this is normal to observe. It may take a couple of months for your child to fully transition. Parents are welcome to stay on the school premises for as long as they feel they need to but are not permitted to be in the class with the children during this period as it will make the transition more difficult and drawn out for your child and other children.

PALS Testing

HMS uses PALS (Phonological Awareness Literacy Screening) test, the same assessment procedure as Loudoun County Public Schools. We administer these tests 2 times a year, Fall and Spring, to all children aged 4 by September 30th and all Kindergarten children. Parents will receive a copy of their child's results.

New Parent Orientation

It is very important that new parents get to meet with their child's teacher before or shortly after enrollment. This gives parents a chance to discuss any concerns or special needs with the teacher and allows the teacher to explain how his/her classroom works. This can be scheduled with your classroom teacher or a member of the administration.

The School Day Procedures

Your child will only be dismissed to people listed on your Pick-Up authorization section of your admissions contract or emailed to the administration. To avoid delays at pickup time, please make sure we have everyone authorized to pick up in our system.

Daily Schedule

7:00am-8:30am	Before School Care
8:30am-8:50am	Car line and Drop Off
11:50pm-12:30pm	Lunch
12:30pm-12:45pm	Half Day Students Dismissed (<i>Toddler 12:30pm & Primary 12:45pm</i>)
1:00pm- 3:00pm	Individual Work time for Kindergarten and Enrichment Students
	Nap Time or Quiet Time for Younger Students
2:50pm - 3:00pm	Full Day Students Dismissed
3:00pm - 4:30/6pm	After School Program (Including work time, craft, snack and playtime)

School Calendar

Although we may offer extended hours of care we are principally a school and therefore do have time off during the school year for Holidays, parent conferences, classroom preparation time, etc. Ha'penny Montessori School follows the calendar of Loudoun County Schools but any conflict in said calendars is resolved in favor of the calendar of Ha'penny Montessori School. Each family receives a Ha'penny Montessori School calendar at enrollment or re-enrollment time and it can also be found on the HMS website, www.hapennyschool.com. Ha'penny Montessori School reserves the right to make changes the school calendar if deemed necessary by the Director. If there are any changes made to our calendar we will give as much advance notice as possible.

Inclement Weather Policy

Closings and delays will be posted on the HMS website and Facebook page by 6am each morning. If HMS needs to close early we will post closing time on our website and Facebook page and email all parents. There are no refunds of tuition due to weather related closings.

Before and After School Programs

When school is closed for the day, the Before and After Care Programs are also closed. If Loudoun County Schools have a one or two hour delay, the Before Care Program will be cancelled.

When school closes early, due to bad weather conditions during the day, the After School Program will remain open until every child can be picked up. We may require parents to pick-up early when necessary.

Arrivals

Please make sure your child is at school by **8:50am** in order for him/her to receive the full benefits of the Montessori Morning. Children arriving late cause disruption to the classroom atmosphere. Should your child arrive later than 8:50am, a member of the administration will take him/her back to the classroom, sign your child in and make sure the teacher knows your child has arrived. Please do not leave your child unattended in the school, at any time

Absence

Please call or email the school in the event that your child will not be attending school. **In the event that your child has been diagnosed with a communicable disease it is of vital importance that you inform the school immediately.**

Early Dismissal

Please let us know ahead of time, if your child will be leaving school before his/her typical time of departure. This will allow the teacher to have your child prepared to leave early and cause limited disruption in the classroom.

Signing In and Out

Your child will only be dismissed to people listed on your Pick-Up authorization section of your admissions contract or emailed to the administration. To avoid delays at pickup time, please make sure we have everyone authorized to pick up in our system

Children are required to be signed in and out every day. This is a state regulation that is in the best interest of your child's safety. In the event that your child is escorted into the school by a staff member, the staff member will sign your child in.

Daily Drop Off and Pick Up

Drop Off

Beforecare – 7am-8:30am

All students being dropped off before 8:30am must be escorted into the school and signed in by a parent/guardian. There is a code to the front door. Please ask a member of the administration/HMS employee for this code.

Carline – 8:30am-8:50am

During the times of 8:30-8:50am we have a carline drop off. Parents pull up to the front of the school and an HMS employee will unbuckle your child and walk him/her into their classrooms. The employee will sign your child in. Parents stay in their cars during this process.

Walk your Child in – 8:30am-8:50am

Carline is recommended for all children but we do have an option for parents to walk their child in to the school and drop them at their **classroom door**. The parent signs the child in at the door.

Arriving Late – After 8:50am

Parents/guardians must park their cars in the designated parking spaces and walk their child into the front office. A member of the administration will walk your child to his/her class to avoid disruption to the classrooms.

Arriving Early – Before 8:30am

Children arriving before 8:30am and who are not enrolled in our beforecare program can wait with a parent/guardian in our Library until 8:30am. **Children should not be dropped off at their classrooms until 8:30am.**

Pick Up – Carline

Your child will only be dismissed to people listed on your Pick-Up authorization section of your admissions contract or emailed to the administration. To avoid delays at pickup time, please make sure we have everyone authorized to pick up in our system.

Half Day Pick Up – Toddler (12:30pm) and Primary (12:45pm)

We have a carline pick up during the times of 12:30pm-12:50pm. Parents/guardians pull up to the front of the school, please adhere to all signage and wait for your child to be dismissed to you. An HMS employee will sign your child out. Parents/guardians **must buckle their own child in**. Please make sure anyone authorized to pick up your child knows these procedures and make them aware that they will need to **show ID** before a child is dismissed to them. Please see the administration in advance for the procedure on alternate pick up.

Full Day Pick Up - Toddler and Primary (3:00pm)

We have a carline pick up during the times of 2:50pm-3:00pm. Parents/guardians pull up to the front of the school, please adhere to all signage and wait for your child to be dismissed to you. An HMS employee will sign your child out. Parents/guardians **must buckle their own child in**. Please make sure anyone authorized to pick up your child knows these procedures and make them aware that they will need to show ID before a child is dismissed to them. Please see the administration, in advance, for the procedure on alternate pick up.

Full Day Pick Up - Infants (3:00pm)

Infant parents/guardians can pick their children up at their classroom or participate in carline. Please let a member of the administration know if you would like to pick up from carline.

Early Pick Up

Parents/guardians picking up before scheduled dismissal (doctor's apt etc.), please call ahead and we will have your child ready at the front office.

Late Pick Up

Parents/guardians picking up after scheduled dismissal, please call ahead to let us know you will be late and we will have your child ready at the front office or have them join aftercare, if available. Late charges will applied to your tuition statement, if applicable.

Extended Care Pick Up - 4:30pm

We have a carline pick up during the times of 4:25pm-4:35pm. Parents/guardians pull up to the front of the school, please adhere to all signage and wait for your child to be dismissed to you. An HMS employee will sign your child out. Parents/guardians **must buckle their own child in**. Please make sure anyone authorized to pick up your child knows these procedures and make them aware that they will need to show ID before a child is dismissed to them. Please see the administration, in advance, for the procedure on alternate pick up.

Extended Care Pick Up - 6:00pm

Parents/guardians must park their cars in the designated parking spaces and walk into the school at pick up. Parent/guardians should knock on the door and wait for the teacher to answer. If the teacher does not hear the door or is busy, parents/guardians can walk into the class to make the teacher aware that they are present and ready to pick up their child. Parents/guardians should sign their child out and leave the class quietly to avoid disruption.

We understand that sometimes parents need a friend or relative to pick-up their child. Photo Identification is required for anyone who is picking up a child upon a parent's request. Ha'penny Montessori School also requires written authorization of alternative pick-up ahead of time. If for any reason you cannot give written authorization you must call and let the school know ahead of time and provide the full name and phone number of the person picking up your child. If deemed necessary, we will make a return phone call to the

parent to confirm the new arrangements. If we are unable to confirm the arrangements we will not release the child. No child will be released to a taxi. If a child is not picked up for any reason and the emergency contacts cannot be contacted, the Department of Social Services or local police department will be notified.

Before leaving each day the children shake hands with the dismissing staff member. This allows us to keep track of your child's coming and going, it teaches grace and courtesy and builds your child's self esteem.

Late Pick-Up

Children should be picked up at the contracted time. Parents picking up late at half day, full day Or 4:30pm dismissal will be charged the Extra Hours fee of \$20.00 per hour/any part of an hour, per child. Parents picking up late at 6:00pm dismissal will be charged an overtime rate of \$2 a minute for the first 15 minutes and \$5 a minute after that, based on the school clock. We do allow a 5 minute grace period. If you know that you are going to be late, please call the school. The late fee still applies, but the staff can reassure your child that you are on your way and this will avoid the staff calling parents and emergency contacts.

Emergency Pick-Up

In the event of an emergency, parents will be called first. If parents cannot be reached we will call the authorized emergency contacts listed. If for any reason the emergency contacts cannot be reached, the school will contact the Department of Social Services or the local police department.

Parking

Parents must park to the left as you enter the school grounds. Please do not park up the hill during morning drop off or half day pick up. Parking directly in front of the school, in fire lanes, in front of the dumpster or in handicapped spaces without a DMV permit is prohibited. This is in the interest of everyone's safety. In the event of an emergency we will need direct and unlimited access to the front door and fire hydrants. Parents are not to leave their cars running or leave children unattended in your car while you are in the school.

Transportation

Transportation is the responsibility of the parent. Any child being picked up from another school by Ha'penny Montessori School must have a transportation permission form on file. All forms of transportation not including a parent or guardian must be communicated to the school.

Field Trips

Field trips are an important and educational part of our curriculum. Children who are not permitted to attend field trips must stay at home on the day of the field trip. We will notify parents of any field trips involving transportation a minimum of one week in advance.

Ha'penny Montessori School staff carry emergency contact information, first aid kits and children's medication which may be needed on field trips. Employees also carry cell phones for emergencies. Children are required to wear the Ha'penny Montessori T-shirt/sweater on field trips. **All children are required to have a parent/guardian transport them and attend the field trip with them.**

Summer Camp

Ha'penny Montessori School offers a Summer Camp program. This is a separate program to the school year program. It requires a Summer Camp admissions application and an enrollment fee. Summer Camp is divided into three sessions with themes. Parents must pack a lunch for their child(ren), Monday through Thursday. Pizza lunch will be provided by the school on Fridays for all enrolled students. Parents should pack a morning snack and an afternoon snack (for aftercare children). These snacks should be labeled "morning snack" and "afternoon snack". Lunches should have the child's name and date on the lunch pack.

Withdrawal from any summer sessions will result in a \$250 withdrawal fee per session, for which the child is enrolled.

Moving Up

Children move to the primary program only 3 times during the year; the beginning of the school year, the beginning of the summer and in January. This limits the disruption to each classroom. These children spend the month prior to the scheduled move transitioning into their new environment. Each of these children needs to be aged 3 **and independent in using the bathroom.** If your child is moving up in January, they need to be using the bathroom independently by November 30th, if they are moving up at the beginning of the school year, they need to be potty trained before the first day of school and if they are moving up at the beginning of summer camp, they need to be using the bathroom independently by April 30th.

Infants moving to toddler move when they are at least 16 months (preferably 18 months), walking and both teacher and parent agree that they are ready. This can happen anytime during the year but we like to try and keep the same schedule as the children moving to primary.

School Policies and Guidelines

Rain Boots

Each child is required to have a pair of boots for outdoor playtime. Children wear these on the playground, regardless of the weather. These boots should be labeled and remain at school, in your child's cubby

Slippers

Each child wears slippers in the classroom. This maintains a peaceful and clean environment. Please make sure that your child's slippers do not have TV characters on them and that they have a soft sole. **We do not allow crocs or flip flops** for indoor or outdoor shoes for safety reasons. Plain slippers can be purchased at Target, Wal-Mart, Children's Place, Landsend and many other stores.

Toilet Learning

Children moving from the toddler program to the primary program need to be independent in using the toilet. Toddler teachers assist with Toilet Learning, once your child is showing signs of readiness.

Physical signs

- Is coordinated enough to walk, and even run, steadily.
- Urinates a fair amount at one time.
- Has regular, well-formed bowel movements at relatively predictable times.
- Has "dry" periods of at least two hours or during naps, which shows that his bladder muscles are developed enough to hold urine.

Behavioral signs

- Can sit down quietly in one position for two to five minutes.
- Can pull his pants up and down.
- Dislikes the feeling of wearing a wet or dirty diaper.
- Shows interest in others' bathroom habits (wants to watch you go to the bathroom or wear underwear).
- Gives a physical or verbal sign when he's having a bowel movement such as grunting, squatting, or telling you.
- Demonstrates a desire for independence.
- Takes pride in his accomplishments.
- Isn't resistant to learning to use the toilet.
- Is in a generally cooperative stage, not a negative or contrary one.

Cognitive signs

- Understands the physical signals that mean he has to go and can tell you before it happens or even hold it until he has time to get to the potty.
- Can follow simple instructions, such as "go get the toy."
- Understands the value of putting things where they belong.

- Has words for urine and stool.

Schedule a time to meet with your child's teacher once you feel that your child is ready to start learning to use the toilet. Ha'penny has Toilet Learning procedures that we like to share with parents before we start this process.

Uniforms

All primary children must wear uniforms Monday-Thursday. Ha'penny T-shirts/sweaters can be worn on Fridays with jeans or other bottoms. Uniforms are optional for the Toddler Program. You can order uniforms online from French Toast and Landsend. You can purchase uniform items elsewhere and have them embroidered by Stitching Station at Dulles Mall. All shirts, sweaters and jumpers must have the Ha'penny Logo on them. When you order from French Toast and Landsend they will automatically know to embroider the logo. All uniform information can be found on our website under forms and information.

Extra Clothing and Supplies from Home

Please have 2 or 3 sets of weather appropriate spare clothes for your child as accidents do happen. Extra clothing does not need to be uniform. Make sure all clothing is labeled with your child's name. We ask that you routinely check your child's cubby and replace any items of clothing that may be needed. Ha'penny Montessori School does not provide diapers, wipes, diaper cream, sunscreen, insect repellent or any kind of medication. All of these items need to come from home. When said items are running low or about to expire you will receive notice to replenish.

Lost and Found

There is a lost and found box located at the front of the school. If your child has lost an item of clothing or bed sheet etc. please check with the classroom teacher first and check the lost and found box. If you cannot find the lost item please notify the administration.

School Directory

A school directory can be found on the Montessori Compass website, once you are logged in. This is the only form of directory available to parents. You can also reach out to other HMS parents on the Bloomz App.

Birthdays

The Montessori Birthday Celebration is a very unique way of celebrating your child's special day. We encourage parents to participate in the celebration and join your child's class for the event. A member of the HMS administration will contact you 2-4 weeks prior to your child's birthday to set up a time for the classroom celebration. **Invitations for birthdays must be sent outside of the school, unless the whole class is being invited.**
No goodie bags please.

Items from Home

We do not permit children to bring toys, gum, candy, money or other possessions from home into the school unless the item is related to the curriculum in the classroom and the teacher has given advance permission. Any prohibited items will be removed from the classroom/cubby and taken to the front office. We cannot be responsible for any outside items. **Should anything from the school go home with your child, please return it.** Something as small as a bead could mean an incomplete lesson in your child's class. If school material is broken or misplaced by your child, you may be asked to fix/replace the material depending on the circumstances, e.g. if your child breaks the material on purpose.

Snacks

Morning and Aftercare snacks are provided by the school. These snacks are typically a snack size serving of nut free crackers. Parents are welcome to pack additional snacks for their children. Water is available at the school.

Lunch

Parents must pack a lunch Monday-Thursday. Pizza lunch is provided by the school on Friday. All food and drinks from home should be **free of any nut products**. If you would like to pack a hot lunch for your child, please use a thermos as we cannot heat up lunches at school. Candy, cookies, chocolate etc. are discouraged. Any food coming from home must have your child's name on it and the date it came to school. Masking tape and sharpies work well for this.

Staff and Family Relationships Outside School

It is a strict policy at HMS that employees do not work for HMS families, past or present, in any capacity, including "summer work", while employed at HMS. Failure to abide by this policy is considered causing disruption to the school and can result in the dismissal of the employee and the family from HMS.

Television and Technology

On occasion the children may watch a DVD related to the curriculum. This may only happen once a month and for a maximum period of 30 minutes. Sometimes teachers have a "Movie Day" at the end of the school year. In the event that your child's class is having a "Movie Day", the teacher should notify parents by email with the title of the movie and the day it will be viewed. During these times the children will have the same supervision as they have during regular class time. Children do not have access to computers during the school day. There is one computer in our aftercare program. This is used by one child at a time and is timed for 20 minutes. Portable CD players may be used in our Safe Space with stories on CD and appropriate music to listen to.

Discipline at School

HMS uses Conscious Discipline in our classrooms. This is taught as part of our curriculum, during Group Time. You can visit www.consciousdiscipline.com for more information.

In our Montessori classrooms the first lessons taught are lessons of grace and courtesy. When a child learns to respect others and his/her environment, they gain self esteem and confidence and a feeling of self-worth. Our staff leads by example and treat the children and the environment with respect. Children learn not to disturb other children while they are working and to respect the classroom as it is their own and to take care of it, to preserve the quality of the materials and look of the classroom. We ask that parents do the same.

When there is an altercation or incident between children, they are encouraged to discuss it and resolve the situation themselves. If they are not able to resolve it or if the situation calls for a teachers' intervention, then the teacher should mediate and discuss the incident with the children involved. If unacceptable behavior persists or becomes unmanageable, the parents are typically brought in to discuss the best way to resolve the issue.

Ha'penny Montessori School reserves the right to suspend, expel and/or refuse school services to a child if behavioral patterns are exhibited that the school is not capable of handling. Examples include, but are not limited to, hitting, biting, pinching, punching, kicking, and the destruction of property.

1 st offense	Parent is informed in writing
2 nd offense	Parent / Teacher / Director Conference is required
3 rd offense	Child is suspended for two weeks, (no tuition or fees refunded)
4 th offense	Child is sent home for the day and starts a 30 day probation period
5 th offense	Child is dismissed from the school, (no tuition or fees refunded)

Ha'penny Montessori School reserves the right to dismiss any family that is delinquent in tuition or fees or is disruptive to the school in any way. Such families will be liable for the full amount of the school years tuition ending June and/or Summer camp.

Ha'penny Montessori School reserves the right to dismiss any child, under any circumstances. Such families may be liable for the full amount of the school years tuition ending June and/or Summer Camp.

Communications

Parent/Teacher Communication

Each teacher has a school email address that is given out to parents. Teachers check their email at least once a day, during the week. If you would like to talk to a teacher on the phone please make sure you are calling at a time where the teacher is not needed in the classroom or between 8:00am-8:30am each day. Teachers are not expected to check email over the weekend. Any emails sent over the weekend should be sent to director@hapennyschool.com. We have parent conferences scheduled during the year.

Parent/Administration Communication

You are always welcome to contact the administration by phone, email or in person.

director@hapennyschool.com

admin@hapennyschool.com

Both email addresses are checked several times a day during the week, on weekends and during holidays. For billing or contract questions please email Josh at

billing@hapennyschool.com

Parent Involvement

Ha'penny Montessori School encourages parents to be involved in the school. We welcome parents who would like to learn more about the Montessori Method of teaching and it's materials. We host many events throughout the school year where parents and extended family are invited to join us and share in the festivities.

Classroom Observations

Ha'penny Montessori School welcomes and encourages parent observations in classrooms. Parents are required to let the administration know ahead of time if they would like to schedule an observation. An Observation calendar can be found at the front office where you can schedule a time to come in and observe. This is to ensure that no more than one parent observes at any given time. Before your scheduled observation you will be given a handout outlining the procedures for observing in our classrooms. **No observations are scheduled during the months of June and September.**

Conferences

Parent-Teacher conferences are scheduled twice during the year. **We will not hold a conference in front of your child so please organize babysitting ahead of time.** When possible, HMS will offer care for children during conferences. Our scheduled conferences can be found on our calendar.

Montessori Compass progress reports will be available to parents every other month, starting the end of October. Parents will be responsible for logging into the Montessori compass website each month to view these report. Information about user name etc. will be emailed to parents by the administration, once enrolled.

You are welcome to schedule additional conferences anytime during the year. See your child's teacher to set up an appropriate time.

School Weekly News

Weekly emails will be sent out to all families about the week ahead and any upcoming events, deadlines etc. Please make sure you read all the information in these emails. A copy of the Weekly News will be posted on our bulletin board as you enter the school.

Guest Speakers

Ha'penny Montessori School sometimes invites guest speakers to the school. Any views or opinions expressed are those of the individual and do not necessarily represent the opinions or policies of Ha'penny Montessori School.

Fundraising

Ha'penny Montessori School may organize two fundraising event during the school year. One for a charity/cause and one for the school. We welcome parent participation and ideas for these events. We will also participate in an Annual Local Toy Drive in December.

PNO

Parent Night Out – One Friday each month we host our PNO. The funds from this goes towards the teachers attending the Annual American Montessori Conference. Information on PNO is emailed to parents each month.

Medical Information

First Aid and CPR

Ha'penny Montessori School staff are required to be CPR and first aid trained and certified. They are also required to attend classes to familiarize themselves with common childhood diseases and illnesses. Each class keeps first aid supplies in their emergency backpacks. These backpacks are taken on fieldtrips, to the playground and anytime the children leave the classroom. First aid supplies are also stored in the front office. If a child is injured, the abrasion will be cleaned with soap and water and an accident report will be completed. If a child receives a head or face injury parents will be contacted and notified immediately.

Illness

If you suspect or are aware your child is sick please do not bring him/her to school. Communicable diseases spread fast amongst groups of children. Should your child show symptoms of illness twenty four hours prior to his/her scheduled attendance at school, he/she needs to stay home. If symptoms occur at school, your child will be isolated and parents will be contacted immediately. Your child must be picked up at this time. Please make sure all contact information is up to date at all times during the year. Your child must be fever free, without the aid of medicine, for twenty four hours before his/her return to school.

Preventing the Spread of Disease at School

The following guidelines have been established in order to help prevent the spread of disease at school. Children will not be allowed to attend school if he/she has any of the following.

- A **temperature** of 100 degrees F or higher. The child must be fever free for 24 hours, without the aid of medicine, before returning to school.
- Recurrent **vomiting** or **diarrhea**. The child must not have vomited nor had diarrhea for 24 hours before returning to school.
- **Conjunctivitis**. (Pink eye)
Bacterial -Can return to school 24 hours after first treatment of medication
Viral – Can return to school with a letter for a physician stating the child does not have bacterial conjunctivitis. In either case the child must be well enough to participate in daily school activities.
- **Head Lice**- Can return to school after first treatment and no live visible lice are seen.
- **Nose and Eye drainage**- thick mucus or pus draining from the nose or eye.
- **Respiratory Symptoms**- Difficulty breathing or rapid breathing, severe coughing, croup-y or whooping cough and if the child can not lie comfortably due to continuous cough.
- **Respiratory**- Can return to school when fever free for 24 hours and well enough to participate in daily school activities.
- **Sore Throat**-Sore throat with swollen neck glands and fever. The child can return when fever free for 24 hours, without the aid of medicine and swollen glands have gone down.

- **Rashes**-Redness, blotchy rashes of the skin. The child can return to school once the rash has been verified by a physician not to be contagious. **A Doctor's note is required from your child's physician stating they are not contagious and can return to school.**

Ha'penny Montessori School reserves the right to require a doctor's note upon a child's return to school, after any illness. Please check with the Director, prior to returning your child to school, if a Doctor's note is required.

Parents are required to inform the school within 24 hours or the next business day after their child or any member of their family has been diagnosed with a communicable disease, as defined by the State Board of Health. Life threatening diseases must be reported immediately.

If your child suffers from any chronic health problems which require special medications or procedures, there must be an Emergency Health Care Plan on file with the school. These forms can be found at the front desk and it is the responsibility of the parent to keep this information updated at all times.

Medicine

If your child is on antibiotics he/she must stay at home for the first twenty four hours after the first dose of antibiotics. We request that antibiotics be administered during non school hours; however we do understand that this is not always possible. Upon request we can administer medicine to your child at school. In order to do this we need a completed medication authorization form. Your child must have had the first doses at home.

- All medicines must be in their original packaging with the pharmacy label affixed, including your child's name, name of medication, dose to be administered and time to be administered.
- Medicine must be given to the administration. No child may keep medicines in backpacks, cubby's, etc. All medicines are required to be kept locked away. Talk to your child's teacher about the medicine he/she is taking.
- Please send the proper device needed to administer the medicine to your child.
- Be aware of the expiration dates on your child's medication and provide a replacement when needed.

If any of the above requirements are not met, Ha'penny Montessori School staff will not be permitted to administer the required medication to your child. We will make every effort to contact you in this event.

Any course of over the counter medicine longer than 10 days requires a physician's signature on the authorization form. Your child must have had the first doses at home.

Allergies

All known allergies must be reported to the administration at the time of enrollment. Should your child develop any allergies, the school must be notified immediately. Parents are asked to report all allergies in writing and to be as detailed as possible. For all milk and food allergies, parents are asked to provide alternative drinks and snacks. Ha'penny Montessori School is a nut free school. We do not allow any nut products to be served at school. This includes any product which may contain nuts or nut products.

Outdoor Play

Per the Virginia Department of Social Services Regulations, we do take the children outside for a portion of the day, each day, as long as the temperatures are above freezing and below 91 degrees. Please make sure that your child has the appropriate clothing on for the weather. If your child is not well enough to play outside he/she should not come to school. Staff will not be able to sit inside with children while the rest of the class is outside due to state mandated ratios.

Emergency Procedures

In the event that there is a serious illness/injury, the rescue squad will be called and the school will contact the parents. If parents cannot be reached, listed emergency contacts will be contacted. If we cannot reach the emergency contacts, the school will call your child's physician. It is essential that you complete an emergency form before your child begins school. It is the responsibility of the parents to keep emergency contact information up to date at all times.

Emergency Preparedness

In the interest of keeping children and staff as safe as possible we have developed a safety plan for the school. In the event of an emergency, the emergency contact for the school is Muiríde Keithley and can be contacted at 703-507-2475. The backup emergency contact is Joshua Keithley and he can be contacted at 571-436-1085. Local authorities and parents will be contacted as soon as possible in the case of an emergency. Please know that the children are our priority and we will do everything possible to ensure their safety while in our care.

Below is a list of emergency responses should we encounter an emergency.

- **Early Dismissal and Closure**-Closing the school early will always be our first response, where possible. The director will evaluate the emergency and decide if there is sufficient time to call parents and have them pick their children up early. In this event the children will remain in their classrooms until parents arrive.

- **Fire Evacuation**-If there is an emergency of any kind that requires the building to be evacuated but does not require the children and staff to leave the school grounds we will respond like we do for a fire. The alarm will be sounded and the children and staff will exit just how they have practiced each month.
- **Crisis/ Weather Lockdown**-If the director determines that there is a risk to the children's safety by removing them from the building, the children will be moved to away from windows to safe areas within the school. The access to the building is controlled in order to maintain a safe environment. There are two levels of emergency lockdown response:
 1. **Crisis Lockdown** -Nuclear/Biological/Chemical
 2. **Weather Lockdown**-Tornado/Hurricane
- **Evacuation**-There are two situation where this response will be implemented:
 1. If immediate evacuation of the school building is ordered by authorities.
 2. If there is a very strong chance that the safety of the children is at risk by remaining in the building and on the surrounding school property.

Child Abuse and Neglect

Staff is required to report suspected cases or child abuse and neglect to the Department of Social Services, under Virginia Law.

Fire Drills

Each month the school will practice a fire drill. Each classroom has its emergency evacuation exits posted. Fire drills are crucial to the safety of the children. We spend many circle times with the child, discussing what we need to do in the event of a fire. Once the alarm is sounded children walk quietly to the door and are led outside by a staff member. The teacher's assistant will be the last person to leave the classroom and it is his/her responsibility to secure the room and take the emergency backpack outside. The teacher will be responsible for bringing the attendance sheet outside and making sure all children are accounted for.

Hurricanes, Tornadoes and Natural Disaster

Should a hurricane, tornado or other natural disaster occur and there is a risk to the safety of the children if they are removed from the school, we will issue a Weather Lockdown. The children will be moved from their classrooms, away from windows to designated safe area within the school. The emergency backpack and emergency food and water will be taken with each classroom by the teacher and assistant. This is drill is also practiced with the children.

Inclement or Dangerously Hot Weather

Children will be taken outside for a portion of the day, each day unless there is thunder and lightning, rain, ice or if temperatures are hotter than 90 degrees or colder than 32 degrees outside. We factor in windshield when looking at weather temperatures.

Accidents and Incidents

Accidents reports will be completed each time a child has an accident, no matter how minor the accident may appear. Parents are required to read, sign and return these reports to the school. Sometimes accidents occur that are not minor and require more attention. In these cases the director is informed immediately and will attempt to make a determination as to the severity of the injury. Parents will be contacted and notified as to the possibility for medical treatment. Emergency aid may be called. It is our policy to contact parents anytime there is an injury to the head or face.

Incident reports are completed by staff when a child's behavior is questionable or out of the ordinary. Parents are required to read, sign and return this report to the school. Sometimes a conference may be needed to discuss the behavior. A copy of these reports will be kept on file.

Ha'penny Montessori School Contacts

We look forward to another great year of making new friends, learning and getting to know each other. We welcome parent and family participation throughout the year, especially during our many events and festivals. Please feel free to contact us with any questions or drop by the office, our door is always open.

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