**Parent Handbook**

2 Lake Drive

Whitehouse Station, NJ 08889

908.534.2038

www.magnoliamontessorischool.net

2025-2026

**MAGNOLIA MONTESSORI SCHOOL MEMBERSHIPS/AFFILIATIONS**

AMS Affiliation– American Montessori Society

NAEYC Accreditation– National Association of the Education of the Young Child

AMI Member– American Montessori Internationale

IMC-International Montessori Council

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**MISSION STATEMENT**

The Magnolia Montessori School provides a diverse, inclusive, nurturing, and serene environment that fosters independence, a positive sense of self and personal responsibility.

Children, while embracing a profound respect for themselves, others, and the community in which we live, achieve academic excellence as they strive towards realizing their full potential while becoming peace keepers of the world.

Magnolia Montessori School does not discriminate on the basis of race, color, creed, sex or national origin.

**VISION STATEMENT**

Children develop an awareness of themselves and the world around them so that they can better appreciate the importance of peace and compassion.

**CODE OF ETHICAL CONDUCT**

Magnolia Montessori School is committed to Children and Families:

* Childhood is a unique and valuable stage in the human life cycle. Our main priority is to provide care and education in settings that are safe, healthy, nurturing, and responsive for each child.
* Appreciate childhood as a unique and valuable stage of the human life cycle.
* Appreciate and support the bond between the child and family.
* Recognize that children are best understood and supported in the context of family, culture, community and society.
* Respect diversity in children and families.
* Respect the dignity, worth and uniqueness of each individual child.
* Recognize that children achieve their full potential in the context of relationships that are based on trust and respect.
* Maintain confidentiality in all regards.

**AFFILIATIONS**

**American Montessori Society (AMS)**

Magnolia Montessori School has been an Initiate member of the American Montessori Society (AMS) since 2016, which assures you that certain standards and qualifications are maintained at our school. In order for MMS to be a part of this organization, our teachers must hold recognized Montessori credentials, and we must follow guidelines based on Montessori philosophy and procedures.

**National Association for the Education of the Young Child (NAEYC)**

Magnolia Montessori School is accredited with the National Association for the Education of the Young Child since 2022.

**The Montessori Foundation, The Family Alliance, International Montessori Council -2023**

**American Montessori International-2020**

**PARENT CODE OF CONDUCT**

We expect our parents to be supportive of and adhere to the mission, values, vision and

directives of the school. This requires open communication and trust in the school. Parents with

concerns regarding school policies and practices, student and/or staff conduct, or school values

should contact the Head of School by email (jiannaconi@magnoliamontessorischool.net) directly. Concerns will be treated with strict confidentiality. Harassing or critical comments about other parents, the school and staff members including the promotion of unsubstantiated gossip that undermines the trust and professionalism of the School will not be tolerated. Magnolia Montessori School is committed to providing a safe and harmonious environment for parents, students, and staff.

Parents are expected to observe the following:

• Treat their children and other children with respect both verbally and physically.

• Treat each staff member with respect.

• Treat each other with respect at school and at school functions.

• Support opportunities that foster student success.

• Refrain from using inappropriate language or behavior.

• To speak to the Head of School immediately if you have a conflict with a staff member,

 parent, or student.

• Work cooperatively with and support the administration and staff of the school.

• Be accountable for your role as parents within the school system.

• Adhere to school's policies, guidelines, and directives.

• To openly support and uphold this code of conduct policy and take action and steps to

ensure other parents follow and uphold this code of conduct and policy.

Please note that it is the expectation that parents will support the school, participate in its events and be school ambassadors at all times.

***The school reserves the right to refuse admission, re-registration or expel students should a***

***parent fail to comply with the above Parent Code of Conduct.***

**PARENTAL INVOLVEMENT POLICY**

Parents are invited by the school to help assist with special activities such as cultural celebrations, material making, arts and crafts, field trips, the Magnolia Parent Association, Community Meetings and the like, as supervised by classroom teachers and administration. Service and assistance to the school from parents must be in accordance with the Montessori approach as directed and approved by the American Montessori Society and Magnolia Montessori School.

The **Magnolia Parent Association** aims to enhance the educational experience of our students by supporting and implementing events and activities that build community and enrich the school's learning environment. The Head of School's approval and direction is required for any parent group working or acting on behalf of the school. The conduct and activities of such parent groups and committees shall be in accordance with the policies and directives established by the Administration.

This includes the following:

1) The Parent Association shall not be involved in the day-to-day operations of the school, which is the responsibility of the Head of School and her staff.

2) All fundraising projects and the disposition of funds raised for the school by the Parent Association shall be subject to the approval of the Head of School.

**PARENT/STAFF RELATIONS POLICY**

Our staff acts in conformity with the school's professional code of conduct. To support us in maintaining professional boundaries, parents are to refrain from:

• inviting school staff to birthdays or other parties. (Staff, students and families are given

the opportunity to enjoy each other's company at school-wide celebrations.)

• inviting school staff to become social media friends/colleagues (e.g. Facebook, LinkedIn,

Twitter, etc)

• inviting or soliciting staff to babysit or otherwise attend to students outside of school hours

and the school environment.

• Soliciting teachers to tutor.

• Soliciting staff for any outside work

**PHASE IN**

Our Phase In program is designed to benefit children new to our school in September, or during the course of the school year, as well as when transitioning from one of our programs to another. Phase In Schedules are developed based upon each child’s individual needs and during the Admissions process.

**ELIGIBILITY**

Children must meet the proper age for their age grouping by October 1st. For example, children entering our Kindergarten program must be 5 by October 1st.

**NUT ALLERGIES**

Magnolia is a nut free environment. We are requiring cooperation from all MMS parents to help make our school nut free. Avoiding nuts means we are requiring you not to send in any foods for snacks or lunches that contain nut products. We are a nut free school.

**LUNCH**

All children who stay for lunch must have their own healthy lunch and drink (water) and all items should

be labeled. We are a nut free school and all nut products are prohibited. Parents should only

send in nutritious snacks and the child should be able to eat their lunch in any order because

they have healthy choices. Ice packs should be provided to enable foods to maintain freshness.

**REST**

The state mandates that children who are four and under are required to rest for a twenty to

thirty-minute period of time. Please send in a crib sheet, a blanket with one special “lovey” and these will

be returned at the end of the week for laundering.

**CELL PHONES**

We respectfully ask that parents refrain from talking on their phones upon entering our school

or on car line. Children are very happy to see their parents at the end of the day and deserve

your full attention.

**BREAST FEEDING POLICY**

Magnolia Montessori School will provide a quiet space for any parent wanting to breastfeed her child while at the facility. In addition, we will provide refrigerated space for both frozen and freshly expressed breast milk for future use. We will make every effort to assist in facilitating any special arrangements or accommodations requested by the families.

**PARENT COMMUNICATIONS**

**Policy on Methods of Parental Notification:**

All lead teachers may be contacted through their school email address and parents can contact them at any time. Parents will be contacted either through e-mail, or telephone call.

**Email**

All lead teachers have access to email, and this is a wonderful tool to use at your convenience. Staff are required to respond within a 24-hour period but will most likely respond sooner than that.

Emails are the first order of communication with parents regarding all school news including policies, calendars, closings, celebrations etc. It is the parent’s responsibility to read all emails from school thoroughly.

Parents are required and responsible for staying up to date on all correspondence from the school throughout the course of the entire school year.

Sunflower (Nido) Classroom: sunflowerroom@magnoliamontessorischool.net

EC 1- earlychildhood1@magnoliamontessorischool.net

EC 2-earlychildhood2@magnoliamontessorischool.net

Blossoms- Blossoms@magnoliamontessorischool.net

Admin: admin@magnoliamontessorischool.net (report: absences, lateness, new records, updated immunizations, etc.)

Kim Koch: kmkoch@magnoliamontessorischool.net

Jennifer Iannaconi: jiannaconi@magnoliamontessorischool.net

**PARENT/TEACHER CONFERENCES**

Formal parent/teacher conferences will be offered three times a year. Two (November and May) will be offered in person and with written assessments (mid and end of the year) to allow the opportunity for teachers to provide updates on the developmental/academic progress each child is making. The third conference, offered in February will be conducted either via phone call or Zoom meeting.

**HOLIDAY CELEBRATIONS**

We recognize the significance of holidays celebrated by our students and encourage the staff and students to learn about the customs and traditions among us. We ask the staff to explore the aspects of our different celebrations, while distinguishing between them without criticism. To the best of our abilities, we will deal with the non-religious aspects of these events.

**BIRTHDAY CELEBRATIONS**

Every class has its special traditions and rituals associated with birthdays. In some we describe the child's life story. The Teacher will inform you of the procedure in your child's class. We ask you to understand that there will be a celebration but no "party." Therefore, hats, noisemakers, favors, etc. are not appropriate. Please note that the staff will not distribute invitations in the classroom. We also ask that Goody bags be saved for the child’s celebration outside of school. We cannot distribute them in school as other families my object to the contents

A large part of the birthday celebration is the birthday snack brought in and shared by the birthday child. We ask that you ***do not*** send in cupcakes, candy, or other sugary foods. Therefore, we encourage you to speak with our staff for ideas about nutritious foods to send in. Instead of cupcakes, cookies, and frosting, why not make:

**breads muffins pasta**

**fancy sandwiches mini bagels pitas**

 **fruit vegetables** **melons**

 **berries cheese yogurt**

 **Fig/Fruit bars**

Please remember also that we are requiring that peanuts, peanut butter or any nut product not be included in your selections. This includes drinks as well.

**Children with Needs for Additional Support**

Magnolia Montessori School strives to be an inclusive school, within the confines of the Montessori approach, that welcomes students with diverse learning and behavior needs. Qualified faculty and administration will follow a detailed protocol involving continued observation and documentation, frequent parent communication and conferences, and, if needed, providing resources for further evaluation and by instituting the **Response Plan** – (form found on web-site). If after this extensive process we find we are unable to meet the child’s unique needs within the parameters of our program, we will additionally support to help navigate the next steps in securing a more appropriate educational setting for the child and his family.

**RELEASE OF CHILDREN**

We are required by law to advise you of the following policy on the release of children:

A. Each child may be released only to the child's custodial parent(s) or person(s) authorized by the custodial parent, to take the child from MMS and to assume responsibility for the child in an emergency if the custodial parent(s) cannot be reached.

A child may not be visited by or released to a non-custodial parent unless the custodial parents specifically authorize us to allow such visits or release in writing. This written authorization, including name, address and phone number will be maintained on file.

If a non-custodial parent has been denied access to a child by a court order, we must be given documentation to that effect, and we will maintain it on file.

B. If the parent(s) or person(s) authorized by the parent(s) fails to pick up a child by 6:00 pm we will follow this procedure:

1. The child will be supervised at all times:

2. Our staff will attempt to contact the parent(s) or authorized person(s):

3. If we are unable to reach any authorized person(s) by 7:00 pm, the staff member will call the DCP&P’s 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until the parent(s) or person(s) authorized by the child's parent(s) is able to pick up the child

4. For the first 5 minutes after closing $15.00 will be applied to your bill and an additional $5.00 For every minute thereafter.

C. If the parent(s) or person(s) authorized by the parent(s) appear to be physically and/or emotionally impaired to the extent that, in the judgement of the Head of School and/or staff member, the child would be placed at risk of harm if released to such an individual, the following procedure will be followed:

1. The child may not be released to such an impaired individual.

2. Staff members will attempt to contact the child's other parent, or an alternate person(s) authorized by the parent(s).

3. If we are unable to make alternative arrangements, a staff member will call DCP&P's Hotline to seek assistance in caring for the child.

**GUIDANCE AND DISCIPLINE POLICIES**

Discipline, if appropriately handled, is primarily a learning experience rather than a punitive action. Our aim is to cultivate self-discipline in each student and, at the same time, to protect the interests of all students in the classroom.

Respect is key to proper conduct at our school. Students are expected to respect our teachers, each other, and the school environment. Ground rules are established very early in the school year in order to give students clear understanding of what is appropriate behavior in the classroom.

The goal of our policy is to assist children in developing self-control, self-confidence and, ultimately, self-discipline and sensitivity in their interactions with others. We believe, and it is our experience, that by treating children with fairness and respect, they will react in kind.

***In accordance with NJ State requirements, any form of corporal punishment, hitting, shaking, abusive language, frightening treatment, withholding food or emotional responses, or making children stay silent for lengthy periods will not be allowed at Magnolia Montessori School. This applies to even a parent with his/her own child.***

**WITHDRAWAL OF A CHILD FROM SCHOOL (Expulsion Policy)**

If a parent must withdraw the child for any reason, he/she is required to discuss this with both the Teacher and the Head of School and adhere to the provisions of the Enrollment Agreement.

MMS reserves the right to remove any student from enrollment at MMS for any reason at any time. MMS will consider the interests of the individual child, the interests of the class in which the child is enrolled, and the interests of the school itself in deciding to remove any student from enrollment.

**Removal of a Child**

The following are reasons we may have to remove or suspend a child from Magnolia Montessori School.

Causes for Removal:

* The child is at risk of causing serious injury to other children or himself/herself.
* Parent threatens physical or intimidating actions towards staff members
* Parent exhibits verbal abuse to staff
* Any child whose continued presence is detrimental to himself and others

Parental Actions for Child Removal:

* Failure to pay/habitual lateness in payments
* Failure to complete required forms including the child’s immunization records
* Habitual tardiness when picking up a child
* Parents are reluctant to seek extra support within a reasonable time frame as per the school’s recommendations.

Child’s Action for Removal:

* Failure of a child to adjust after a reasonable period of time
* Uncontrollable tantrums/angry outbursts
* Ongoing physical or verbal abuse to staff or other children
* Excessive biting

**PROCEDURES FOR SUSPECTED CHILD ABUSE**

According to NJSA 9:6‑8.9, "Abused Child" means a child under the age of 18 years whose parent, guardian, or other person having his custody and control:

* Inflicts, or allows to be inflicted, upon such child physical injury by other than accidental means which causes or creates a substantial risk of death or serious or protracted disfigurement, or protracted impairment of physical or emotional health, or protracted loss or impairment of the function of any bodily organ; or
* Creates, or allows to be created, a substantial or ongoing risk of physical injury to such child by other than accidental means which would be likely to cause death or serious or protracted disfigurement, or protracted loss or impairment of the function of any bodily organ; or
* Commits, or allows to be committed, an act of sexual abuse against the child; or
* A child whose physical, mental, or emotional condition has been impaired or is in imminent danger of becoming impaired as the result of the failure of his parent or guardian, or such other persons having his custody and control, to exercise a minimum degree of care (1) in supplying the child with adequate food,
* clothing, shelter, educational, medical or surgical care though financially able to do so or though offered financial or other reasonable means to do so, or (2) in providing the child with proper supervision or guardianship, by unreasonable inflicting or allowing to be inflicted harm, or substantial risk thereof, including the infliction of excessive corporal punishment; or by any other act of a similarly serious nature requiring the aid of the court; or
* Who has been willfully abandoned by his parent or guardian, or such other person having his custody and control

 **WHAT TO DO IF ABUSE IS SUSPECTED:**

* Any suspicion must be immediately and factually documented.
* The issue must be discussed with the Head of School.
* The Head of School will investigate the matter and will document these conversations factually. The Head of School will submit a report to Department of Children and Families/DCP&P Department of Child Protection and Permanency formally known as DYFS.

Anyone who has reasonable cause to believe that an enrolled child has been or is being subjected to any form of hitting, corporal punishment, abusive language, ridicule, harsh, humiliating or frightening treatment, or any other kind of child abuse, neglect, or exploitation by any adult, whether working at the school or not, is required by State law, to report the concern immediately to the Department of Children and Families/DCP&P Department of Child Protection and Permanency formally known as DYFS, toll free at **(877) 652-2873** or to any District Office. Such reports may be made anonymously. A staff member who reports suspicions of child abuse/neglect at Magnolia Montessori School are immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven that the report was intended to do harm. Information about child abuse and neglect is available by contacting: Department of Children and Families. Address is: P.O. Box 717, Trenton, NJ 08625-0717

**BITING**

Magnolia Montessori School strives to create environments where all learners can be successful. We follow positive discipline guidance in all situations related to behavior and social-emotional learning.

***Biting Confidentiality***

*Staff will maintain complete confidentiality of all children involved when notifying parents that their child has been bitten or bit another child.*

Biting is an age-appropriate behavior among children from birth to three years of age. It is one of the most common and most difficult behaviors to deal with because of its effect on everyone involved. It can understandably provoke strong emotional responses in the child who bites, the bitten, the families, and the caregivers involved. For many toddlers, the biting stage is just a passing phase. Toddlers may try it out as a form of communication while they are in the process of learning appropriate social behavior.

When biting is persistent and chronic more direct steps that are aligned with research to help prevent incidents of biting are taken.

• Cultivating quality relationships: All adults in the child's environment develop nurturing relationships with them and get to know each child individually.

• Considering environmental influences on a child's behaviors: Montessori teachers are trained with specific observational practices to find ways to adjust the environment in a way that is conducive to each child's needs. The classroom environment is prepared to elicit calm, thoughtful behavior.

• Implementing targeted social-emotional supports: Lessons begin with a child learning to identify and verbalize one's own emotions and proceed with a child developing the skills to identify and empathize with the emotions of others. Teachers also provide age-appropriate social coaching and calm spaces for children to support emotional regulation.

If a child is bitten:

* The child who bit another child is calmly removed from the area, using simple words such as "that hurts," and taken under direct supervision by a staff member.
* A second staff member immediately attends to the child who was bitten comforting them and
* Applying first aid as needed.
* The parents of both children are contacted immediately and incident reports are filled out for each family.

If biting continues:

* Classroom teachers will meet with administrators on a routine basis for advice, support, and strategy planning.
* A teacher conference will be held with the parent(s) of the child who is biting in order to discuss the situation in detail. Adults will work together as partners in this conference to identify any supports needed to be put in place at home and in the classroom. This meeting will ensure that all adults are on the same page and that the children are receiving consistent responses to their behaviors.
* Teachers will shadow children who indicate a tendency to bite closely in order to head off biting situations before they occur, teach non-biting responses to situations, and reinforce appropriate behavior when possible and when ratios are appropriate.
* Administrators and teachers will work together to adapt the program to better fit the needs of all of the children in the classroom.
* A child may need to be sent home during the day if there is persistent biting or more than one biting incident in a given day.

The Head of School will let a family know when it is time to find a different program that can support their child's needs. This step will be taken if:

* Parents are uncooperative with the action plan or show a lack of support.
* The behavior is persistent, and all parties are unable to come up with the needed support and solution for the problem.

## SECURITY SYSTEM

Our doors are locked at all times. Fobs are provided to parents whose children attend the Late Afternoon Program. In order to enter our building, you must use your access fob. You will receive your individual fob when your child begins school. Only one fob per family will be distributed. Please keep it in a safe place and share it only with the person who will be consistently picking up your child. *If you lose your fob, you may purchase a replacement for a $15 fee. Fobs will only be active during the regular school year.*

When you visit for any reason other than to pick up or drop off your child, you will be required to visit the office and sign in so that we know you are in the building.

**REPORTING ABSENCES**

In the instance where your child will be absent or late to school, please call the school to let us know.

**LATE ARRIVALS for Classrooms**

Children must arrive by the start of their school day which is at 8:30. This enables each child to begin his/her day with his/her peers in a comfortable and meaningful way. Please do not make morning appointments with the intention of dropping your child off late. This is disruptive to the class, your child and is disrespectful to the program as well. Because arriving on time is essential to how your child embraces her morning, she must be dropped off by 8:30 to avoid late drop off fees at $20.00 an occurrence.

**SNOW DAYS**

We will use Readington Township’s decisions as a guidefor closings or delayed openings. However, if the Head of School feels a closing or delayed opening is warranted, we will not follow their lead. When we close due to weather and alter our regular schedule, there will be an email.

\*\*\*\*\*\*When we decide to have a delayed opening, we will open at 10:00 AM.

**IN-SERVICE/PROFESSIONAL DEVELOPMENT DAYS**

In-Service and Professional Development days are set aside for the teachers to partake in continuing education, which is a requirement both of Magnolia and the NJ State Department of Licensing. In-Service days are also set aside to enhance the learning environment. These days are outlined on the calendar.

**FIRE AND EMERGENCY DRILLS**

Magnolia is mandated by NJ State Law to practice fire drills monthly and emergency drills eight times a year.

**EMERGENCY EVACUATION**

In the case of a true emergency evacuation, Magnolia students will be escorted to Giovanni’s Restaurant in Bishop’s Plaza.

**YOUR CHILD'S HEALTH**

**Medical Forms/Administration of Medication**

A health form must be completed and on file at the school by AUGUST 15, or if attending camp, before it starts. All immunizations must be up to date as of September 1 or the beginning of camp as well.

**IMMUNIZATION POLICY**

Magnolia Montessori School is following the standards and recommendations of The Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics and the State of NJ Licensing.  These organizations recommend vaccinations from birth through adulthood to provide a lifetime of protection against many diseases and infections. Immunizations have had an enormous impact on improving the health of children in the United States. Vaccination is one of the best ways parents can protect infants, children, and teens from 16 potentially harmful diseases.

Magnolia Montessori School, however, respects choices of individual families and will accept properly documented religious and medical exemptions from vaccinations from new families seeking to enroll their children. Those requiring medical exemption must provide current documentation, signed by a family physician or a pediatrician, prior to the child’s start date.

According to Chapter 14 of the State Sanitary Code (NJAC 8:57-4.1 to 8:57-4.17. “Immunization of Pupils in Schools”) the State of New Jersey requires all children entering Magnolia to be age appropriately immunized.

**Our Universal Health Form reflects what the State of NJ requires, so please have it filled out completely.**

**THE STATE OF NEW JERSEY WILL NOT ALLOW YOUR CHILD TO ATTEND CLASS OR CAMP IF THIS FORM IS NOT RECEIVED BY US BY THE DATE SPECIFIED AT THE TIME.**

Emergency forms having phone numbers and names of persons to be contacted MUST be on file. If medication is sent, please make sure you follow our procedures:

1. Medication MUST BE LABELED WITH CHILD'S NAME AND INSTRUCTIONS FOR USE.

2. Medication MUST be accompanied by a doctor's note and permission note from the parent instructing the staff to administer it. We have a medication form to complete.

3. Medication must be HAND DELIVERED to the staff of your child's class or to appropriate staff in the Early Morning Program or Late Afternoon Program if it is to be administered there. DO NOT put medicine into a lunch box and assume that we will know what to do.

4. Let a staff member know if the medication is to be refrigerated.

5. Make sure the office is aware and has copies of all pertinent medical information regarding the administering of medication to your child.

6. Please advise us of any side effects caused by the medication. Be sure to ask your pediatrician.

**\*\*\*\*\*We will not administer any medication if the above procedures are not followed.**

In order to prevent the spread of communicable diseases, **DO NOT** bring your child to school when he shows evidence of any of the following symptoms:

fever uncovered bleeding or weeping wound

enlarged glands coughing green running nose

headache earache irritated eyes/yellow eyes

sore throat vomiting diarrhea

severe Pain any discomfort from infected skin patches

lethargy difficulty breathing skin rashes

mouth sores stiff neck

***If your child will be absent from school for any reason, please call us between 7-8 a.m. to advise us***. We are required to document absences in order to track the spread of communicable diseases. To aid us, we have an "illness log". We are further required by law to document any unusual occurrence or significant change in a child's personality or behavior. Examples of this might include: sudden withdrawal or passivity, unusual violent or destructive behavior, etc.

If your child has any limitations or special needs, please notify us.

**EXCLUDABLE COMMUNICABLE DISEASES**

Respiratory Illnesses Gastro-Intestinal Contact Illnesses

Chicken Pox Giardia Lamblia\* Impetigo

German Measles\* Hepatitis A\* Lice

Hemophilus influenzae\* Salmonella\* Scabies

Measles\* Shigella\* Shingles

Meningococcus\* Escherichia coli\* Covid-19\*

Mumps\* Campylobacter\* Flu

Strep Throat

Tuberculosis\*

Whooping Cough\*

Covid-19

Flu

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\*Reportable diseases that must be reported to the health department by the center.

Please Note:

When a child is suspected of having a contagious illness (conjunctivitis, throwing up, diarrhea, etc.), the State requires that the child be isolated until an authorized adult picks him up. That means he will be in the office or a secluded portion of one of our rooms when possible. When this occurs, we make every attempt to reach a parent or an authorized contact person. Please note that children will be sent home after two occurrences of diarrhea and one occurrence of vomiting and cannot return until they are symptom free for 24 hours.

**MEDICAL AND/OR EMERGENCY PROCEDURES**

MINOR INJURIES: (bloody nose, simple cuts, bruises, etc.)

1. First Aid techniques will be used (washing, band-aid, etc.)

2. Documentation will be made in the “Accident Book”.

3. The parents will be notified what happened.

SERIOUS INJURIES: (reaction to an insect bite, serious fall, broken bone, etc.)

1. The child will be made safely comfortable.

2. One or both parents will be called for instructions and pick up.

3. In the event a parent cannot be reached, the child’s doctor will be called and her instructions will be followed.

1. In the event the doctor is unavailable, 911 will be called for assistance. The Head of School or staff member will stay with the child as necessary
2. At all times, if the process of notifying the parent has been unsuccessful, staff members remaining at school will continue to try to alert them of the incident and its status.

# TOILET LEARNING

Children who are in diapers will be changed every two hours unless otherwise warranted. We have a unique approach to the toilet learning process which begins in our Nido environment. Faculty and staff will speak at Back-to-School Nights regarding the procedure we follow and how we implement it in our classrooms. In the Fall we provide a Parent Workshop we strongly encourage parents to attend to learn more about how we approach this particular milestone in your child’s life.

**ORAL HEALTH CARE**

Oral health care is extremely important for your children. Having children brush their teeth at school is not logistically feasible, so we would encourage brushing teeth before and after school each day.

**TAKING PHOTOGRAPHS/SOCIAL MEDIA**

If you are planning to take photos in our school for any reason (your child’s birthday, memory book, etc.) please make sure to notify the office before any pictures are taken and that no other children are photographed in the process. We will not publish any photos of your child on our web-site, Facebook, Instagram or any other social media without written permission from parents.

**TECHNOLOGY**

We will not and do not use any televisions, i-pads or computers in the classroom for the purpose of showing videos, movies etc.

# ASBESTOS

# We are required to advise all parents that Magnolia Montessori School is asbestos free.

**LATE FEES**

To ensure that our staff may attend to their own matters after 6:00 PM, Magnolia Montessori School has a late fee:$15 FOR THE FIRST 5 MINUTES AND $5.00 FOR EACH MINUTE THEREAFTER.

Please be advised that payment of tuition is due by the 1ST of each month. In the event payment is not received by the 30th, there will be a 5% late fee added to the account each month on any balance remaining.

**FORCE MAJEURE:**

Should events beyond the control of the School, including, but not limited to, any fire, act of

God, hurricane, tornado, flood, extreme inclement weather, explosion, war (including armed

conflict), governmental action, act of terrorism, risk of infectious disease, epidemic, pandemic,

shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond

the School’s control, occur, the School has the discretion to close the School and/or modify its

curriculum, schedules, length of school day, length of school year, and/or means of learning

and teaching methods. The Parent’s financial obligations under this Contract remain in full

force and effect. Should the School close, the School’s duties and obligations under this

Contract shall be suspended immediately without notice until such time as the School, in its

sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force

majeure event under this Paragraph, the School is under no obligation to refund any portion of

tuition paid.

**(Department of Children and Families Office of Licensing) INFORMATION TO PARENTS**

The center shall give to the parent(s) of every enrolled child and to every staff member, a written Information to Parents document designated by the Office of Licensing and indicating that the center is required to:

1. Be licensed by the Office of Licensing, Department of Children and Families;

2. Comply with all applicable provisions of this chapter;

3. Post its license in a prominent location within the center;

4. Retain a current copy of this chapter and make it available for parents' review;

5. Indicate how parents can secure a copy of this chapter and obtain information about the licensing process from the Office of Licensing;

6. Make available to parents, upon request, the Office of Licensing's Life/Safety and Program Inspection/Violation and Complaint Investigation Summary report(s) on the center, as well as any letters of enforcement or other actions taken against the center during the center's current licensing period;

7. Post a listing or diagram of those rooms and areas that have been approved by the Office of Licensing for children's use;

8. Comply with the inspection and investigation functions of the Department, including the interviewing of staff members and children;

9. Afford parents the opportunity and time to review and discuss with the center director, sponsor, or sponsor representative any questions or concerns about the policies and procedures of the center or whether the center is in compliance with all applicable provisions of this chapter;

10. Advise parents that if they believe or suspect that the center is violating any requirement of this chapter, they may report such alleged violations to the center sponsor, sponsor representative, or director or to the Office of Licensing;

11. Afford parents of enrolled children an opportunity to participate in the center's operation and activities and to assist the center in complying with licensing requirements;

12. Afford parents of enrolled children the opportunity to visit the center at any time during the center's hours of operation to observe its operation and program activities without having to secure prior approval;

13. Provide parents with advance notice of any field trip, outing or special event involving the transportation of children away from the center, and, for each event, secure the written consent of the parent(s) before taking a child on such a field trip, outing or special event;

14. Post a copy of the center's written statement of policy on the disciplining of children by staff members in a prominent location within the center, and make a copy of it available to parents upon request;

15. Indicate, through this document, that any person who has reasonable cause to believe that a child has been or is being subjected to child abuse or neglect is required by N.J.S.A. 9:6-8.10 to report such allegations to the State Central Registry Hotline (1-877 NJ ABUSE/1-877-652-2873) immediately, and indicate that such reports may be made anonymously;

16. Indicate through this document how parents and staff members may secure information about child abuse and neglect from the Department;

17. Inform parents of the center's policy on the release of children;

18. Inform parents of the center's policy on administering medication and health care procedures;

19. Provide parents with a copy of the center's policy on management of communicable diseases;

20. Provide parents with a copy of the center’s policy on the expulsion of children from enrollment;

21. Inform parents that the center is required to provide reasonable accommodations for children and parents with disabilities and to comply with the New Jersey Law Against Discrimination (LAD), P.L. 1945, c. 169 (N.J.S.A. 10:5-1 et seq.), and the Americans with Disabilities Act (ADA), P.L. 101-336 (42 U.S.C. §§12101 et seq.), and indicate that anyone who believes the center is not in compliance with these laws may contact the Division on Civil Rights in the New Jersey Department of Law and Public Safety for information about filing an LAD claim at (609) 292-4605 (TTY users may dial 711 to reach the New Jersey Relay Operator and ask for (609) 292-7701), or may contact the United States Department of 16 Justice for information about filing an ADA claim at (800) 514-0301 or (800) 514-0383 (TTY); and

22. Inform parents that the center is required to maintain and update, at least annually, a list from the

Consumer Product Safety Commission (CPSC) regarding unsafe products and make the list available to staff and parents or provide parents with the CPSC website at www.cpsc.gov/Recalls. (a) The center shall distribute a copy of the Information to Parents document to each child’s parent(s) upon enrollment and to every person upon becoming a staff member and secure and maintain on file a record of each (b)parents and staff member’s signature attesting to receipt of the document. 23. The center shall maintain on file a copy of the Information to Parents document.

**Section 1:** **Check Daily** - any of the following symptoms could indicate a COVID-19 infection, among other contagious illnesses, and could risk spreading illness to others. Please note that this list **does not include** all possible symptoms, and children with COVID-19 may experience any, all, or none of these symptoms

**Column A (if any, stay home) Column B (if two, stay home)**

|  |  |
| --- | --- |
| Cough | Sore throat |
| Fever (100.5 and above) | Headache |
| Difficulty breathing | Congestion or runny nose |
| Nausea or vomiting | Myalgia (muscle aches) |
| Diarrhea | Rigors (shivers) |
| New loss of taste | Chills |
| New loss of smell | Fatigue |

If your child has any ONE of the symptoms in Column A or TWO OR MORE symptoms in Column B, please keep your child home and notify the school\*\* and your child’s doctor.

**Section 2:** Close Contact/Potential Exposure

Please note if:

* Your child has had close contact (within 6 feet of an infected person for at least 15 minutes over a 24-hour period of time) with a person confirmed COVID-19.
* Someone in your household is diagnosed with COVID-19.
* Your child has traveled to an area of high community transmission.

If ANY of the fields in Section 2 apply, your child should remain home until the symptoms are abated and they test negative for respiratory panels which include RSV and Covid.

In the event of a confirmed positive case of COVID-19 in our school, parents and staff will be notified right away. If you have any questions regarding symptoms that your child is exhibiting, please contact Kim Koch at kmkoch@magnoliamontessorischool.net. From that point, we will adhere to the guidelines set forth by the Department of Health to determine how Magnolia will move forward.

As always, thank you for your cooperation, diligence, and support.

**Signature Page:**

**I have read and agree to adhere to ALL policies and procedures outlined in the 2025-2026 Magnolia Montessori School’s Parent Manual. It is my understanding that it is my responsibility to know, understand and adhere to all policies set forth by the school at all times. I further understand** **that in a healthy educational setting, policy statements are perpetually being modified and revised. The needs of the school community are always changing, requiring policies to do the same.**

**Name:**

**Parent/Guardian 1\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian 2 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**