



MAGNOLIA MONTESSORI SCHOOL

of New Jersey

PARENT HANDBOOK

2026 – 2027

2 Lake Drive, Whitehouse Station, NJ 08889

908.534.2038

www.magnoliamontessorischool.net

MEMBERSHIPS & AFFILIATIONS

American Montessori Society (AMS) — Affiliate

National Association for the Education of Young Children (NAEYC) — Accredited

American Montessori Internationale (AMI) — Member

International Montessori Council (IMC)

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Our School

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 toward realizing their full potential while becoming peacekeepers 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. We:

- Appreciate childhood as a unique and valuable stage of the human life cycle, and make it our main priority to provide care and education in settings that are safe, healthy, nurturing, and responsive for each child.
 - 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.
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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 Young Children (NAEYC)

Magnolia Montessori School has been accredited by the National Association for the Education of Young Children since 2022.

Additional Affiliations

- The Montessori Foundation, The Family Alliance, International Montessori Council — since 2023
- American Montessori International — since 2020

Parent Partnership

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 directly by email at jiannaconi@magnoliamontessorischool.net. 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:

- 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.
- 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 the school's policies, guidelines, and directives.
- Openly support and uphold this code of conduct, and take steps to help ensure other parents do the same.

Parents are expected to 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 expulsion of a student should a parent fail to comply with this Code of Conduct.

Parent Involvement Policy

Parents are invited by the school to help 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.

Magnolia Parent Association

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, and the conduct and activities of such groups and committees shall be in accordance with the policies and directives established by the Administration, including that:

- 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.
 - 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.
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Parent/Staff Relation's Policy

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

Daily Life & Routines

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 during the Admissions process. The Phase-In format may change annually to meet the needs of each diverse incoming group of children in any given classroom.

Eligibility

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

Allergies

Magnolia is a nut-free environment. We require the cooperation of all MMS parents to help keep our school nut-free — this means not sending in any foods for snacks or lunches that contain nut products of any kind.

Snack/Lunch

All children who stay for lunch must have their own healthy lunch, and all items should be labeled. Water will always be available to all children. We are a nut-free school, and all nut products are prohibited.

Parents should only send in nutritious snacks, and children should be able to eat their lunch in any order because they have healthy choices. Ice packs should be provided to keep food fresh. Chocolate in any form, candy, and other high-sugar-content foods are also not allowed, in support of our nutrition curriculum.

Rest Time

New Jersey State mandates that children age four and under rest for a twenty- to thirty-minute period each day. Please send in a crib sheet and a blanket, along with one special “lovey,” which will be returned at the end of each week for laundering.

Cell Phones

We respectfully ask that parents refrain from talking on their phones upon entering our school or while in the car line. Research supports the importance of being fully “present” for your child, especially during these critical moments of departure and greeting — your child deserves your full attention.

Breast Feeding Policy

Magnolia Montessori School will provide a quiet space for any parent who would like to breastfeed her child while at the school. We also provide refrigerated space for both frozen and freshly expressed breast milk. We will make every effort to assist in facilitating any special arrangements or accommodations requested by families.

Staying Connected

Parent Communication

All lead teachers may be contacted through their school email address, and parents may reach out at any time. Parents will be contacted either by e-mail or by telephone.

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.

Email is the first order of communication with parents regarding all school news, including policies, calendars, closings, and celebrations. It is the parent's responsibility to read all school emails thoroughly, and parents are responsible for staying up to date on all correspondence from the school throughout the year.

Classroom / Contact	Email Address
Sunflower (Nido) Classroom	sunflowerroom@magnoliamontessorischool.net
EC 1	earlychildhood1@magnoliamontessorischool.net
EC 2	earlychildhood2@magnoliamontessorischool.net
Blossoms	Blossoms@magnoliamontessorischool.net
Admin (absences, lateness, new records, updated immunizations, etc.)	admin@magnoliamontessorischool.net
Kim Koch	kmkoch@magnoliamontessorischool.net
Jennifer Iannaconi	jiannaconi@magnoliamontessorischool.net

Parent/Teacher Conferences

Formal parent/teacher conferences are offered three times a year. Two conferences (November and May) are offered in person, with written assessments provided mid-year and at year's end, giving teachers the opportunity to share updates on each child's developmental and academic progress. The third conference, offered in February, is conducted by phone call or Zoom meeting.

Celebrations and Events

Holiday Celebrations

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

Birthday Celebrations

Every class has its own special traditions and rituals associated with birthdays — in some, we describe the child's life story. Your child's teacher will inform you of the procedure followed in your child's class.

Please understand that there will be a celebration, but no “party” — hats, noisemakers, favors, and similar items are not appropriate, and staff will not distribute invitations in the classroom. We also ask that goody bags be saved for the child's celebration outside of school, since we cannot distribute them in school (other families may 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 — please speak with our staff for ideas about nutritious foods to send in instead, such as:

- Breads, muffins, pasta
- Fancy sandwiches, mini bagels, pitas
- Fruit, vegetables, melons, berries
- Cheese, yogurt
- Fig or fruit bars

Please remember that peanuts, peanut butter, or any nut product — including drinks — may not be included in your selections.

Guidance, Support & Expulsion

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 follow a detailed protocol involving continued observation and documentation, frequent parent communication and conferences, and — if needed — providing resources for further evaluation, including instituting a Response Plan (available on our website).

If, after this extensive process, we find we are unable to meet a child's unique needs within the parameters of our program, we will provide additional support to help the family navigate next steps in securing a more appropriate educational setting for the child.

Philosophy of Discipline

Discipline, if appropriately handled, is primarily a learning experience rather than a punitive action. Our aim is to cultivate self-discipline in each student while protecting 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 early in the school year to give students a clear understanding of what is appropriate behavior in the classroom.

The goal of our policy is to help children develop 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 respond in kind.

In accordance with NJ State requirements, no form of corporal punishment, hitting, shaking, abusive language, frightening treatment, withholding of food, withholding of emotional responses, or making children stay silent for lengthy periods will be allowed at Magnolia Montessori School. This applies even to a parent with their own child.

Expulsion Policy

If a parent must withdraw a child for any reason, they are required to discuss this with both the teacher and the Head of School, and to adhere to the terms 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 a student from enrollment.

Causes for Removal

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

Immediate Causes for Expulsion (No Notice Required)

- The child is at risk of causing serious injury to other children or himself/herself.
- A parent threatens physical or intimidating actions toward staff members.
- A parent exhibits verbal abuse toward staff in front of enrolled children.
- A parent does not follow through with a written plan of intervention.
- A child's behavior dramatically changes and becomes a danger to himself/herself or others.
- The classroom environment becomes unsafe due to a child's actions (throwing a chair, hurting other children, biting, tantrums, or outbursts).

Parental Actions that May Lead to Expulsion

- Failure to pay, or habitual lateness in payments.
- Failure to complete required forms, including a child's immunization records.
- Habitual tardiness when picking up a child.
- Consistent lack of respect for school policies and/or staff members.
- Verbal abuse to staff.
- Failure to comply with requested intervention practices.
- Other serious conduct (e.g., physical abuse toward a staff member or another child, consistent disregard for school policies).

Child's Actions that May Lead to Expulsion

- Failure of the child to adjust after a reasonable amount of time.
- Uncontrollable tantrums or angry outbursts.
- Ongoing physical or verbal abuse toward staff or other children.
- Excessive biting (more than two biting incidents in one week), or a change in the degree of harm involved or who is being hurt.
- A sudden change in a child's behavior that makes them a danger to themselves or others.

Schedule of Expulsion

If remedial actions have not worked, the child's parent/guardian will be advised, both verbally and in writing, of the behavior warranting expulsion. An expulsion action is meant to give the parent/guardian time to work on the child's behavior, or to come to an agreement with Magnolia Montessori School. The parent/guardian will be informed of the length of the expulsion period and the behavioral changes required for the child to return. A specific expulsion date will be given, allowing sufficient time (approximately one to two weeks, depending on risk to other children's welfare or safety) to seek alternate child care. Failure to satisfy the terms of the plan may result in permanent expulsion.

A Child Will Not Be Expelled Because a Parent/Guardian:

- Made a complaint to the Office of Licensing regarding alleged violations of licensing requirements.
- Reported abuse or neglect.
- Questioned Magnolia Montessori School regarding policies and procedures.

Proactive Steps Taken to Prevent Expulsion

- Redirecting the child from negative behavior.
- Reassessing the classroom environment, appropriateness of activities, and supervision.
- Using positive methods and language while disciplining children.
- Praising appropriate behaviors, and consistently applying consequences for rules.
- Giving the child verbal warnings and time to regain control.
- Documenting disruptive behavior while maintaining confidentiality.
- Providing parents/guardians with written copies of behavior that might lead to expulsion.
- Scheduling a conference with the director, classroom staff, and parent/guardian to discuss promoting positive behaviors.
- Providing literature on other resources for improving behavior.
- Recommending evaluation by professional consultants on premises, or by the local school district's child study team.

Child Safety & Reporting

Release of Children

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

A. Custodial Authorization

Each child may be released only to the child's custodial parent(s), or to person(s) authorized by the custodial parent, to take the child from MMS and 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 parent(s) specifically authorize us in writing to allow such visits or release. This written authorization — including name, address, and phone number — will be kept on file. If a non-custodial parent has been denied access to a child by court order, we must be given documentation to that effect, which will also be kept on file.

B. Late Pick-Up

If the parent(s) or authorized person(s) fail to pick up a child by 6:00 PM (September through June) or 5:30 PM (July and August), 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 by 7:00 PM, staff will call the DCP&P 24-hour Child Abuse Hotline (1-800-792-8610) to seek assistance in caring for the child until a parent or authorized person is able to pick them up.
4. A fee of \$15.00 applies for the first 5 minutes after closing, and an additional \$5.00 for every minute thereafter.

C. Impaired Pick-Up

If a parent or authorized person appears to be physically and/or emotionally impaired to the extent that, in the judgment of the Head of School and/or a staff member, the child would be placed at risk of harm if released to them, the following procedure will be followed:

1. The child may not be released to the impaired individual.
2. Staff members will attempt to contact the child's other parent, or an alternate authorized person.
3. If we are unable to make alternate arrangements, a staff member will call the DCP&P Hotline to seek assistance in caring for the child.

Suspected Child Abuse

According to N.J.S.A. 9:6-8.9, an “abused child” means a child under the age of 18 whose parent, guardian, or other person having custody and control:

- Inflicts, or allows to be inflicted, physical injury by other than accidental means causing or risking death, serious or protracted disfigurement, or protracted impairment of physical or emotional health or bodily function; or
- Creates, or allows to be created, a substantial or ongoing risk of such physical injury; or

- Commits, or allows to be committed, an act of sexual abuse against the child; or
- Has a child whose physical, mental, or emotional condition has been impaired, or is in imminent danger of impairment, as a result of failure to exercise a minimum degree of care — including providing adequate food, clothing, shelter, and educational or medical care, or proper supervision — though financially able, or offered reasonable means, to do so; or
- Has willfully abandoned the child.

What to Do If Abuse Is Suspected

1. Any suspicion must be immediately and factually documented.
2. The issue must be discussed with the Head of School.
3. The Head of School will investigate the matter, document these conversations factually, and submit a report to the Department of Children and Families / DCP&P (formerly DYFS).

Anyone with reasonable cause to believe an enrolled child has been or is being subjected to hitting, corporal punishment, abusive language, ridicule, harsh or humiliating or frightening treatment, or any other form of 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 DCP&P at 1-877-652-2873 (1-877-NJ-ABUSE), or to any District Office. Reports may be made anonymously.

A staff member who reports suspected child abuse or neglect at Magnolia Montessori School is immune from discharge, retaliation, or other disciplinary action for that reason alone, unless it is proven the report was intended to cause harm. Information about child abuse and neglect is available from the Department of Children and Families, 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.

Confidentiality

Staff maintain complete confidentiality regarding all children involved when notifying parents that their child has been bitten, or has bitten another child.

Biting is age-appropriate behavior among children from birth to three years of age, and one of the most common and difficult behaviors to manage due to its effect on everyone involved. For many toddlers, it is simply a passing phase — a form of communication tried out while learning appropriate social behavior.

When biting is persistent and chronic, we take more direct, research-aligned steps to help prevent incidents:

- Cultivating quality relationships: all adults in the child's environment develop nurturing relationships and get to know each child individually.
- Considering environmental influences: Montessori teachers use specific observational practices to adjust the environment in ways that support each child's needs and elicit calm, thoughtful behavior.
- Implementing targeted social-emotional supports: lessons help children identify and verbalize their own emotions, then build empathy for others', alongside age-appropriate social coaching and calm spaces for emotional regulation.

If a Child Is Bitten

- The child who bit is calmly removed from the area, using simple words such as “that hurts,” and taken under direct staff supervision.
- 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 accident/incident reports are completed for each family.

If Biting Continues

- Classroom teachers meet with administrators routinely for advice, support, and strategy planning, with accurate documentation kept throughout.
- A teacher conference is held with the parent(s) of the child who is biting to discuss the situation in detail, identify supports needed at home and in the classroom, and put a written action plan in place that all parties must adhere to within a designated period.
- Teachers closely shadow children who show a tendency to bite, in order to head off situations before they occur, teach non-biting responses, and reinforce appropriate behavior when ratios allow.
- Administrators and teachers work together to adapt the program to fit the needs of all children in the classroom, within the confines of Montessori philosophy.
- A child may need to be sent home if there is persistent biting, or more than one biting incident in a given day.
- Excessive biting in a given day or week (more than once a day, and more than twice a week) is grounds for immediate expulsion without notice, to keep other children safe.

The Head of School will let a family know, in writing and/or in person, when it is time to find a different program that can better support their child's needs. This step is taken if parents are uncooperative with the action plan, the behavior remains persistent with no workable solution identified, or the child's behavior escalates to an intolerable or unsafe level for themselves or others.

Security System

Our doors are locked at all times. Fobs are provided to parents whose children attend the Late Afternoon Program; you must use your access fob to enter the building. 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 consistently be picking up your child. A lost fob may be replaced for a \$15 fee. Fobs are active only during the regular school year.

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

Late Arrivals

Reporting Absences

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

Arrival Time

Children must arrive by the start of their school day, 8:30 AM, enabling each child to begin the day with their peers in a comfortable and meaningful way. Please avoid scheduling morning appointments that require a late drop-off, as this is disruptive to the class and your child, and disrespectful to the program. Because arriving on time is essential to how your child embraces the morning, drop-off by 8:30 AM is required to avoid a late fee of \$20.00 per occurrence.

Calendar & Preparedness

Snow Days

We use Readington Township's decisions as a guide for closings or delayed openings; however, if the Head of School feels a closing or delayed opening is warranted, we will not necessarily follow their lead. When we close or alter our regular schedule due to weather, an email notification will be sent.

When we decide on a delayed opening, we will open at 10:00 AM, and an email notification will be sent.

In-Service / Professional Development Days

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

Emergency Drills

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.

Health & Medical

Immunization Policy

Medical Forms

A health form must be completed and on file at the school by August 15th (or, for camp attendees, before camp begins). All immunizations must be up to date as of September 1st, or the beginning of camp.

Our Policy

Magnolia Montessori School follows the standards and recommendations of the Centers for Disease Control and Prevention (CDC), the American Academy of Pediatrics, and the State of NJ Licensing requirements. These organizations recommend vaccination from birth through adulthood to provide lifetime protection against many diseases and infections — one of the best ways parents can protect infants, children, and teens from sixteen potentially harmful diseases.

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

Per Chapter 14 of the State Sanitary Code (N.J.A.C. 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 the specified date.

Emergency forms with the phone numbers and names of persons to contact must be on file.

Administering Medication

If medication is sent to school, please follow our procedures:

1. Medication must be labeled with the child's name and instructions for use.
2. Medication must be accompanied by a doctor's note and a permission note from the parent instructing staff to administer it (we have a medication form for this purpose).
3. Medication must be hand-delivered to the staff of your child's class, or to appropriate staff in the Early Morning or Late Afternoon Program if it is to be administered there — please do not place medicine in a lunch box.
4. Let a staff member know if the medication needs to be refrigerated.
5. Make sure the office has copies of all pertinent medical information regarding administration of the medication.
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.

When to Keep Your Child Home

To help prevent the spread of communicable disease, please do not bring your child to school if they show any of the following symptoms:

Fever	Uncovered bleeding or weeping wound
Enlarged glands	Coughing
Headache	Green running nose
Sore throat	Irritated or yellow eyes
Severe pain	Vomiting or diarrhea
Lethargy	Discomfort from infected skin patches
Mouth sores	Difficulty breathing or skin rashes
Stiff neck	Earache

If your child will be absent for any reason, please call between 7:00–8:00 AM to advise us — we are required to document absences to help track the spread of communicable disease. We are also required by law to document any unusual occurrence or significant change in a child's personality or behavior (e.g., sudden withdrawal or passivity, unusual violent or destructive behavior). Please notify us of any limitations or special needs your child may have.

Excludable Diseases

The following communicable diseases require exclusion from school. Diseases marked with an asterisk (*) must be reported to the health department by the center.

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*	
Strep Throat		
Tuberculosis*		
Whooping Cough*		
COVID-19 / Flu		

When a child is suspected of having a contagious illness (conjunctivitis, vomiting, diarrhea, etc.), the State requires the child to be isolated until an authorized adult picks them up — typically in the office or a secluded portion of a classroom. We make every attempt to reach a parent or authorized contact. Children are sent home after two occurrences of diarrhea or one occurrence of vomiting, and cannot return until symptom-free for 24 hours.

Daily Symptom Check

Any of the following symptoms could indicate a COVID-19 infection, among other contagious illnesses, and could risk spreading illness to others. This list does not include all possible symptoms, and children with COVID-19 may experience any, all, or none of them.

Column A — stay home if ANY apply	Column B — stay home if TWO OR MORE apply
Cough	Sore throat
Fever (100.5°F or 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 symptom 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.

Close Contact / Potential Exposure

Please notify the school if:

- Your child has had close contact (within 6 feet, for at least 15 minutes over a 24-hour period) with a person confirmed to have 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 these apply, your child should remain home until symptoms resolve and they test negative for respiratory illness (including RSV and COVID-19). In the event of a confirmed positive case at our school, parents and staff will be notified right away. For questions about symptoms your child is exhibiting, please contact Kim Koch at kmkoch@magnoliamontessorischool.net; from there, we will follow Department of Health guidelines to determine next steps.

Medical and 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. Parents will be notified of what happened.

Serious Injuries (reaction to insect bite, serious fall, broken bone, etc.)

1. The child will be made safe and comfortable.
2. One or both parents will be called for instructions and pick-up.
3. If a parent cannot be reached, the child's doctor will be called and their instructions followed.
4. If the doctor is unavailable, 911 will be called for assistance; the Head of School or a staff member will remain with the child as necessary.

5. If parent notification is unsuccessful, staff will continue attempting to reach them with updates on the child's status.
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Toilet Learning

Children in diapers will be changed every two hours unless otherwise warranted. We follow a unique approach to toilet learning that begins in our Nido environment. Faculty and staff discuss our procedure at Back-to-School Nights, and in the fall we offer a Parent Workshop, which we strongly encourage parents to attend, to learn more about how we approach this important milestone.

Oral Health Care

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

Policies, Legal & Fees

Photo Release / Social Media

If you plan to take photos in our school for any reason (a birthday, memory book, etc.), please notify the office before taking any pictures, and make sure no other children are photographed in the process. We will never publish photos of your child on our website, Facebook, Instagram, or any other social media without written permission from parents.

Technology

We do not use televisions, iPads, or computers in the classroom to show videos, movies, or similar content.

Asbestos

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

Late Fees & Tuition

To ensure our staff may attend to their own matters after 6:00 PM, Magnolia Montessori School charges a late fee of \$15.00 for the first 5 minutes and \$5.00 for each additional minute.

Tuition is due by the 1st of each month. If payment is not received by the 30th, a 5% late fee will be added to the account each month on any remaining balance.

Force Majeure

Should events beyond the control of the School occur — including but not limited to 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, or shortage or disruption of necessary utilities — the School has the discretion to close and/or modify its curriculum, schedules, length of school day, length of school year, and/or teaching methods.

The parent's financial obligations under the Enrollment Agreement remain in full force and effect. Should the School close, its duties and obligations shall be suspended immediately, without notice, until the School may safely reopen in its sole and reasonable discretion. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Information to Parents' Statement

Per the Department of Children and Families, Office of Licensing, this center is required to provide the following Information to Parents document to every enrolled child's parent(s) and to every staff member. 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 the licensing chapter.
3. Post its license in a prominent location within the center.

4. Retain a current copy of the licensing chapter and make it available for parents' review.
5. Indicate how parents can secure a copy of the chapter and obtain licensing information from the Office of Licensing.
6. Make available to parents, upon request, the Office of Licensing's inspection, violation, and complaint investigation summary reports, as well as any enforcement letters or actions taken against the center during its current licensing period.
7. Post a listing or diagram of rooms and areas approved by the Office of Licensing for children's use.
8. Comply with the Department's inspection and investigation functions, including interviews of staff members and children.
9. Afford parents the opportunity and time to review and discuss any questions or concerns about the center's policies, procedures, or compliance with the director, sponsor, or sponsor representative.
10. Advise parents that suspected violations may be reported to the center sponsor, sponsor representative, director, or the Office of Licensing.
11. Afford parents of enrolled children the opportunity to participate in the center's operation and activities, and to assist in complying with licensing requirements.
12. Afford parents the opportunity to visit the center at any time during operating hours to observe its program, without prior approval.
13. Provide advance notice of any field trip, outing, or special event involving transportation of children away from the center, and secure written parental consent before each such event.
14. Post the center's written policy on disciplining children in a prominent location, and make it available to parents upon request.
15. Indicate that any person with reasonable cause to believe a child has been or is being abused or neglected is required by N.J.S.A. 9:6-8.10 to report the allegation immediately to the State Central Registry Hotline (1-877-652-2873), and that reports may be made anonymously.
16. Indicate how parents and staff 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 managing communicable diseases.
20. Provide parents with a copy of the center's policy on expulsion of children from enrollment.
21. Inform parents that the center provides reasonable accommodations for children and parents with disabilities and complies with the NJ Law Against Discrimination (N.J.S.A. 10:5-1 et seq.) and the Americans with Disabilities Act (42 U.S.C. §§12101 et seq.); anyone who believes the center is not in compliance may contact the Division on Civil Rights at (609) 292-4605, or the U.S. Department of Justice at (800) 514-0301.
22. Inform parents that the center maintains and annually updates a list of unsafe products from the Consumer Product Safety Commission (CPSC), available to staff and parents, or via www.cpsc.gov/Recalls.

The center distributes a copy of this Information to Parents document to each child's parent(s) upon enrollment, and to every person upon becoming a staff member, and secures and maintains a signed record of receipt from each. The center maintains a copy of this document on file.

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 2026–2027 Magnolia Montessori School Parent Handbook. 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, as the needs of the school community are always changing, requiring policies to do the same.

Parent/Guardian 1 — Print Name & Signature

Parent/Guardian 2 — Print Name & Signature

Date