



RACINE MONTESSORI SCHOOL
A CERTIFIED GREEN SCHOOL - EST. 1963

RMS Parent Handbook

2026-2027

Discover the Joy of Learning

STATEMENT OF MISSION AND VISION

Racine Montessori School is part of a global community that guides the whole child toward a life-long love of learning. Children develop independence, confidence, moral responsibility, social purpose and inner peace through teacher guidance on self-directed work in a non-competitive atmosphere. Our school strives to offer strong academics and support in a setting of self-respect, respect for others and respect for our environment.

Racine Montessori was established in 1963 as a 501(c) non-profit organization.

Table of Contents

Racine Montessori School Staff	3
Racine Montessori School Calendar	4
Racine Montessori Society History Board of Directors	5
General Information Hours and Days of No Service	6
Montessori Programs	7
Outdoor Learning Environments Recess AM and PM Child Care Programs	8
Enrollment and Dismissal Processes	9
Appeal Process	10
School Communication Social Media Information & Updates Cell Phones & Electronic Devices Classroom Visitors	11
Arrival and Dismissal Procedures	12
Attendance/Absences	13
Emergency Closings Parent Concerns Parent Observations	14
Release of Confidential Information Privacy Policy Access to Student Records Security Liability Insurance	15

Table of Content (con't)

Abuse and Neglect Reporting Tuition and Fees	16
Field Trips and Going Outs Transportation Lost and Found Recycling	17
Parent Volunteers Fundraising RaiseRight, BoxTops	18
Health and Safety Policies	19
Immunization Records	22
Nutrition Classroom Pets	23
Emergency Procedures	24
Disciplinary Policy	25

Racine Montessori School Staff

OFFICE

Anna Ptacek	Administrator
Meredith Gonzalez	Administrative Assistant

PRIMARY AND EXTENDED DAY (3-6yrs)

The Willow Room

Ty'Liesha Mercado	Montessori Teacher
Ericka Perez	Teacher Assistant

The Maple Room

Julie Konen	Montessori Teacher
Connie Guzman	Teacher Assistant

LOWER ELEMENTARY (6-9 YRS)

Rainforest Canopy

Rachelle Koshen	Montessori Teacher
Lisa Porter	Language Arts Support
Amy Bergemann	Teacher Assistant

UPPER ELEMENTARY (9-12 YRS)

The Green Meadow

Victoria Verikas	Montessori Teacher
Nicole Banks	Teacher Assistant

ADOLESCENTS (12-14 YRS)

The Green House

Carrie Gayle	Adolescent Classroom Teacher
Lisa Porter	Adolescent Classroom Teacher

SPECIALISTS

Sandra Bonazza	Spanish Specialist
Amy Georgi	Art Specialist
Brian Gleichauf	Gym Specialist (Upper Elementary, Adolescent)
Abbie Dudek	Gym Specialist (Lower Elementary)

CHILD CARE STAFF

Davena Boldus	Child Care Teacher
Amy Bergemann	Child Care Teacher
Connie Guzman	Child Care Teacher
Nicole Banks	Child Care Teacher

Trimester 1

Trimester 2

Trimester 3

August

Sat., August 22 9:00–11:00 AM...1st Classroom Cleaning Day
Sun., August 23 12:00–2:00 PM...RMS Meet & Greet Picnic
Tues., August 25 6:00 PM...Classroom Orientation – All Programs

September

Tues., September 1... First Day of School
Mon., September 7...Labor Day **NO SCHOOL**
Fri., September 18...Peace Day Celebration

October

Wed., October 21...Teacher In-Service **NO SCHOOL**
Thurs.–Fri. October 22–23...Fall Conferences **NO SCHOOL**

November

Tues., November 10 5:30–7:00 PM...Family Night
Mon.–Fri., November 23–27...Thanksgiving Break **NO SCHOOL**

December

Fri., December 4...Saint Nick Cultural Day
Sat., December 5 10:30 AM...Winter Concert
Fri., December 11...Santa Lucia Cultural Day
Thurs., December 17...Yule Log Cultural Day
Fri., December 18 – Sun. January 3...Winter Break **NO SCHOOL**

January

Mon, January 4...School Resumes
Mon., January 18...Martin Luther King Jr. Day **NO SCHOOL**
Thurs., January 21 6:00 PM...RMS Info Night – All Programs

February

Thurs.–Fri., February 11–12...Winter Conferences **NO SCHOOL**
Mon., February 15...Presidents' Day **NO SCHOOL**
Sat., February 20 9:00–11:00 AM...2nd Cleaning Day
Sun., February 21 1:00–3:00 PM...RMS Open House
Tues., February 23...Blue Day
Wed., February 24...Red Day
Thurs., February 25...Yellow Day
Fri., February 26...RMS Day

March

Mon.–Tues., March 15–16...Professional Development **NO SCHOOL**
Tues., March 23, 5:30–7:30...3rd Cleaning Day
Fri., March 26 – Sun., April 4...Spring Break **NO SCHOOL**

April

Mon., April 5...School Resumes

May

Thurs., May 6, 5:00–7:00...Spring Showcase
Fri., May 28...Last Day of School

June

Racine Montessori Society

The Racine Montessori Society was established in 1963 as a 501(c) non-profit organization through the efforts of a group of parents who had read about Montessori and wanted it for their children. They opened Racine Montessori School, enrolling thirty-two pupils, aged 3-4 1/2 for that first school year and by 1965, the number of students had more than tripled. Two years later, the lower elementary program was added, followed by the upper elementary and finally, the Adolescent programs. Later, they also increased the hours that the 5 yr old kindergarten students stayed in the classroom.

In 1982, RMS created a Child Care program as an extension of the Montessori day for many of the children whose parents were both working. Admission is limited to children who are students at RMS in order to maintain an environment that was similar to the Montessori classrooms.

We want our parents to be well-informed about Montessori issues and about what is going on at school. Parents of children attending Racine Montessori School automatically become members of the Racine Montessori Society. The purpose of the Society is to operate the school and promote the educational philosophy of Maria Montessori.

Affairs of the Society are managed by the Board of Directors, consisting of nine members elected at the annual meeting, one alumni member, and one member at large, chosen by the board. Directors serve for three years. The board elects officers from its members to serve a one-year term. Each member of the Racine Montessori Society has one vote for the election of directors and all other matters the board refers to the group, with a maximum of two votes per family. Board meetings usually occur at 6:00 p.m. on the third Thursday of each month in the RMS Teachers' lounge or via zoom and are open to all members of the Society.

BOARD OF DIRECTORS

John Harty - President
Christina Scoullar - Vice President
Michelle Cook - Secretary
Ashly Dimitrov - Treasurer
Callie Ehmcke
Ashley Stukel
Zach Burton
Lisa Toraño
Adam Walker Cleaveland
Kandace Anderson

Contact Email: rmsboard@racinemontessori.com

General Information

RMS is a private, non-profit organization that provides authentic Montessori programs to students ages 3-14 years. In addition, we are currently seeking licensure by the State of Wisconsin, Department of Children and Families www.dcf.wisconsin.gov as a Licensed Group Child Care provider at the Primary and Extended Day Levels (ages 3-6).

Non-discrimination Policy

Racine Montessori will provide care for children ages 2 ½ through 8th grade. Our services are available without discrimination on the basis of sex, race, color, creed, disability, sexual orientation, national origin, religion, political beliefs, ancestry, and marital or family status.

Our Montessori and Child Care Programs are offered Monday through Friday beginning on September 3, 2024 for **returning** Primary/Extended Day students and all elementary students. All **new** Primary and Extended Day students will have a staggered start date individually assigned to them which allows them to be the only new child in the classroom on their first day in attendance. Staggered start dates begin Sept 4, 2024 and continue until all new children are incorporated into the classroom community.

Office Hours	8 a.m. – 4:00 pm
Montessori Programs and Child Care Hours	7:15 am - 5:30 pm
Morning Montessori Child Care	7:15 am - 8:20 am
Primary Montessori Program(2.5 - 4 yr old)	8:20 am - 11:30 am
Extended Day Program (4-5 yr old)	8:20 am - 2:30 am
Elementary Class (6-12 yr old)	8:20 am - 3:30 pm
Adolescent Program (13-14 yr old)	8:20 am - 3:30 pm
Afternoon Montessori Child Care	11:30 am - 5:30 pm

The dates in which no service is available are set forth in our yearly calendar and in the 2026-2027 school year include no services on:

Wed., Oct 21	Teacher Inservice
Thurs.-Fri., Oct. 22-23	Fall Conferences
Wed-Fri., Nov 23-27	Thanksgiving Break
Friday, Dec 18 - Sun., Jan 3	Winter Break
Mon., Jan 18	Martin Luther King Jr.
Thurs.-Fri., Feb. 11-12	Winter Conferences
Mon., Feb. 15	President's Day
Mon-Tues, March 15-16	Prof. Development
Fri., March 26- Sun., April 4	Spring Break

Montessori Programs and Activities

RMS multi-age classrooms allow for freedom of movement and communication. These child-centered communities are filled with specialized, educational materials that provide the children with concrete, hands-on learning experiences and instill a love of learning. They support the children in all areas of their development.

The Primary/ Extended Day Programs, otherwise known as the Children's House (for ages 3-6), provides a prepared environment that encourages independence and active participation in the learning process. The major areas of the curriculum are Practical Life, Sensorial, Language Arts, Math, Science, and Geography. Developmentally appropriate manipulative materials enable the children to progress at their own pace. Children receive individualized and group instruction in a joyful atmosphere of cooperation, respect and non-competitiveness.

While the students in our Children's House are absorbed with ordering the environment, the children in our **Lower Elementary Program** (ages 6-9) are concerned with ordering their reasoning minds. The program also recognizes that the six-to-nine year old is entering a sensitive period of the imagination and becomes interested in all aspects of their community and culture. Our curriculum helps the child to find meaning in knowledge and to transcend the narrow confines of a self-centered existence. Our Lower Elementary children continue to work with a sequence of educational materials which progress from the concrete to the abstract.

In the **Upper Elementary Program** (ages 9-12), the children continue to build upon previously acquired skills. Concrete materials are still present but less evident as the children are working more abstractly. The children delve into many areas of research and become familiar with a variety of information sources, a process that can be used throughout life. Children enjoy collaborating in small and large group activities. Group processing and problem-solving activities within the classroom prepare them to function responsibly and sensitively toward others.

Our **Adolescent Program** (ages 13-14) allows the students to continue learning in the peaceful, respectful environment that has been an important factor in the prior years of their Montessori education. At this age, students explore the needs of humanity and sense the need of service in the community, and this, along with academic studies, becomes the foundation upon which their education is built.

Our Montessori programs do not include religious instruction or practices in our daily activities. We include several cultural celebrations throughout the school year that may include Chinese New Year, St. Nick's Day, Peace Day, Pi Day, Yule Log day, St. Lucia's Day, and Valentine's Day.

Outdoor Activities

The outdoors provide another rich learning environment. We have several areas for the children to explore along with our staff including: the nature center, peace garden, playground, blacktop area and grassy field. Daily outdoors activities are an important part of our program. Please have the expectation that your child will be spending a part of their day outdoors and dress your child appropriately for the weather.

The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain or snow
- Temperatures above 100 degrees F.
- Wind chills of 10 degrees F. or below

Recess

When weather permits, all of our students have an outdoor recess time scheduled into their day.

- Primary and Extended Day students spend most of this time on the playground with their teachers and teacher assistants.
- All of the Elementary and Adolescent students have recess from 12:30-1:00 pm. They have access to different supervised areas of our school grounds including the playground, front grassy field and black top area. There is one adult supervising each of these areas. The Adolescent students also have the option of staying on the grounds located by the Greenhouse. The Adolescent teacher supervises this area during recess.

RMS Child Care Program

Our Montessori Child Care Program allows the children to extend their time in an enriching Montessori environment. In order for RMS to develop our staff schedule, we ask that you register your child's hours in child care before the beginning of each academic year. We want to be prepared with adequate staff to ensure the well-being of our children.

Primary children who will be staying after 11:30, will eat their lunch and have a 30 minute quiet time to nap or enjoy storytime. Afterwards, quiet activities will be provided for the children who do not fall asleep. Students may want to pack an extra snack for the afternoon.

Child Care Rates: \$7.00 per hour. We bill in 30 minute increments.

A late fee of \$10 will be charged for each 10-minute time increment after 5:30 p.m.

Child Care invoices will be included on monthly statements and are payable by the 15th of the following month. While this is a flexible program, please contact CCP if you become aware of a "permanent" or long-term change to your child care needs and we will do our best to accommodate you. You can send this information to Meredith at meredithgonzalez@racinemontessori.com or we have forms available in the office that can be used for this purpose.

Child Enrollment and Dismissal from Programs

Acceptance of children is on an individual basis and consideration is given to available space and programs. We require all children to be at least 2 ½ yrs old, walking and potty-trained. Parents must meet with the Administrator to discuss their child's specific needs. We will make reasonable accommodations for a child with disabilities as specified under the Americans with Disabilities Act. In the event that a child needs to have a service animal with them, we will notify all parents/guardians via email. Children's medical records are kept confidential in the office.

Enrollment Process

The first step in enrollment at RMS is to contact us through email or phone to schedule a private tour. We also accept enrollment during our Open House that is scheduled during the month of February. During your tour, you will have the opportunity to ask questions and view the buildings and learning environments. An enrollment information packet will be provided. This information is also available by emailing/calling the office before a tour is given.

Once you decide RMS is a good fit for your family, fill out the waitlist/application form and return it to RMS with the application fee of \$25.00. When an opening becomes available, you will receive the enrollment contract to sign and return with an enrollment fee of \$150.00. **The enrollment process is not complete until the enrollment fee and the contract have both been received in the office.**

Space for all programs is limited and is available on a first-come, first-served basis. Enrollment for new families begins during our Open House the last Sunday in February and continues until all spots are filled.

Child's Discharge from Racine Montessori

A child may be discharged from our programs for reasons, including, but not limited to:

- Failure to pay fees and tuition on time (grounds for immediate termination, without advance notice).
- Lack of parental cooperation.
- Inability of the Child Care program to meet the needs of the child. We will consult with the parent concerning how any problems might be solved before ending the care arrangement. The parent will be referred to other community resources.
- Repeated failure to pick up the child at the scheduled time.
- Failure to complete and return required forms.
- Failure to comply with the terms of the enrollment contract.
- Repeated failure to pick up a child within 1 hour if a child exhibits symptoms of illness during the day.
- We reserve the right to suspend or terminate any child for disciplinary reasons. In such cases, tuition is not refunded.
- Children who compromise the safety of the children and staff will be suspended or removed from the program.
- Failure to comply with Racine Montessori's health and safety policies.
- If a parent or guardian confronts or is verbally or physically abusive to staff, administrative staff, other children, their own children or other adults on the premises; or confronts staff while children are present.

RMS will give a 5 day written notice of our intent to discharge a child and try to inform parents of local resources that may be of help to them, except when the discharge is due to the parent's failure to keep current with fees/tuition owed. Should the parent remove the child during the notice period we initiate, fees will not be charged for the remaining unused days.

Appeal Process

Parents whose child has been discharged for one of the reasons listed are eligible to file an Appeal. Appeal petitions must be filed in writing no later than 3 days following notice of termination. The written Appeal must clearly state the basis of the appeal (why or how the decision was incorrect) and supply supporting arguments or evidence.

The appeal request and applicable information will be reviewed by the Administrator and RMS Executive Board. The petitioner may be invited to an appeal review.

SCHOOL COMMUNICATIONS

Parent Communication with Teachers

Each teacher has a school email address for parent communications. Teachers will respond to emails within 24 hours during the week. During the school day, teachers do not respond to phone messages. Time-sensitive contact with teachers can be facilitated by calling the main office 262-637-7892 and/or emailing the office at meredithgonzalez@racinemontessori.com. While electronic devices are often used in communication between parents and their children, we ask that throughout the school day, parents communicate with their children through the office or classroom phones.

School Community Information and Updates

All relevant announcements will be distributed to the school community through school email. It is very important that we have current parent email info throughout the school year so you receive all notifications in a timely manner. In addition, some information, such as individual classroom events/activities, will be sent home in your child's backpack. Please be sure to check it daily.

RMS Website

Our website, www.racinemontessori.com, will also hold important school information for your reference. The Parent tab will allow you to access the monthly calendar, parent handbook, and other important information. The website blog will include pictures and information about school events that have happened throughout the school year.

Social Media

We have a public Facebook and Instagram page (<https://www.facebook.com/racine.montessori>) and a closed parent group page used for community building. To join the FB parent page, search for "Racine Montessori School Parents" and request to join the group. You will need to give your child's name, age and classroom name in order to join. If you do not have all of this information, please call the office or email for assistance.

While many of the email announcements you receive will be repeated on the parent page, the purpose of this page is for parents to organize events and share interesting info with other parents. It is not a place to ask for school related information or respond to a school email. Please call the office or email annaptacek@racinemontessori.com or meredithgonzalez@racinemontessori.com for any school-related questions.

Cell Phones and Electronic Devices

...are not allowed at Racine Montessori during the school day or at childcare. Please make sure your children are aware of this policy. If you feel that your child needs to bring their cell phone for communication after school, they must check their phone in with their teacher during school and childcare hours.

Classroom Visitors

All visitors must enter the building through the main doors and check in to the office before going elsewhere in the building.

Parents of children already attending our school are welcome to visit their child's classroom by making arrangements in the school office or directly with their child's teacher beforehand.

Alumni students may visit during lunchtime and/or recess by notifying the office prior to the visit.

Arrival and Dismissal Procedures

The children's arrival and entrance into the building is an important part of the Montessori philosophy of independence. Cars will enter the campus from 24th Street and proceed in a line through the parking area. Greeters will be available from **8:20 - 8:45 a.m.** to get your child out of the car and into the school building. The crossway should be used by those who choose to walk their child from the parking lot and the front man-gate will be open for those parents that choose to park along Howe Street. For safety reasons, do not walk up through the driveway. **We do not have staff to supervise children in the parking lot or on the sidewalks, please make sure your children are safely at the entrance to the building if they are not being dropped off from the carline.**

11:30 and 2:30 Primary/Extended Day Dismissals

Enter the campus from 24th Street and proceed through the parking lot in the carline to pick up your Primary and Extended day children. The classroom assistant will bring your child to the car. "Walk ups" are discouraged! The children must shake a teacher's hand before leaving, in order to keep an accurate count of who has been picked up.

3:30 Elementary Dismissal

Parents may use the carline or walk up to either the front man-gate or the short black fence near the front entrance to pick up their children. Children will stay with their teacher until you notify dismissal staff near these locations that you have arrived for your child. Teachers will then be notified (by walkie talkie) and your child will come out to meet you after saying good-bye to dismissal staff as they leave our care.

Child Care Arrival and Dismissal

Parents will check children in and out of childcare when they are walking them into the building or picking them up from inside of the building or playground area.

Children will only be released to persons listed on the Emergency Contact form unless written authorization is given to the school beforehand. The person picking up the child may need to show a driver's license or other picture ID. Written authorization must be on file if someone younger than 18 years of age picks up a child.

Children to be picked up by older siblings that attend Racine Montessori School

Written permission must be on file in the office, and the siblings must sign them out daily.

Racine Montessori School takes no responsibility for children once they are signed out of the Child Care program.

All care ends promptly at the stated closing time, 5:30 PM. You are considered late if you pick up your child after the stated closing time. Our Child Care Program will expect families to pick up their child on time every day; a late pick up fee will be assessed for parents who arrive after 5:30 PM. We make every effort to reach you if your child is still in our care after closing time. If we cannot reach you, we will telephone the names listed on your child's emergency card in an effort to reach someone.

Attendance and Notification of Child's Absence

Racine Montessori is required to maintain a current, accurate, written record of daily attendance for all children. The Administrative Assistant and Child Care Coordinator will record daily attendance and times of arrival and dismissal.

If your child will be absent, a parent or guardian must notify the main office by phone or email before the start of the school day whenever possible.

An absence for which the school does not receive notification will be recorded as an **unexcused absence**.

After five (5) unexcused absences, a mandatory meeting with the child's classroom teacher and school administrator will be required to discuss attendance concerns. Continued failure to notify the school of a child's absence may result in dismissal from the school.

****Excused Absence:** An absence for which the school receives notification from a parent or guardian by the end of the school day.*

***Unexcused Absence:** An absence for which the school **does not** receive notification from a parent or guardian by the end of the school day.*

Excessive Absences

Regular attendance is essential to a child's academic success and participation in the Montessori environment. While illness, family emergencies, and pre-planned travel are understandable, excessive absences can significantly impact a child's learning and classroom experience. A pattern of excessive absences, whether excused or unexcused, may require a conference with the family to discuss attendance concerns and develop a plan to support improved attendance.

The school cannot be responsible for academic gaps or missed classroom experiences resulting from excessive absences. While teachers will make reasonable efforts to support students upon their return, missed instruction cannot always be replicated.

Safe Release of Children

If the parent, guardian, or other authorized person arrives to pick up a child and appears to be under the influence of alcohol or drugs, the school will take all reasonable steps to protect the child's safety. This may include encouraging the individual to arrange alternative transportation or contacting another authorized person listed on the child's emergency contact form.

While the school cannot legally prevent a parent or legal guardian from leaving with their child, we will not hesitate to contact local law enforcement if we believe the child may be in danger.

Emergency Closing

There may be times when an emergency arises which requires Racine Montessori School and its Child Care program to close. In any such situation, we will email all parents and follow up with a post to our private facebook parent page.

Our school and childcare program follows the closing policy of Racine Unified School District regarding inclement weather. If Racine Unified announces a closing or late start day related to inclement weather, then RMS School and Child Care is closed for regular school and Child Care hours.

If Racine Unified announces an early release day due to weather, we will be open for regular hours or until all children have been picked up. If Racine Unified is not in session and we need to announce a closing due to inclement weather, we will send out an all school email by 6 am.

If RMS should lose the use of heat, water, electricity, or other building services that are necessary to operate safely, **before we open**, administration will determine if services must be canceled for the day and contact parents via email. A staff member will be on site in the event that someone does not see the announcement.

If RMS should lose the use of heat, water, electricity, or other building services **while children are in attendance**, administration will determine the action that must be taken for the safety of the children and staff. If services are canceled, parents will be notified immediately and staff will stay on the premises until all children are picked up.

Parent Inquiries and Concerns

It is important that we communicate concerning the needs and interests of your child. If there are issues or concerns that need to be discussed, please work with the school administrator to arrange a convenient time to talk on the phone or in person so we can give the issue the attention it deserves. We request that parents and guardians do not discuss problems, concerns or confidential situations in front of children or other adults.

Parents and guardians are expected to adhere to all rules and regulations of our program. To protect each family's confidentiality, Racine Montessori will not disclose personal information regarding a child or facts learned about a child or a child's family to anyone who is not authorized to receive this information.

Parent Observations

Parents are welcome to visit our Montessori and Child Care programs at any time during the hours of operation unless parental access is prohibited or restricted by a court order. If so, we must be provided with a copy of the order. Please understand that we cannot legally limit access to a parent if there is not a copy of a court order on file.

Release of Confidential Information

If/when we receive a request for the release of confidential information regarding your child, we take the following action:

1. Determine if the request to release information is “valid.” Valid meaning justifiable, legitimate, convincing, legally permissible, and in the best interest of child or youth.
2. If the reason is valid and the release is not permitted nor required by law, we will obtain written authorization from the child’s parent or legal guardian, will provide a copy of the signed authorization to the parent or legal guardian, and will place a copy in the child’s file.
3. When permitted or required by law, regulation, or court order, confidential information may be released without the authorization of children and youth and their parents or legal guardians. However, you will be informed the information will be released.
4. If we deem necessary, we will obtain legal counsel regarding the confidentiality of records and the conditions under which it may be subpoenaed.

Privacy Policy

Racine Montessori School refuses requests from businesses and merchants who want to contact our families. Class lists are for your personal reference only.

Parents or guardians must request in writing not to have their child(ren) photograph posted on social media/website.

Written Requests and Notices

Access to children’s records may be requested in writing (if applicable).

Security

We have several security cameras that allow us to monitor activity in our parking lot and main entrances to the building. All doors to our buildings are kept locked and those that wish to enter the building must be buzzed in through the front doors by either the office or child care personnel.

No person may carry weapons while on school premises. Signs providing notice of refusal to allow weapons are posted near all probable access points where any individual entering the building or grounds can be reasonably expected to see the sign.

Liability Insurance on Premises:

Racine Montessori School is covered by liability insurance for the premises.

Liability Insurance on Business Operations:

Racine Montessori School is covered by liability insurance.

Suspected Neglect and/or Child Abuse

All staff are mandated reporters and therefore legally required to report child abuse and neglect to the authorities if they have reasonable suspicion

Examples of suspected abuse that must be reported are:

- Physical injury inflicted by other than accidental means on a child.
- Sexual abuse meaning sexual assault or sexual exploitation of a child.
- Neglect meaning the negligent treatment, lack of treatment, or the maltreatment of a child by a person responsible for the child's welfare under circumstances indicating harm or threatened harm to the child's health or welfare.
- Willful harming or injuring or endangering a child meaning a situation in which any person inflicts, or willfully causes or permits a child to suffer, unjustifiable physical pain or mental suffering, or causes or permits a child to be placed in a situation in which the child or child's health is endangered.
- Unlawful corporal punishment or injury willfully inflicted upon a child and resulting in a traumatic condition. This includes a parent or pick-up person who appears to be under the influence of alcohol or illegal/other controlled substance when picking up a child from Racine Montessori School/Child Care.

Tuition and Fees

Billing for tuition and childcare takes place during the first week of each month and statements will be emailed to you from Intuit Quickbooks at that time. Please make sure we always have your updated email address in our files. Payments are due on the 15th of the month.

We encourage families to use our automatic withdrawal program. Your tuition payment will be withdrawn from your bank around the 10th of each month. Please contact the office to register for this option if you are interested.

Please contact the office if there will be a third-party payment, as from an employer or the county, so we can do a special payment schedule. Parents will be responsible for any specified co-payments or unpaid amounts. Racine Montessori school accepts cash, check, debit/credit card. Debit/credit cards will incur an additional processing fee.

You can make a payment from our website www.racinemontessori.com home page by clicking the payment icon.

You may be assessed a late fee if payment is not paid in a timely manner and Racine Montessori reserves the right to suspend or terminate any child whose payment is not paid on a timely basis.

A \$30 fee will be assessed for cards/checks/ACH that are returned from the bank

If you would like for your child to no longer attend our school, you must provide the Office notification, in writing via email, thirty (30) days before the child is withdrawn from the program. No refunds will be given for days when children do not attend due to illness or other reasons.

You may be assessed a late fee if tuition is not paid in a timely manner and Racine Montessori School reserves the right to suspend or dismiss any students whose tuition is not paid on a timely basis. We also take charge cards for tuition payment, with an additional processing fee of 2.6% to 4%, subject to change. You can make a payment from our website (racinemontessori.com) home page by clicking the payment icon.

Field Trip and Going Out Protocols

Field trips: We occasionally take field trips or “Going Outs”, which include walks around the neighborhood, farms or other places that tie into their areas of interest.

Parents/Guardians must complete a ‘Going Out’ permission slip for their child to participate in these planned activities.

Emergency information for each child will be taken whenever the children leave the premises. Parents with children under the age of 9, will be notified in writing at least 2 days prior to the field trip or off-premises activity. Your permission is required in order for your child to participate. Parents with children ages 9 or older have the option of giving writing permission for their child to participate in spontaneous Going Outs with the classroom teacher or assistant.

Field trips

...are planned in advance and parents are notified. If a child must be absent on the day of a trip, the school should be notified so that the trip is not delayed. If parents choose not to send the child on a field trip, the child should remain at home for that day.

Going Outs

...usually involve a small group of students who are going out into the community to shop, explore something of interest, or get books from a library. Teachers will communicate with parents about any going outs to get permission for the students to leave the school grounds.

Transportation

RMS does not offer transportation services to and from RMS. Parents/Guardians are responsible for dropping off and picking up their child from RMS.

Parents who volunteer to drive on a field trip must provide the school with current car insurance information and driver’s license prior to the trip. Children will never be left unattended in any vehicle. All children who are eight years old and younger or less than 80 pounds must be in a car seat or booster seat during any field trip/going out.

Lost and Found

There is a lost and found area located just north of the stairs on the basement level. If we find clothing articles or other objects that are not labeled with a student name, the items will remain in the lost and found until after conference times and then given to a charitable organization.

Labeling your children’s personal items is the best assurance for personal property to be returned to you in the event your child leaves something outside or somewhere in the building.

Recycling

Racine Montessori School recycles all glass, plastic and aluminum products and we encourage our families to be conscientious in packing lunches. We recommend reusable containers for food and thermos for drinks and hot items whenever possible.

Parent Participation/Volunteering

Racine Montessori School is a parent-run school, and we count on the dedication and commitment of our parents to run and maintain our school. We ask all families to fill out a Time and Talent Survey to indicate where they are able to contribute. Parents help with the car line, class activities, field trips, going outs, gardening, and with classroom or building maintenance tasks. Family members also serve on the Board of Directors, who are responsible for all affairs of the school. This includes maintaining RMS's mission and philosophy, strategic planning, and overseeing building maintenance and fiscal health of the organization.

In addition to volunteering time and talent when called upon, all families are required to participate in major fundraising events by organizing, volunteering on the day of the event, and/or by helping raise funds for this event.

Lastly, each family is required every school year to fulfill one cleaning obligation per child enrolled. There are three scheduled cleaning days, and we encourage all families to attend the summer cleaning prior to school opening in the fall.

Families who do not meet their required cleaning obligations will be charged \$150, which will be added to your tuition billing at the end of the year.

Fundraising

At times throughout the school year, you will receive information regarding events that help raise funds for RMS. While the RMS Fall Raffle is our major fundraiser, we also have smaller events such as dining outs and movie nights. We welcome you to join us for these fun school community events that also raise funds for our school.

Annual Fundraising Participation: All families are required to participate in school fundraising. The annual minimum is \$200 for one student, with an additional \$50 per each additional student in the same family.

If the full amount is not met through fundraising efforts, the remaining balance will be added to your tuition billing at the end of the year. Racine Montessori will provide a list of qualifying fundraising events at the start of the school year.

Raise Right

We call this the "painless" fundraiser because you purchase gift cards for items you ordinarily use anyway! Invite family members and friends to participate, too! Raise Right is an on-going online fundraising program that we use at Racine Montessori School that involves purchasing gift cards to a variety of restaurants, stores, grocery stores, gas stations and other retailers. You pay face value for the gift card; however, RMS purchases them at a discounted price. The profit earned is divided between the school and the family who orders from RaiseRight (in the form of a tuition rebate once a year). You may order your cards at the Raiseright website www.raiseright.com/shop. Orders are placed on Mondays at 10:00 a.m. and are sent home in your child's backpack by Friday of the week ordered.

Box Tops

Save your grocery store receipts! Download the Box Top app and upload your receipts to earn money to help us fund new library materials. <https://www.boxtops4education.com/>

Health and Safety Policies

For the wellbeing of the children, a child must not be sent to school when ill. Parents should be on the alert for signs of illness in their children and keep them home when they are sick. If a child becomes sick during school, the parents will be notified. All parents are required to have an alternate care system in place in the event of illness. There is no infirmary on the school grounds. Please make sure we have current phone information in case of an emergency.

A. Child Illness / Injuries

Children who are ill are not to be brought to school/child care.
The following are examples of children who are ill:

- FEVER of 100 degrees or higher or more: must be fever free for 24 hours without fever reducing medications before returning to child care
- COLDS that are accompanied by colored nasal discharge, sneezing, coughing, congestion
- RASHES: that have not been diagnosed by your child's physician as non-contagious
- ANY INFECTIOUS DISEASES such as Strep Throat, Pink Eye, Diarrhea, Flu, Covid. Guidelines from the CDC will be followed in the case of COVID.
- ANY OTHER SYMPTOMS such as New Loss of Taste or Smell, Sore Throat, Ear Infections, Vomiting, Diarrhea, Body Aches.

If a child should become ill while at RMS, parents will be contacted immediately. Sick children will be isolated within the sight of a staff member and made as comfortable as possible. Children should be picked up within 1 hour by a parent or an emergency contact person.

Children may return to Racine Montessori when they are symptom free, have been appropriately treated, or have been given medical approval to return to childcare. We will follow procedures on personal cleanliness and communicable diseases in accordance with licensing rules and the guidelines for exclusion of children from child care as adapted from the Department of Health Services, Division of Public Health.

We will report all communicable diseases, when required, to the regional licensing office of the Department of Children and Families, to the local health department, and to parents of all enrolled children. Parents of all enrolled children will not be notified when their child has been exposed to an illness other than a communicable disease.

RMS staff have received training in first aid. We will follow standard emergency medical procedures for treating injuries. Parents will be notified immediately of a head injury. We have a current certification in infant and child cardiopulmonary resuscitation (CPR), including training in the use of an automated external defibrillator (AED).

Each child with an allergy should have a written care plan that includes instructions regarding the allergen, steps to be taken to avoid that allergen, and a detailed treatment plan in the event of an allergic reaction, including the names, doses, and methods of prompt administration of any medications (such as an epinephrine auto-injector). The care plan should include specific symptoms that would indicate the need to administer medication.

If a child has an allergic reaction that doesn't appear to be life-threatening, we will contact the parents. We will immediately contact parents if we suspect an allergic reaction or contact with/ingestion of an allergen.

Superficial injuries will be washed with water and covered with a bandage or treated with ice. Parents will be told about the minor injury when the child is picked up or an accident/illness form will be sent home with the child.

If there is a need for emergency medical treatment, 911 will be called and the child will be taken to the nearest hospital. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911.

All medication administered, accidents or injuries occurring during the time the child is in our care, marked changes in behavior or appearance, and any observation of injuries to a child's body received outside of our care will be entered into the center's medical log book. As a licensed child care provider, we are required to report suspected child abuse or neglect to the local authorities.

B. Medications

RMS will administer medications under the following conditions. Prescriptive and non-prescriptive medication will only be given to children if parents have completed the authorization form provided. All medicine must be in its original container bearing the label with the child's name, dosage, and administration directions. We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization.

C. Smoking

Smoking is not permitted on the premises.

D. Injury and Accident

We take every precaution to provide a safe environment for your child. However, accidents and injuries do happen. The following outlines the measures taken by staff in the event of injury occurring at RMS or while attending Childcare or events off RMS premises.

In the event of accident/injury:

- A qualified teacher will administer first aid and make the child as comfortable as possible.
- If puncture wounds or bites that break the skin occur, the office will attempt to notify parents to seek preference for washing wounds and/or applying Neosporin. Until parents are reached, the wound will be gently cleansed with water and covered with a bandage.
- An Accident / Incident Report Form will be written by staff responsible for the child's care at the time of the incident to inform parent(s) of the details. A copy of this report will be kept in each child's folder in the school office.
- Parents will be asked to read and sign the form to signify that they have been informed of the details and return the form back to school by the following day.

Parents will be notified immediately in the event of fever/serious health symptoms, excessive bleeding, or head injury.

- A qualified staff member will administer first aid and make the child as comfortable as possible.
- Parents of the child will be notified of the accident/incident and asked to pick the child up from school. When in need of emergency medical assistance, an ambulance will be called, and parents will be asked to meet the child at the hospital.
- If allowed, a staff member will accompany the child in the ambulance to the hospital and stay with the child until a parent arrives.
- An Accident / Incident Report Form will be written to inform parent(s) of the details. The child's parent will be asked to read and sign the form to signify that they have been informed of the details.

In the event of a vehicle accident while transporting children, the office will be notified and administration will immediately attempt to contact parents.

It is very important that parents always keep emergency contact information in the office up to date. This information should include current home, cell and business telephone numbers, addresses, medications and food allergies

E. AED Protocols

An AED is used to treat victims who experience Sudden Cardiac Arrest. It is only to be applied to victims who are unconscious, without pulse, signs of circulation and normal breathing. The AED will analyze the heart rhythm and advise the operator if a shockable rhythm is detected. If a shockable rhythm is detected, the AED will charge to the appropriate energy level and advise the operator to deliver a shock.

The AED will be located in the school office, above the staff mailboxes. It can be used by all staff and volunteer responders trained in CPR and AED usage. Trained employees will renew first-aid and AED training every two years.

12

The following protocol should be used in an emergency situation where sudden cardiac arrest is suspected.

- As soon as a sudden cardiac arrest is suspected, the teacher/staff closest to the victim alerts the front office of the medical emergency and possible cardiac arrest. If the student is unresponsive, begin CPR.
- The front office will let all staff know of the emergency via the walkie-talkie system. Staff members with full time assistants or with no students under their care will respond to the emergency. All teaching staff should contain their students in their current classroom until further notice. The front office also calls 9-1-1, providing the school address and patient condition. Office staff will facilitate access to the victim for arriving EMS personnel by specifying which door to enter, sending someone to go to the door to wait for EMS arrival, and escorting them to the exact location of the victim.
- All staff responders will report immediately to the victim. The staff responder closest to the AED should retrieve the AED en route to the scene.
- If CPR has not been initiated, then the closest CPR certified person begins CPR. If no one is present that has been trained, perform Hands Only CPR by pushing hard and fast in the center of the chest. The goal is 100 compressions per minute.
- When the AED is brought to the victim's location, press the power-on button, attach the pads to the victim as shown in the diagram on the pads and follow the

AEDs visual and audible prompts. If shock is needed, the AED will deliver one or more shocks. Continue CPR until the patient is responsive or EMS arrives and takes over. 6. One responder brings a walkie-talkie to communicate with the office and documents events. It should be noted the time event occurred, when CPR was started, when and if the AED delivered a shock(s), when EMS arrived and the victim's condition when EMS arrived.

- Do not turn off or remove AED from patients. Ask EMS if they have a method to download information about an event from AED or consider sending AED with EMS to the nearest hospital so that record of the event is available for emergency room physicians.
- Crowd control is maintained by staff not directly involved in resuscitation.
- Front office staff should:
 - contact parent/guardian
 - If available, a copy of the victim's emergency card should be sent with EMS. Upon transport of the victim by EMS, the office should notify staff that the emergency situation has ended.

F. Documentation

The staff on the scene when the incident occurred will write up a detailed report of the emergency event with information with regards to what led up to the event. The office will also note who responded to the emergency, the time of the incident, and when the EMS arrived at the school.

G. Maintenance

The AED equipment will be inspected on a yearly basis and new pads, etc. will be purchased when needed to ensure that the device is ready to use in an emergency.

Immunization Records

The State of Wisconsin requires that we keep a record of immunizations of all children.

In order for RMS to comply with State of Wisconsin requirement the following records are due by September 1st of the current school year:

*All new students

*Students entering Extended Day

*Students entering 7th grade (tdap booster)

*Personal Conviction or other waived circumstances, (parents must complete & sign a form each year).

You may access your child's immunization records at the Wisconsin Immunization Registry site, <http://www.dhs.wisconsin.gov/immunization/WIR.htm>.

To complete a hard copy of an immunization form, copy and paste this address into your browser: <http://www.dhs.wisconsin.gov/forms/F0/F04020L.pdf> complete and print the information you have entered.

Families new to the area (out of state) please complete the immunization form or submit a copy of your child's up to date immunization record from their physician.

Nutrition

RMS does not provide beverages/meals/snacks. Parents must provide their children's beverages, meals and snacks. A snack schedule may be used in the Primary/Extended Day Programs. If this is the case, you will receive the schedule from your child's classroom. If your child has special dietary needs (whether due to a medical condition or personal choice) or has food allergies, parents must notify RMS in writing.

Special treats, holidays, etc. Birthday and holiday treats are allowed. Please try to provide nutritious choices low in fat and sugar.

Classroom Pets

RMS has a number of pets on the premises.

If your child has pet allergies, please be sure to write them down on the Health History and Emergency Care Plan under the allergies section. Classroom staff will work with parents to ensure that allergens are controlled in the learning environments.

Emergency Procedures

Fire evacuation drills shall be practiced with the children on a monthly basis and tornado drills shall be practiced with the children twice a year; in October and in April. Completion of all practice drills will be documented.

In the event of a tornado warning, the children will be taken to the lower lever of the main building. Blankets, a portable radio, a flashlight, and extra batteries are kept in the tornado shelter area at all times. The attendance list and emergency contact information will be brought along.

In case of an emergency that would require an evacuation, children will be evacuated through the nearest safe exit. The attendance form and list of phone numbers for parents and emergency contacts will be taken along to ensure that all children are accounted for and all parents notified. Children will be assembled at The Racine National Guard where we will await guidance from the Racine Police Department.

If we are unable to re-enter the building after a necessary evacuation, the children will be taken to the reunification location that is determined by the Racine Police Department. Parents will be contacted to pick up their children.

In the event of a lost child, we will check all areas of RMS. If the child cannot be found, the child's parents and /or emergency contact and the police will be notified immediately.

If the school receives a threat to the building or its occupants (e.g., bomb threat, bodily injury threat, etc.), we will immediately contact law enforcement. Depending on the nature of the threat, evacuation and/or closure or lock-down may be required. Parents will be notified of the threat accordingly.

In the event of a medical emergency, we will contact (911) emergency medical services and the parents to alert them of the situation.

In the event of a vehicle accident while transporting children, the office will be notified and administration will immediately attempt to contact parents.

Discipline Policy

Children are always expected to show respect for each other, the teachers, and the environment. We provide them with clear examples of positive behavior and how to act in specific situations through our Montessori lessons of Grace and Courtesy and the practices within our Montessori community. Through gentle redirection, the setting of clear limits, and teaching in neutral moments, the discipline of the classroom is maintained.

If these measures don't work and a child lacks self-control, a teacher may separate the child from the group in a "time out" and have someone sit with him/her until he/she regains their control to resume normal class activity. "Time-out" is only effective when used in the context of a comprehensive approach to behavior support that is designed to teach, nurture and encourage positive social behaviors. We recognize that no single technique will work with children every time.

We understand that there will be times when a child will become distraught, fussy, or have periods of crying. Our first action in these situations will be an attempt to determine the cause of the distress. It may be related to a basic need such as hunger or comfort, or it may be that the child is frustrated or tired. At these times, RMS staff will stay calm and will do whatever we can to soothe your child. Sometimes this may mean just allowing the child to cry for a few minutes and then trying again. However, there also may be times when we need your advice or assistance, and we won't hesitate to call you if we feel that it is necessary.

One function of our school is to guide children through this process of developing self-discipline and awareness of their role in a group. At no time will harsh or abusive punishment be used, nor will the child be neglected or humiliated. It is understood that children need to learn to respond to their emotions in a positive and constructive manner.

Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, throwing, or inflicting any other form of corporal punishment on the child; verbal abuse, threats, or derogatory remarks about the child or the child's family; physical restraint, binding, or tying the child to restrict the child's movement; enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; actions that are cruel, aversive, humiliating or frightening to the child; or punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

While RMS will look at each incident and each child's behavior on an individual basis, the behaviors described below will elicit the following course of action:

These behaviors include:

1. Overly aggressive or inappropriate behavior towards others
2. Physical fighting or any type of bullying
3. Consistent inability or unwillingness to follow a simple request
4. Destruction to school property or the personal property of another individual
5. Using foul language

Course of Action

1. The teacher will ask the parents for a conference to notify them of the problem and to discuss it.
2. The staff will make careful, written observations of the child's behavior, decide on a plan to assist the child in modifying his/her behavior and make the administrator aware of the steps that will be taken.
3. If the behaviors continue, the parents may be asked to:
 - a. Reduce the child's schedule
 - b. Withdraw the child until a later date
 - c. Withdraw the child from the program.

These measures are taken in the best interest of the child, the parents and the other children. Sometimes the behavior is only temporary in the child's life, but the school cannot be responsible to modify difficult behavior patterns. Only parents can handle this task. RMS will always seek to support the parents of our students.