



Little River Montessori School

913 E. Cumberland Drive
Louisville, TN 37777
(865) 970-4322

www.littlerivermontessori.com

PARENT HANDBOOK

2020-2021

Little River Montessori School Calendar 2020-2021

July	27-31	In-Service - No Students
August	3 4 18 28	Early Childhood New Student Orientation - ½ Day 1st Semester Begins (All Students Return) Back-To-School Picnic (5:30 - 7:00) School Pictures (During Class)
September	7 25	Labor Day - CLOSED In-Service - No Students
October	5-9 20 30	Fall Break - CLOSED Open House (4:00 - 5:30) Pumpkin Auction - 1:30
November	3 24 25 - 27	Election Day - CLOSED Thanksgiving Lunch (Students Only) Thanksgiving Break - CLOSED
December	21 - 31	Winter Break - CLOSED
January	1 4 5 18	Winter Break - CLOSED In-Service - No Students 2nd Semester Begins (All Students Return) Martin Luther King, Jr. Day - CLOSED
February	1-5 2 15	Re-Enrollment Week Open House (4:00 - 5:30) President's Day - CLOSED
March	4 5 15-19	Great Brain Fair 6:00 - 7:00 (Elementary) In-Service - No Students Spring Break - CLOSED
April	2 29	Good Friday - CLOSED Elementary Maypole Dance 2:00 (Elementary)
May	3-7 25 26	Teacher Appreciation Week Last Day of School (Graduation 2:00, no aftercare) In-Service - No Students

Early Childhood Summer Camp Begins 6/7/21

GENERAL INFORMATION

LRMS HISTORY

Little River Montessori School was established in 1978 as Maryville-Alcoa Montessori School. The name was changed to New Horizon in 1981 when the school moved to its present location and then to Little River in 2015.

MISSION

The mission of Little River Montessori School is to inspire children to reach their human potential - academically, socially, and emotionally - in an authentic Montessori environment. The goal is for children to develop inner discipline, self-assurance, independent thinking and a life-long love of learning within a cooperative social context.

AFFILIATION

Little River Montessori was initially affiliated with St. Nicholas Montessori Training College in London, England. In 1990, Little River was involved in forming a new Montessori teacher's training organization, Montessori Educators International, Inc. Little River Montessori School is approved by Tennessee State Department of Education.

FACULTY

Director - Jamie Watts

Office Manager - Emily Guarisco

Lead Teachers - Rebecca Farnham, Allison Jones, and Amanda Gienow

Assisting Teachers - Jesse Robinson, Blake Jones, and Tyler Newman

Tax ID Number: 02-0554071

ANNUAL TUITION & FEES 2020-2021

<u>Depart Time</u>	<u>Tuition</u>
12:45pm	\$6,700 (\$690.10 monthly)
3:00pm	\$7,700 (\$793.10 monthly)
3:15pm - 5:30pm	\$8,700 (\$896.10 monthly)

There is an enrollment fee of \$250.00. Tuition is due on the first day of the month. Payments received after the 5th of the month will accrue a late fee of \$15.00. Elementary students must attend class until at least 3:00 p.m. The school reserves the right to drop from the roll any child whose tuition is over 30 days overdue.

There is a \$500 a year discount for siblings, children of employees, first responders, or military families.

Yearly assessment of re-enrollment and placement is considered in this order of priority:

1. Younger siblings of children currently enrolled in Little River Montessori;
2. Students transferring from other Montessori schools;
3. Younger siblings of students who are eligible but do not attend Montessori (including former Montessori students who left before graduating) and students new to Montessori with no older siblings.

In considering class placement, many factors are reviewed in addition to chronological age. Please be assured that the staff at Little River will carefully assess your child as a unique individual before recommending class placement.

ADDITIONAL CHILDREN

The discount for additional children applies to the younger or youngest sibling(s).

ENROLLMENT

Children are accepted into the classroom on a one-month trial basis. If after a month, your child does not seem to be adjusting well you will be contacted for a conference to work together on a solution or discuss alternatives.

ABSENCES

There is no tuition credit for absences, vacation or illness. If an extended absence of more than 3 days is anticipated, please contact your child's teacher. Elementary students must attend at least the minimum number of days required by the State of Tennessee. Days of attendance are reported to the State Dept. of Education. Extra "snow days" are included in the school year. If necessary, additional make-up days will be added as required at no extra charge.

ADDITIONAL HOURS

The rate for additional time beyond the prepaid tuition increment is \$6.00 per hour (or part of an hour) per child. The rate for additional time past 5:30pm is \$10.00 per five minutes, payable in five minute intervals.

DISENROLLMENT

Students may be dis-enrolled for any the following reasons:

1. A pattern of aggressive or violent behavior of any type.
2. Any pattern of behavior that adversely affects the learning environment.
3. Illegal activities.
4. Nonpayment of tuition or tuition over 30 days late.
5. Disenrollment is an option if parental and school goals for a child are in irresolvable conflict.
6. Abusive (physical or emotional) behavior by parents to children or staff.
7. Inability of the staff to address the needs of a child.
8. Significant difficulty of parents or child in adjusting to the methods and procedures at Little River Montessori School. This includes excessive tardiness and excessive absences.

EARLY CHILDHOOD SCHEDULE

Kindergarten students will be marked tardy after 8:15am

7:30 - 8:15	Arrivals (Children should be in the classroom by 8:15am)
8:00 - 11:00	Individual lessons during the uninterrupted work cycle
11:05 - 11:25	Group
11:30 - 11:55	Outdoor Recreation
12:00 - 12:35	Lunch, cleanup & rest time prep
12:35 - 12:45	Dismissals
12:45 - 2:15	Resting (children under five years)
12:45 - 2:15	Kindergarten students extended day work
2:15 - 2:55	Outdoor Recreation
3:00 - 3:15	Dismissal
3:00 - 5:30	Aftercare: Lessons, Art, & Outdoor activities

Any child under five years of age staying past lunch is required by TN law to have a period of rest.

ELEMENTARY SCHEDULE

Elementary students will be marked tardy after 8:15am

7:30 - 8:15	Arrivals (Children should be in the classroom by 8:15am)
8:15 - 11:30	Individual lessons during the uninterrupted work cycle
11:30 - 12:00	Silent Reading and lunch preparation
12:00 - 12:45	Lunch and cleanup
12:45 - 1:50	Afternoon work cycle
1:50 - 2:10	Oral Reading
2:10 - 2:30	Classroom clean-up and student sharing
2:30 - 2:55	Outdoor recreation
3:00 - 3:15	Dismissal
3:00 - 5:30	Aftercare: Special projects, Art, & Outdoor activities

Note: The above schedules may change as required.

SNOW DAYS

Little River Montessori School follows inclement weather closing and delay schedules for **Alcoa City Schools**. Upon a closing/delay decision, all LRMS families will be notified via email and text message. If the weather deteriorates during the school day, we will stay open until the last child leaves. Parents may collect children at their discretion on these days. We will open as soon as possible after bad weather occurs. You are not obligated to bring your children if conditions in your area are still hazardous. Feel free to call the school if you are not sure about a closing.

ARRIVALS & DISMISSALS

Staff members will be on hand from 7:30am to 8:15am to accept children.

Per state of Tennessee requirements, all children must be signed in and out by a parent or guardian. A sign in sheet will be provided for this purpose. Children arriving before 7:45am must be escorted into the school. We require supervision of the children at all times. We cannot accept responsibility for children who are not properly escorted to staff supervision upon arrival. Please do not drop your child off at the sidewalk and drive away or leave them unattended in the front hallway.

Children will be marked tardy after 8:15am.

Carpool arrivals will begin at 7:45am. For standard Arrival and Dismissal times (7:45am to 8:15am & 3:00pm to 3:15pm) please loop around the parking lot in a counter-clockwise direction. When your car reaches the entrance sidewalk, a teacher will escort your child inside or bring your child to the car. During arrivals and dismissals this will require no parking at the sidewalk from the corner of the school towards the road.

Late arrivals are very disruptive to a class that has already settled down to work. The additional distraction of another adult in the classroom is enough to interfere with a child's concentration – which is not easily regained.

Children arriving after 8:15am must be escorted by a parent into the office to sign in. A staff member will bring the child to their classroom so as to not interrupt the work cycle.

If your child dismisses at 12:45pm, please park and come into the hallway. A staff member will bring your child to you. Please do not come into the classroom. The transition from lunch to rest time is a busy one and staff members are focused on helping children get settled.

Carpool dismissals will begin at 3:00pm. Children who are not staying for aftercare will be brought into the hallway to wait for their parents. Drivers will follow the same path as for arrivals. A staff member will escort your child to the vehicle. Children not picked up by 3:15pm will be brought to aftercare.

The extended day hours are 7:30am to 7:45am and 3:00pm to 5:30pm. Please do not bring children into the classrooms before 7:30am even if staff members are present. If staff members are at school before 7:30am, it is because they are busy preparing for school to open and they cannot complete their tasks if they must supervise children. The school closes at 5:30pm. Children who are not picked up by 5:30pm are assessed a fee of \$10 per five minutes/per child.

COMMUNICATION WITH TEACHERS

It is important not to discuss children in front of any children.

If there are questions, please arrange to ask them when children are not present. All discussions and special conferences regarding your child must be done during school hours and under appropriate circumstances. Please do not unnecessarily distract the supervising staff person from monitoring the classroom or playground. This does not mean that teachers will not talk to you. It does mean that they should be looking at the children and not you when answering. It also means that they may suddenly end the conversation without warning to attend to their duties. Please don't take offense if a teacher puts the children's needs first. You may call at any time to check on your child and ask the staff person who is in charge of answering the phone to check on your child or with your child's teachers.

MESSAGES

Messages to staff must be written and dated or sent via email. Verbal messages may not be accurately remembered and implemented. It is especially important that permission for your child to be picked up by someone who is not listed on the "Release Form" is sent as a written note. We will not release your child to visit friends without communication from you. For elementary students there is an area in the learning log for parent and teacher messages.

CONFERENCES

Conferences are intended to be a personal exchange of information between parents and teachers to help both be more effective adults in the child's life. Learning is not confined to the hours which the child spends at school, but is the sum total of all experiences. This makes the cooperation between parents and teachers especially important. Please do not feel that you have to wait until there is a problem to have a conference. Whenever you feel the need to discuss your child's progress or shed light on his home experience call for an appointment. Typically, conferences will be held twice a year. Information will be sent home in preparation for conferences. If additional conferences are required, please allow staff three school days to prepare. If it is not possible to schedule a conference in person, please call to arrange for a phone conference.

NEWSLETTERS

Parent newsletters will be sent electronically every week. These newsletters are necessarily brief. If any part of the newsletter is confusing, please feel free to ask for clarification. Newsletters contain information you need to know. Changes in the school calendar, upcoming events, and current events are included in these letters, which will help you remember many things that are easy to forget (such as school holidays).

SOCIAL MEDIA

Little River Montessori invites parents to follow our school on Facebook and Instagram. Photos of lessons, activities of the children, links to Montessori blogs, and other pertinent school information will be available online.

PARENT AND COMMUNITY MEETINGS

The LRMS Parent Community Association meets many times during the school year. These meetings are designed to help you have a better understanding of our school community. The discussions in these meetings are for parents only. PCA meetings provide

time for families to offer their ideas and help to develop plans for school functions, improving our outdoor environment, etc.

EMAIL, PHONE NUMBERS, & ADDRESSES

Email addresses, phone numbers, and home addresses are included in our student directory. If you do not wish to have your information released to other parents in the school please notify us in writing. Please notify us if your information changes. Otherwise we may not be able to reach you in the case of an emergency.

ADULTS IN THE SCHOOL

Observation of the classroom is welcomed and encouraged. This is especially true before conferences. You may set up an appointment to observe your child's classroom. Parents are welcome in the classrooms at any time with one stipulation; we ask only that you wait until the teacher feels that there will not be a disruption before you come into the room and that you try to follow the same rules as the children and teachers. Unfamiliar adults in the classroom environment may be a problem for some children, and since these are classrooms, control of disruptions is important. You can also arrange to have your child videotaped in lieu of personal observation. Please be aware of the rules and encourage your children to follow these rules when you are at school. (Of course, encourage them to follow the rules when you are not at school, too.) The basic rules are that we treat people kindly, use lessons carefully, use quiet voices, walk in the school, use furniture appropriately (not sit on tables or stand on benches), use only lessons that have been presented, walk around carpet seats and lesson rugs.

PICTURES AND VIDEOTAPING

The children in the classrooms will be videotaped several times and have their pictures taken by the staff during the school year. These photo/videos may be used by LRMS for newsletters and/or social media posts on sites such as Facebook and Instagram. **If you do not want your child photographed or videotaped let us know in writing.** Picture taking and videotaping by parents may be done by permission only. There are two reasons for this. One is that some parents may not want their child to be videotaped or their picture taken by others. The second is that such activities can be disruptive to the class. Generally pictures may be taken during the work cycle, at birthday celebrations, and school functions such as picnics, open houses, and plays.

RESTING

Any child under five years of age (or not in Kindergarten) staying past lunch or more than six hours is required by law to have a rest period. Resting children may bring a small blanket and/or stuffed animal for this peaceful time. Items for rest time should be free of fantasy characters, ex. Superheroes, Princesses, Cartoons, etc. These items will be stored inside a standard size pillowcase and placed in a basket when not in use. All items must fit in this pillowcase provided by the school. Bulky sleeping bags, pillows, or large blankets are not acceptable since there is not enough room to store them. Blankets and stuffed animals will be sent home each Friday to be washed.

BREAKFAST

Breakfast is a very important meal for children. Please be sure to provide your child with a nutritional breakfast. The morning snack is no substitute for breakfast. The morning

snack is not a substantial amount, but will help tide children over until lunchtime. Children should complete their meal before entering the school building. If they are still finishing their food in the car, please park while your child eats and then escort them into the building.

SNACKS

Snacks are provided by the parents via a weekly snack schedule. The schedule will be posted in the front hallway. If you are unable to bring snack on your child's week, please let a staff member know and we will help you make arrangements. When it is your child's turn, a letter will be sent home with snack suggestions and the number of children in the classroom. The snack your family provides for the class should be at the school by 8:15am. Please remember that snacks are available for the children to choose when and if they want them. If a child does not eat a snack it was because it was not chosen during the 2 1/2 hours of availability. Staff at Little River will never withhold snack from children, but children may choose not to partake.

LAUNDRY

When it is your child's turn for snack, Early Childhood and Elementary families will also be asked to wash a basket of classroom laundry. This basket includes napkins, washcloths, eye masks for lessons, and other washable items. Please allow your child to assist in this process as it reinforces a sense of community by making children responsible for items used daily in their classroom.

SHOW AND TEACH

Children are allowed to bring articles of general interest to school, such as collections, pictures, and books. When it is the child's turn for sharing, a box will go home. Books should be true or fiction stories about real subjects. We do not read stories about fantasy, talking animals, or fairy tales to children under six years of age. Please help your child choose books about people or nature which are, or could be, true. This policy does not mean that children cannot use their imaginations or fantasize themselves. It means only that teachers do not present adult generated fantasy to children under six years old. Examples include shells, flowers, nonfiction books, pictures of vacations, etc.

BIRTHDAYS

Birthdays are celebrated at school. These are important landmarks for your child.

If you would like to bring pictures of your child at younger ages and talk about previous years of growth you may do so. In the Early Childhood class the "Walk Around the Sun" is done at group before lunch. You should arrive in time for this group if you wish to bring pictures. Please check with your child's teacher to make arrangements for this type of visit. If you would like to stay for lunch or just come for lunch on your child's birthday please let us know the day before so that we can coordinate arrangements.

The Early Childhood class "walk around the sun" is at 11:30am.

The Elementary class "walk around the sun" is at 2:15pm.

If you are planning a party for your child please make arrangements far enough in advance to mail or email invitations to the guests. Addresses may be found in the student directory. Please do not hand out invitations at school or ask your child or any of the staff to hand them out. When invitations are handed out in class it increases the chances of hurt feelings among those not invited.

GIFTS

Children should not bring gifts for other children to school. This is to prevent hurt feelings. Children are not allowed to trade items with or sell items to each other.

ARTICLES TO BRING TO SCHOOL

It was the belief of Maria Montessori that children under age six are not fully able to discern fantasy from reality. Since then, research has proven many times that exposure to adult generated fantasy disorients children and can stifle their own developing imaginations. Out of respect to the philosophy and research of Dr. Montessori, ALL Little River Montessori School staff and students are asked to refrain from bringing fantasy items into the school. This includes clothing, shoes/slippers, lunchboxes, water bottles, blankets, etc. The Montessori philosophy provides ample time for child directed imagination and creativity. Many of the fantasy characters on TV and in the media portray scenes of graphic violence and unrealistic life goals – two factors that young children are not fully capable of processing yet. We strive to cultivate a community of peace and developmentally appropriate experiences for the students of LRMS. Thank you for your understanding and cooperation.

“How is it possible for the child’s imagination to be developed by that which is in truth the fruit of the adult’s imagination? We alone imagine, not they; they merely believe.” -Maria Montessori

FOOTWEAR

All students will be wearing non-decorated, unobtrusive slippers while in the classrooms. The school will not provide these. Slippers should be plain, cover the foot (not over the ankle), have nonskid/non-marking soles, and be easy for children to put on with minimal assistance. Examples of preferred slippers are: Toms, Crocs, Moccasins, Ballet slippers, Montessori Movers, etc. Elementary students will change into their slippers upon entering the classroom from the playground door. Early Childhood students change into their slippers in the main hallway when entering or leaving the building. The younger children will have assistance during normal arrival, dismissal, and play times until they gain independence. We will also be concentrating on required skills in class, e.g. shoe tying. A note on shoes - the gravel on the playground is not kind to shoes. It is suggested that dress shoes are not worn to school. Shoes that are easy to manage are best. Boots with zippers, dress shoes/sandals with small buckles, or tie up shoes (before the child is capable of tying their shoes) are frustrating to children who have to wait for help while others are ready to go.

EARLY CHILDHOOD

All articles should be clearly labeled.

Toys, money, keys, and jewelry are not allowed in the Early Childhood classroom. For young children these items are often sources of envy and conflict. They also tend to get lost. Watches that are primarily decorative typically become used as toys. If the child brings these items they will be placed in the office until dismissal, which may result in unnecessary tears.

All children should bring:

- **Small canvas bag** – please label clearly. Please do not send backpacks or reusable grocery bags as they are difficult for children to get their things in and out of and we do not have room to store them. The bag should only be large enough to hold one pair of shoes/slippers and will stay at school.
- **Small reusable water bottle** – please label clearly. Water bottles should be less than 16oz. so children can hold them comfortably. Filtered water will be provided for refills. Water bottles should be brought home often to be washed. Examples of water bottles: Camelback Kids, Klean Kanteen, Contigo, etc. Sippy cups are not recommended.
- **Lunch box** – please label clearly. Lunch boxes should be small enough for children to carry comfortably and containers should be easy for children to open with minimal assistance.

In an effort to assist diapered and potty training children be successful, it helps to send bottoms with an elastic waistband – leggings, knit shorts, or sweat pants. Also, please refrain from sending belts as they are a hindrance in undressing quickly to use the bathroom.

Diapered Children – *please label all items*

- 1 pack of disposable diapers OR multiple (5+) prepped cloth diapers (please include a wetbag)
- 1 pack of wipes
- 3 full changes of clothes (weather appropriate tops, bottoms, and socks)
- Diaper rash cream (accompanied by medication form)
- Comb or Brush
- Waterproof slippers (ex: Croc type shoes)

Potty Training Children – *please label all items*

- 1 pack of pull up style disposable diapers (we prefer the side adjustable type) OR multiple pairs (5+) of cotton training pants
- 1 pack of wipes
- 3 full changes of clothes (weather appropriate tops, bottoms, and socks)
- Comb or Brush
- Waterproof slippers (ex: Croc type shoes)

A reminder will be sent home when supplies have been depleted and need to be refilled.

Children under five years of age who stay past lunch should also bring items for rest time.

- **Blanket** – small blankets (under twin size) work best. Blankets should be labeled clearly and should be free of fantasy characters ex: Superheroes, Princesses, Cartoons
- **Stuffed animal** – optional
- **Pillow** – must be travel size or smaller as we do not have space to store anything larger.
- **Pillowcase** – one clearly labeled standard size pillowcase for storing items for rest time.

All other Early Childhood students will need to bring the following:

- 2 full changes of clothes (weather appropriate tops, bottoms, underwear, and socks)
- Comb or Brush
- 1 pair of slippers (ex: Toms, Crocs, Ballet Slippers, Montessori Movers, etc.)

ELEMENTARY

Elementary students will need to bring the following:

- **Reusable canvas tote bag** – backpacks are not recommended as they do not work well with the hooks at school.
- **Lunch box** – please label clearly.
- **Reusable water bottle** – please label clearly. Water bottles should be less than 24oz. and should be brought home often to be washed.
- **1 pair of slippers or slipper socks** – slippers should be plain, cover the entire foot, and have a non-skid, non-marking sole. Children must be able to walk normally without shuffling while wearing their slippers.
- **\$10 cash donation to the Classroom Supply Fund.** The students will use this money as the need arises and they will decide as a community how best to use the funds.

LUNCHES/NUTRITION

Little River Montessori is working towards becoming a Zero Waste School. This means that we try to be as environmentally responsible as possible. We teach children about the importance of recycling and composting. Lunchtime is a fantastic time to practice these skills. For this reason, LRMS asks that parents and children take the time to pack environmentally responsible lunches. Lunches should be sent to school in reusable containers. Plastic sandwich bags, single serve prepackaged containers, etc., are convenient, but are expensive and much less environmentally friendly.

We have contracted with a local restaurant, Southland Café, to provide hot lunch options for purchase each week. If you are interested, please contact the school for more information.

Children who do not order hot lunch must bring a lunch from home. Milk (whole) and filtered water are provided by the school. Due to time constraints we cannot heat lunches for students. The school will also provide glasses, cloth napkins, and silverware so these do not need to be sent with children. Lunches can be brought from home in a standard lunch box labeled with the student's name. Plastic or stainless steel bento type boxes, reusable snack bags, and thermos containers are all good choices. Lunchskins, Bumkins, Planet Box, Bentoware, Ziploc divided containers, Rubbermaid Lunch Blox, and Yumbox are all highly recommended options and all reinforce our lessons about less waste in lunches.

Good nutrition is necessary for the optimal development of your child's brain and intellect. Little River recognizes this importance and restricts the consumption of the following foods at school:

- **Candy/Fruit snacks/Energy Bars** – due to high sugar and excessive packaging
- **Foods containing chocolate** – too much caffeine
- **Foods with the first ingredient in the sucrose family**
- **Foods with high levels of artificial coloring**
- **Carbonated drinks/juice boxes** – due to high sugar content
- **Lunchables** – as they do not reflect environmental responsibility
- **Squeeze fruit pouches/yogurt** – as they do not reflect proper utensil usage

Sharing lunch with your child is an excellent way to become more a part of the school experience. If you plan to have lunch with your child, just let us know ***the day before*** so that we can coordinate arrangements.

MENU SUGGESTIONS FOR LUNCHES

Please do not send foods that need to be heated.

- **Protein:** Cheese cubes, chicken, beef, turkey, ham, tuna, boiled eggs, peanut butter, yogurt, etc.
- **Fruits:** Fresh bananas, strawberries, oranges, blueberries, grapes, applesauce, dried fruits, raisins, etc.
- **Vegetables:** Carrots, celery, green beans, cucumbers, broccoli, cauliflower, pickles, tomatoes, bell peppers, etc.
- **Bread:** Whole wheat or brown bread, pastas, crackers, cornbread, biscuits, rolls, muffins.
- **Other:** Hummus, Ranch dip, granola, nuts, salsa, etc.

Lunchtime is an enormous opportunity for children to practice grace and courtesy lessons. Having lunches properly prepared for children makes such a big difference in helping them be successful and develop confidence during meals. Involving children in planning and packing their lunches is yet another way to reinforce healthy habits at home and at school.

RELIGION & POLITICS

Teachers do not discuss religion or politics with the children, except in a social studies context. The purpose of this policy is to protect the children from any undue influence by the teachers as authority figures. Children come to this school from many different backgrounds. The staff at Little River Montessori School will make every effort not to infringe upon the parents' influence in these matters but children will be exposed to current scientific theories, including evolution. The children are allowed to discuss religion and politics among themselves as long as they do so in a manner that respects the opinions, beliefs, and feelings of others.

MEDIA EXPOSURE (TV, Video Games, and Computers)

It is important to realize that children should have very limited exposure to television, computers, and video games. Little River recommends that all flat screen exposure be limited to three hours per week total for children under the age of 10 years. The recommendation for children younger than six is two hours per week.

UNSAFE DRIVERS

As required by the Department of Human Services, we must inform you of the following policy: If anyone arrives in a condition or drives in a manner that a staff member considers unsafe for transporting a child, we are not allowed to prevent his or her leaving with the child, but are obligated to call the police to report the situation. We will also try to contact another guardian, if appropriate. Children must be transported to and from the school in age-appropriate, serviceable car seats in accordance to State of TN regulations.

FIELD TRIPS

All field trips require permission slips signed by a parent or guardian. Elementary parents who decide not to allow their student to attend the field trip must find alternative child care for that day. Kindergarten children not given permission to attend field trips will continue their day with their regular class.

EMERGENCY PROCEDURE

Emergency information should be supplied in the space provided in the Child's Profile Form and on the yearly update form. This information is kept on file at the school. Should a child become ill or suffer an injury at school the staff will attempt to contact the child's parents. If they cannot be reached, the list of people authorized to act in an emergency will be used. If no one on the list can be reached and medical attention is indicated, the child will be taken by a staff member or ambulance for treatment as required.

SCHOOL MEDICAL RECORDS

The school is required by law to maintain up-to-date health records on all students. Existing health records from another school are acceptable. Elementary & Kindergarten students must have the standard Tennessee "green card" available from the child's physician or Health Department. All health records must be signed or stamped by the doctor or medical facility.

EARLY CHILDHOOD MEDICATION

Any and all medication requires a doctor's written approval submitted to the school.

If possible, please try to schedule the administration of medication so that it is not necessary to do so at school. When necessary for medication to be administered at school, written instructions are required by law. Please use forms provided by the school. These include:

1. Child's name
2. Date
3. Name of medication
4. Purpose of medication
5. Time to be administered
6. Dosage
7. Known side effects
8. Termination date for administering medication

The medication must be labeled with the child's name and name of medication. It must be sent to school in the original container. Deliver it personally into the hands of a staff member. For liquid medication, please provide a calibrated dispenser, which will be returned with the medication. Note that all medication, including topical treatments, must be kept in locked containers. Do not send medication in the child's lunch box. (This includes medication such as cough drops.) Nonprescription medication such as Tylenol or cough drops must be accompanied by a parent's written order for administration. They must be sent in the original unopened container.

ELEMENTARY MEDICATION

Elementary medication must be sent to school in the original container. Elementary students are required to measure and administer their own medication under staff supervision. Please attach a medication form to the container. Medication forms are available in the hall.

Nonprescription medication such as Tylenol or cough drops must be accompanied by a parent's written order for administration and sent in the original unopened container.

ILLNESS

Please do not send any child to school that is showing signs of illness. A child who feels ill cannot function well in the classroom. Children who are ill need to be isolated from the rest of the class to eliminate the spread of the illness. If a child becomes ill after arriving at school, the parents will be notified and be asked to pick up their child. Signs of illness include: sore throat, fever of 100.3 or more, 2 or more diarrhea bowel movements, any vomiting, rash, and discharge from the eyes, ears, or nose. If your child is exposed to, or contracts a contagious disease or parasite, please notify the school promptly. Children must be fever-free without medication (acetaminophen/ibuprofen) for 24 hours before returning to school.

HEAD LICE

Please notify school at first exposure. Head lice are highly contagious and when one member of a family is infested, all members need to be treated to prevent spreading. All sheets and bedding need to be washed in hot water and soap. Additional treatment may be needed. The Director will inspect the student upon returning and make sure that they are lice free before they may return to school.