

Policies and Procedures

Drop off and Pick up: Children must be signed in and out at drop off and pick up using the Brightwheel app. This is a licensing requirement. If there is someone picking up your child that the teachers have not yet met, please let them know that we will need the app and child's ID number and that they will need to bring their ID with them as well.

We do the same thing every day so that the children know what to expect. This creates a comfortable environment in which they can become confident and successful. To that end, we encourage you to bring your child to school and pick them up at the same time every day (with occasional exceptions of course).

Health Policies:

- If your child has a fever, please do not send them to school. A fever is 100 degrees or higher and it indicates that your child may be contagious. They need to be free of fever for 48 hours before they come back to school.
- If your child has diarrhea or is vomiting, you also need to keep them at home. As with a fever, they must be free of symptoms for 48 hours before returning to school.
- If your child is diagnosed with a communicable disease (such as chickenpox, HIV, impetigo, head lice, pink eye, COVID-19 etc.) you need to notify us immediately. Your child will not be allowed to return to school without permission from your physician and/or clearance from the VM office.
- If your child has a rash, please do not bring them to school without first consulting a physician. We will need a note indicating the rash is not contagious.
- If your child has allergies with a runny nose please give them an antihistamine to control the drip. We know that you can't keep your child home every time they have an allergy flare up but we appreciate any measures we can take to limit the spread of germs. Remind them the proper way to sneeze and encourage them to keep their hands away from their nose, mouth, and eyes and to wash hands frequently. We should have a doctor's note regarding your child's allergies so the symptoms are not mistaken for a contagious illness.
- Medications must be given directly to a staff member. Parents are required to sign an authorization form. State regulations require that medication be in its original container and labeled with your child's name. If your child needs long-term medication (like an epi-pen or an inhaler) you will need to fill out the long-term form and place medications and a copy of that form in a Ziploc bag. All medications will be stored either in the classroom for Infants, Toddlers, and Transition students or in the kitchen for our Pre/K and Kindergarten children.
- State regulations only allow for us to treat injuries with soap and water. We are also not allowed to remove splinters or bee stings with tweezers but will do what we can to alleviate pain.

Emergency Contacts: It is essential that we have on file the names of at least two persons who can be contacted to care for your child in the event that you are unavailable. These names should

be on your emergency card which is stored in your child's classroom. If parents or emergency contacts cannot be reached and the staff determines that your child needs medical attention, they will be transported to the medical facility designated on his/her emergency card by ambulance.

Lunches

- First and foremost: we are a peanut-free school. This means no peanuts or peanut butter allowed in the classrooms. Almond butter, cashew butter, etc. are acceptable substitutes.
- We encourage you to provide your child with a balanced and nutritious lunch. It is helpful to provide protein to help them feel full and fruit or vegetables to ensure that they have the complex carbs that they need.
- Please do not put candy, gum, soda, or sugary cakes/cupcakes/cookies in their lunches. After lunch, children are either napping or doing advanced lessons and a very sugary meal is not conducive to either of those activities. Please save the treats for after school.
- We are unable to reheat food. Food packed piping hot in a pre-warmed thermos will be safe and warm enough for your child's lunch at 11:30. A thermos typically costs between \$10 and \$15 and can be found at most grocery stores, Walmart or Target.
- On Fridays we bring in pizza for those who are interested. It is \$4.00 each week and includes fresh fruit/veggies and either milk or water to drink. You can pay via Venmo (Vineyard-Montessori) on a week to week basis or you can pay by the month through Brightwheel. Let the office know if you would like to set that up.

Extra clothing in cubbies: Make sure you have at least one change of clothing in the proper size and weather appropriate in your child's cubby. Remember to include underpants and socks (and shoes if you have them).

Toys

- While our younger students may need a special toy for comfort during the settling in period, we generally discourage them from bringing them to school. They can easily be lost or broken.
- Children are welcome to bring books, toys or other special items to share with the class on their designated day. These items should pertain to class activities.
- If you happen to find small or unfamiliar items in your child's belongings, please check with us before you throw them out. They may be part of school equipment and are often difficult to replace.

Birthday Circle Our birthday circles are a fun way to acknowledge your child's special day. Please contact your teacher to make arrangements. You may bring a treat to share. Consider bringing fruit, yogurt, granola bars or other healthy snacks that do not contain nuts. When in doubt, just ask.