



Family Handbook

Welcome

Welcome to Hiatt Farms Montessori School ("School"). Supporting a child's education is a partnership between the school and family. We are delighted that you have chosen Hiatt Farms Montessori School for your child and look forward to working closely with you to deliver delightful and rewarding educational experiences for your child. Any questions regarding the content of this Handbook should be directed to the Directors.

Montessori Philosophy

Montessori education is a holistic approach to raising children developed by Dr. Maria Montessori through decades of observing children around the world. She created "prepared environments" for each age group based on common tendencies and developmental progressions. She created not only materials to convey academic concepts but also a prescription for what we call the "human environment." Instead of a traditional teacher-student relationship, Montessori guides "link" the children to their environment via individual lessons given to children at their own pace. The child then pursues the learning process pro-actively, exploring topics and materials independently after their introduction by the guide.

Montessori believed that the best way for a child to fulfill his or her potential was through developmentally-appropriate independence. Independence builds confidence in the child as he learns through his own successes and failures. But a Montessori environment is not a free-for-all. Just as the real world has limitations, so too are there limitations for the child in the Montessori environment. As children get older and learn how to make appropriate choices, they are given more and more freedoms.

Above all, the Montessori philosophy is meant to be an "aid to life," a methodology to help each child fulfill their unique potential, discovering and developing their personal contributions to the world. Maria Montessori believed that this sense of purpose and self-actualization would lead to inner peace, and by extension a more peaceful world for our children.

Mission

The focus of Hiatt Farms Montessori School is the "whole child." The aim of a Montessori environment is to develop the social, emotional and intellectual development and well-being of each child depending on individual needs. Our methodology focuses less on pure academics and instead seeks to build independent, confident, and self-motivated children. We emphasize respect for others, oneself, and the environment as well as strong moral character and grit.

At Hiatt Farms Montessori School, we believe that a farm is a perfect environment for developing these traits. The children learn responsibility in caring for animals, find pride in growing fruits and vegetables, and develop a practical appreciation for our symbiotic relationship with the natural environment.

We also view our mission as creating global citizens—children cognizant of global cultures and issues while grounded in their local community. Multi-language fluency is one important aspect of this—beyond the practical advantages of bilingualism, we view fully bilingual environments as a necessary representation of the modern global community and an important part of the cosmopolitan worldview.

Vision

To become a model Montessori program recognized for developing independent, confident and self-motivated children who are future global citizens, grounded in a close connection to the natural world.

Values

Heart | Compassion, kindness and respect for every child, parent, staff member and living creature

Strong Communication | Respectful, honest and frequent communications that build trust and community

Integrity | Professionalism, personal accountability and strong moral character manifested in all aspects of our work

Excellence | High-fidelity Montessori experiences tailored to the needs of each child

Collaboration | A one-team mentality that encourages collective growth, support and resilience

Global Citizenship | An advocate for global thinking, equal treatment and equal opportunity, learning about and celebrating cultural differences and pluralism

Think and Act Boldly | Lead, inspire and empower positive change within the early childhood community

Disclaimer

This Handbook is typically updated annually. Hiatt Farms Montessori School reserves the right to supplement, amend or repeal any policy, procedure, or statement in this Handbook at any time during the year. Although reasonable effort will be made to communicate changes in policy to students and parents in newsletters, web pages, and other methods of communication, Hiatt Farms Montessori School makes no promise or guarantee of such. You are encouraged to check the Website or ask the Directors for a copy of the most up-to-date Handbook. No statement made herein shall expressly or impliedly modify the terms of a signed Enrollment Contract. In the case of any conflict or inconsistency between the statements in this Handbook and the terms and conditions of the Enrollment Contract, the Enrollment Contract shall control.

Attendance & Schedules

Operating Hours

The School is open Monday through Friday during the following hours:

- Half-Day Program: 8:30 a.m. – 12:30 p.m.
- Full-Day Program: 8:30 a.m. – 3:30 p.m.
- Drop-Off & Pick-Up Times:
 - Morning Drop-Off: 8:10 a.m. – 8:30 a.m.
 - Afternoon Pick-Up – Half-Day Program: 12:30 p.m. – 12:45 p.m.
 - Afternoon Pick-Up – Full-Day Program: 3:30 p.m. – 3:45 p.m.

We will be closed for holidays and teacher workdays; please see school calendar for details (last page of the Family Handbook).

Arrival Policy

Infant

To drop-off your child off for the Infant program, please PARK your car in the parking lot and escort your child safely to the security pavilion. Please use the designated crosswalk area. Sign your child in with the staff at the pavilion. After your child is signed-in, please walk your child to the infant classroom. Two parents are permitted in the classroom at a time. In the classroom, you will do the hand off to your child's teaching team. Please take your shoes off before entering the classroom. There you will fill out the infant daily report and give details to your child's teaching team about the child's morning.

Please note that you are not permitted to regularly leave a car seat or stroller in the building during the school day as we do not have enough room to store these items for all children. We can make exceptions at times when someone different is doing pick-up or drop-off but these will be considered on a case-by-case basis. Please consult your child's teacher to get more information on how to do this.

Toddler

To drop-off your child for the Toddler program, please PARK your car in the parking lot and escort your child safely to the security pavilion. Please use the designated crosswalk area. Parents must use the crosswalk with their child. At the security pavilion, your child will be screened for signs of illness and you will sign-in your child. After your child is signed-in, please say good-bye to your child at the pavilion. Older toddlers who can walk in by themselves will be encouraged to do so. Younger/new toddlers will be escorted to their classroom by a staff member if necessary.

It is important that your child be allowed to walk into the school independently, place his/her shoes on the shoe rack and put his/her belongings in his or her cubby. Parents and caretakers should not enter the school classroom in the morning during the drop-off period. If you have paperwork to drop-off or a message to convey to the child's teacher, please do so by stopping at the front office (in the primary building) after dropping off your child.

If you need to speak with the office regarding more routine items, you may call the school phone number (970) 663-3333 and our admin team will pass along the message to your child's teacher in the morning.

Primary

Hiatt Farms Montessori School has a designated drop-off lane that parents of primary students are required to use. This process is for all parents with the exception of new students during the first couple weeks of school. For families with two children - one with a child in toddler and one with a child in primary, you may choose to park your vehicle and walk both of your children (your toddler and primary child) up to the pavilion or use the car line for both of your children. Infants must be walked to the classroom even if you have a child in either the toddler or primary programs.

To drop-off your child, pull forward to the stop sign. While remaining in your vehicle, your child will be screened for illness and you will sign-in your child using the ELV electronic sign-in system. We require that all parents and main caregivers (anyone regularly doing pick-up or drop-off) create an ELV account and use this system regularly as it speeds up the drop-off and pick-up experience for everyone. We certainly understand that there may be instances where you may forget your phone or perhaps the system is experiencing glitches. In these instances, we will have paper sign-in as an option.

If your child has been signed in and is healthy, a staff member will assist your child in exiting the car. Please stay in your car and allow staff members to escort your child to the security pavilion. Please leave the campus as soon as possible in the morning to facilitate the flow of traffic in the parking lot and drop-off area.

It is important that your child be allowed to walk into the school independently. Parents and caretakers should not enter the classroom in the morning during the drop-off period.

Please be aware of any children and parents who may be crossing from the parking lot to the pavilion when leaving the drop-off area. Please stop at the stop sign prior to the crosswalk when driving through the drop-off lane to allow parents and toddler children to safely cross from the parking lot to the security pavilion.

In order for the drop-off process to work efficiently and safely, parents must be on-time, and children should be seated on the passenger side of the vehicle. Children should never exit a vehicle on the Driver's side. If you need assistance in getting your child out of the vehicle, a staff member will be more than happy to help.

For new students during the first month of school, parents may park their vehicle and walk their child to the security pavilion. In some cases when absolutely necessary, a parent may escort a child to the security pavilion. If a child is having an unusual morning and you need to speak with the office about an issue, you may park in order to assist your child and convey your message to the front office. Please reserve this for situations when the child is unusually upset and needs a bit of comfort and extra time.

After you drop off your child using the car lane, you must exit the parking lot by driving all the way around the parking structure. Do not cut through the parking lot. We want to minimize traffic through the parking lot as there will be infants and toddlers crossing through the parking lot and getting out of their vehicles.

Late Policy

It is important that your child arrives in the school building by no later than 8:30 a.m. each day. Latecomers miss out on important lessons, disrupt the environment, and distract children who already are engaged in activities. If you arrive later than 9:00 am and have not informed the office of a valid reason for your tardiness in advance, your child will not be allowed into the classroom. A valid or excused tardy is defined as a pre-scheduled appointment such as a visit to the doctor or dentist that the administration has prior knowledge of. The tardy child may join the class during our lunch transition at 11:00 am, should the parent choose to bring them back to the school for the remainder of the day. After three unexcused tardy arrivals, the Directors will be notified, and a conference may be scheduled between the parents and the Directors. An unexcused tardy is defined as a child arriving at school after 8:30am for any reason other than a scheduled appointment, such as a doctor or dentist appointment, regardless of the office being notified in advance.

Pick-Up Policy

Pick-up time for half-day programming is between 12:30 p.m. and 12:45 p.m. For full-day programming, pick-up is between 3:30 p.m. and 3:45 p.m. Parents must park in the parking lot and wait to pick-up their child at their respective classroom doors (primary) or at the front door of the building (toddler). Parents are not allowed to pull into the drop-off lane during pick-up. All parents/guardians must sign their children out at the end of each day.

Pick-Up Authorization

An Emergency Contact and Pick-up Authorization form for all persons authorized to pick up your child must be filled out and returned to the office with either the Office Assistant or the Directors. Individuals picking up your child will be asked to present photo identification at the time of pickup. Photos of pick-up persons should also be included with the authorization form. After you sign your child out for the day, your child will then be released to you. Do not leave the school without signing out your child. Failure to do so could create an emergency situation, potentially involving police, and resulting in many unnecessary phone calls and stress.

Your child will be signed out using the ELV system (the same electronic system you will use to sign your child in each day). This system will record the drop off and pick up time for each child for each day. Please introduce a new nanny/caretaker to the classroom teacher. If a nanny/caretaker is no longer in your service, or someone is no longer authorized to collect your child, it is vital that you notify the School and your classroom teacher immediately and amend your authorization form.

Children will not be released to any person other than their parents and those specified on the Emergency Contact and Pick-up Authorization form, or an adult specified on a written consent form that has been signed and submitted in person by a parent. No exceptions. If an unauthorized person attempts to take a child, parents and authorities will be called.

Please be informed that the Emergency Contact and Pick-up Authorization form or other written consent given in person to office staff is required if your child is going home with another child in the school or with someone for whom we have no authorization on file. The written consent form must be signed by you and hand delivered to the office staff. Written consent forms sent by email will not be accepted. Further, you cannot “call-in” a consent for someone else to pick up your child if they are not on the authorization form on file, nor can you just send along a written note. There are NO exceptions to this written consent requirement. Therefore, in anticipation of special circumstances or an emergency that may prevent either parent or caretaker from picking up the child, you may want to include additional authorized persons (for example other family members) for us to have on file. **Please do not use the ELV system to add new pick-up persons to your list. As stated above, you must do this in-person at the office.**

Pick-Up During School Hours

Security and safety of the students is a paramount concern to the school staff. During normal school hours, the building doors are locked. All parents (primary, toddler and infant families) are to use the center front office door of the primary building and ring the call button to request entry to the building. Under no circumstance should a parent or any other adult enter a classroom through one of the children’s classroom doors.

These doors are for student use only. When entering the school during normal school hours, parents should ring the call button at the office door and wait for a staff member to buzz you in or open the door. All visitors must sign in and show a photo ID. If you cannot locate a staff member when arriving at the building, call the school's main number (970-663-3333). Under no circumstances should a parent attempt to access a student by walking around the building or via the playground area. Violation of this rule could result in termination of your child's enrollment. Children must be picked-up and signed out in accordance with the procedures specified in this Handbook.

If your child is enrolled in the toddler or infant program, you must still come to the main office door in the primary program building when picking up your child early. Once you have checked-in at the main office, your child's teacher will be notified of your arrival and someone will escort you to the toddler building to retrieve your child.

Late Pick-Up

It is understood that a parent may occasionally be delayed picking up his or her child. However, it is helpful if you can inform the School, so that we can let your child know that you will be a little late. Children picked up late (any child picked-up later than 3:45pm) will be charged a fee per child. This charge shall be \$25 per every 15 minutes thereafter. This will be invoiced on a monthly basis.

If your child has not been picked up by the end of dismissal time, and staff members are unable to reach you, then staff members will begin to call the emergency contacts and other persons identified on your Emergency Contact and Pick-Up Authorization form. Every effort will be made to contact an authorized adult before notifying the appropriate agencies.

Attendance & Safety

Teachers or School personnel will check-in your child upon drop-off and will verify your child's attendance prior to leaving the classroom for recess or other on-site activities, and upon returning from such activities until your child is picked up at the end of the school day.

Access to Campus Outside of School Hours

Only under specific circumstances may an enrolled family be present on campus outside of normal school hours. These reasons include the following situations: taking care of farm animals with pre-approval and training from the Director of Farming, volunteering for a Parent Volunteer Committee with pre-approval from the Directors. In order to participate in any volunteer activity at the School, you **MUST** have a valid Volunteer Agreement signed and on file prior to any volunteer work with the front office. Failure to comply with this policy could jeopardize your child's enrollment in the program.

Other than the two circumstances outlined above, parents and children may not be on campus outside of normal school hours. There are security cameras on campus and if you are seen on these security cameras and you have not received pre-approval from the appropriate staff member, you may be mistaken as an intruder and the proper authorities may be called.

While on campus outside of normal school hours, all school rules must be followed. While you are on campus outside of normal school hours, you are responsible for the safety and well-being of your child. The School is not responsible for your child during this time.

Child Absence

Please inform the Office in advance when your child will be absent from school for any period of time, such as in the case of extended vacations or early departure from school prior to school holidays. Please inform the Office in the morning that the child will be absent due to illness. In order to adequately staff our program, please remember that tuition will not be prorated for absent days. If your child is absent and the School has not previously received notice to excuse the child's absence, the School will contact you to verify your child's absence.

Please remember this is a learning environment; excessive or prolonged absences, not due to illness or family emergency, could result in your child being unenrolled from the program. Similarly, if the child's excessive or prolonged absences create an issue or disruption in the classroom, a meeting with the Directors may be required to address this issue and may justify your child's unenrollment from the program.

Parent Absence

If you are going to be away, please inform the School in writing, giving contact details of the person who will be caring for your child during your absence. Any person picking up your child must be specified on the Emergency Contact and Pick-up Authorization Form on file at the school. This form can only be updated in-person with the Office staff.

Rest Time

All children younger than 5 years old who are in a licensed early childhood program for more than five hours per day are required to have a rest period. Pick-ups and drop offs are discouraged during rest time. If you need to pick-up your child early or drop off your child late, please arrange with your child's teacher an appropriate time to do so.

Infant

All our napping occurs on an as-needed basis, following the child's needs. We will try to stay as close to home schedule as possible but will follow the child's needs above all else. State regulations state that children under the age of one may not have blankets, pillows, or such in their bed during sleep. We have found that sleep sacks are a good

way to meet that need and stay within state parameters. If you use a sleep sack at home, bringing one in for school use is very helpful. Swaddling is only allowed up to two months of age and is not permitted in any licensed child care facility in Colorado.

Toddler

There is an obligatory rest period in which your child will be required to lay down on a mat from 12:30 pm to 2:45pm. If children have slept past 2:45pm, they will be woken up at 3:00pm in order to prepare to go home. There will be no exemptions from this rest period for children enrolled in the Toddler Program.

Primary

There is an obligatory rest period in which your child will be asked to lay down on a mat in the nap room from 1:15pm to 2:45 pm until the child turns 4 years old. When the child turns 4 years old, if the parent and teacher agree that the child is ready (please see the exact process in the Transition to the Full Day Work Cycle Request Form), the child may begin his/her transition to participating in the afternoon work cycle. During this time, the child will lay down on a mat from 1:15pm to 1:50pm to rest. If at 1:50pm, if the child is still awake, the child may join the older children for the afternoon work cycle in the classroom. Any child younger than 4 years old that does not fall asleep will still be required to remain in the nap room until 2:45pm; however, if they are still not asleep by 2:20pm, they will be permitted to quietly read a book on their nap mat until rest time is over.

When a child has fully transitioned out of the rest period, they will have 30 minutes of quiet time in the classroom where they will read stories or have circle time. This will then be followed by a second work cycle in the classroom.

If a parent feels their child is ready to transition away from rest time sooner than 4 years old, the parent should reach out to the child's teacher to discuss if the child is ready to begin this transition away from nap at school. Please note that this happens on very rare occasions and should not be considered a default option. Please connect with your child's teacher prior to speaking about this with your child. It is important that this decision is made together with the child's teacher. Together the teacher and parents should come up with a plan as to how the child shall be transitioned out of their regular school rest time routine.

Mats will be provided, and parents will need to provide a nap roll for your child to sleep on. The child's nap roll will be sent home each Friday and should be returned clean on Monday.

Transitions

Setting your Child up for Success in the First Few Weeks

Starting school is a big deal for children. It is best not to schedule any big trips before the first week of school. Set your child up for success by providing him/her with a consistent routine and schedule prior to starting at school.

Gradual Start for New Children

The first week of school is a transition week for new children which does not include the Meet & Greet that takes place the week before the child's first week of school.

The gradual start takes place over 4 days for full-day children and 3 days for half day children. Below is the schedule:

- Day 1 / Monday: Your child arrives at 9am and stays until 10am. This gives your child a chance to see the classroom in action and meet a few of their classmates. Please note that this does not take the place of your child's meet-and-greet which is a one on one time for your child to come into the classroom and meet his/her teachers.
- Day 2 / Tuesday: Your child joins us for the regular drop-off routine in the morning and joins us for the morning work cycle from 8:30am to 11:00am.
- Day 3 / Wednesday: Your child joins us for a half day from 8:30am to 12:30pm. (Half day pickup goes from 12:30pm to 12:45pm.) This concludes the gradual start for half day children.
- Day 4 / Thursday: Your full day child stays for his/her first full day of school from 8:30am to 3:30pm.

Transition from Half Day to Full Day

If you wish to change your child's enrollment from the half day program to the full day program, please make a request in writing to the office. The School will determine if there is capacity in the full day program for an additional child. If there is capacity in our full day program and you would like to move forward, the School will adjust your future payments accordingly. Should your child's teaching team feel the child needs a gradual transition, we may ask that your child do their first full day mid-week rather than at the start of the week.

Transitions between Programs

Infant to Toddler

If you are an infant family and you have decided that you would like your child to continue on into our toddler program, the transition from infant to toddler will begin between 12 months and 18 months based on the child's readiness. Your child's teacher will work with the toddler team to determine a good transition schedule for your child based on your child's readiness. This may begin immediately after your child turns 12 months old or may happen several months later, depending on your child's individual

needs and maturity. All children must be out of the infant classroom by their 18 month birthday to the day. The transition schedule is as follows:

- Day 1 / Monday: 1 hour classroom visit from 9:00am to 10:00am.
- Day 2 / Tuesday: 2 hour classroom visit from 9:00am to 11:00am.
- Day 3 / Wednesday: Morning work cycle until lunch from 8:30am to 11:30am (start day in the infant classroom)
- Day 4 / Thursday: Entire morning, through lunch from 8:30am to 12:00pm/12:15pm (start day in the infant classroom)
- Day 5 / Friday: Official first full day in toddler - Dismissal from Toddler Classroom (start day in the infant classroom)
- Day 6 / Monday: Start and end day in the toddler classroom
- We reserve the right to extend or alter the transition process should we feel the child needs additional time to adjust to their new environment.

Toddler to Primary

If you are a toddler family and you have decided that you would like your child to continue on into our primary program, the transition from toddler to primary will begin after your child has turned 2.5 yrs old based on the child's readiness. Your child's teacher will work with the primary team to determine a good transition schedule for your child based on your child's readiness. This may begin immediately after your child turns 2.5 years old or may happen several months later, depending on your child's individual needs and maturity. All children must be out of the toddler classroom by their 3rd birthday to the day. The transition schedule is as follows:

- Day 1 / Monday: 1 hour classroom visit from 9:00am to 10:00am
- Day 2 / Tuesday: Morning work cycle from 8:30am to 11:00am (start day in the toddler classroom)
- Day 3 / Wednesday: Morning work cycle through lunch from 8:30am to 12:00pm (start day in the toddler classroom)
- Day 4 / Thursday: Entire morning, including playground from 8:30am to 12:30pm/12:45pm (start day in the toddler classroom)
- Day 5 / Friday: Official first full day in primary - Dismissal from Primary Classroom (start day in the toddler classroom)
- Day 6 / Monday: Start and end day in the primary classroom

Please note that in order to fully make the transition to primary, the child must be fully toilet trained. We reserve the right to extend or alter the transition process should we feel the child needs additional time to adjust to their new environment.

Change from Full Day to Half Day (Primary Only)

If you wish to change your child's enrollment from the full day program to the half day program (primary only), please make a request in writing to the office. The School will determine if there is capacity in the half day program for an additional child. Please note, there are only half day spots in the Aspen classroom, so if your child is enrolled in the Ponderosa class, they would need to move classrooms. If there is capacity in our half day program and you would like to move forward, the School will adjust your future payments accordingly.

Withdrawal

If you find it necessary to withdraw your child for any reason, you must submit written notice to the Directors prior to the withdrawal date. The written notice must include the following information: (1) date notice of withdrawal is given; (2) last date your child will attend; and (3) the reason for withdrawal. Depending on the date of withdrawal, tuition paid may be non-refundable. Refer to the Section of this Handbook titled "Tuition" for more information. To re-enroll, you will need to submit the appropriate paperwork and re-enrollment fees. Re-enrollment is contingent on available space.

Dress Policy

General Remarks

All articles of clothing should be comfortable, washable and must fit properly. Clothing should be free from distracting commercial cartoon characters, and noticeable logos and brand names. If your child's clothing is determined to be too distracting in the opinion of the classroom teacher, your child will be required to change their clothing.

Toddlers and Younger Primary Children - Clothing should be simple and easy for the child to remove themselves. The simpler the fasteners, the easier it is for your child to be independent, particularly when using the toilet. Please avoid shoes that require tying, shirts that have difficult buttons and other difficult fasteners. The more independent your child can be, the more confident he/she will feel. For toddler families - please do not send your child to school in onesies. These make it difficult to do standing diaper changes.

If your child doesn't have extra clothing at school, the School will provide an extra set of clothes. If these clothing items are not returned to the School within a calendar week, you will be charged for the clothing and they will be yours to keep. The cost for each clothing item is as follows: \$5 for a shirt, \$5 for pants, \$2 for undies and \$2 for socks. Children will not be permitted to share clothes.

Hair

Hair should be styled neatly so as neither to disrupt or distract from the instructional setting. Hairstyles or color on both boys and girls that create a distraction shall not be allowed. The administration shall determine if the haircut or color is distracting.

Footwear

Footwear should be appropriate for school. It should not endanger the safety of students. Flip flops, crocs and slippers are not permitted as footwear at school. Sneakers and other closed-toed shoes are best. Footwear should not be elevated (no heels).

Infant

Children who are learning how to walk should be provided with a pair of inside and outside shoes for walking around the classroom and for walks around the garden and playground.

Toddler

Children will need two different kinds of shoes. 1. Outdoor shoes which are worn to and from school as well as outside on the playground. 2. Indoor Shoes which are worn *only* in the classroom. Children in the toddler program will not be permitted inside the animal enclosures and therefore have no need for farm shoes.

Primary

Children will need three different pairs of shoes. 1. Farm shoes which are used in animal areas only, 2. Outdoor shoes which are worn to and from school as well as outside on the playground, 3. Indoor shoes which are worn *only* in the classroom and are kept at school. During snow days appropriate snow boots or waterproof boots should be worn to school.

Accessories

Permitted accessories include the following: belt, non-distracting earrings and an analog watch. Fashion jewelry or other distracting accessories are not permitted.

Hats

A hat must be worn when engaged in outdoor activities including during playground time and while gardening and interacting with the animals. Children will not be permitted to play outside in the sun in warm months without a sunhat. If a child is missing a hat, play will be restricted to shaded areas like on the back patio. Hats may not be worn inside the building.

Playground Appropriate Clothing

Plan for your child to go outside every day. Send your child to school in clothing that is appropriate for the current weather as well as the forecasted weather conditions for that day. Due to break and planning schedules in the afternoon, we do not accommodate children staying inside during playground time while others are outside, so please plan accordingly.

Items to Bring to School

Please label all items with your child's name.

Infant

Diapering

- 1 week supply of diapers and wipes / diaper cream
- Diaper cream/ointment (marked with child's first and last name)
- Wet Bag

Clothing

- 5 extra pairs of clothing; weather appropriate
- For mobile children: inside shoes
- Winter mittens and a winter hat (these will stay at school during the winter months) and an extra pair of snow pants to stay at school is preferred for mobile children; please bring snow boots each day for mobile children
- Sun hat during warmer months to stay at school

Sleeping

- Blanket (use only for older infants: 1 year and up)
- Comfort item (ex. pacifier, lovey, small blanket, soft toy)
- Sleep Sack (optional, if parents are using at home)

Feeding

- Formula/Breast Milk (Please label with date and child's first and last name)
- Extra bottles (glass bottles and containers NOT permitted in the infant classroom)
- Healthy snacks & lunch, packed in a lunchbox (Please label all containers with child's first and last name)
- Silicone bib with pocket

Toddler

- 2 week supply of diapers and wipes / diaper cream
- Backpack
- 3 extra sets of clothing (pants, shirt, underwear, socks)
- Indoor shoes: velcro or shoe they can easily put on/take off independently (no slippers please)
- Lunch and Snacks (1 for half day children & 2 for full day children)
 - Food should be labeled with your child's name and what it is. For example: "John AM" - "John Lunch" - "John PM"
- Water bottle (only water may be supplied in the child's water bottle)
- All-in-one nap roll
- Wet Bag for soiled clothing to go home
- Weather appropriate clothing (snow pants, raincoats with hoods, etc.)
 - Sun hat required in warmer months
- Please print and send a vertical 4x6 photo of your child to help your child identify their cubby
- Please also print and send a 5x7 family photo for our classroom family photo album

Primary

- Backpack
- 3 extra sets of clothing (pants, shirt, underwear, socks)
- Indoor shoes: velcro or shoe they can easily put on/take off independently (no slippers please)
- Farm shoes
- Lunch and Snacks (1 for half day children & 2 for full day children)
 - Food should be labeled with your child's name and what it is. For example: "John AM" - "John Lunch" - "John PM"
 - We ask that you bring in utensils and a napkin from home. All utensils must be labeled with your child's name.
- Water bottle (only water may be supplied in the child's water bottle)
- All-in-one nap roll
- Wet bag for soiled clothing to go home
- Weather appropriate clothing (snow pants, raincoats with hoods, etc.)
 - Sun hat required in warmer months

If your child would like to bring an item (i.e. a book or memorabilia from a trip) to share with the class, please check with your child's teacher via email before bringing the item into class.

Pacifier and Bottle Use

Infant

During Naps

If your child utilizes a pacifier during naps, they will be offered one before they go to sleep. If the pacifier falls out of their mouth while they are sleeping, our teachers will set it aside. Pacifiers are not placed back in a sleeping child's mouth if they have fallen out.

Since we do not support the use of a pacifier in our toddler room, once your child is ready to make the transition to our toddler classroom, our lead guide will work with you and your child to help wean them off of the pacifier to fall asleep.

During Awake Times

Pacifiers are not used in a Montessori environment to soothe children outside of sleeping. Pacifiers will not be offered as a way to soothe your child, instead the teaching team will explore other ways to soothe your child. If your child is highly dependent on pacifiers while awake, your child's teaching team will work with you to come up with a gradual transition plan during the first few weeks your child is in the classroom.

Toddler

We do not accommodate the use of a pacifier or bottles in the toddler classroom. If your child is using one of these at home and you need advice on how to wean him/her off of it/them prior to the start of school, your child's teacher may have recommendations. Please reach out to the school for this support prior to the start of school.

Personal Belongings

Please do not send money or other belongings with your child to school. The only time when personal items are allowed at school is when teachers designate a "show and tell" event or when you have received permission from your child's teacher to bring in a special "show and tell" item that may serve as an educational purpose.

Lost or Stolen Items

All items brought to school are at the sole risk of the owner. Expensive items should be left at home. Cubbies are not safe places to store valuable items. Hiatt Farms Montessori School will not cover the loss of any student property that is lost, stolen or damaged at school.

Damaged Classroom Materials

In a Montessori environment, the Montessori materials are the child's main form of instruction. As such, their maintenance is paramount. Normal wear and tear of materials is expected but if your child damages or breaks a material due to carelessness or recklessness, we use the opportunity to demonstrate "natural consequences." The child is asked to bring the damaged material home and repair it in collaboration with or under the supervision of his or her parents.

Toilet Learning

Infant

At 12 months of age, infants are introduced to the toilet. After each diaper change, children will be taken to the toilet area and will be sat on the toilet for a short period of time before putting a clean diaper back on the infant.

Toddler

A large part of a child's work in the toddler program is toilet learning. This process usually begins shortly after the child has acclimated to the classroom and is a joint effort between the school and the parents. Because consistency is key, it is vital that the parents and the child's teachers work together to provide consistency in both the school and home environments. Your child's teacher will guide you through each step of this process and will be in regular communication with you.

Primary

All Primary students must be toilet trained prior to attending the primary program. This is a licensing requirement and there are no exceptions. Toilet Trained is defined as the following: the child is able to identify when he/she needs to use the restroom with few reminders, is able to undress him/herself with little help, sit on the toilet, clean him/herself without assistance, get dressed once again and wash hands independently. It is understandable that children may have an occasional accident, particularly when first starting the program. Please be sure to send extra clothes (and bring them back), particularly in the beginning of the year for this reason.

If your child is joining the primary program and is not fully toilet trained prior to their previously agreed upon start date, you will be given a one month grace period to get your child toilet trained. For example, if your child is slated to start on August 15th and your child is not toilet trained by that date, you have until September 15th to toilet train your child. If the start date for your child is approaching and you do not feel that your child will be fully toilet trained, please reach out to the Directors to determine next steps. If you need to utilize the one month grace period or any portion of the grace

period, you will be credited your child's tuition for that time. Credit will be applied to the next tuition payment after your child has started in the program.

Lunch

Mealtimes in Montessori environments are not solely for the purpose of eating. They are an opportunity to practice fine motor skills, learn etiquette or grace and courtesy related to meal times and serve as an opportunity to spend quality time with friends and classmates.

Children enrolled in both the half-day and full-day program will be responsible for bringing their own lunch daily. Lunches must meet 1/3 daily nutritional requirements. All food should be labeled with your child's name. Please prepare food, including but not limited to peeling or pre-cutting any fruit or produce, for consumption by your child at School with no additional preparation by School staff. Any food that requires refrigeration after opening will be discarded. The staff will not heat up your child's lunch so please send hot items in a thermos if your child will not eat them cold. Foods that are considered a choking hazard will not be permitted. Common choke hazards include whole grapes, grape tomatoes, blueberries, carrots, popcorn, hot dogs, whole nuts, etc. You must pre-cut foods, such as grapes, carrots & nuts, for them to be served to your child. We reserve the right to prohibit the use of a specific food based on the allergies present in a classroom on any given year. Parents will be notified of these foods prior to the start of each Academic Year.

The children are involved in setting the table and cleaning up. During lunchtime the children will learn table etiquette and practice good manners. Drinking water is available at all times during the day. Sugary, deep fried, salty or other unhealthy processed foods or beverages will not be permitted in school. Fruit pouches and yogurt tubes are not permitted. Lunches may include a very small portion of a dessert but should not include sugary drinks &/or juice. For questions about what an appropriate sized dessert looks like, please ask your child's teacher. If you'd like to bring milk, it should be plain, white milk only, no flavored milks are permitted.

Sharing of food brought from home is not permitted at school due to allergies and concerns over food content. Please notify the Directors and/or your child's teacher of any specific food allergies that your child has. If, with permission from the Directors, a parent brings a snack to be consumed by any other student, the snack must be commercially prepared and packaged, and such packaging shall be unopened when the food is delivered to the School. Such foods shall be shelf stable. ***Please DO NOT send any food to school that your child has not already tried at home, especially if your child is enrolled in the infant classroom. This reduces the chances of us encountering an unknown food allergy while the child is at school.***

Please prioritize whole foods in your child's lunch. Your child's body needs healthy foods to make the most out of their day. Sending your child to school with sugary foods does not set them up for success and give them the best chance possible to focus on work.

A couple of pointers for those parents struggling with getting their child to eat lunch: 1) Try separating foods so that foods are not mixing. 2) If you are trying to expand your child's palate, that is great. Always include a portion of food that you know your child will eat and will fill up on in event your child is not ready to eat the new food. 3) Before buying new snack/lunch gear, make sure your child can independently open and close these products to ensure they are able to be as independent as possible. Bento box lunches work well for this age group. For more helpful tips on food for this age group, visit the blog: <https://kidseatincolor.com/>.

Snack and Flower Rotation

Snack is an important part of the Montessori curriculum. It allows the children the opportunity to work on social graces, while giving them a chance to practice their practical life skills. Children are given the opportunity to serve themselves during snack which helps them learn to portion and serve food from larger quantities. It also encourages them to share with their classmates and builds a sense of community in the classroom.

The School organizes a community snack each Friday and has a weekly flower rotation. All parents are required to participate in the snack rotation. Each family will be assigned specific weeks throughout the year when they will be required to bring in snack. You may switch weeks with another family if you wish provided you have consulted with them and you have notified the office. You will be asked to bring snack 3 - 5 times per year for your child's classroom for one day a week. Snack items should follow the criteria outlined in the snack guidelines document provided by the school. Families must drop off snack on Monday morning when it is their week to give adequate time for the staff to prepare.

The flower rotation requires that parents bring one (1) bouquet of flowers when it is their week and these must be dropped off on Monday mornings during the normal drop-off time.

Celebrations & Invitations

In-Class Celebrations

In-class birthday celebrations will be had on or around your child's birth date and will be for children only. Your child's teacher will email approximately two weeks prior to your child's birthday to confirm a date to celebrate in class. No parents are permitted to attend the child's birthday celebration in the classroom. Please bring in one picture for each year of your child's life, starting from birth, to share with the class during their birthday celebration. If you'd like, you may also bring in a plant or children's book to donate to the classroom with your child's name in it. Please consult your child's teacher for a Montessori appropriate book to donate to the class. We do not celebrate children's birthdays with food as this tends to take away from what is really important - celebrating the gift of your child's life and their presence in all of our lives. Please save any party favors or gifts for your child's actual birthday party. If these items are brought to class, they will all be returned to the child's parent at the end of the day.

Birthday Party Invitations

If the entire class is invited to your child's birthday party, invitations may be given out at the school. If only a few children are invited, please distribute the invitations yourself outside of the School. Please remember children can be very sensitive and do not always understand why they have not received an invitation, so please be discreet.

Celebrating the Holidays

As Montessorians, our job is to bring the world into the classroom and show children all aspects of life and culture. A big part of life for many people throughout the world are holiday celebrations, some having to do with religion and others based in cultural traditions. As a school, we will celebrate holidays typical to this part of the world. Examples include Halloween, a family social in the Winter with Christmas themes and a family social in the Spring with Easter themes.

That being said, it is important to recognize different expressions of spirituality and culture and we want everyone to feel welcome to share their family's celebrations around important holidays. We want celebrations to reflect our community. How can children learn to be tolerant and respectful if they do not have familiarity with or a basic understanding of other traditions and ideas from around the world? If your family celebrates other holidays (i.e. Hanukkah, Kwanzaa, Ramadan, etc.) and you'd like to share your traditions with your child's class, please email the office and the Directors to discuss what this might look like.

We also want everyone to feel comfortable with what their child is learning in the classroom. If you do not want your child to participate in the holidays mentioned above or other holidays that we may learn about, please email the Directors to discuss alternative activities for your child during these times. Please note that we will defer all questions from children about faith/religion to parents.

Changes in Family Life

Hiatt Farms Montessori School
(July 2023)

In the event of a major change in your family life, please update the School. It is important for the School to be aware of these changes as they may affect the child's behavior in the classroom. The office must be made aware of any custody changes and/or address changes for any & all parents/guardians. Also, be sure to make updates to the Emergency Authorization & Pick-up form if necessary.

Discipline Policy

Our goal is for all children to learn appropriate school behavior and to behave constructively with other students and the teacher. We use the following guidance methods: redirection; planning ahead to prevent problems; positive reinforcement; encouragement; and consistent and clear rules explained to children. We allow each child the freedom to use the classroom materials in his or her own way, with constructive guidance, but without strict definition of use on our part. However, the child is not free to hurt themselves, other people or destroy property. If a child becomes overly disruptive in the classroom, the teacher will step-in in a variety of ways depending on the needs of the individual child. This includes, but is not limited to: being a special helper for the teacher for a period of time, sticking close to the teacher throughout the day, sitting in a chair in the classroom, not being permitted to join circle-time, taking a walk outside and/or helping to water the trees in the orchard, being a special helper in the garden. On the occasion that a child needs to be momentarily removed from the classroom to mitigate disruptive behavior or an emerging conflict, the child may be escorted to the office where the child will be supervised by a qualified office staff member until the teacher is able to meet with the child and address the child's behavior. The time spent in the office is intended to be a quiet reflection period while the child waits for the teacher to return. The teacher will inform the child of the disruptive behavior and ask if the child is ready to return to the classroom. When the child returns to the classroom with the teacher, the child will resume his/her work period.

Behavior Problems

Parents will be informed of any behavioral problems their child is having at school and, if necessary, a behavior plan will be set up with the family. If a behavior problem includes endangering the safety of the child, other children or adults, or if your child's behavior is continually disruptive to the classroom or other students, the child may be suspended or unenrolled from the program.

Biting Policy

Children sometimes bite other children, and although not all children bite, it is considered to be a normal stage in a child's development. Hiatt Farms Montessori School staff takes all reasonable preventative measures to avoid and minimize biting incidents. In the event that a child is bitten, that child is immediately comforted, and the bite area on the child is washed with soap and a band aid is applied if the skin is

broken. The biter is firmly discouraged from continuing this behavior and the child who has been bitten is encouraged to verbally express his/her feelings to the biter. Both children are then re-directed to different areas of the classroom with neutral attention given to both children. An incident report will be filed and should be signed by both the parents of the biter and the parents of the child that has been bitten.

If the biting behavior persists, the child's parents may be asked by the school to either pick up the child from school or keep them home for a period of time to allow the phase to pass. Every effort is made to support the child and the child's family as well as balance the needs of the other children in the classroom. While no child is ever excluded permanently from our program due to biting alone, we reserve the right to require a child to change environments or leave the school for an agreed upon time period as well as to pursue any of the other remedies set forth in the following "Suspension/termination of Enrollment by the School" section of this Handbook.

Suspension/Termination of Enrollment by the School

Our staff are well trained and work hard to identify the social, emotional and developmental needs of each child. However, there are times when children may need additional attention that our staff are not able to provide. If we feel that your child's behavior endangers the safety of the other children or is continually disruptive to the classroom, we will notify you and promptly schedule a parent-teacher conference. To better accommodate your child, we would like to work with the family to develop a plan of action. During that time, if the child is a danger to themselves or other children, we may choose to suspend your child for a set period of time, which we will discuss with you. Once the child returns to our program, if the child is still a danger or continues to disrupt the classroom, then we will discuss if we are the best persons to be caring for your child. We will adhere to the following steps related to suspension or termination of enrollment:

1. We will meet with you in person to discuss your child's behavior problem(s) and develop a plan of action. This plan may include activities that we initiate at school and activities that you must complete at home.
2. We will work together to implement the plan. A second parent teacher conference will be conducted after an agreed upon period of time to evaluate progress and modify the plan.
3. If, after a reasonable period of time, a student remains a danger to other students or continues to disrupt the classroom, we will issue a written notice that a suspension or termination of enrollment is pending. The time frame for any final corrective action will be specified and the suspension or termination of enrollment date will be indicated in this letter.
4. If the student's behavioral issues have not been corrected after the specified time frame in the written notice, a final suspension or termination of enrollment letter will be issued and the student may no longer attend school.

In addition to behavioral issues, there may also be times when a child is not adjusting well to our program. In the event that our Program is not a good fit for your child and your family, we may request that you withdraw your child from our Program; however, we will give you a 30-day notice to find alternative care or schooling.

Parent Conduct

In addition to your child's behavior, the School may terminate your child's enrollment if you (parents and caretakers) are unable to conduct yourself in an honorable and respectful manner, are unable to cooperate with School staff, if you are aggressive or confrontational with staff, if your conduct, for any reason, is disruptive to the normal operations of the School or if you otherwise fail to comply with the rules and procedures set forth herein.

The school has a zero tolerance policy for gossip about other children enrolled in the program. Gossiping leads to a toxic community culture that segregates our school community rather than bringing it together. Gossiping about other children, parents, families or staff members will not be tolerated and may be grounds for termination of your child's enrollment. Instead, please bring your concerns to the Directors to be handled appropriately and discretely.

Anti-Bullying Statement & the Difference Between Bullying and Understanding How we Behave in a Community with Other Children

We often get asked by parents what the difference is between bullying and understanding and knowing societal expectations for how we behave with one another.

Bullying is a deliberate and intentional act, whereas not knowing how to treat others appropriately may be unintentional and result from a lack of understanding or empathy. Bullying involves a power imbalance, where the bully uses their strength or influence to intimidate or harm someone who is weaker or more vulnerable. On the other hand, not knowing how to treat others appropriately may be the result of a lack of social skills or understanding of social norms. In these cases, the person may not realize that their actions are hurtful or disrespectful to others.

It's important to distinguish between bullying and not knowing how to treat others appropriately because the approaches to addressing these situations are different. For instance, addressing bullying may involve consequences for the bully and support for the victim, whereas addressing someone who doesn't know how to treat others appropriately may involve education and guidance on social skills and empathy.

Children ages 0 - 6 years old are in a sensitive period for learning and understanding social behaviors and so most instances of children getting their feelings hurt will fall into the category of not knowing how to behave in certain social situations and learning how to cope with big feelings. In very rare instances, there may be a case of bullying.

If a staff member has made the conclusion that bullying is taking place, we take bullying very seriously. Bullying is when one person or group of people intentionally and repeatedly hurt, harass, or intimidate another person or group of people who are perceived to be weaker or vulnerable.

We believe that every child has the right to feel safe and respected in our school community. That's why we provide teachers with the resources they need to identify and prevent bullying, and to support children who have experienced bullying. Our policy is to teach students to deal with conflict in a positive way, and thereby build confident and capable leaders of tomorrow. We aim to help our students to identify bullying when it happens and to speak up to trusted adults about it after it occurs.

We must give students the tools to combat bullying, including standing up for themselves, de-escalating situations, and seeking adult support. We pledge to give support to children who may be experiencing bullying and give guidance to those who bully. We also encourage open communication and collaboration between teachers, parents, and children to address and resolve bullying situations in a positive and respectful way. Together we are responsible for creating a safe and inclusive environment where every child can thrive.

Voluntary Termination

As specified in the Enrollment Contract, we require written notice prior to the disenrollment of your child. Please note that, pursuant to the Enrollment Contract and this Handbook, you may remain obligated to pay tuition after the date of termination.

Tuition Refunds After Termination of Enrollment

For information on Tuition Refunds as related to a voluntary or involuntary termination of enrollment, please refer to the section under the heading "Tuition" in this Handbook.

Re-enrollment After Termination

The School is not obligated and does not guarantee that your child will be re-enrolled after withdrawal. In no event will a child be re-enrolled until a family's tuition and fee account balance is paid in full.

Electronics Policy

No Cell Phones or Electronic Devices on Campus

Students are not permitted to bring cell phones or other electronic devices to school. Students may use the school's office phone for emergency calls. If parents need to speak with a student during school hours, he/she may call the school and ask for the student.

Media at Home

Research shows screen time in early life can be detrimental to a child's attention span and ability to develop appropriate social skills. In keeping with the latest child development research and in effort to foster a like-minded community culture, we strongly recommend you limit screen time at home as much as possible. If you do choose to allow screen time, we strongly recommend against excessive fantasy-based media. Shows featuring talking animals, unrealistic narratives and similar devices can be confusing to the young child as they do not yet know the difference between reality and fantasy.

Communication at Hiatt Farms Montessori School

Communication between parents and teachers is very important to our teaching teams. It is an opportunity for parents and staff to create unity of vision and action between the home and the school environment. Communication in a Montessori environment does look different from that of a traditional daycare setting. While we encourage parents to reach out to our staff with questions and concerns, do not expect daily updates about your child's progress on a regular basis. Our communication is based on trends, rather than daily reports, and operates on a 'no-news is good news' philosophy after the beginning of the school year, once children have settled into the classroom.

Newsletters

The school sends out newsletters to the parents on a bi-weekly and monthly basis in an effort to keep parents informed about what your child is doing in school.

The bi-weekly newsletters are specific to each classroom and have a short note from the teacher detailing activities that all children participated in during that time. This may include birthday celebrations, special farm and garden activities and details about Spanish circle time, etc. This newsletter also includes reminders from the office about upcoming events and days off of school as well as general reminders. The bi-weekly newsletters also include photos from the classroom.

The monthly newsletters come from the administrative team. These detail upcoming events for the current month as well as a brief reminder of events for the month ahead. We also include notices about in-class volunteer opportunities in the monthly newsletter.

Emails from the School Administration

The Administrative team will send out emails throughout the school year regarding important reminders about upcoming events and school policy. If there is a change to a school policy, the change will also be communicated via email to the entire school community. It is imperative that you read all of these emails in full so that you are aware of any changes prior to them going into effect.

Drop-off and Pick-up

Please do not discuss concerns or comments with teachers or staff during pick-up or drop-off times, as staff are required to be with all children at this time and cannot engage in confidential discussions concerning your child. Pick-up and drop-off are a critical period of school security that we take very seriously. Please do not use this time to talk with or distract teachers or staff. This is a matter of child safety and security, so please honor this request.

We also encourage you to refrain from sharing any concerns about your child in front of your child, for this may affect your child emotionally and may affect their self-esteem.

Communicating with your Child's Teacher

Regular communication with your child's teacher is encouraged (with the exception of drop-off and pick-up times). Please use email when possible, as this gives the teacher a chance for a thoughtful review of your concerns.

Our Lead Guides have scheduled planning time several afternoons a week, which allow them the opportunity to communicate with parents as needed. Lead Guides will use this time to connect with parents either via email, phone call or an in-person meeting to address questions and concerns.

We do not give out contact information for our assistant teachers or float staff. If you have a question that pertains to the assistant teacher in your child's classroom, please direct your question to your child's Lead Guide.

Parent/Teacher Conferences & Progress Reports

Meetings will be held in December and June. You will be given a written report of your child's time in the classroom prior to your conference so that you may review it and prepare any questions or comments.

Observation

Observations are an opportunity for you to understand and appreciate your child's class environment. However, young students can be very sensitive to the presence of

family members. Because of this, observations, if permitted, will take place in the classroom in which your child is not a member. Observations will take place between 9:00am-9:45am. Only one family (up to two parents) will be allowed to participate in an observation at any given time. Siblings/children will not be allowed to partake in the observation. Observations are typically scheduled after October 1st so that new children may settle into the environment. If there are new children transitioning, we may postpone observations until after the child has settled. Please email the office in order to request an observation. The Directors may grant or deny such a request for any reason in their sole discretion. If your request is granted, you will be given a document outlining what to do and what to look for while in the classroom prior to the time of your observation. We greatly appreciate you respecting these guidelines.

Observations by Professionals

For professional development purposes, the School may have outside observers in the classroom from time to time. Visitors will focus on the lead guide and the assistant's teaching strategies for quality improvement purposes. Observations may be conducted by other Montessorians, child psychologists and other licensed professionals.

Records

You may request access to your child's education records by filing a written request with the Directors. Your child's educational and health records will be destroyed after your child has been out of the school for seven years.

Online Record Keeping System

The School may elect to use an online record keeping system to store information about a student, including the student's name, birthdate; your name and email address; the student's progress or assessment data; or other personally identifiable information about you or the student. As used herein, "Personally identifiable information" ("PII") is any data that could potentially identify your child. Unless you provide the Directors notice of your election to opt out of the use of any online record keeping system prior to August 1st of each school year, then the School will set up an account for your child. Thereafter School employees may provide personally identifiable information about your child to the online record keeping system and you and the School may access such information through a password protected account. The School will provide you adequate information about the privacy policies of any online tools used by the School in furtherance of its educational mission.

The Early Learning Ventures Application for Attendance and Payment

All families must download the ELV app on their smartphone to use for sign-in and sign-out each day. Caretakers that regularly conduct pick-up and drop-off should plan on downloading this app as well. An account must be created for each child to be

able to use the system. Unfortunately the ELV app does not allow you to bypass this information input process even though you will have already notified the school of similar information. Please note that the ELV system's forms do not satisfy the school's standards for enrollment information. You should NOT use the ELV system to input new information about your child as the administrative team does not use it to gather updates regarding your child at this time. If you wish, you may use the ELV system to make online credit card tuition payments. All questions regarding the ELV system should be directed to Sydney or Rachel.

Parent Involvement

Parent Learning Nights

Hiatt Farms Montessori School will host Parent Learning Nights, including presentations on the various elements of the Montessori classroom and methodology. We strive to offer interesting, meaningful, relevant and interactive topics. These workshops are an important element in the partnership between the School and family. All families must attend at least four of the five Parent Education Workshops each academic year. Some of the Parent Learning Nights may be held together as a whole school and others may be separated by program. If you have a child in both programs, and the Learning Night is separated by program, we encourage you to attend the first few PLN in the program which is newest to your family. Parent Learning Nights will be either in-person or over zoom depending on the topic.

Hiatt Farms Montessori Parent Group and Parent Volunteer Opportunities

Hiatt Farms Montessori is committed to creating a small, tight-knit community of families. In effort to foster community building, parents are asked to participate in the Parent Association to the best of their ability. There are many ways that parents can continue their support for the School. Parents' diverse experiences and expertise can enrich and maintain our facilities and programs. We encourage parents to volunteer at the School by performing various projects identified by the Directors from time to time, such as gardening, animal care, leading classroom crafts, or other work outside of school. Volunteers must be at least eighteen years of age. Volunteers need not have prior experience in the work they are assigned but should be capable of supervising themselves in the performance of the work. Only parents of children currently enrolled in the School and grandparents of said child will be allowed to serve as volunteers. The School may conduct a background check of anyone interested in volunteering and may prohibit anyone from volunteering at the Directors' sole discretion. As volunteer work is often performed after school hours or on the weekend, no childcare is available and so please do not bring children with you to the School while volunteering, except as expressly permitted by the School. Volunteers will not be compensated for their time, nor receive any tuition offset or other monetary benefits. Please contact the office if you are interested in volunteering. A volunteer waiver must be signed by each

volunteer at the school prior to the service commencing. There are no exceptions to this rule.

Safety and Security

Outdoor Policy

Plan for your child to be outside every day. When the temperature is above 33 degrees Fahrenheit, the children will go outside to play on the playground. Plan for your child to be outside even if it is snowing or lightly raining if the temperature is above 33°F. We prioritize the child's need for outdoor play and try to provide them the opportunity to play outside daily.

Afternoon Play Area

Please only allow your child to play in the designated front quad area. Neither parents nor children may enter the orchard area during this time. Parents and children will be permitted to socialize in the quad area until 12:55pm after half-day pick-up, and 4:00pm after full-day pick-up. Please practice good parking lot etiquette with your children after school and do not allow children to cross the walkways without an adult. There is no playing permitted in the parking lot at any time.

Rules for Parent-Supervised Playtime in the Quad Area

- Children and families are not permitted into the orchard during these play times. Please stay in the front quad area during pick-up time.
- Do not climb on light poles. In the warmer months, these tend to attract wasps. We regularly check these to get rid of nests but if you see a nest before we do, please inform the office immediately.
- Do not climb on the fences (**particularly the fence/wall on the east side of the quad**). These can also be places where wasps like to make their nests.
- Again, please inform the front office if you see these before we catch them.
- Do not allow your child to touch the trees. The trees are young and cannot handle rough play yet.
- Do not bring your furry friends from home. For the safety of all the children, only school animals are permitted on the property. If you must bring your pet, please keep them in the car.
- Do not prop the gate open from the parking lot. This gate should always be in the closed position.
- Always keep an eye on your child. After your child is checked out, you are responsible for the safety of your child.
- Always be respectful of others.
- Shoes must remain on at all times. Please do not allow your child to play barefoot on campus at any time.

- At no time should a child be permitted to pee outside on school grounds. If your child needs to use the restroom after pick-up, please ring the door bell and ask to use the bathroom.
- Please stay out of the flower beds in the parking lot.
- Do notify the office of any safety concerns that have not been addressed in the list above.

Building Safety

To ensure the safety of children within the programs, the School regularly participates in practice fire, tornado, and lock down/out drills, as applicable. For security reasons, the doors leading to the outside are locked during business hours. The School maintains comprehensive guidelines for the ongoing safety measures that prepare staff, children and parents for emergencies, including fire, tornado, shelter in place, lockdown and active shooter on premises plans.

Evacuations

In case of the need to evacuate our School building, the Directors will announce and, in the most expeditious way possible, all children will be escorted by School staff to the assigned assembly area and await further instructions. Once all children and staff are safely evacuated from the school building, the Directors will call "911" to communicate what type of emergency exists. The Directors will then notify parents/guardians of the evacuation. If the School staff cannot reach each child's parent/guardian, then they will make every attempt to reach the child's designated emergency contact provided in the Emergency Contact and Pick-up Authorization form. In case of the need to evacuate when parents/guardians are unable to get to the children, parents/guardians will be reunited with their children as soon as it is safe. School staff will contact parents/guardians and provide information on each evacuation site.

Parking Lot

When exiting the parking lot, please follow all direction signs. After using the car lane in the morning, do NOT cross through the parking lot between the parking structure and the uncovered parking area (there is a 'no left turn' sign there). Instead, you must go all the way around the parking structure when exiting the parking lot. This is to minimize traffic through the parking lot during busy times in which children may be walking through the parking lot.

Children must always be accompanied by an adult when leaving the courtyard to go to the parking lot OR leaving the car to enter the pavilion. Parents must ALWAYS use the crosswalk with their child.

Parking

Never leave your child unattended in a car at any time. During school events when the entire community is invited to join us at the school, please utilize overflow parking.

Overflow parking includes: the red gravel area just south of the parking barn, the open field located North of the driveway entrance and south of the parking barn, and/or along the right side of the drop-off lane, extending around the parking lot and the north and west sides of the parking barn.

Ice & Snow Melt Removal

Sidewalks - Hiatt Farms Montessori School will clear snow from sidewalks and patios, and will apply ice melt to reduce the risk of slip and fall accidents. If the amount of snow or outside temperatures prevent an area from being cleared or free from ice (such as a north-facing patio or sidewalk), that area will be restricted from use by children. All parents and teachers should still take precautions on sidewalks as on-going snow melt and subsequent refreezing can occur between snow removal and the application of ice melt. Children should be assisted (hold their hand) in any areas covered by ice, or when light snow may cover an icy surface. Teachers and parents should notify the Directors immediately if they observe a hazardous area.

Driveways - Hiatt Farms Montessori School will plow the main entrance and parking lot whenever snow accumulation is greater than 2 inches. No ice melt will be applied to driveways except the crosswalk. Children should be assisted by parents when walking through the parking area to the pick-up structure to avoid slip and fall accidents.

Weather Shelter Procedure

The National Weather Service will issue two types of tornado alerts; the first is a tornado WATCH when weather conditions indicate that a tornado is possible and the second is a tornado WARNING when a tornado has been spotted or indicated on radar. Practical drills will be performed during tornado season to ensure safe procedures. Other severe weather situations include thunderstorms, lightning, blizzards, and floods. The following is the appropriate procedure for weather shelter for the primary classrooms.

If a Tornado Watch is Issued:

1. All students should be immediately brought in from the outside and the doors will be closed, allowing no student to go outside until someone has communicated that it is safe.
2. The students will continue with normal daily indoor activities.
3. Parents may take their child home at their own discretion.

If a Tornado Warning is Issued:

1. The tornado alarm will sound and administration will be notified via the severe weather radio.

2. Guides and assistants will gather the children and lead them into the hallway.
3. The office person will ensure that all doors and windows are closed and secured.
4. Guides and assistants will sit with the students and will occupy children with quiet activities until administration has notified them that it is safe to return to the classrooms.

Other Severe Weather Warnings:

1. These warnings could include but are not limited to: flood, blizzard, lightning, thunderstorm, earthquake, severe winds, and hail.
2. All children will be brought inside.
3. All doors will be closed.
4. Administration will monitor the National Weather Service and provide updates to classrooms.
5. Parents may take their children home at their own discretion.

Fire Hazard Procedure

A fire drill will be practiced monthly to prepare for potential fire hazards.

In the event of a fire:

1. The fire alarm will sound which will notify the fire department and the building occupants.
2. The assistant will collect the attendance sheet while the lead guide gathers all children to proceed quickly out of the door through the cubby room (if safe) to the safe area in the far side of the parking lot, far away from the building.
3. The lead guide will take attendance to ensure everyone is accounted for.
4. No person is permitted to enter/exit the building until the "All Clear" announcement is made.

A more detailed plan of evacuation is provided to all staff members upon hire.

Reuniting Families After An Emergency or Disaster

Prior to an emergency, Parents will be given this address: **Realities for Children parking lot at 308 E. County Road 30, Fort Collins, Colorado 80525** in the event of an emergency (gas leak, etc.) on premises. The process is as follows:

1. The classroom assistant will collect the emergency bag containing emergency numbers, medications and a first aid kit.
2. The lead guide will begin evacuating children out of the building. Other staff members will also evacuate the premises. Attendance will be taken after evacuation to ensure all children are present.

3. Staff will drive the children in their personal vehicles to the safe spot that is ~1 mile away: **Realities for Children parking lot at 308 E. County Road 30, Fort Collins, Colorado 80525** to reunite the parents with their child.
4. When all classrooms and staff are safely at the meeting point, the lead teacher will take attendance once again to determine that all children are present.
5. The parents and/or emergency contacts will be notified to pick up the child at the pre-established safe location.

Please note that Emergency Plans and Procedures may be adjusted as needed for children with different needs.

Health and Medical Information

Health Guidelines

When your child is unwell, it can be hard deciding whether to keep them from school. A few simple guidelines can help. Use common sense when deciding whether or not your child is too ill to attend school. Ask yourself the following questions:

- Is your child well enough to do the activities of the school day? If not, keep your child at home.
- Does your child have a condition that could be passed on to other children or school staff, such as the flu? If so, keep your child at home.

* Remember: if you're concerned about your child's health, consult a health professional.

Please respect other families by keeping your child home if she or he has vomited in the past 24 hours, has a temperature, diarrhea, severe runny nose or any other illness that is contagious. If your child contracts a contagious illness such as strep throat, measles, chicken pox or pink eye, inform your child's teacher or the Directors as soon as possible. Families are notified when their child has been exposed. Please be advised that at this time, the local health department may also be notified of any communicable illnesses.

If necessary, a parent will be notified immediately when a child becomes ill or injured at school and needs to return home. In the event that a child is ill with a communicable illness, he or she will be removed from the classroom and parents will be immediately notified. Please have an alternate plan of who or how to pick up your sick child in a timely manner, to reduce the risk of spreading illness. It is important to realize in a group situation illness may spread rapidly in spite of everyone's best efforts. Our procedures are designed with this in mind. Notifications will be posted and the local health department will be notified when there is a documented case of a contagious illness.

The following are reasons your child should miss school and, if your child shows signs of the following conditions, your child will be sent home from school:

- 1) Communicable Diseases (such as, but not limited to: Influenza A/B, hand foot mouth disease, hepatitis, pink eye, chicken pox, etc.) – Any child who shows one or more of these systems needs to be kept at home until the risk of transmission in the school environment has passed and the child can participate in school activities. Some of the symptoms include high fever, sweating, runny nose, body aches, stomachache, red spots/sores on hands/feet or in their mouth. Management of common readily transmittable communicable diseases shall be in accordance with Colorado Department of Health guidelines. You must obtain a licensed health care provider's release note authorizing the student's return to return to school.
- 2) Fever – If your child has a raised body temperature of 100 degrees or higher, he/she should not attend school. Your child can return 24 hours after the fever has gone away completely not aided by a fever reducer.
- 3) Vomiting and diarrhea – Children with these conditions should be kept out of school. They can return 24 hours after their symptoms disappear. Diarrhea is defined as stools that are more frequent and looser than usual. If a child has two or more episodes of diarrhea during the day, we will call for parent pick-up. Most cases of vomiting or diarrhea get better without treatment, but if symptoms persist, consult your licensed care provider.
- 4) Cough and cold – A child with cough or cold, particularly accompanied by severe symptoms should stay home. If the cold is accompanied by a raised temperature, shivers or drowsiness, the child should stay home, visit your licensed health care provider and return to school 24 hours after they no longer have a temperature without the assistance of fever reducing medicine. If your child has a more severe and long-lasting cough, consult your licensed health care provider. They can give guidance on whether the child should stay off school.
- 5) Rash – Rashes can be the first sign of many infectious illnesses, such as chickenpox and measles. Children with these conditions shouldn't attend school. A child with an undiagnosed rash will be sent home for the following reasons: Rash is spreading over a period of time; rash is widespread; rash appears to cause discomfort; rash persists for more than two days; and rash contains or consists of blisters. A child will be excluded from attendance until a note is received from the child's licensed health care provider stating that the rash is not contagious.
- 6) Sore throat – A sore throat alone doesn't have to keep a child from school. If it's accompanied by a raised temperature, the child should stay at home.
- 7) Headache – A child with a minor headache doesn't usually need to be kept from school. If the headache is more severe or is accompanied by other symptoms, such as raised temperature or drowsiness, then keep the child off school and consult your licensed health care provider.
- 8) Lice – A child diagnosed with live head lice will be sent home early from school in effort to lessen the spread of lice to other students and to the classroom environment. Appropriate treatment should be obtained by the parent prior to returning to the classroom. A child may return to the classroom when his/her head is free of live lice and there are few nits on the child's scalp.

Please note, we understand that some families choose to use a more natural path to healing their children from the disease/health concerns listed above. It is the school's policy, in the case where the child doesn't take any medication, then the child should not return to school for 48 hours after they have brought their fever down to a normal body temperature and all signs of the illness have disappeared.

Please review the "How Sick is Too Sick" document below for additional guidance on illness exclusions as provided by the Colorado Department of Public Health and Environment

THE SCHOOL RESERVES THE RIGHT TO ASK FOR A NOTE FROM THE CHILD'S LICENSED HEALTH CARE PROVIDER BEFORE A CHILD MAY BE ALLOWED TO RETURN TO THE PROGRAM.

Take Precautions

Please remind your child to wash their hands often and before every meal. If they need to cough, cough in their elbows and face away from others.

Reporting A Confirmed Case of COVID-19

If an enrolled child tests positive for COVID-19, please contact the school immediately so that we can assist you in next steps. We will consult with the health department to determine when the child may return.

Instances in Which the School will Temporarily Close

Any child care facility in Colorado with 10% of the class or 5 children (whichever comes first) in the class that either test positive for a communicable disease or exhibit similar symptoms may be required to close for a period of time. Any illness-related closures are done at the discretion of the Larimer County Health Department.

Injury or Illness Procedures

At least one staff member in each classroom is trained in First Aid/CPR. All staff have been trained in Standard Precautions. Each classroom is equipped with a First Aid Kit. A parent will be notified of an injury for the following reasons:

1. Injury to the face or head
2. Injury that requires more medical care than a bandage
3. Injury that requires immediate attention from a licensed health care provider

When a child's injury or illness warrants medical attention, the administration will be notified and the administration team will determine whether or not further medical attention is necessary and parents will be notified of this need. In extreme cases, 911 may be called. When an injury is light and requires no medical attention from the

teacher or other medical professionals, parents will be informed of the injury when the children go home for the day. All staff members are annually trained in first aid and CPR.

When an incident occurs that causes your child mild discomfort, such as scrapes, bumps or bruises, your child's teacher will complete an Incident Report describing the nature of the situation and the actions taken as a result of the incident. The Directors will review the Incident Report at the time of the event and a staff member will call you when appropriate. At pickup you will be asked to sign the report, and will be given a copy upon request. A second copy will be placed in your child's school record.

If your child sustains an injury that requires professional medical treatment other than basic first aid, the Directors, in coordination with other staff who were present at the time of injury, will complete an Incident Report. This report includes injuries staff might treat on-site that might later require medical attention by a licensed physician. The Directors and the parent will both sign and date the form and each will retain a copy.

If you have any questions about these procedures, contact your child's teacher or the Directors.

Immunizations

All families must submit documentation of immunization status each year on August 1st. The collecting of vaccination records for early learning centers is required by Colorado Department of Public Health and Environment (CDPHE) law. The School will keep a copy of vaccination records in your child's file per licensing requirements. If your child does not have the appropriate immunizations, or the School does not have the appropriate paperwork on file, your child will not be allowed to attend school. Only once the missing immunizations have been administered and/or the appropriate paperwork has been received by the school, will the child be allowed to begin/return to class. Notifications will be posted when there is a case of a preventable disease.

Beginning in August of 2022, please be advised that Hiatt Farms Montessori School will accept only Medical Exemptions. No other exemptions will be accepted.

Medical Requirements for Licensing

Upon enrollment, all children will need a completed health status form and up-to-date immunizations. Immunization cards will be furnished with your enrollment forms, along with a health status form. Both immunization cards and health forms are to be signed by your physician or nurse and updated on a yearly basis. This is a licensing requirement from the State of Colorado; no exceptions will be made.

Medical Information

It is very important that the School is made aware of any medical conditions your child has that may need attention while at School. Please update the medical information you provide in the Health and Medication Information enrollment paperwork, as need be. For conditions such as allergies, asthma, diabetes or epilepsy, parents are asked to provide detailed information on how to care for any such conditions affecting your child. The classroom teacher and other relevant staff members will be given this information and those staff members will then need to be delegated by the school's nurse on how to help your child in the event of a health emergency. It is vital that you inform us immediately of any new medical conditions upon learning of them so that we may get the proper paperwork and training in place to care for your child. Without this official delegation from our school nurse, your child may not be permitted to attend school.

Medication

We highly encourage you to discuss with your child's medical provider dosing schedules or once-a-day or twice-a-day regimens that can be administered at home. We also encourage you to come to the center if possible to administer short-term medications if needed. When this is not possible, Hiatt Farms Montessori School can be authorized to administer medications under strict state regulations as the administration of medications is governed by specific rules.

All medications (over-the-counter and prescription medications) require an Authorization of Administration of Medication form signed by both the child's licensed health care provider and parent/guardian. We also require that the first dose of medication be given at home to note any side effects.

Prescription or over-the-counter medication(s) will not be administered unless you fully complete, sign, and comply with the requirements of the Medication Administration Authorization Form. You can contact the Directors to obtain a copy of this form. This form requires that your child's licensed health care provider identify the medication(s); provide the administration and dosage procedures; identify potential adverse reactions to the medication so that staff can appropriately monitor your child and notify you accordingly; and list the specific date(s) staff should administer the medication. You must also include medication spoons and dosage implements with the medication. Medications cannot be given without these measuring devices. Medications will only be administered if the labeling instructions and other requirements specified in the Medication Administration Authorization Form are satisfied.

Medication will not be shared with siblings. Each child shall have his/her own medication, and a separate form for each child requiring medication shall be completed and submitted.

Administering medication in a child care setting requires a substantial amount of paperwork and pediatricians often do not fill out paperwork adequately. In order to prevent many rounds of back and forth communication between you, us and your pediatrician's office, please contact us prior to beginning this process with your pediatrician.

Problems with paperwork typically include an absence of signatures, being too vague with directions (lack of specific symptoms for which we would give the medication), parents and doctor's not being in agreement with the contents of the paperwork, etc. Please know that we are required to follow the contents of the paperwork exactly so you should not leave the doctor's office without checking each line item on the form. You should not leave without being in total agreement with what the doctor has written. For example, if your doctor states on the paperwork that we must give a medication every 6 hours for 2 weeks but you were envisioning that we give the medication only as needed for pain/other symptoms, you must ask your doctor to change the directions on the paperwork prior to handing it in to the school office. As we are not medical professionals, the School may not do anything different from what the doctor has indicated on the paperwork as this could be perceived as us neglecting our medication administration duties.

All medications and paperwork must be given directly to the Directors and may not under any circumstances be brought to school in a child's backpack. All non-emergency medications will be stored in our locked office, high out of children's reach. School staff will notify you if any prescription or over-the-counter medication(s) are out of date, are left over or have not been picked up from the School. It is your responsibility to immediately pick up those medication(s). In the event that you cannot be reached or you have not picked up the medication(s) within one (1) week of notice from School staff, the School is authorized to appropriately dispose of the medication(s).

Only the School's nurse and Directors are permitted to administer medication(s). DO NOT ask a teacher or other staff member to provide or administer medications to your child. It is imperative that we have your commitment in complying with the requirements stated in this Handbook and the accompanying Medication Administration Authorization Form. Failure to comply with this policy or the accompanying form will justify termination of your child's enrollment with the School.

Non-medicated preventative topicals such as diaper creams, chapstick and lotions may be given to children with a signed parent note but must be handed directly to the office staff so that it may be stored out of child's reach. You may not store chapstick or any kind of lotion in a child's backpack. Please note that we are not permitted to apply topicals to broken skin.

Medication for Chronic Conditions

Children with chronic illnesses must have an individualized health care plan on file from the child's licensed health care provider. These individualized health care plans are then reviewed by the school's child health care consultant and Directors. New medications, those not included on the child's individualized care plan, or changes to dose or instructions for existing medications are subject to the general medication rules (above). All health care plans must be updated annually and as your child's health conditions change.

Sunscreen and Bug Spray

With parental consent, teachers will apply sunscreen to children as needed March, April and October and daily during the months May - September. Parents must specify what type of sunscreen must be used if the family has opted not to use the school's sunscreen and such sunscreen shall be provided to the School with your child's name prominently marked on the product. Parents are expected to apply sunscreen prior to dropping children off at school each morning from April - October. Aerosol sunscreens will not be accepted for any age group. Bug spray is applied as needed during the months of May - September. If you opt out of the School's deet-free spray, you must provide this spray to the front office with your child's first and last name written on it. Only FDA approved products will be permitted.

Child Absences

It's important to inform the School if your child is going to be absent. On the first day of your child's illness, telephone the School to tell them that your child will be staying at home. The School will ask about the nature of the illness and how long you expect the absence to last. If it becomes clear that your child will be away for longer than expected, phone the School as soon as possible to explain the nature of your child's illness. Please remember this is a learning environment; excessive or prolonged absences, not due to illness or family emergency, could result in your child being unenrolled from the program. If a child's continued and/or prolonged absence becomes disruptive to the class, at the teacher's discretion with approval by the Directors, a child may be unenrolled from the program. In order to adequately staff our program, please remember that tuition will not be prorated for absent days.

Emergencies

Should an emergency arise, it is understood that a reasonable effort will be made, time and conditions permitting, to locate you and your designated emergency contact(s) before any action will be taken. If, however, it is not possible to locate you or your designated emergency contact(s), then School staff will contact directly or indirectly the persons named on the Emergency Information form, to seek emergency medical and surgical treatment in a medical facility by a physician or other licensed health care provider should your child's condition require it in your absence. Further, in the event of an emergency, the School may render treatment for the health and safety of your child.

Child Abuse or Neglect

If you suspect that your child has been abused or neglected, you should seek immediate assistance from the Larimer County Department of Social Services at 970-498-6300 or Colorado Child Abuse and Neglect Hotline at 1-844-CO-4-KIDS (1-844-264-5437). Hiatt Farms Montessori School staff strictly comply with Colorado law, which requires that child care providers and schools report all known or suspected incidences of physical, sexual and emotional child abuse or neglect.

School Closures & Inclement Weather

In the event that the school is closed due to electricity failure or other circumstances beyond our control, you will be informed by email by the school. School will resume the following day unless you are further advised that the school will remain closed for a period of time.

For inclement weather closings, Hiatt Farms Montessori School will make a call based on Thompson and Poudre School district closing recommendations but may differ from the local school districts decisions. Please check your email for final decisions regarding closures by 5:30am.

Children will play outside in snow as long as they have weather appropriate clothing and the temperature is at or above 33 degrees. Children will play outside in the summer as long as the weather is at or below 93 degrees. Determination for outside play is based on the temperature as reported by a thermometer outside the building or a local weather station with the most current weather information in conjunction with the Child Care Weather Watch chart.

If the weather is inclement the following steps will be followed:

1. Children will be brought inside and will not have access to the playground or farming/gardening activities.
2. Children will have access to activities that require large muscle gross-motor movement such as free play, games, yoga, and other indoor activities during their normal outside time.

Farm Animals/Garden Activities

As part of the educational program, Hiatt Farms Montessori School will have farm animals on the premises. It is your responsibility to alert the Directors of any allergies or fears that your child has related to animals so that staff members can monitor your child's participation in these activities on the farm. Children and parents are prohibited from interacting with any farm animals without the express permission and supervision of

a staff member. Anyone involved in the care, feeding or handling of animals shall thoroughly wash his/her hands immediately after contact with the animals, the animals enclosures or animal waste products.

Infant & Toddler - Infant and toddler children will first participate in the School's farming activities through observation. The children will take daily walks (as weather permits) through our garden and will visit with our animals while safely on the outside of our animal enclosures. Infant and toddler children will not be permitted to enter the animal enclosures at this time. Children will also have age appropriate garden responsibilities as a part of the program. This may include planting, watering and helping to harvest a select variety of fruit and vegetables grown in the School's garden. Infants and toddlers will also have opportunities to interact with the sensory garden during Spring, Summer and Fall months as weather allows.

Primary - Once a child has joined the Primary program, they will be permitted to assist in the daily farm chores. Small groups of children will be brought out to the animal enclosures and will assist in the daily feeding and watering of the School's animals. Children will also be involved in all aspects of the School's garden, including planting, watering, harvesting flowers, fruits, herbs and vegetables grown in the School's garden and orchard. A majority of these activities take place outside from April through October and children will have the opportunity to participate in indoor gardening activities from November through March.

Field Trips and Off-Campus Activities

Classroom teachers and students may plan field trips, off-campus activities, and "going out" for students that correspond with classroom curriculum. Parents are notified well in advance of such activities and permission slips are required for each student. Permission slips for each off-campus trip must be signed and returned to the teacher a minimum of three days prior to activity. Students who do not have parental permission to leave campus or who, in the judgment of the teacher, do not meet the behavioral expectations of the activity, will remain on campus or at home.

Arriving on time for field trips is of the utmost importance as it is difficult to locate and meet up with the rest of the class at an off-site location. If a child arrives late on the day of a field trip, parents have the option to meet up with the rest of the class at the location of the trip or the child will need to stay at home for the day.

Photographs

From time to time, the staff of Hiatt Farms Montessori School may photograph, videotape, audiotape, interview or create other electronic images or likenesses of your child about or during an activity. The photographs, video, sound recordings and other electronic images may be used for a variety of educational, institutional, scientific or

informational purposes, but will not be for any commercial uses. The Permission for Photograph / Published Name Authorization form is included in your registration packet. If you decline this permission, please make that clear on the form.

Babysitting, Hiring, and Socializing with Employees

Hiatt Farms Montessori School employees are prohibited from performing babysitting, nanny services, or other childcare or services for a student in any Program. Such arrangements create conflicts of interest and are not in the best interests of the children. Similarly, Hiatt Farms Montessori School families are discouraged from including Hiatt Farms Montessori School employees in their social networking, including via electronic media.

Waiting List

A waiting list will be kept when the programs are full. When vacancies occur, every effort will be made to fill them as soon as possible. Additions to the waiting list will be taken throughout the school year.

Smoking

Hiatt Farms Montessori School is a No Smoking Area. Parents are asked to refrain from smoking on the school premises, including the parking lot.

Transportation

No transportation is provided for the Programs.

Visitors

All visitors to the school must check-in with the office and sign-in.

Children with Different Needs

Hiatt Farms Montessori School is committed to making reasonable efforts to accommodate a child with special needs and to integrate the child with other children as required by Title III of the Americans with Disabilities Act, 28 C.F.R. Part 36 (ADA), and state licensing laws. In accordance with ADA guidelines, Hiatt Farms Montessori School: will not exclude children with disabilities from its programs unless the presence of children with disabilities would pose a direct threat to the health or safety of others or require a fundamental alteration of the program.

Hiatt Farms Montessori School will make reasonable modifications to its policies and practices to integrate children, parents, and guardians with disabilities into their

programs unless doing so would constitute a fundamental alteration. We will provide appropriate auxiliary aids and services needed for effective communication with children or adults with disabilities, when doing so would not constitute an undue burden; and Hiatt Farms Montessori School will generally make its facilities accessible to persons with disabilities.

Tuition

Hiatt Farms Montessori School is a private school that depends on tuition as the primary source of revenue for school operations. Upon signing the Enrollment Contract, parents assume the responsibility for payment of tuition for that entire school year. It is understood that no reduction in the yearly charge will be allowed for absences or temporary suspensions.

Application Fee

A \$75 non-refundable application fee is due when you submit your written application to the School.

Half-Day Program

Tuition for the half-day program shall be as stated in the Fee Schedule.

Full-Day Program

Tuition for the full-day program shall be as stated in the Fee Schedule.

Tuition Deposits

A Tuition Deposit in the amount of ten percent (10%) of the annual tuition for the Program in which your child is enrolled is due thirty (30) days after you receive Notice of Acceptance, which will be emailed to you by the Directors. Receipt of the Tuition Deposit reserves your child's space in the program. A Tuition Deposit is non-refundable as it serves to reserve your child's space in the Program for the upcoming school year. A Tuition Deposit is applied toward the full year's tuition amount due.

Tuition Policies and Procedures

Tuition policies and procedures are outlined in the Enrollment Contract, which must be completed and returned to Hiatt Farms Montessori School thirty (30) days after receipt of the Notice of Acceptance. Parents will receive an invoice and shall remit payment according to their payment plan selection set forth below. Payments may be made from bank accounts, cash payments at designated locations and checks. Hiatt Farms Montessori School offers four tuition payment plans:

One Payment: The Tuition Deposit is deducted from the total tuition and the balance is due by July 1.

Two Payments: The Tuition Deposit is deducted from the total tuition and the balance is divided into two (2) equal payments due July 1 and January 1.

Quarterly Payments: The Tuition Deposit is deducted from the total tuition and the balance is divided into four (4) equal payments due July 1, October 1, January 1 and April 1.

Ten Payments: The Tuition Deposit is deducted from the total tuition and the balance is divided into ten (10) equal payments, due monthly, beginning July 1 with the final payment due April 1.

Adjustments to tuition due dates will be made for mid-year start dates. This will be determined by the school and scheduling will depend on the child's specific start time. You will be held responsible for your child's tuition from their pre-determined start date through the end of the academic year (July 31).

Tuition Discounts & Sibling Enrollment Applications

Hiatt Farms offers a 10% discount for each additional child enrolled in the program at the same time. If siblings attend the program during different years, the discount only applies when there is an overlap in enrollment for the siblings. Once the eldest sibling has exited the program the discount no longer applies.

All children must have an application on file with the school. If a currently enrolled family is interested in enrolling an additional child, they must submit a written application to formally notify the school that they are interested in a spot. Siblings of currently enrolled children are given preference for admission as long as there is a space available and the environment is an appropriate fit for the individual child.

Finance Charges

School shall assess a late fee in the amount of \$50.00 on any delinquent payment, which is defined as any payment not received within five days after the due date. Returned checks shall be subject to a fee of \$35.00. A charge of 1.5% per month will be added to any balance that is more than thirty (30) days overdue. Continued enrollment may be denied if accounts are not current.

Transition from Full Day to Half Day

If you wish to change your child's enrollment from the full day program to the half day program (primary only), please make a request in writing to the office. If there is capacity in our half day program and you would like to move forward, the School will adjust your future payments accordingly.

Tuition Refunds

Initial and continued enrollment is conditioned on the payment of the full tuition amount, except if termination (withdrawal) occurs in the following scenarios:

VOLUNTARY TERMINATION (after an enrollment contract has been signed):

Prior to July 1: If you withdraw your child from the school (you terminate their enrollment) before July 1, then you forfeit the Tuition Deposit and will not be liable for any additional tuition.

After July 1, and prior to the First Day of the School Year: If you withdraw your child from the school (you terminate their enrollment) after July 1 but prior to the first day of the school year, then you forfeit the Tuition Deposit and will be liable for the amount that is equal to two-months of the prorated portion of the tuition for your child's Program.

Introductory Period: If you withdraw your child from the school (you terminate their enrollment) within the first two weeks after your child starts school, then you forfeit the Tuition Deposit and will be liable for the amount that is equal to two-months of the prorated portion of the tuition for your child's Program, unless otherwise determined by the Directors in their sole discretion.

Termination by You After the Two-Week Introductory Period: The school cannot immediately replace a student that is withdrawn and therefore suffers financially if a student is voluntarily taken out of school. If your child's enrollment is terminated by you, then you forfeit your Tuition Deposit, and are liable for the prorated amount of tuition for the period the student attended school and a withdrawal penalty of 3-months of tuition.

INVOLUNTARY TERMINATION:

Termination by School for Any Reason Before First Day of the School Year: If your child's enrollment is terminated by the School prior to the first day of the school year for any reason, then the Tuition Deposit will be refunded to you and you will not be liable for any additional tuition. The School's complete and sole liability to you is the return of your Tuition Deposit.

Involuntary Termination by School After the Two-Week Introductory Period: If your child's enrollment is terminated involuntarily after the two-week introductory period, then you are only liable for the prorated tuition amount through the date of termination.

Tuition refunds differ for families beginning mid-year. A termination prior to the first tuition payment would be comparable to the termination 'Prior to July 1st' section. Termination prior to your child's first day in the program, but following the first tuition payment would be comparable to the 'After July 1st' paragraph.

Non-Discrimination Statement

Hiatt Farms Montessori School
(July 2023)

Hiatt Farms Montessori School provides equal opportunity for all individuals without regard to race, color, religion, sex, age, national origin, disability, gender identity, and veteran status.

Hiatt Farms Montessori School provides equal opportunity in all of our admissions and enrollment practices to all qualified applicants without regard to race, color, religion, genetic information, physical ability, national origin, sex, pregnancy status, gender identity, sexual orientation, age, socio-economic level, learning style, disability, marital status, military status or any other category protected by federal, state and local laws. All such admissions decisions will be made without unlawfully discriminating on any prohibited basis.

Licensing

The Department of Human Services, Division of Child Care, licenses all early childhood programs. These licenses indicate that the programs have met the required standards for the operation of a preschool or full day childcare center. The license is posted in the front hallway or the parent board of each building. If you need additional information regarding licensing, or if you have a licensing concern, consult the Colorado Office of Child Care Services at 303-866-5958.

If there are any concerns or if you would like to file a complaint regarding our child care program, please contact: Office of Early Childhood, Division of Early Care and Learning Licensing, 1575 Sherman St. Denver, Colorado 80203, (303) 866-5948. Our most recent licensing, fire and health inspections are available upon request.

Parent(s) Signature

I have read and acknowledge the policies and procedures included in the Hiatt Farms Montessori Family Handbook.

(please submit this page with your application)

4845-7363-0301, v. 1

How sick is too sick?

Public guidance document

Available languages: [Español](#)

This document outlines guidance for routine decisions about when children and staff should stay home from school or child care. There may be situations where public health determines more stringent return-to-school requirements.

There are four main reasons for children and adults to stay home:

1. The child or staff member could infect others with a contagious illness, either because of symptoms, a diagnosis, or recent exposure to a contagious illness.
2. The child or staff member does not feel well enough to take part in usual activities. For example, a child is overly tired, fussy, or will not stop crying.
3. A child needs more care than teachers and staff can give while still caring for the other children.
4. The child or staff member has symptoms or an illness on this list, and staying home is required.

When to seek emergency medical attention

- Trouble breathing
- Persistent pain or pressure in the chest
- Confusion
- Inability to wake or stay awake
- Pale, gray, or blue-colored skin, lips, or nail beds, depending on skin tone

These are not all possible indications of a medical emergency. Call 9-1-1 or your health care provider for any other symptoms that are severe or concerning to you.

Revised September 2023

4300 Cherry Creek Drive S., Denver, CO 80246-1530 P 303-692-2000 www.colorado.gov/cdphe
Jared Polis, Governor | Jill Hunsaker Ryan, MPH, Executive Director



Guidance for symptoms not due to a specific disease	Child or staff must stay home?
Severe or new cough	<p>Yes - Severe cough is often present in people with infectious respiratory illness. A person with severe, uncontrolled coughing, wheezing, or rapid or difficulty breathing (if new or worsening from baseline) should not attend school or child care and should talk to a health care provider.</p> <p>If all symptoms are consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>Students and staff may return to school following discussion with a health care provider, even if the cough is not fully resolved.</p>
Diarrhea Frequent, loose, or watery stools (poop) compared to normal ones that are not caused by food or medicine	<p>Yes - Unless the diarrhea is related to an existing chronic condition, is explained by a diagnosed condition not requiring the person to stay home, or is consistent with the person's baseline.</p> <p>The child or staff member may return to school or child care 24 hours after their last episode of diarrhea unless the diarrhea is caused by an illness that requires them to stay home longer. If the diarrhea is explained by a specific illness, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p>
Fever Fever is a temperature of 100.4°F or greater. Babies who are 3 months or younger need to see a health care provider right away for a fever of 100°F or higher. Call your health care provider for any fever in an infant aged 6 months or younger.	<p>Yes - The child or staff member may return to school or child care if the fever has been resolved for 24 hours without fever-reducing medications unless the fever is caused by an illness that requires them to stay home longer.</p> <p>If the fever is consistent with the usual symptoms of a known chronic condition and the person is otherwise well enough to return to school, no further evaluation is necessary.</p> <p>A temporary, elevated temperature due to overexertion or overdress, without other symptoms of illness, should not be considered a fever.</p> <p>For more information about fever, read Children's Hospital Colorado's recommendations on fever care for children.</p>
Flu-like symptoms Fever with sore throat or cough Other flu symptoms can include runny nose, congestion, fatigue, body aches, vomiting and diarrhea.	<p>Yes - Children and staff may return to school or child care as long as they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms are improving, unless the symptoms are caused by an illness that requires them to stay home longer. If the symptoms can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>In consultation with a health care provider, additional evaluation for flu-like illnesses, sore throat, and upper respiratory symptoms may be appropriate, including evaluation for strep throat.</p>



Guidance for symptoms not due to a specific disease	Child or staff must stay home?
Vomiting	<p>Yes - Unless the vomiting is related to an existing chronic condition or is explained by a diagnosed condition not requiring the person to stay home. If the vomiting is unexplained and inconsistent with the person's baseline state of health, the child or staff member may return 24 hours after their last episode of vomiting. If the vomiting can be explained by a specific illness, then follow the exclusion guidelines for that illness.</p> <p>If a child with a recent head injury vomits, seek medical attention.</p>



Guidance for specific diagnosed illnesses	Child or staff must stay home?
Chicken Pox	Yes - Exclude until the blisters have dried and crusted (usually 6 days), or in immunized people without crusting, until no new lesions within 24-hour period.
Conjunctivitis (pink eye) Pink color of eye and thick yellow/green discharge	No - Children and adults do not need to stay home unless they have a fever or are not able to participate in usual activities. Practice good hand hygiene.
COVID-19 (clinical diagnosis, symptoms after known exposure without testing, or a positive diagnostic test)	<p>Yes - Children and staff who have suspected COVID-19 (have symptoms following a known exposure) or who have been diagnosed with COVID-19 must be excluded and follow CDC's isolation guidance.</p> <p>If a COVID-19 test is negative and the symptoms are explained by a specific illness other than COVID-19, then the child or staff can return to school or child care following exclusion guidelines for that illness.</p> <p>If the COVID-19 test is negative and the illness is not explained by a new illness or a known chronic condition, the person may return to school as long as all symptoms are improving and fever, diarrhea, and vomiting have been fully resolved for 24 hours.</p>
Fifth's Disease (parvovirus)	No - The illness is no longer contagious once the rash appears.
Hand Foot and Mouth Disease (Coxsackie virus)	No - Exclusion is not necessary unless the child or adult meets other exclusion criteria, is drooling uncontrollably, and has mouth sores or is not able to take part in usual activities.
Head Lice or Scabies	Yes - Children and staff may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment.
Hepatitis A, Salmonella, Shigella, or Shiga Toxin-Producing E. coli	Yes - Children and staff may return to school or child care when cleared by the health department.
Herpes	No - Exclusion is not necessary unless there are open sores that cannot be covered or there is uncontrollable drooling.
Impetigo	Yes - Children and adults need to stay home until 24 hours after antibiotic treatment has started.
Influenza	Yes - Children and staff should stay home until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours.



Guidance for specific diagnosed illnesses	Child or staff must stay home?
Norovirus	Yes - Exclude children and staff for at least 48 hours after their last episode of vomiting and/or diarrhea. During an outbreak, exclusion may be increased to 72 hours after the last episode of vomiting and/or diarrhea.
Ringworm	Yes - Children may stay at school or child care until the end of the day, but cannot return until after they have had the first treatment. Keep the area covered for the first three days if participating in activities with person to person contact.
Roseola	No - Exclusion is not necessary unless there is a fever or behavior changes.
Croup, RSV (Respiratory Syncytial Virus)	Yes - Children and staff should remain out of school or child care until they are fever-free for 24 hours without the use of fever-reducing medications and other symptoms have been improving for 24 hours. During an outbreak or when case rates are high, exclusion times may be increased to protect hospital capacity.
Strep Throat	Yes - Exclude for 12 hours after starting antibiotics.
Other vaccine-preventable diseases Measles, Mumps, Rubella (German Measles), Pertussis (Whooping Cough)	Yes - Children and staff can return to school once they are no longer contagious (see Infectious Disease Guidelines). Public health consultation may be necessary.
Yeast infections Thrush or Candida diaper rash	No - Follow good hand washing and hygiene practices.
Other Symptoms or illnesses not listed	Contact the child care center director or school health staff to see if the child or staff member needs to stay home (see Infectious Disease Guidelines). Public health consultation may be necessary.

This document was developed in collaboration with pediatricians, medical epidemiologists and public health professionals.

The information presented is intended for educational purposes only. It is not intended to take the place of your personal doctor's advice and is not intended to diagnose, treat, cure or prevent any disease. The information should not be used in place of a visit, call or consultation or advice of your doctor or other health care provider.

References

American Academy of Pediatrics. *Managing Infectious Diseases in Child Care and Schools: A Quick Reference Guide*. Aronson SS, Shope TR, eds. 5th ed. Itasca, IL: American Academy of Pediatrics; 2020.20.
Colorado Department of Public Health and Environment. *Infectious Diseases In Child Care and School Settings: Guidelines for Child Care Providers and Health Consultants, School Nurses and Other Personnel*. 2022.
Colorado Department of Public Health and Environment. COVID-19 Resources. <https://covid19.colorado.gov/>. September 2023.



Hiatt Farms Montessori School

2023 - 2024 School Calendar*

August 2023							September 2023							October 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5						1	2	1	2	3	4	5	6	7
6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14
13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21
20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28
27	28	29	30	31			24	25	26	27	28	29	30	29	30	31				
November 2023							December 2023							January 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4						1	2		1	2	3	4	5	6
5	6	7	8	9	10	11	3	4	5	6	7	8	9	7	8	9	10	11	12	13
12	13	14	15	16	17	18	10	11	12	13	14	15	16	14	15	16	17	18	19	20
19	20	21	22	23	24	25	17	18	19	20	21	22	23	21	22	23	24	25	26	27
26	27	28	29	30			24	25	26	27	28	29	30	28	29	30	31			
							31													
February 2024							March 2024							April 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3						1	2		1	2	3	4	5	6
4	5	6	7	8	9	10	3	4	5	6	7	8	9	7	8	9	10	11	12	13
11	12	13	14	15	16	17	10	11	12	13	14	15	16	14	15	16	17	18	19	20
18	19	20	21	22	23	24	17	18	19	20	21	22	23	21	22	23	24	25	26	27
25	26	27	28	29			24	25	26	27	28	29	30	28	29	30				
							31													
May 2024							June 2024							July 2024						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			1	2	3	4							1		1	2	3	4	5	6
5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13
12	13	14	15	16	17	18	9	10	11	12	13	14	15	14	15	16	17	18	19	20
19	20	21	22	23	24	25	16	17	18	19	20	21	22	21	22	23	24	25	26	27
26	27	28	29	30	31		23	24	25	26	27	28	29	28	29	30	31	1	2	3
							30													

RED – First/Last Day of School

YELLOW - Parent Education Night

BLUE - Holiday for Children and Staff

PINK - Family Social Event

ORANGE - Teacher Work Day

LIGHT BLUE - Parent Group Meeting

GREEN - Parent/Teacher Conferences

Teal – Tentative Schedule**

*All Dates Subject to Change

Dates of Significance	
July 31 st – August 10 th	August Break - No School for children
August 11 th & 14 th	Teacher Work Days – No School for Children
August 15 th	First Day of the 2023-2024 Academic Year – Gradual start times for new children
August 18 th	Welcome Ice Cream Social after school – <i>school in session</i>
September 4 th	Labor Day – No School
October 6 th	Fall Fest Family Social after school – <i>school in session</i>
October 20 th	Teacher Work Day – No School for Children
November 22 nd – 24 th	Thanksgiving Break – No School
November 27 th	Teacher Work Day/Conference Preparation – No School for Children
December 8 th	Winter Market Family Social after school – <i>school in session</i>
December 14 th – 15 th	Parent/Teacher Conferences – No School as conferences will be held during normal school day hours
December 25 th – January 5 th	Winter Break – No School
January 8 th	Teacher Work Day – No School for Children
January 15 th	Martin Luther King Jr. Holiday – No School
February 19 th	President's Day – No School
February 20 th	Teacher Work Day – No School
March 11 th – 15 th	Spring Break – No School
April 19 th	Spring Fling Family Social after school - <i>school in session</i>
May 10 th	Teacher Work Day/Conference Preparation – No School for Children
May 23 rd – 24 th	Parent/Teacher Conferences – No School as conferences will be held during normal school day hours
May 27 th	Memorial Day – No School
June 3 rd – 7 th	June Break – No School
June 19 th	Juneteenth – No School
July 4 th – 5 th	4 th of July Break – No School
July 8 th – 9 th	Teacher Work Day/All Staff Training Days – No School for children
July 20 th	Moving-On Ceremony and End of Year Celebration
July 26 th OR August 2 nd **	Last Day of the 2023-2024 Academic Year**

Please note, there are **5** Parent Education Nights this year. **Attendance is required at 4 out of 5 Parent Education Nights for both new and returning families.**

**The last week of school will be finalized once the Thompson and Poudre School Districts publish their 2024-2025 School Calendars, to ensure that the start of our 2024-2025 Academic Year aligns with the districts' calendars. **



Advancing Colorado's health and protecting the places we live, learn, work, and play

Dear parents/guardians of students attending Colorado child cares and preschools for the 2024-25 school year:

We know there's nothing more important than making sure your children stay healthy and learning all year long. Getting vaccinated keeps children from catching and spreading diseases that can make them sick and potentially keep them home from child care and preschool. This letter includes important information about Colorado's school and child care vaccine requirements, as well as other resources.

Required and recommended vaccines

Colorado law requires children who attend licensed child care and preschool to be vaccinated against many of the diseases vaccines can prevent, unless a Certificate of Exemption is filed. For more information, visit cdphe.colorado.gov/schoolrequiredvaccines.

To attend preschool and child care your child must be vaccinated against:

- Diphtheria, tetanus, and pertussis (DTaP)
- Haemophilus influenzae type b (Hib)
- Hepatitis B (HepB)
- Measles, mumps, and rubella (MMR)
- Pneumococcal disease (PCV)
- Polio (IPV)
- Varicella (chickenpox)

Colorado follows recommendations set by the Centers for Disease Control and Prevention's [Advisory Committee on Immunization Practices](#). This committee is a group of medical and public health experts who study vaccines and recommend them for the public. View the recommended vaccine schedule for children through 6 years of age at www.cdc.gov/vaccines/schedules/easy-to-read/child-easyread.html.

CDC also recommends immunizations for COVID-19, hepatitis A (HepA), influenza (flu), respiratory syncytial virus (RSV), and rotavirus (RV) for child care-aged children, but these are not required for child care or school entry in Colorado.

This recommended schedule is safe and effective. It's based on how your child's immune system responds to vaccines at various ages, and how likely your child is to be exposed to a particular disease.

Exclusion from child care and school

Your child may be excluded if their program does not have an up-to-date Certificate of Immunization, Certificate of Exemption, or an in-process plan on file for your child.

If someone is sick or there is an outbreak of a vaccine-preventable disease at your child's school, and your child has not received the vaccine for that disease, they may be required to stay home. That could mean lost learning time for them and lost work and wages for you. For example, if your child has not received an MMR vaccine, they may need to stay home from their program for 21 days after someone gets sick with measles.

Have questions?

Talk with a health care provider or your local public health agency to ask questions and find out which vaccines your child needs. Find a vaccine provider at cdphe.colorado.gov/get-vaccinated. Read about the safety and importance of vaccines at www.cdc.gov/vaccines/parents/FAQs.html, childvaccineco.org, ImmunizeForGood.com, and cdphe.colorado.gov/immunization-education.

Staying up to date on routine immunizations is important for adults as well as children. It's never too late for families to get back on track! Learn more at www.cdc.gov/vaccines/adults/rec-vac/index.html.

Paying for vaccinations

If you need help finding free or low-cost vaccines, go to COVax4Kids.org, contact your local public health agency (cdphe.colorado.gov/find-your-local-public-health-agency), or dial [2-1-1](https://2-1-1.org) for information on Health First Colorado (Medicaid) and vaccine clinics in your area.

Vaccination records

Share your child's updated Certificate of Immunization with their program every time they receive a vaccine.

Need to find your child's vaccine record? It may be available from the [Colorado Immunization Information System \(CIIS\)](https://coloradoimmunizationinformation.org/). Visit COVaxRecords.org for more information, including directions on how to view and print your student's vaccine record.

Exemptions

If your child cannot get vaccines for [medical reasons](#), you must submit a Certificate of Medical Exemption to your school, signed by an advanced practice nurse (APN), physician (MD, DO), or physician assistant (PA) licensed to practice in any state or territory in the United States. You only need to submit this certificate once, unless your student's school or information changes. Get the form at cdphe.colorado.gov/vaccine-exemptions.

If you choose not to have your child vaccinated according to Colorado's school vaccine requirements for nonmedical reasons, you must submit a Certificate of Nonmedical Exemption to your preschool or child care program. Nonmedical exemptions must be submitted at 2, 4, 6, 12, and 18 months of age. These exemptions expire when the next vaccines are due or when the child enrolls in kindergarten. There are two ways to obtain a nonmedical exemption.

1. Submit the Certificate of Nonmedical Exemption signed by an advanced practice nurse (APN), pharmacist, physician (MD or DO), physician assistant (PA), or registered nurse (RN), licensed in Colorado, or
2. Submit the Certificate of Nonmedical Exemption you will be able to access after completing the state's Online Immunization Education Module.

Find certificates and the Online Immunization Education Module at cdphe.colorado.gov/vaccine-exemptions.

How's your child care or school doing on vaccinations?

Annually, programs must report immunization and exemption numbers (but not student names or birthdates) to CDPHE. Programs do not control their specific immunization and exemption rates or establish the Vaccinated Children Standard described in [§25-4-911, CRS](#).

Your child's program's immunization rates from the 2022-23 school year. Find previous years' data at COVaxRates.org .		
Child care or preschool name	2022-23 MMR immunization rate (required)	2022-23 MMR exemption rate (required)
Schools may choose to include rates for other school-required vaccines.		
Vaccinated Children Standard 95% immunization rate for all school-required vaccines	2022-23 DTaP immunization rate	2022-23 DTaP exemption rate
	2022-23 Hib immunization rate	2022-23 Hib exemption rate
	2022-23 HepB immunization rate	2022-23 HepB exemption rate
	2022-23 PCV immunization rate	2022-23 PCV exemption rate
	2022-23 Polio immunization rate	2022-23 Polio exemption rate
	2022-23 varicella immunization rate	2022-23 varicella exemption rate