

2007-2008  
Parent Handbook

**Quad City Montessori School  
2400 East 46<sup>th</sup> Street  
Davenport, Iowa 52807**

**563-355-1289  
[www.qcms.org](http://www.qcms.org)**

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## About the Montessori Method

### History of Montessori

Maria Montessori, physician, anthropologist and pedagogue, studied children of all racial, cultural and socio-economic backgrounds for over fifty years. Her intense scientific observation of the human being from birth to maturity allowed her to distill a body of philosophical, psychological and pedagogical principles. These, together with a vast range of auto-didactic materials, came to be known as the Montessori Method of Education. Montessori pedagogy is a comprehensive and continuous response to the vital exigencies of the total human being, adapted to each stage of development.

### Core Montessori Philosophies

The goal of Montessori education is to foster autonomous, competent, responsible, adaptive citizens who are lifelong learners and problem solvers.

- Follow the Child.  
Learning occurs in an inquisitive, cooperative, and nurturing atmosphere. Students increase their own knowledge through self-initiated experiences with teacher guidance.
- Concrete to Abstract Learning  
Learning takes place through the senses. Students learn through the repeated use of hands-on materials and interacting with others. These experiences are precursors to the abstract understanding of abstract ideas.
- Respect for the Individual  
The individual is considered as a whole. The physical, emotional, social, aesthetic, and cognitive needs and interests are inseparable and equally important. Respect for oneself, others, the environment, and life is necessary to develop a caring attitude toward all people and the planet.

### The Method

- Classrooms are child-centered.
- Materials and classrooms are structured to help develop a sense of order, concentration, coordination, and independence.
- There is an abundance of materials to meet the needs of many developmental levels.
- The materials are sequenced from simple to complex and are presented in the classroom in a logical order throughout the year.
- There is a quiet busy tone.
- A sense of community is fostered in classrooms with mixed-age groupings.
- A balance between freedom and responsibility is stressed.

Please visit our website at [www.qcms.org](http://www.qcms.org) for more information about the Montessori Method of Education.

## **Section 1: Quad City Montessori School**

### **1.1 BOARD OF DIRECTORS AND BY-LAWS**

Quad City Montessori School is a parent-owned and operated school, governed by written by-laws. Copies of the by-laws are available upon request.

As stated there-in, the School is operated by a Board of Directors. This Board is made up of parents (or members of the association) who are chosen during an annual election and serve two-year terms. Officers are elected by the Board. Parents will find the dates on the school calendar of Board meetings and are welcome to attend. Any parent may run for the Board of Directors.

The Board of Directors is divided into seven committees. These committees are chaired by a member of the Board of Directors and made up members of the QCMS school community. They are:

- Education Committee
- Facility and Grounds Committee
- Personnel Committee
- Finance Committee
- Volunteer and Nomination Committee
- Marketing Committee
- Fundraising and Development Committee

All parents are invited to participate in the work of these committees. Participation in these committees will count toward each family's required volunteer hours. Please contact the School Administrator for more information about the roles and responsibilities of each committee.

### **1.2 DONATIONS**

As a not-for-profit corporation, the school may accept tax-deductible donations of money and/or goods. These donations are gratefully accepted. An annual fund campaign is held in the fall of the year. Donations are much appreciated.

### **1.3 ROSTER**

After school begins in the fall, the office will compile a roster for each family which will include a list of students, their parents, addresses, phone numbers and e-mail addresses. This is for the sole use of Quad City Montessori families and is to be used to facilitate communication between families for the purpose of arranging car pools or play dates, or mailing party invitations. **Please contact the school office before the start of school if you do not wish to be included in the roster.**

## **1.4 NEWSLETTERS**

Approximately once a month, a newsletter will be distributed via e-mail. If you do not have access to e-mail please let us know before the start of school so we can make certain to have a hard copy for you. It will contain news of interest to parents, notices of upcoming events, lunch menus, and more. Please take the time to read it each month. Much of this information is also available on the Quad City Montessori School Website. Please visit us on-line at [www.qcms.org](http://www.qcms.org).

## **1.5 CALENDARS**

QCMS follows a traditional 9-month school calendar of approximately 180 days in length. There are days during the year when the facility is closed. Calendars are provided in your student enrollment packet to allow working parents to make necessary arrangements. A copy is also available on our website, and will be updated as changes occur, as well as sent via e-mail to the membership roster.

## **Section II: Program Information**

### **2.1 CLASSES AND PROGRAMS**

**Pre-primary and Kindergarten:** QCMS has a five day morning and a five day full-day program for children who are two by September 15. Children who turn two after this date may enroll in these programs after their birthday, space permitting. The morning programs meet from 8:45—11:45 A.M. The full-day program meets from 8:45 A.M.—3:00 P.M. Children who are or will be turning five before Sept. 15 may attend our kindergarten program.

**Primary:** QCMS has an elementary program which offers education from first through sixth grades. The school day begins at 8:20 A.M. and ends at 3:10 P.M.

**Extended Day Program:** QCMS also offers extended day school for our students on all regularly scheduled school days. Morning students may arrive as early as 7:30 A.M. and stay as late as 5:30 P.M. on the days that they attend school. A variety of options are offered to serve the needs of our families. Please see the current tuition information sheet for current rates.

### **2.2 MEALS AND SNACKS**

Children who arrive **at** 7:30 AM may bring a simple breakfast if they have not had a chance to have breakfast at home. A beverage will be provided.

A nutritionally balanced lunch is available for children in the full-day program over the noon hour. Lunch is served at approximately 12:00 noon and is catered by Hy-Vee Foods, a local grocery store. Lunch menus are posted in the Around Campus section of the QCMS website. Lunches meet the nutritional guidelines of the Iowa Department of Human Services.

Hot lunch costs are \$3.00 per day. Each family has indicated how often they will be using hot lunch services during the enrollment process. If this changes, please contact our office.

Lunches will be billed on a separate invoice from tuition. You may have lunch costs automatically withdrawn from your bank account. Please ask at the front office for an automatic withdrawal form.

Snacks for each pre-primary class will be provided by the school and will meet the requirements of Iowa Department of Human Services.

## **2.3 FOOD ALLERGIES**

It is the right and responsibility of each child's parent/guardian to ensure a healthy environment for their child. When a child with a food allergy attends QCMS, the following shall occur:

- Each child with a food allergy shall have a special care plan prepared in cooperation with the child's parent and health care provider;
- The child's caregiver shall receive necessary training and demonstrate competency in monitoring and treating the allergy;
- Parents and staff shall arrange for necessary medications, proper storage of such medications, and the equipment and training necessary to manage the child's food allergy while the child is at the school;
- Parents in the child's class shall be notified and expected to comply with food restrictions based on classmates' food allergies; and
- Food allergies of any and all students shall be posted prominently in each classroom.

QCMS may have several peanut-free classrooms in any given school year. For the safety of the students with these allergies, these rooms are clearly posted, with specific protocols for handwashing that we require all who enter those classrooms to follow.

## **2.4 FIELD TRIPS**

In keeping with the spirit of Montessori, various field trips are planned throughout the year for the 3-6, 6-9 and 9-12 classes.

We rely on parents to provide transportation and to serve as chaperones for field trips. Chaperoning a field trip counts toward a parent's obligation for volunteer hours. Each trip counts as two hours. Any parent who may want to participate in field trips will need to complete the following information, required by the Iowa Department of Human Services:

- Field Trip Driver's Statement
- Mandatory Reporter Acknowledgement Form
- Criminal Background Check Form
- Health Statement

Permission slips are sent home for each trip. The slips should be signed and returned to school as soon as possible. Any student who does not have a completed permission slip will not be allowed to participate in the field trip.

## **2.5 DISMISSAL FROM PROGRAM**

Students may be dismissed from the school after the date of admission under the following conditions:

1. Failure to make tuition and fee payments for one month (e.g. if the September 1 payment is not made by October 1) will result in written notice of the dismissal of the child unless the amount due is paid or a special arrangement is made. It is further understood and agreed that this dismissal is not a release of the obligation to fulfill the terms of the financial agreement.
2. A consensus has been reached that QCMS cannot provide the optimum environment for the total growth and well-being of the child. These reasons may be academic, developmental or behavioral in nature. QCMS may request that parent(s)/guardian(s) seek assistance from community resources. In this case, specific information will be provided to the family. See Section 3.2 for more information.

## **2.6 CONFIDENTIALITY**

All QCMS parents have a right to expect that their child's personal information be kept confidential. All student files are kept locked. No one is allowed access to your child's information except:

- Department of Human Services personnel
- Scott County Health Department personnel
- Authorized QCMS staff

A child's educational, health and behavioral situations and/or needs will not be discussed with anyone except QCMS staff, unless a disclosure waiver has been signed by the child's parent(s)/guardian(s).

## **Section III: Guidance Policy**

### **3.1 Philosophy of Guidance**

Quad City Montessori School supports our children's development as whole, well rounded, articulate, caring human beings. Montessori staff prepares the environment so that each child will feel safe, secure, and respected. When the child first becomes intensely absorbed in his work, he has taken the initial step toward genuine self-discipline. In the words of Maria Montessori, "A child who can control himself is free to learn." Typically, Montessorians describe three levels of guidance.

1. At the first level, guidance means that children obey the rules as the result of an adult direction— if they don't obey certain hard and fast rules, then they can expect logical consequences, such as losing the privilege of freely using the classroom, the playground, or the materials.
2. The second level occurs when children obey the rules out of love and respect for their parents or teachers.
3. The third and final level— the level where inner-discipline takes hold— occurs when children do things for the benefit of a higher good; in other words, they do something because it is the right thing to do.

### **3.2 Special Circumstances**

Quad City Montessori School believes that every child deserves an educational experience that allows them the best opportunity for intellectual, physical, social and emotional growth. Often, QCMS can provide these opportunities, but sometimes it is unclear whether our school is the optimum environment for any particular child. Making the decision about the kind of educational experience that is best for a child is complex and usually requires input from:

1. child's teacher
2. child's parent(s)/guardian(s)
3. school administrator
4. outside professional experts

When a child exhibits behavior that causes concern for a parent/guardian or school staff, QCMS encourages parents to seek outside advice and assistance from community professionals. Under these circumstances, referral assistance will be provided to families.

Sometimes professionals request to assess a child while they are in class at QCMS. We are fully supportive of this process. QCMS staff will do their best to cooperate with and follow the advice of professionals to ensure the best possible

outcome for each child. However, there may be occasions in which a child's needs cannot be met through the resources and expertise that QCMS can provide.

In an effort to help children internalize values about conduct and social interactions, our program emphasizes the development of a Behavior Management Policy. Our goal is to promote good decision-making habits.

### **3.3 Expected Student Behaviors**

Given the different developmental levels that exist at our school, it is clear that there is no one set of criteria for appropriate behaviors. As a result, we have attempted a more developmentally based grouping of behaviors to which most children should be able to manage, and, while this list is not exhaustive, we hope that it will serve as a guide to parents, teachers, and students.

The following are behaviors that pre-primary students are working toward:

1. Ability to approach a task with concentration and a reasonable willingness to complete it.
2. Communicating needs and ideas.
3. Freely accepting and completing time-out without the need for excessive adult supervision or any other adult intervention.
4. Being able to work and concentrate within a large group environment of twenty-five children and two or three adults.
5. Focusing attention on and participating in group lessons.
6. Doing independent work.
7. Using pro-social behavior to deal with frustration, anger or conflict.

The following are behaviors that primary children are working toward:

1. Initiating and completing a work cycle independently.
2. Concentrating in the midst of moderate distraction.
3. Participating cooperatively in peer group work.
4. Demonstrating respect for the classroom environment and for classroom rules.
5. Using pro-social behavior to deal with frustration, anger or conflict.
6. Understanding consequences, following directions and freely accepting and completing time-outs without the need for excessive adult supervision or any other adult intervention.

### **3.4 Behavioral Disruptions**

When children are not exhibiting appropriate behaviors, interventions strategies may include:

- Use of time-outs

- Contact with parents
- Appropriate and logical restitution
- Assigned seating
- Assigned work
- Loss of recess or other privileges
- Negotiated contracts for specific negative behaviors
- Attention for positive behavior

Note: If a child is physically out of control and/or becomes a danger to him/herself or to others, it may be necessary to hold that child until composure is regained.

### **3.5 Zero Tolerance Behaviors**

QCMS works to ensure a safe, healthy environment for all students. Acts of aggression and non-compliance will not be tolerated. Immediate intervention strategies for these behaviors may include:

- Temporary removal from the classroom
- Early dismissal from school

When a student shows repeated acts of aggression or non-compliance, QCMS staff and parents will work together to find a suitable solution for everyone. It is likely that the steps in this process will include:

1. Consultation and classroom observation by School Administrator
2. Documentation of student behavior, intervention used and student response
3. Parent/teacher conference
4. Parent/teacher/administrator conference
5. Recommendation of outside professional services
6. Early dismissal from school
7. Suspension

## **Section IV: Family Participation**

### **4.1 Family Involvement**

Since the school was founded and is maintained by the parents, it can only continue and grow through family participation. There are many opportunities to participate throughout the school year on committees, special projects and fundraising efforts.

All families are asked to donate twenty hours to QCMS each school year. Those unable to meet this commitment will pay \$200. Each family is responsible for completing volunteer documentation forms and submitting them to the school office. Forms can be requested at the QCMS office or found on the QCMS website. Any hours not completed prior to March 30, 2008 will be billed on your child's April 2008 tuition statement.

You have indicated what kinds of volunteer opportunities you may be interested in during your child's enrollment process. You will be contacted about these opportunities when they become available. Additional volunteer opportunities will be sent via e-mail.

QCMS has an open door policy. Families are encouraged to observe their child during class and to share any occupations or hobbies that might interest their child's class. Also, since this is a family-operated school, parents need to help recruit new students to keep our enrollment up and our tuition down. Please spread the good word about QCMS to other families.

**When visiting the school during regular school hours, all non-staff members must sign in and out, as well as wear a visitor badge during their visit. These are located on the counter inside the front doors.**

### **4.2 Communication**

QCMS encourages open communication between staff and families. It is our policy that any concerns, comments, or questions regarding school activities, Montessori school curriculum, or any other matter pertaining to the classroom be taken first to the teacher of the class to which it pertains.

The teachers are available to speak to families who would like more information concerning their child's progress and development. Two conferences per school year are scheduled for each child's parents. In addition, families may schedule

additional conferences simply by contacting the teacher. Each teacher has a private, school e-mail address available to families to facilitate communication. It is important not to hold discussions at arrival and dismissal times as staff members are responsible for many young children during those time periods.

To reach the School Administrator, you may call during office hours, 8:30 AM—3:30 PM on all regularly scheduled school days. If you will call outside of arrival or dismissal times or during the lunch hour, it is appreciated. After office hours you may leave a message on the answering machine.

QCMS is a parent-owned school and the quality of your child's education depends directly on your involvement. Families are urged to observe the classroom and to take an active interest in the school. If after speaking with the staff a family still has comments or questions, the School Administrator is also available to help.

### **4.3 Meetings and Events**

There are two important meetings held every year. One is held in the early fall. It is at this meeting where plans for the coming year are discussed. This meeting also offers you the opportunity to meet the Board and staff and hear details on upcoming fundraisers.

The second meeting, held in February, is the Annual Meeting of the not-for-profit corporation. It is then that new Board members are elected. An overview of the previous year's accomplishments is also given.

There are other events throughout the school year such as parent education nights, social events, and more. All QCMS families are expected to participate in these events.

### **4.4 Sharing**

The sharing of occupations, hobbies, native items, books, plants, educational materials, ethnic food or traditions, music etc. is welcomed by the teacher. Please check with your child's teacher if you would like to come to the classroom.

Each teacher has his/her own policy regarding "show and share" items brought to school by the children. All teachers ask that candy, toys, or gum not be sent to school for this purpose.

### **4.5 Resource Center**

A collection of books and pamphlets about Montessori, child development, and related topics is available for parents to borrow. The lending library is located in the atrium.

## **Section V: QCMS Procedures**

### **5.1 Essential Forms**

Once a child's application has been accepted, a packet of forms will be sent to you. These include:

- Family Information Form
- Student Profile
- State of Iowa Immunization Form
- Authorization for Automatic Withdrawal Form (optional)
- State of Good Health (elementary students)
- Physical Examination Form (pre-primary students)
- Family Volunteer Form
- PTU Form (optional)

Upon completion of these forms, you will be sent a financial agreement outlining your responsibilities in payment of tuition and any other fees. These forms **MUST** be completed prior to your child's first day of attendance.

### **5.2 School Rules**

Children need to see that their parents are fully responsible for their well-being, even when teachers are present. This transfer of authority can be confusing for everyone. When in the building, help your children follow our ground rules. Some of these rules are: clean up after yourself, WALK when you are inside of the school building, use "inside" voices (quiet, calm, no yelling), do not leave the classroom or the school building unless accompanied by an adult.

### **5.3 School Bags**

Each child is given a QCMS bag upon enrollment in our school. This bag may be decorated by you and your child. Please send the bag to school every day and check it daily for notes and newsletters. We ask that you not send backpacks or wheeled totes with your child.

Each Pre-Primary child should bring:

- Two complete changes of clothing (including underwear and socks)
- Diapers / Pull-Ups and wipes (if necessary)
- Blanket that can be left at school for rest time

Each Elementary child has received a school supply list prior to the start of the school year.

## 5.4 Pick Up Permission

On your application there is a section to indicate those persons with permission to pick up your child. If someone who is not on the list is going to be picking up your child, please send a note with your signature and date. If we do not have written permission, we will not be able to release your child. Please be aware that anyone unknown to QCMS staff will be asked to show photo identification before any child is released to him/her.

## 5.5 Drop-Off Procedures

### Early Drop Off

Pre-Primary students who are dropped off between 7:30 and 8:45 AM attend Early Drop Off Care. Elementary students who are dropped off between 7:30 and 8:10 AM attend Early Drop Off Care. There is no charge for Pre-Primary students who have elementary siblings and are dropped off at 8:10 AM. Fees for Early Drop Off Care are \$6 per day or \$24 per week. Parents/Guardians who bring students for Early Drop Off Care **must** sign their child in using the sign-in sheets inside the front door.

### School Day Drop-Off

At 8:10 AM, Elementary students may enter their classrooms.

At 8:45 AM QCMS staff will be available to assist pre-primary families with drive-through drop-off. Families wishing to take advantage of this service should make a line around parking lot. When your vehicle is in front of the main doors, a staff member will assist your child(ren) and will sign pre-primary children into the building.

Parents who wish to bring their pre-primary child(ren) into the building between 8:45 AM and 9:00 AM **must**:

- Park in a parking place. Do not leave your vehicle in the drive-through lane.
- Sign your child(ren) into the building

## 5.6 Pick Up Procedures

### Pre-Primary AM-Only Pick-Up

Pre-Primary students who attend QCMS in the morning only will be ready to be picked up at 11:45 AM.

At 11:45 AM QCMS staff will be available to assist families with drive-through pick-up. Families wishing to take advantage of this service should make a line

around parking lot. When your vehicle is in front of the main doors, a staff member will assist your child(ren) and will sign pre-primary children out of the building.

If you come into the building, to get your child(ren), you **must**:

- Park in a parking place. Do not leave your vehicle in the drive-through lane.
- Sign your child(ren) out of the building using the sign-out sheet inside the front doors.

Please note that students who are not picked up prior to 12:00 PM will eat hot lunch with other students. Should this occur, you will be charged:

- \$5 per day or \$20 per week for Lunch Hour Care; and
- \$3 per day for Hot Lunch

### School Day Pick-Up

At 3:00 PM QCMS staff will be available to assist pre-primary families with drive-through pick-up. Families wishing to take advantage of this service should make a line around parking lot. When your vehicle is in front of the main doors, a staff member will assist your child(ren) and will sign pre-primary children out of the building.

Parents who come in to pick up their child **must**:

- Park in a parking place. You may not leave their car in the drive-through lane.
- Sign your child(ren) out of the building using the sign-out sheet inside the front doors.

Please note that pre-primary students who are not picked up prior to 3:15 PM and Elementary students who are not picked up prior to 3:25 PM will be signed into Extended Day Care by the Extended Day Coordinator. Parents will be charged \$9 per day or \$36 per week for this service.

Elementary students are dismissed at 3:10 PM.

### Afterschool Extended Day Pick-Up

Parents must come into the building and sign their child(ren) out from Afterschool Extended Day Care using the sign out sheet inside the front doors. Families who do not pick up their child(ren) by 5:30 PM will be charged \$15 for the first minute late and \$1 per minute for each minute after that.

***We know that there are times, especially in the winter, when traffic in the parking lot can be congested. We ask for your patience when these***

***difficulties arise. Please be courteous of other drivers, especially new parents who may not have gotten used to our procedures.***

### **5.8 Severe Weather and Safety**

QCMS will close for bad weather if we feel that it is too dangerous to be driving. Please listen to the TV or radio for this information. In this case you will hear our school mentioned by name on KWQC-TV, Channel 6. Remember we are open UNLESS you hear our school mentioned by name on KWQC-TV.

Our facility complies with all state and city safety and fire ordinances, including inspections and drills.

### **5.9 Tuition**

All tuition and fees are due and payable by the first day of each month. A late fee of \$15 per family will be assessed for payment received after the 10th of the month. Please check the calendar. If the 1st falls on a weekend, you will need to mail or bring in your check the week before.

We ask that you pay your monthly tuition by check or money automatic withdrawal. If you must pay with cash, please bring the exact change as we do not keep cash in the school. When bringing in your payment, please place it in the metal box outside the office.

There is a \$25 service charge for checks returned for insufficient funds.

Please note that QCMS does not refund tuition for students who are absent (except as outlined in Section 6.2) or for emergency or weather-related school closings.

### **5.10 Withdrawal**

Written notice of intent to withdraw from QCMS must be received no less than 30 days prior to the date of withdrawal. Please refer to the financial agreement for more information.

## Section IV: Health and Safety Policy

### 6.1 Illness and Absence

There is no tuition reduction for illness except as described in Section 6.2. If your child is absent as the result of a contagious disease such as conjunctivitis (pink eye), strep throat, chicken pox, etc., the school must be notified as we are required to provide this information to other parents. For other types of illness, a phone call is appreciated.

If your child is ill, please do not bring him/her to school. Your child must be free of fever, vomiting, diarrhea, rash, etc., for 24 hours before returning to school.

In the event that a child becomes ill at school, parents will be called immediately. If we are unable to reach a parent within 15 minutes, we will begin calling the child's emergency contacts. Once contact is made, children should be picked up within 30 minutes. QCMS does not have the appropriate facilities for the special care a child deserves when he/she is ill. All ill children will be placed in a quiet area away from the other children, yet still under the supervision of a teacher, until the parent/guardian arrives.

If a child is placed on antibiotics, they must remain home 24 hours from the initial dose. The only exception is for Otitis Media (ear infection). The child may return after the initial dose of medicine is given and with a doctor's note stating the illness is an ear infection.

In the event a child contracts a communicable diseases, the child will not be able to return to the school for the required number of days as required by the Department of Health.

Iowa Department of Public Health QCMS Policy on Communicable Disease

<b>Disease</b>	<b>Cannot Return Until</b>
Chicken Pox	7 days from onset of pox
German Measles	After 2 negative cultures from nose and throat apart 24 hours
Impetigo	Until physician permits return
Infectious Hepatitis	14 days from onset of clinical disease, and at least 7 days from onset of jaundice
Mumps	9 days or until swelling disappears
Pediculosis (lice)	1 day after adequate treatment to kill lice and nits

Poliomyelitis	7 days from onset
Scabies	Until adequately treated by physician and permits return
Scarlet Fever Scarlatina Strep Fever	7 days from onset if untreated or 24 hours after antibiotics
Whooping Cough	21 days from beginning of whoop

Following these guidelines lessens the chance of a relapse for your child or the spreading of illness to other children. Remember, preschoolers have a greater number of colds than other age groups, especially if they have never been in a group situation before. If you expect some missed days, and if you measure your child's school experience by progress toward Montessori goals rather than counting hours, you will save yourself anxiety over the inevitable illnesses of this age group.

## 6.2 Medication Administration Policy

- Medications are administered by the lead director/directress, or in the absence of the lead director/directress, a nominated staff member who has taken the medication administration training and has a first aid certificate.
- Parents are required to complete all details of side one of the Monthly Medication Record before medication will be administered. A new Monthly Medication Record must be completed for each new month and/or for each new prescription. Medication Records can be requested in the school office.
- All medicines must be in their original container with the name of the child for whom the medication is originally prescribed clearly visible.
- Out of date medicines will not be administered.
- If a staff member requires information regarding a child's health/medications urgently (e.g. seizure...) and is unable to contact the parents, they will contact the family doctor or pharmacy that dispensed the medication.
- If staff are unclear about parent's instructions relating to their child's health, they will discuss this with the parent for clarity. If staff have residual concerns about these instructions they will raise them with the School Administrator who will take appropriate action, which will include the parent.
- Students who need asthma or airway constricting medication and can self-administer the medication, must have an authorization form completed by the student's parent/guardian. Asthma forms can be requested in the school office.
- Students with long-term special health considerations (asthma, epi-pen, etc.) must have a student emergency health plan form completed by the

parent/guardian. Student emergency health plan forms can be requested in the school office.

### **6.3 Extended Medical Absence**

In the case of an illness extending beyond one calendar month, a parent may petition the Board for a waiver of tuition. Such petition must be in writing and must be accompanied by a physician's statement that the child has been absent from school for medical reasons. Should the Board grant a waiver, tuition may only be waived beyond the date the petition is received. During the period of waiver, the student's slot may not be guaranteed.

### **6.4 Policy for Medical Emergencies**

All employees at QCMS are required to have first aid and CPR training. This certification is updated as required by the Iowa Department of Human Services.

In the event of a serious medical situation, staff members are directed to follow the guidelines outlined in their training to stabilize and assess the child's condition. If necessary, emergency medical assistance will be summoned by dialing 911. Parents will be contacted as soon as possible. If parents are not available, the child's emergency contacts will be called.

If medical professionals deem it necessary to transport a child to a medical facility before parents can arrive, a staff member will accompany the child.

If immediate medical attention is not required, the staff will contact the child's parents or emergency contacts for instructions. The school maintains a list of emergency numbers for each child. Parents are reminded that these records should be updated at least annually.

### **6.5 Policy for Dental Emergencies**

In the event of a dental emergency, the staff will contact the parent or emergency contact and apply any necessary first aid. In the unlikely event of a tooth being knocked out, staff members will take approved steps to preserve the tooth until such time as the child can be taken to his/her dentist.

### **6.6 Emergency Numbers**

Please make sure that your child's emergency numbers are up-to-date. In the event that your child becomes sick or injured at QCMS, we will make every attempt to contact a parent first. If we are unable to reach a parent for 15 minutes (in a non-critical situation), we will begin calling the emergency contacts. Please make sure that your emergency contacts are aware of their responsibilities and your wishes. You may also want to give your contacts a

letter indicating your permission for them to seek medical treatment for your child in your absence.

### **6.7 Evacuation Policy**

In the event of an emergency, children will evacuate to the front parking lot. In the event that the nature of the emergency or the weather does not permit this, staff and students will proceed to the Quint City Baptist Church, located just to the North of the QCMS property.

### **6.8 Outdoor Play**

Our playground has sand and small pebbles as ground cover as well as climbing apparatus. For your child's safety, we strongly encourage they wear rubber-soled play shoes to school. Sandals, dress shoes and thongs are not appropriate for outdoor play.

QCMS students go outdoors in all but the most inclement weather. Please be sure your child has proper outdoor clothing at school including a hood or hat, mittens, snow pants, and boots. **All of these items need to be marked with your child's name.** Girls should wear slacks to school on cold days or bring a pair with them to put on before going outdoors. Shorts should be worn under skirts and dresses for outside play.

If your child's physician has given instructions that your child not go outdoors, we will need a written note from him/her to that effect which should include the date your child can return to normal activity.