

# *Discovery Kidzone Montessori*



## *Parent Handbook 2025*

Created by Rachel Supalla [www.discoverykidzone.com](http://www.discoverykidzone.com) updated 02/04/2025

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*By, Rachel Supalla Discovery Kidzone Montessori updated 9/2017, updated 8/2018, updated 2019, updated 2020, updated 2023, updated 2024, updated 2025*

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*Please read this ~Handbook~ thoroughly, as it covers very important policies and procedures that not only governs our childcare contract agreement, but also pertains to the care of your child. If you have any questions regarding our policies, please do not hesitate to ask. All families will sign a new contract each year. We reserve the right to make changes to the policies and procedures, as we deem necessary. You will be notified, in writing, of any changes that may occur.*

## Mission

*Discovery Kidzone Montessori School is a fully licensed center that honors the imagination, mind, heart and developmental experiences for the infant, toddler, pre-school and school age child. We strive to cultivate each child's natural desire to learn and to foster his curiosity and love of knowledge.*

## Vision

**Making the Magic of Play a Priority for Future Generations**

## Core Values:

**Safe-Kind-Mindful-Nurturing and Loving Relationships-Innovation-Discovery-Play**

## Who we are

*Discovery Kidzone is a family owned preschool and childcare center that started in 2009. Founded by Rachel Supalla in her home, due to our humble home beginnings we always strive to have a family first, homelike environment at all of our locations. We at Discovery Kidzone Montessori are guided by the work of Maria Montessori combined with the latest research in developmental practice, we create an environment where children are inspired to realize their academic, personal and social potential. Discovery Kidzone uses a curriculum created by our founder called Genius Discovery and is a combination of Montessori and Reggio Emilia along with nationally awarded Frog Street Curriculum. We are dedicated to providing a strong academic program while offering unique opportunities for extracurricular activities such as music, fine arts, science, cooking, foreign language and physical education.*

*Discovery Kidzone Montessori School strives to instill in each child a sense of acceptance and understanding through our diverse learning environment. The school does not discriminate on the basis of sex, race, color, national origin, religion, in the admission of students, employment of faculty, or administration of policies.*

## Operations and Locations

*Discovery Kidzone currently has ten locations in 3 regions: Helena MT, Bozeman Mt, and Ogden UT*

Billing and Enrollment for all Montana locations you can contact Shelsey Shute at [shelsey@discoverykidzone.com](mailto:shelsey@discoverykidzone.com)

Billing for DKZ Children's Classic you can contact Christie Denton at [christie@childrensclassic.net](mailto:christie@childrensclassic.net)

## HELENA AREA SCHOOLS

Claire Lombardo is the Regional Director for the Helena area. You can reach her at [claire@discoverykidzone.com](mailto:claire@discoverykidzone.com)

**DKZ 1 is our Montana City infant and toddler center for ages 0-3 and school age for ages 6-10. This school is located at 3 Doug Court Montana City, Montana 59634.** The phone number for this location is **(406) 282-8614**. The hours of operation are 7:00 am -5:30 pm. **The director of DKZ 1 is Sarah Roddewig.** You can contact her by calling the school phone or emailing at [Sarah@discoverykidzone.com](mailto:Sarah@discoverykidzone.com). You may also contact **Onah Lane our Assistant director**, you can reach her at [onah@discoverykidzone.com](mailto:onah@discoverykidzone.com). If you email after school hours please wait for a response the following day.

**DKZ 2 is our Montana City Preschool. This center is for ages 3-12 and is located at 1 Friendship Lane Montana City, Mt 59634.** The phone number for this location is **(406) 296-5034**. The hours of operation are 7:00 am-5:30 pm. The Montana City bus drops off at 3:30 pm. **The Director of DKZ 2 is Melissa Velin.** You can contact her by calling the school or emailing her at [melissa@discoverykidzone.com](mailto:melissa@discoverykidzone.com)

**DKZ 3 is our Clancy school. This center is for ages 0-12. This center is next to the Clancy school at 6 School House Lane Clancy, Montana 59634.** The phone number for this location is **(406) 225-7953**. The hours of operation are 7:00-5:30 pm. **The Director of DKZ 3 is Jess Burnett.** You can contact her by calling the school or emailing her at [jess@discoverykidzone.com](mailto:jess@discoverykidzone.com). The school age teacher will walk kids to school before school starts and pick them up when school gets out.

**DKZ 4 is Helena School. This center is for ages 0-12 year olds. And this is located at 2024 9th Ave, Helena, MT 59601.** The phone number is **(406) 296-5715**. **Amanda Hatch** is the director and you can contact her at [amanda@discoverykidzone.com](mailto:amanda@discoverykidzone.com)

**DKZ 5 is our Summer camp Location for ages 6-12 years old. Abbie Supalla is the director and her email is [abbie@discoverykidzone.com](mailto:abbie@discoverykidzone.com)**

## BOZEMAN SCHOOLS

**Aly Ridgway is the Regional Director for Bozeman you can reach her at [aly@discoverykidzone.com](mailto:aly@discoverykidzone.com)**

**DKZ West Bozeman is for ages 0-3 years and is located at 661 Rosa Way Bozeman, MT. 59718.** The Phone number is **(406) 631-3373** **Liz Franssen** is the director you can contact her at [Liz@discoverykidzone.com](mailto:Liz@discoverykidzone.com)

**DKZ North Bozeman is for ages 3-6 year olds and is located at 679 Rosa Way Bozeman, MT 59718** The phone number is **(406) 641-5444** **Jennifer Parscal** is the director and you can contact her at [jenniferp@discoverykidzone.com](mailto:jenniferp@discoverykidzone.com)

**DKZ East Bozeman is for ages 0-3 year olds and is located at 109 Highland Blvd Bozeman, Mt 59715** the phone number is **(406) 905-0800** **Taylor Olson** is the director and you can contact her at [taylor@discoverykidzone.com](mailto:taylor@discoverykidzone.com)

## UTAH SCHOOLS

**DKZ CC South Ogden is for ages 0 to 5 years old and is located at 5820 Wasatch Dr, South Ogden, UT 84403** the phone number is **(801) 810- 2794** or **(801) 479-0409**. Center director is **Kim Harding** and you can contact her at [kim@childrensclassic.net](mailto:kim@childrensclassic.net)

**DKZ CC Ogden Center for ages 5 to 10 years old and is located at 160 9th St. Ogden UT 84404** the phone number is **(801) 893-9126** or **(801) 399-4448**. Center director is **Kara Eddington** and you can contact her at [kara@childrensclassic.net](mailto:kara@childrensclassic.net)

## 2025 Holidays and School Closures

### **We are closed for the following days for Helena Schools:**

- The second Monday of every month we close at 4:00pm for Professional Development
- MLK Day
- Presidents Day
- Good Friday
- Memorial Day
- 4th and 5th of July depending on when the holiday lands
- August 20-22 for classroom set up and professional development
- Labor day
- Thanksgiving and the day after Thanksgiving
- Dec 24-Jan 2nd for Christmas and New Year's Break

### **We are closed for the following days for Bozeman Schools:**

- New Year's day
- MLK Day
- Presidents Day
- March 17-21 Spring Break
- Memorial Day
- 4th and 5th of July depending on when the holiday lands,
- August 20-22 for classroom set up and professional development
- Labor day
- Thanksgiving and the day after Thanksgiving
- Dec 24-Jan 2nd for Christmas and New Years Break

### **We are closed for the following days for Utah Schools:**

- New Year's Day
- The second Tuesday of every month we close at 5:00pm for Professional Development Training
- MLK Day
- Presidents Day
- Memorial Day
- 4th and 5th of July depending on when the holiday lands
- Pioneer Day
- August 20-22 for classroom set up and professional development
- Labor day
- Thanksgiving and the day after Thanksgiving
- Dec 24-Jan 2nd for Christmas and New Years Break

*Note: Tuition is the same every week and due including weeks with holidays, staff training days and inclement weather or emergency closures.*

We will have summer camp beginning June.

## Extra Clothes, Clean Sheets and School Clothes

It is the parent's responsibility to make sure your child has extra clothes and proper attire for the weather daily. If your child runs out of clothes, we will issue DKZ extra clothes but they need to be washed and returned the next day or a fee will incur. If the clothing is not returned there will be a clothing charge added to your account. The same goes for sheets and blankets.

## Organization of the Centers

### Helena Area Schools

**At DKZ 1 we have nine classrooms.** The classrooms are divided by age and each classroom has a lead teacher and an assistant.

1. The Caterpillar class is for our tiny newborns and non-mobile babies and it is secluded to limit the amount of germs and noise. This room is for 8 babies and has a 4:1 ratio. This is a no shoe room.
2. The Turtle class is for our mobile babies. This room is for 8 babies and has a 1:4 ratio. This room has a no shoe policy to limit the amount of germs and everyone must wash their hands upon entering.
3. The Duckling class is for our walkers. This is where we begin our Montessori curriculum and is for 12 toddlers. This room is also a 6:1 ratio.

4. The Frog class is our Toddler and 2's. This is where we begin toilet learning. This class is for ages 23-36 months and has a 8:1 ratio. We limit this room to 16 toddlers.
5. The Otter class is our pre-primary class. This is where we are learning primary Montessori skills. This is for toilet learning 2-3 year olds. This room has a limit of 16 preschoolers and the ratio is 8:1 or 10:1 depending on the age
6. The Sparrow has a total of 8 kids and has a 8:1 ratio
7. The Chipmunk has 20 kids and has a 10:1 ratio
8. The Butterfly class has 6 kids and has a 6:1 ratio
9. The Moose class is our before and after school kids and have a ratio of 1:20 with a limit of 30 kids.

**At DKZ 2 we have 3 classrooms.** The classrooms are both mixed age group and divided by age. Each classroom has a lead teacher and most classrooms have an assistant. Our Preschool Montessori classrooms are comprised of nine organized areas: Practical Life, Math, Language, Sensorial, Social Studies, art, dramatic play, blocks and Science.

1. The Grizzly class is 3-4 year olds. This room is limited to 18 kids and has a 1:9 ratio.
2. The Fox class is 3-5 year olds. This class has a limit of 18 kids and has a 1:9 ratio.
3. The Bobcat and Porcupine class is Pre-K and has a limit of 20 kids. This class has a 1:10 ratio.

**At DKZ 3 we have 3 classrooms.**

1. The Porcupine class is for ages 2 1/2-5 and has a limit of 20 and has a ratio of 1:10.
2. The Squirrel class is for ages 2-3 and has a limit of 8 kids with a ratio of 1:8
3. The Owl class is for ages 0-2 and has a limit of 8 kids and has a ratio of 1:4
4. The Rams are for ages 5-12 and are for before and afterschool clubs. This class has a ratio of 1:20

**At DKZ 4 we have 7 classrooms**

1. Ladybug-ages 6 weeks-11 months with a max size of 8 and a ratio of 1:4
2. Magpie-ages 12 months-23 months with a max size of 12 and a ratio of 1:6
3. Rabbit ages 12-24 months with a max size of 12 and a ratio of 1:6
4. Cub- age 24 months-35 months- max size of 16 and a ratio of 1:8
5. Raccoon- ages 2-3 with a max size of 16 and a ratio of 1:8
6. Elk- age 3 to 4 years with a max size of 20 and a ratio of 1:10
7. Wolverine- 4-5 year olds with a max size of 20 and a ratio of 1:10
8. Falcon- 5-12 years old with a max size of 40 and a 1:20 ratio
9. We also have a state of the art sensory room with a behavior support specialist and family involvement room and family engagement specialist on staff.

**At DKZ 5 have 5 classrooms**

1. Wolves- ages 6-12 years with a max group size of 40 and a ratio of 1:20
2. Muskrat ages 6-12 years with a max group size of 40 and a ratio of 1:20
3. Beavers ages 6-12 years with a max group size of 40 and a ratio of 1:20

## Bozeman Area Schools

**At DKZ Bozeman West we have 3 classrooms.** The classrooms are divided by age and each classroom has a lead teacher and an assistant.

1. The Aspens class is for our tiny newborns and mobile babies and it is secluded to limit the amount of germs and noise. This room is for 12 babies and has a 4:1 ratio. This is a no shoe room.
2. The Magnolia class is for our early toddlers (Middle). This is where we begin our Montessori curriculum and is for 12 toddlers. This room is a 6:1 ratio.
3. The Oak class is for 2-3 year olds this is where we begin toilet learning and is a pre-primary Montessori classroom with a max group size of 16 and a ratio of 1:8

**At DKZ Bozeman North we have 2 classrooms.** The classrooms are divided by age and each classroom has a lead teacher and an assistant. Our Preschool Montessori classrooms consist of nine organized areas: Practical Life, Math, Language, sensorial, Social Studies, art, dramatic play, blocks and Science.

1. The sugar maples class is for our 3-4 year olds. This room is for 16 preschoolers and has a 1:9 ratio
2. The Silver Maples class is for 4-5 year olds. This room is for 16 preschoolers and has a 1:9 ratio

**At DKZ East we have 3 classrooms.** The classrooms are divided by age and each classroom has a lead teacher and an assistant.

1. The Snow berries class is for our tiny newborns and mobile babies and it is secluded to limit the amount of germs and noise. This room is for 8 babies and has a 4:1 ratio. This is a no shoe room.
2. The Willows class is for our early toddlers (Middle). This is where we begin our Montessori curriculum and is for

11 toddlers. This room is a 6:1 ratio.

3. The Elms class is for 2-3 year olds this is where we begin toilet learning and is a pre-primary Montessori classroom with a max group size of 16 and a ratio of 1:8

## Philosophy

Discovery Kidzone's philosophy is centered on the simple, basic truth that children teach themselves. This unique and progressive approach to early childhood education is based on the encouragement of the individual child to set his own pace and discover learning by way of his natural interest in exploring the world. Through the prepared environment and hands-on activities the program makes the most of these "sensitive" early age periods of intellectual growth and allows a child to develop his/her potential and unique abilities. As a result of this approach, a child is started on a process of joyful learning, a process that lasts a lifetime.

Discovery Kidzone Montessori Preschool uses a contemporary approach to the Montessori Method combined with Developmental Theory and believes that children have the ability to teach themselves by constructing knowledge from the environment we provide. The teacher in a Montessori classroom acts as a facilitator or guide preparing the environment so that children can learn on their own, and at their own pace.

We believe in providing materials the children can choose over and over enabling them to practice skills they have already learned while providing opportunities to learn new ones thus, allowing the child to become an active participant in their own learning, developing a lifetime love for learning.

Discovery Kidzone Montessori Preschool strongly believes in:

- Building children's self-esteem
- Fostering individual children's quest for learning
- Treating each child with dignity and respect

There is an emphasis on educating the whole child - the intellectual, emotional, and physical aspects of the person. Cooking, block building, dramatic play, lab work, painting, and field trips are regarded as basic life experiences from which understanding and knowledge can be constructed.

Within the Reggio Emilia approach multiple perspectives promote both a sense of group membership and the uniqueness of self. There is high emphasis on the collaboration among home-school-community to support the learning of the child. Project Work: Projects, also emergent, are in-depth studies of concepts, ideas, and interests, which arise within the group. Considered as an adventure, projects may last one week or could continue throughout the school year.

### Goals

While at Discovery Kidzone Montessori School your child will have the opportunity to participate in a wide variety of activities, which promote all aspects of development. Our approach to child development is child centered and child directed. Children are offered choices whenever possible. A newsletter will be sent out to you each month in your email and/or KT app.

## Eligibility

All students are eligible for enrollment. Our waitlist is online [www.discoverykidzone.com](http://www.discoverykidzone.com) We enroll based on open positions and date of waitlist submission. Siblings of currently enrolled students have priority but are not guaranteed a spot. Referrals and siblings of former students also have priority on the waitlist. Once you are contacted about an opening if you turn in your packet and your registration fee first your spot will be secured. We give tours based on openings and have 2-3 open houses a year.

## Weekly Kangarootime

We require that everyone enrolled in our center use Kangarootime for tuition payment. This is our auto payment plan. You can use a debit card or checking account. If you use a credit card additional fees will apply. Payments are due on Monday of every week. **If a period of 1 week passes without payment received, the contract will be terminated, the position filled, and the collection process begins.**

## Changes in Enrollment

### **Transition to a new classroom**

1. If your child is ready to move to a new classroom as determined by the teachers we will have you and the teachers fill out our transition policy form and begin the transition process. This will include visits to the new class and the teacher meeting with the student.
2. When your child is ready to transition from DKZ 1 to DKZ 2 or from DKZ West or DKZ East to DKZ North we will have a field trip to DKZ 2 or DKZ North and your child will have the opportunity to meet the teachers and play at the facility. We will also arrange a tour for the parents.

### **Withdrawal from the Center**

We require a 30-day notice in writing. You must send an email to the director explaining when your last day will be and a reason for your termination as we want to provide the utmost in quality and care. You will be responsible for payment of your full tuition 30 days after your notice was sent to the director.

## Grievance Procedures

At Discovery Kidzone we try to provide the best care and need open communication to do so. If you have an issue or concern, please discuss it with your child's teacher first. If you need more help or would like to express a concern about your child's teacher, please contact the director in an email and she will get back to you once she has researched the issue.

## Emergency Procedures

In the event of a fire your children will be evacuated to designated locations based on where they are in the building. We will do monthly fire drills to practice this.

In the event of a catastrophic event where we would need to leave the campus we will safely locate the children. In the event of an evacuation at DKZ 1 the children will be transported to Flippin Family Fun. In the event of an evacuation at DKZ 2 the children will be transported to the Elkhorn hotel. In the event of an evacuation for DKZ 3 the children will go to the Clancy school library. DKZ 4 will go to the Howard Johnson Hotel. DKZ West and North will go to Meadowlark Elementary, DKZ East will go to the grocery store. We have evacuation drills eight(8) times per year.

If your child is seriously injured and we can't get a hold of you, we will call 9-1-1 and the ambulance will transport your child to the local Hospital. We will continue to call you until we get a hold of someone.

## Emergency Policy Procedures

### 1. Infant and Preschool Evacuation Procedures

- i. Infants will be placed in a crib and will be rolled to their designated evacuation meeting site. If the stroller is set up the stroller will be used as well.
- ii. Teachers will take a headcount before you evacuate and when you arrive to a meeting spot
- iii. Teachers will match head counts to attendance lists
- iv. Infant emergency pack will be taken with the staff member



## 2. Release of Children from relocated site

i. The director will call all parents and guardians to let them know where we are located and the steps that will be taken for pick up.

ii. Each teacher will make a list of children in their care

iii. Each teacher will id parents based on their emergency form and mark them off the list as they are picked up.

iv. Preschool and school age teachers will take their go packs with them as they evacuate.

v. All Vehicles must have 1/2 a tank of gas

vi. Staff members will be assigned specific responsibilities listed below during an emergency. A staff member must stay at the hospital or emergency location until a parent arrives.

vii. Location of the following:

01. First aid kit: There is one in every classroom in the teacher cupboards and there is one in the kitchen above the counter, one on the playground and one in each go kit. The go kits are located in the closet next to the back door of the preschool and in the check counter by the front door.

02. Additional emergency supplies: These are located in the big first aid kit in the kitchen and in the bag of extra supplies in the non-mobile infant classroom

03. Cell Phone: The cell phone is located on the kitchen counter under the first aid kit. Each administrator also has a cell phone on them at all times.

04. Emergency shut off

05. Gas shut off

06. Water shut off: The water shut off is located in the utility cupboard in the handicap bathroom

07. Air vent shut off

viii. Lock down: In the event of a lock down the staff will follow the listed steps and procedures to ensure the safety of the children.

01. The director will lock all doors.

02. If children are on the playground they will go into the director's office and lock the doors.

03. If the children are in the preschool building they will go to the yellow room and barricade the doors, lock windows and shut the curtains.

04. If the children are in the infant and toddler class they will go **into** the nap room and the non-mobile infant room.

05. The teachers will keep the children calm and distracted

06. The director will keep in contact with staff to alert them of changes and when it is safe to come out

07. The Director will alert the authorities and parents when it is safe to do so

## Emergency Closings and Inclement Weather

(Policy Updated March 20, 2020 by RS)

In the event of an Emergency Closing including but not limited to: Utility outage or other problems, Pandemic Outbreak, Emergency Declarations, Acts of God, and/or inclement weather, parents/guardians will be notified by email, app or a phone started by Discovery Kidzone Administration.

The Administration will assist in making decisions as to school closure and informing/sending children home (no refunds). Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up through our Parent Engagement app, email, and telephone. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pick-up location should the children need to be evacuated from the child care center. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

Should the center need to close for any reason, tuition will not be refunded or reduced for closures of less than fourteen consecutive school days. If the closure extends beyond fourteen consecutive school days, parents will have their tuition prorated as per your regularly contracted and prior approved schedule and fees and as follows; If your child is sick or quarantined tuition will be due and payable. Tuition Guidelines:

Please see the table below for an explanation of tuition charges, should Discovery Kidzone not be unable to operate.

Scenario	Payment
Days 1-15* of business closure	Tuition will be charged in full
Days 15-30* of business closure	Tuition will be charged at 50%

### \*Business days

We understand that the livelihood of our teachers and staff is contingent upon tuition remaining constant. Abiding by this plan will allow us to continue to pay our hard-working teachers, as well as paying for on-going expenses/costs

# Transportation Procedures

**\*\*We do not provide any transportation for DKZ Bozeman(DKZ East, DKZ West, DKZ North)\*\***

## **Bus Transportation for School Age(Helena Region Only)**

*If your child attends Montana City school, they will be transported to and from our center daily on the school bus. We will help the kids get on the bus in the morning and pick them up from the bus and check them in daily. If your child will not be getting off the bus please call the school to let us know. If your child attends Clancy school and they will not be attending after school, please let us know so we can plan to not pick them up.*

*We have daily bus pick up for after school for Montana City School, and the East Helena, Helena elementary schools. Transportation for pick up after school is \$2.50 a day*

## **Field Trip Transportation**

*In the Helena area, we have 3 school vans and can transport 40 children at a time. Your child will need a car seat if they are under 6 and 60 lbs. No child will ever be left in a vehicle at any time!*

## Daily Attendance

*We use Kangarootime for our check-in and billing. Every parent must sign their child in daily on Kangarootime. Each person picking a child up is required to register their fingerprint and have their picture on Kangarootime. We do this to provide security for your child.*

*We assume responsibility for your child only while he/she is on school property. No child will be allowed to leave with anyone except the parent, unless indicated on the alternate pickup list, without written permission from the parent. Your child needs to be signed in before you drop them off on the playground, and a child will not be released unless you sign them out first even if they are on the playground. NO child is allowed in the parking lot unattended!*

*Anyone unfamiliar to me or the staff will be required to show proof of Identification. Please make the alternate pick up person aware of the requirements. If the person picking up the child appears to be under the influence of alcohol or drugs, another authorized person will be called to pick-up both the child and the adult. If we suspect that you are under the influence of alcohol or drugs and you take your child we will call 911. Court Order: If there is a court order keeping one parent or guardian away from the child, I must have a written note from the custodial parent or guardian in my file to that effect. Otherwise, I cannot prevent the non-custodial parent from picking up the child.*

## **Arrival**

*Carseats can't be left in the lobby or the classroom. We do not have space for them and it can be a safety hazard. The only exception is on a field trip day.*

*We ask that your child arrives no later than 9:00 each day. Our teachers work hard to teach consistency in their daily schedule and this helps the children thrive. When your child comes late it interrupts the flow of the day. It is normal for your child to cry on arrival, especially for the first few weeks. Please make your goodbye brief and tell your child exactly when you will be returning. The crying usually stops within seconds of your departure. You are welcome to listen outside the door. Never leave without telling your child goodbye. Please be in control of your child during drop off and pick up times. This is a time of testing when two different authority figures are present (parent and provider) and this situation will be tested at one time or another to see if the rules still apply. I will remind your child if inappropriate behaviors are being displayed. Children of all ages adjust to transitions from one activity to another differently. Most do not like to be too rushed and most do not like to wait too long once they are ready to depart. We are striving to teach independence, so please allow your child to put away their belongings on their own and put their coat and shoes on.*

## **Late Arrival**

*If they do not arrive at that time they will be charged \$2.00 per minute as a late payment fee.*

## **Visitors to the Center**

*You are invited and welcome to visit Discovery Kidzone Montessori School anytime your children are present. We encourage parent participation and feel that it helps the child thrive and it helps nurture the parent/teacher relationship. Parents are also free to call Discovery Kidzone Montessori School at any time. If we do not answer the phone, please leave a message, and we will call you back as soon as we are finished with the*

current activity.

## Confidentiality Agreement

*Within Discovery Kidzone Schools, confidential and sensitive information will only be shared with employees of Discovery Kidzone Schools who have a “need to know” in order to most appropriately and safely care for your child. Confidential and sensitive information about faculty, other parents and/or children will not be shared with parents/guardians, as Discovery Kidzone Schools strives to protect everyone’s right of privacy. Confidential information includes, but is not limited to: names, addresses, phone numbers, disability information, and HIV/AIDS status or other health related information of anyone associated with Discovery Kidzone Schools.*

*Outside of Discovery Kidzone Schools, confidential and sensitive information about a child will only be shared when the parent of the child has given express written consent, except where otherwise provided for by law. Parents/guardians will be provided with a document detailing the information that is to be shared outside of Discovery Kidzone Schools, persons with whom the information will be shared, and the reason(s) for sharing the information.*

*Any parent who violates the Confidentiality policy will not be permitted on agency property thereafter. Refer to the policy regarding Parents Right to Immediate Access for additional information regarding dis-enrollment of a child when a parent is prohibited from accessing agency property.*

*You may observe children at our center who are disabled or who exhibit behavior that may appear inappropriate (i.e. biting, hitting, and spitting). You may be curious or concerned about the other child. Our Confidentiality Policy protects every child’s privacy. Employees of Discovery Kidzone Schools are strictly prohibited from discussing anything about another child with you.*

## Discipline Policy

Discovery Kidzone practices positive discipline as an approach to handling conflicts and inappropriate behaviors. Our approach utilizes 3 core principles that guide the children and Teachers-**Safe Kind & Mindful**.

Aggressive behavior is never appropriate, the children are encouraged to use their words to solve problems by deciding if a certain behavior is **Safe, Kind or Mindful** - if not the child(ren) works out how to modify their actions so that they fit into the **Safe, Kind & Mindful** philosophy. Our policy is to allow children to work out conflicts or frustrations with their peers without immediate adult intervention. However, when children need assistance, the staff will work as facilitators by suggesting words that will help the child communicate. Infants and toddlers with limited language skills are redirected to use loving and gentle touches to encourage prosocial behaviors.

Discovery Kidzone Schools utilizes **Conscious Discipline** practices to facilitate appropriate children's behavior. Staff is trained in conscious discipline practice and procedures as implemented by Discovery Kidzone Schools. In using conscious discipline, staff assess each situation, the **circumstances** and the children involved. Children are actively involved in the problem-solving process and brainstorming solutions. Discovery Kidzone has three main guidelines for acceptable behavior:

- 1. You may not hurt a person at our school.**
- 2. You may not hurt an animal at our school.**
- 3. You may not hurt the property of our school.**

Extremely aggressive hostile behavior or repeated problems, may result in redirecting the child or removing the child from an activity for a short amount of time. These methods are successful when used to help children resolve conflicts, giving children the opportunity to be responsible for their actions and to reinforce the natural and logical consequences of their behavior.

Parents should be reminded that in a group setting children are involved in activities, competing for toys, equipment and the teacher’s attention. It is not unusual for children to grab, push, hit, yell, and speak unkindly, or angrily to each other. It is impossible for staff in an educational group setting to see all interactions, further, staff may have observed the interaction and are allowing children the time/opportunity to problem-solve (work it out with words). If you observe a startling interaction between children that staff did not see please be aware of the following guidelines:

1. Parents are not allowed to discipline children in our program, it could be frightening to a child for a strange adult to attempt to address negative behaviors. It is Discovery Kidzone School’s Policy for the teachers to follow and

address Discovery Kidzone Schools discipline procedures.

2. Please bring the issue to the attention of a teacher to address the situation.

Discovery Kidzone maintains a strict zero-tolerance policy towards bullying. We are committed to providing a Harm-Free Environment for all children and adults. Should an incident of bullying occur, the child involved will be immediately removed from the situation to ensure safety and security. Such incidents are taken seriously and will be thoroughly documented. Parents or guardians will be promptly informed and engaged in a discussion about their child's behavior.

Persistent disruptive behavior, including any actions that endanger others, cause the teacher to focus only on that child, is unsafe to the child or significantly interrupts classroom activities, lessons, or instruction, will not be tolerated. While our approach to discipline is rooted in Positive Discipline and Conscious Discipline techniques, excessive or recurrent negative behaviors will necessitate the implementation of a "Behavior Success Plan."

The creation of a Behavior Success Plan is considered a measure to help the child be successful in group care. It is put into action as a tool to help guide us as the care team, the parents and therapists to work towards a solution. Our goal through this process is to support the child in achieving behavioral and developmental success within our nurturing educational environment, ultimately if the child needs 1:1 support or extra accommodations that we can't make then disenrollment will be assessed

3. In the event a child is physically harming another child you may place yourself between the children and then get the attention of a teacher to address the children involved. **BEHAVIOR SUCCESS ACTION POLICY and PLAN**

DISCOVERY KIDZONE reserves the right to terminate services to any parent or child who prevents others from benefiting from "***a harm-free environment***". This would include disrespectful treatment of administrators, teachers, other parents and children.

In the event a child is not able to function positively in our '***Group-Care Environment***',

- the child's behavior is overly aggressive,
- negative in interactions with children & staff,
- continually disruptive to the group
- child requires one-on-one supervision to maintain safety of other children

The Director will counsel the parents on a '***Behavior SUCCESS Action Plan***'. For the purpose of discussion of the child's excessive behaviors at school and to create and agree upon a plan of implementation detailing the next steps that must be fulfilled. The plan of action is required due to excessive behaviors that are unacceptable in a group educational and care environment and an attempt for all parties (child, family and Discovery Kidzone) to understand what is required for the child to continue enrollment at Discovery Kidzone Schools. These measures are a last resort, when all other measures of positive discipline and parent communication have failed. If these measures fail, one-week notice will be given to the parents for withdrawal of the child from the program. No refund of tuition is available.

**\*\*Parental/Guardian cooperation and participation in the process AND solutions is a requirement of continued enrollment.\*\***

## Daily Doings

### Weather Policy:

*We believe that outdoor play in all types of weather is vital to the healthy growth and development of children. Outdoor play and outdoor classrooms are a large part of our program. The children will go outside daily if the weather is above 10 degrees with wind chill. Please bring proper attire for cold and wet weather. The children will also go out in the rain as long as there is no lightning. They will need a waterproof coat, snow pants, hat, gloves, socks, boots. They also need an extra change of clothes and socks in the event that their clothes are wet.*

### Fire Season:

*During fire season we keep a close watch on the air quality and the fire dangers and closures. We will keep the children inside if the air quality is unhealthy. When the air quality is unhealthy for sensitive groups the children will go outside for no longer than 15 min at a time. Please check your Kangarootime for updates on road closures*

and possible evacuations, we may ask parents to come pick up in the event of fires getting close.

Please dress your child appropriately. **The activities may be messy. Do not send your child in clothing that you do not want stained.** Weather permitting; we will spend a lot of time outdoors. You also need to supply a complete change of clothing in case of an accident; if the child has no spare clothing, the parent will be called to bring some. Your child will get muddy when the weather is wet. If your child is wearing a dress or skirt they need to have shorts underneath. Proper winter attire is needed for the winter or you will be called to bring your child the proper gear.

*Water Play:* We have a sprinkler, a small wading pool and a water slide for summer water play. A swimsuit will be requested for these days. We apply sunscreen in the morning, afternoon and after water play.

## Guidance

Some people call it discipline. We prefer guidance. No child will be hit, spanked, belittled, or otherwise intimidated at Discovery Kidzone Montessori School --even with parental permission. No corporal punishment will be used or permitted on our premises; no parent can use corporal punishment as well. Children will be treated with courtesy, respect, and patience. Guidance will be according to age and understanding level. Younger children will be redirected to another activity. Older children will be given time outs. Depending if a child becomes a persistent behavior problem, I will address it with you and we will try to resolve it together and the child will then be placed on a behavior contract.

**AT NO TIME WILL A CHILD IS SUBJECTED TO PHYSICAL PUNISHMENT OR SHAMING, FRIGHTENING OR HUMILIATING METHODS BE USED, OR ANY TYPE OF VERBAL ABUSE, THREATS, DEROGATORY REMARKS, OR DEPRIVATION OF A MEAL OR ANY PART OF A MEAL BE USED. NO CHILD WILL EVER BE PUNISHED FOR TOILET ACCIDENTS.**

## Cell Phone Policy:

At Discovery Kidzone Montessori we have a Cell phone free policy. We have fun and exciting things to tell you about your child's day and believe it is important for the teachers and parents to develop a relationship. We also believe that focus on the child will help the child grow and thrive. Please turn your phone on vibrate while volunteering and step outside to take calls. Please put your cell phone away when you pick up your child. Children and direct care staff are not allowed to have their cell phones in the classroom, children are not allowed to bring cell phones. You may call the school or contact the teacher on Kangarootime if you need to check on your child. Only admin staff and managers and it is for work related calls only. Employees may not take pictures of the children on their phones and can only use the school tablets. Please contact staff only by calling the school, emailing the director or messaging in Kangarootime. Do not text or call the teacher's cell phones.

## Parent Communication:

We use an online program for our observations, assessments and daily sheets. Kangarootime will send you notifications to your email or text when your child's teacher posts pictures, videos and assessments. This is a completely safe and secure site. Please check your email! Any other events, newsletters etc. will all be communicated through email or Kangarootime. PLEASE check your email often! We also use Reggio inspired documentation panels in the classrooms and outside on the playground. Please ask the teachers and the children to show you the panel and ask questions to be involved in your child's learning process.

We allow limited TV viewing consisting of educational shows and movies that coordinate with our curriculum and themes only. Children are NEVER required to sit and watch TV, and TV is not offered in place of Free Play or Learning Activities. We will occasionally use youtube and go noodle as educational tools in the classroom. We have a NO SCREEN TIME under age 2 policy.

## Toys:

Please do NOT send any toys, phones or devices from home with your child. If your child needs a special toy or item for sleeping, it will be allowed, but it will remain put away until Rest Time and must be the size of a beanie baby. If your child needs a device or laptop for homework or therapy that will be approved but you must sign the approved device form. Discovery Kidzone Montessori School assumes NO responsibility for lost, stolen, or broken

toys from home. Should the child deliberately destroy my toys or other property through misuse or willfulness, the parent will be required to replace it.

### **Rest Period:**

All children under the age of 6 who attend all day school will have a rest period. No child is forced to sleep. However, they must remain quiet. Older children, and those who wake early, will participate in a quiet activity until Rest Time is over. Please try not to schedule pickups or visits during this time to lessen disturbance to the resting children. All children will rest on their mats or cots with individual linens. Their pillow must be airplane pillow size or smaller, if it doesn't fit in their nap cubby it will be sent home. You must take your child's linens home weekly to wash and bring back on Monday. **By law, we can't wake a sleeping child. This is considered a violation of their personal rights. A crib sheet and sleep sack or blanket required by the health department for nap time. If clean sheets are not bought there will be a \$5.00 linen fee.**

### **Holidays/Birthdays:**

We honor major holidays and all children's birthdays. If you would like to bring a special treat for the children, please arrange this with the teacher. You are more than welcome to participate in ANY activities we have planned. We prefer brownies, cookies or rice krispie treats over cupcakes and cake as it is easier to clean up. When a child has a birthday party outside of school, invitations have to be for all kids in the class or no invitations. We also cannot give out family email, phone numbers or addresses to protect the safety of the children. Please do not pass out invitations in cubbies or ask your teacher or director for family's personal information.

### **Meals:**

Discovery Kidzone no longer qualifies for the CACFP. We still provide nutritionally balanced snacks for your child. Please see Activities for a list of meal times; if your child arrives after a meal or snack has been served, he/she will wait until the next meal/snack time to eat. Meals and snacks are served family style. We also provide milk and teach pouring at age 1 which is also when we teach them to drink out of a lidless. Children are encouraged to use this time to share their experiences with each other. Manners are taught, and practiced during this time as well. Please list on the medical report any food allergies a child may have. If your child needs a special diet, the parent must furnish these foods. **Allergies and Special Needs** Discovery Kidzone is happy to accommodate children with special needs and allergies. If your child has a special need or allergy you must fill out the special needs packet and meet with the staff prior to enrollment to set up an Individual Education Plan to best serve your child. If your child requires a one on one aid an additional fee will be added to tuition to pay for the aid. All allergies must be defined and an allergy report must be filled out.

## **Infant and Toddler Activities**

Montessori education for infants is rather magical. It's amazing to see what babies do when they're given freedom of movement and activities that meet their needs.

What makes a Montessori infant/toddler program different from a typical daycare?

#### **1. Freedom to move**

- a. No containers for babies, no bouncers ect. We hold the babies while we feed them until they can sit up on their own.
- b. Babies have mirrors
- c. Pull up bars
- d. Tunnels
- e. Obstacle courses

f. Ramps and stairs

2. Active Support for Language Development

a. Teachers are high quality language models, offer choices and have great conversations

b. Teachers encourage the babies to express themselves with words or signs and sign language is taught at a very young age to increase communication

c. Photos are displayed at child height and teachers use them to increase vocabulary.

3. Opportunities to explore all senses

a. Touching things, mouthing things, listening to sounds and music, tasting food.

b. Babies have access to materials of many textures (soft sheepskin, furry balls, cold metal bowls, seasonal items like pumpkins)

c. They are offered a wide range of materials to explore from balls, to textured baskets, to wooden toys.

4. Fostering Independence

a. We never do anything for the child that she can do for herself

b. We give them their own spoons and small cups without lids for them to learn self feeding

We ask children to help with changing and toilet training, they are encouraged to pull down and up their own pants and wash their hands.

## Preschool Activities

Age appropriate activities are scheduled with flexibility allowed to respond to the needs of the individual child and day. We will offer times for outside play, music, crafts, stories, instruction, and naps appropriate to the child's ages, interests, and abilities. We will provide your child with tender loving care, understanding, patience, developmentally appropriate educational activities and a Montessori prepared environment. Chores, such as picking up, washing snack dishes, sweeping, mopping, and cooking will likely be a part of the day.

We provide preschool curriculum, developing large and small motor skills. We do many arts and crafts where the focus is on the process, not the product. Free play is an important part of a child's early years. It is here that they learn social skills that will be needed the rest of their lives. We also provide bible stories and lessons as this is a bible based preschool.

## Sample Daily Schedule

(every class has a different schedule but this is a sample of how the flow of the day would go.)

- 7:30-8:30 Welcome, Cubby time, Table Centers
- 8:45 Discovery Time Work time, individual lessons, Math boxes, Science, Centers, language boxes, geography, reading, practical life (cooking and snack) sewing, housekeeping, construction, writing, sand and water table, free art, blocks
- 9:30 Handwashing and Breakfast
- 10:00 (Small Group Time) Circle Time, Calendar, Letters, Numbers, Sight words, Sign Language review, handwriting lessons Theme Activities, songs, introduce new Montessori, language and math works
- 11:00 Story Time
- 11:15 Outdoor Classroom
- 11:45 Lunch (all day kids)
- 12:15 Rest time
- 2:30 Afternoon Snack
- 3:00 Afternoon Discovery Time and theme time (story, craft, games, cooking ect.)
- 4:00 Outdoor Classroom

## School Rules

1. No hitting, biting, pinching, throwing, pushing, hair pulling, or otherwise hurting ourselves or others
2. Not intentionally breaking anything.
3. No running, jumping, wrestling, climbing, etc. in the school or on the furniture.
4. No leaving the school or yard without permission (no one is allowed outside without adult supervision, even when parents are here).
5. No name-calling, yelling, foul language or teasing—everyone deserves to be treated with respect.

## Child Abuse Policy

At Discovery Kidzone Montessori School we are required by law to report any evidence of child abuse or neglect. We as staff members will call the child abuse hotline at 1 (866) 820-5437.

Caregivers at Discovery Kidzone Montessori School will use appropriate forms of discipline. Physical punishment, including spanking or other forms of corporal punishment, is strictly prohibited in child care facilities. Discipline shall include positive guidance, redirection and the setting of clear limits that foster the child's ability to become self-disciplined.

Any punishment or discipline which is humiliating, shaming, frightening, or otherwise damaging is strictly prohibited.

Parental or guardian permission does not allow for the use of any punishments listed above. Discovery Kidzone Montessori School ensures that each teacher participates in an in-service training session regarding discipline and guidance techniques appropriate for children.

To prevent child abuse at our center we will:

- Have an adequate number of qualified staff to work with the children.
- Provide adequate supervision of program staff and volunteers.
- Design the program's physical environment (both indoor and outdoor) to reduce the possibility of private,

hidden locations in which maltreatment may occur.

- Set clear policies and procedures for maintaining a safe, secure environment. □ • Assign qualified personnel to supervise staff on an ongoing basis.

- Encourage parents to spend time at the program.

We will perform daily health checks and document our findings. We will write an accident report after the event occurs. We will have extra attention to the child that is hurt illness:

Under no circumstance is a sick child to attend Discovery Kidzone Montessori School. The children should be allowed to recover fully from an illness in the comfort of their own home. The other children in care are exposed to any disease your child may bring into the home. If you are unable to remain home with your child, it is your responsibility to make substitute childcare arrangements. Obviously, it is not possible to prevent the spread of all illnesses. However, minimizing exposure and providing good hygienic practices in the preschool are means by which we can limit the problem and the resulting inconvenience. Accordingly, for the benefit of all involved, the following policies will be strictly enforced: Children who have exhibited ANY symptoms of infectious illness within the preceding 24-hour period are likely to be contagious and should remain at home. Examples of associated symptoms include, but are not limited to, fever of 101 F measured orally or 101F measured rectally, nausea or vomiting, diarrhea, sore throat, loss of voice, hacking or continuous coughing, yellow or green runny nose, draining eyes or ears, rash, or head lice. I reserve the right to determine whether a child should remain in school where illness is a consideration. Parents of children who become ill during the day will be promptly notified and are expected to



arrange to pick up their child immediately within 45 min. The sick child will, if possible, be isolated from the other children to minimize exposure. If the parent cannot be reached, the person designated as the emergency contact will be notified.

## Policy for Routine Assessment of Immunizations Updated 2024 RS

### Policy

Our policy is that children will not be accepted to attend Discovery Kidzone Montessori School unless their immunization records are up to date according to Montana law regarding immunizations of children within childcare facilities unless the child qualifies for conditional attendance. It is essential that children who are too young to be immunized be protected. We will assess records, inform parents of the steps they need to take to stay up to date and maintain 90% up to date records.

Before a child may attend a Montana day care facility, that facility must be provided with the documentation required by (5) that the child has been immunized as required for the child's age group against measles, rubella, mumps, poliomyelitis, diphtheria, pertussis (whooping cough), tetanus, varicella, hepatitis B, pneumococcal, and Haemophilus influenza type B, unless the child qualifies for conditional attendance

A child may initially conditionally attend a day care facility if:

- (a) the child has received at least one dose of each of the vaccines required for the child's age;
- (b) a form prescribed by the department documenting the child's conditional immunization status is on file at the day care facility and is attached to the department's Montana certificate of immunization (HES-101); and
- (c) the child is not past due for the next required dose (as noted on the conditional enrollment form) of the vaccine in question.

If a child in attendance at the day care facility, a resident of the day care facility, or a staff member, or volunteer contracts any of the diseases for which this rule requires immunization, all individuals infected and all persons attending the day care facility who are not completely immunized against the disease in question or who are exempted from immunization must be excluded from the day care facility until the local health authority indicates to the day care facility that the outbreak is over.

A child is not required to have any immunizations which are medically contraindicated. A written and signed statement from a physician that an immunization otherwise required by (1) is medically contraindicated will exempt a child from those immunization requirements as deemed necessary by the physician. It is preferred, but not mandatory, that a physician's medical exemption be recorded on HES-101. Medical exemption documentation must include:

- (a) which specific immunization is contraindicated;
- (b) the period of time during which the immunization is contraindicated;
- (c) the reasons for the medical contraindication; and
- (d) when deemed necessary by a physician, the results of immunity testing. The tests must indicate serological evidence of immunity and must be performed by a CLIA approved lab.

A child experiencing homelessness or a child in foster care is exempt from required immunizations outlined above for a 30-day grace period beginning the first day the child attends a child care facility as verified on the sign-in/sign-out records.

### Procedures

- When a child is enrolled in Discovery Kidzone Montessori school a parent or legal guardian must provide a completed HES-101 form or a complete up to date immunization record. Children must have completed immunization records up to date or have immunizations scheduled.
- Discovery Kidzone Montessori school will appoint an immunization record manager that will assess immunization records using the Montana state immunization status report form DPHHS 107 every 3 months (October, January, April and July) to ensure that every child attending has an up to date immunization record.
- As a participant of the STARS program we will submit the DPHHS-107 form to the Montana State Immunization program every 6 months in August and February.
- Discovery Kidzone director will train the staff annually on immunization requirements and record keeping of immunizations.
- The manager of immunization records for Discovery Kidzone Montessori will send out notification to the parent/guardian reminding them the child is conditionally attending the facility and needs to get their immunization records completed in the time allotted or they will be suspended from care until up to date.

- The manager of immunizations will also send out notification to the parent/guardian if the child has a religious HIB exemption to be notarized annually.
- Discovery Kidzone Director and the immunization manager will review and update this policy annually.

#### Childcare Immunization Forms

[Child Care Certificate of Immunization HES-101CC \(08/2023\)](#)

[Preschool/K-12 Conditional Attendance Form HES-103 \(07/2021\) \(English\)](#)

[History of Varicella Disease DPHHS-115 \(07/2015\)](#)

[Religious Exemption Form HES-113 Childcare \(06/2023\) \(English\)](#)

**MONTANA VACCINE REQUIREMENTS FOR CHILD CARE ATTENDANCE**

By 3 Months	By 5 Months	By 7 Months	By 16 Months	By 19 Months	By 6 Years	By 12 Years
DTaP 1 dose	DTaP 2 doses	DTaP 3 doses	DTaP 3 doses	DTaP 4 doses	DTaP 4 doses <sup>3</sup>	Tdap 1 dose <sup>4</sup>
Hepatitis B 1 dose	Hepatitis B 2 doses	Hepatitis B 2 doses	Hepatitis B 2 doses	Hepatitis B 3 doses	Hepatitis B 3 doses	Hepatitis B 3 doses
Hib 1 dose	Hib 2 doses	Hib 2 or 3 doses <sup>2</sup>	Hib 3 or 4 doses <sup>1</sup>	Hib 3 or 4 doses <sup>2</sup>	Not Required after 5 years of age	
Polio 1 dose	Polio 2 doses	Polio 2 doses	Polio 2 doses	Polio 3 doses	Polio 3 doses <sup>3</sup>	Polio 3 doses <sup>3</sup>
PCV 1 dose	PCV 2 doses	PCV 3 doses	PCV 4 doses <sup>2</sup>	PCV 4 doses <sup>2</sup>	Not Required after 5 years of age	
			MMR 1 dose <sup>5</sup>	MMR 1 dose <sup>5</sup>	MMR 2 doses <sup>5</sup>	MMR 2 doses <sup>5</sup>
			1 dose <sup>5</sup>	1 dose <sup>5</sup>	2 doses <sup>5</sup>	2 doses <sup>5</sup>

<sup>1</sup>Varies depending on vaccine type used and age started. See the Advisory Committee on Immunization Practice (ACIP) Catch-up Schedule.

<sup>2</sup>Varies depending on age started. See the ACIP Catch-up Schedule.

<sup>3</sup>One dose must be given on or after the 4<sup>th</sup> birthday. When following the ACIP schedule, children will have at least 5 doses of DTaP and 4 doses of polio vaccine.

<sup>4</sup>A child 7 years or older who has not completed the DTaP requirement must receive additional doses of Tdap or Td vaccine to become current per the ACIP Schedule.

<sup>5</sup>First dose must be given on or after the 1<sup>st</sup> birthday.

**Note:** A four-day grace period may apply, as appropriate, per the ACIP recommendations

Documentation of a valid exemption or conditional enrollment may be submitted in lieu of receiving all required vaccines.

Revised May 2023  
Administrative Rule of MT: 37.95.140

## Medicine Administration Policies and Procedures

### Best Practice

- Families should check with the child's physician to see if a dose schedule can be arranged that does not involve the hours the child is in the child care facility.

### Procedures

- Written Authorization

**We can't administer over the counter pain relievers or cold medicines to children without a doctor's note specifying what the medicine is for and the dosage. Over the counter medicine needs to be labeled and stored in a lock box not a diaper bag or cubby.**

1. Medication will be administered only if the parent or guardian has provided written, signed and dated consent to include:

i. The official state of Montana Medication Authorization form

ii. The name of the child, birthday and date of form must be filled out

iii. The medication, reason for medication, start and end date, dosage, side effects and special handling instructions must be filled out

iv. Parent information and signature

v. Over the counter medicine form must be filled out to administer over the counter medicine. It must be in the original container, be labeled with the child's name, must be accompanied with a note from the parent with a date and written instructions.

2. Medication will not be given if:

i. Not in the original container

- ii. Beyond the expiration date
- iii. Without written authorization
- iv. For non-medical reasons

### **c. Storage**

- i. All medications brought in to the center will be given to the director for review and approval
- ii. Medications will be stored in a sturdy, child resistant, locked container that is inaccessible to children and prevents spillage, non- refrigerated medicine will be stored in the check-in counter in a child-proof cupboard. This is where the children will all go for medicine administration. The medicine log book will be stored with the medicine.
- iii. Medications will be stored at the temperature recommended for the type of medicine. A box will be in the refrigerator for medicine.
- iv. Emergency medicine will be stored unlocked hanging on the caterpillar door.

### **4. Training**

- i. Only persons who have medication administration training will administer medicine.
- ii. A staff member trained in medication administration will be on site at all times.

### **5. Documentation**

- i. A medication log will be maintained for each individual child and stored in the medication administration binder
- ii. The child's name, date, time and amount and type of medicine given and the name and signature of the person administering the medicine shall be recorded for each administration.
- iii. Only one medication on each form
- iv. Spills, reactions, and refusal will be recorded on this log
- v. No documentation is required for over the counter topical ointments

### **6. Medication Error**

- i. In the event of a medication error, the appropriate first aid or emergency action will be taken
- ii. Director, parent/guardian and as needed the physician will be notified and disposal:
- iii. A medication error incident report will be prepared

## **Medical Emergencies**

Although supervision is constantly given, we cannot be by the child's side at all times to prevent falls, tripping, bumps, blows from other children, etc. If the child is injured in a non life- threatening way, we will assess the child and provide first aid. If the injury is more serious, the parent will be notified so the child can be transported to the hospital or doctor's office. (I.e. needs stitches, broken arm, or dislocation, etc.) All costs associated with injuries to the child will be the responsibility of the parent. In case of a medical emergency, we will attempt to contact you immediately. If we are unable to reach you, we will start calling the people designated as your emergency contacts. If we are unable to reach you or your emergency contacts, we will transport your child to his/her doctor or to the hospital, if necessary. If immediate intervention is required, we are certified in infant, child, and adult CPR and First Aid and will take appropriate action including calling 911 and having your child transported to the local hospital. You or your family's insurance is/are responsible for the cost of medical help or treatment due to accidents or illness while in childcare.

### **Health Policy**

At Discovery Kidzone we are a well child facility. We understand that children will have stuffy noses and coughs at times. We do ask however, that if your child exhibits any of the following symptoms, please keep them at home. This is the best way to keep the staff healthy to care for your child and keep other children from getting sick. Parents agree to keep (or take) their child/children at home or seek alternate care arrangements as soon as possible within 60 min of being called by a provider. **If they do not arrive at that time they will be charged \$2.00 min.** Please help us keep the sicknesses away at Discovery Kidzone! Your child must stay home from school until 24 hours after being symptom free if they need to be picked up for the following conditions:

- Fever (101 °f or higher) - a child needs to be fever free for 24 hours without the aid of medication (**teething will not cause a fever this high.**)

- Diarrhea - child must be symptom free for 24 hours without the aid of medication
- Vomiting - a child must be symptom free for 24 hours without the aid of medication (If your child was vomiting the night before please do not bring them to school!)
- Runny nose with colored discharge -check with doctor
- Rash - check with doctor
- Discharge from eyes or ears
- Lice - child needs to be treated and nits removed before return
- Communicable Diseases - chicken pox, measles, mumps, conjunctivitis (pink eye), influenza etc. The child may return when the incubation and contagious period is passed and the child is well enough to resume normal childcare activities.
- Ringworm
- Hand, foot and mouth (rash on bottom, hands, feet, mouth, red or white bumps usually followed by low grade fever)
- Impetigo
- Strep Throat
- Severe cough (croup or whooping sound)
- Difficulty Breathing
- Pink Eye

### Medication:

If your child is on antibiotics he/she continues to be contagious for 24 hours after the first dose of medication and can not return to childcare until this time period has passed. **We can't administer over the counter pain relievers or cold medicines to children without a doctor's note specifying what the medicine is for and the dosage. Over the counter medicine needs to be labeled and stored in a lock box not a diaper bag or cubby.**

### Toilet Learning Policy

Potty Training can be both exciting and stressful for a child and his caregivers. It is our belief at Discovery Kidzone that potty training should begin at home with the child's parents at a time when there isn't a lot of stress in the child's life. To alleviate some of the stress it is best to work as a team to help the child achieve the goal of being potty trained. Discovery Kidzone will assist your child in becoming potty trained once signs of readiness as outlined in the potty training readiness sheet have been observed by the parents and teachers.

To maximize success, it is encouraged that the first steps towards potty training begin at home on a weekend when your child can stay home for an extended period and just wear underwear. Once your child has had a successful weekend in underwear they can begin wearing underwear to school. Please bring this signed form and notify the teacher when your child is in underwear. Please remember that in a group setting it is very difficult to take your child potty every 30 min, so your child will need to communicate the need to go potty with the teacher without reminders from the adult. We do have times when we go potty but communication is key.

Procedures:

When a parent and teacher feel a child is ready for potty training between ages 18-36 months both the parent and teacher will fill out this form.

The lead teacher (staff name) is responsible for reviewing checklists and communication with the family.

1. Parents must read and sign the potty training readiness sheet.
2. Once a child is potty training no pull ups or diapers will be worn unless it is nap time.
3. Your child must wear loose fitting clothes that are easy to pull up and down
4. A supply of clothing with no less than 4 changes of clothes must be kept at the school daily. Including one extra pair of shoes and socks.
5. 4-5 pairs of training underwear (thicker underwear)
6. If your child is male, you must inform the teacher whether your child will be sitting or standing to pee.
7. You must have a supply of pull-ups at the school for nap time so they can continue pulling up and down their pants.
8. Discovery Kidzone does not rinse soiled clothing. It will be placed in a bag and labeled with your child's name on their coat hook. If it isn't taken home it will be discarded.
9. Your child won't be considered fully potty trained until they go all day without accidents and can wipe themselves. It is important that parents and teachers are properly teaching them to wipe themselves from front to back. Please keep in mind that this takes time and it is normal for your child to be potty trained at home and take a little longer at school. If your child is at school and has more than 3 accidents in a day we will reevaluate readiness and try again at a later date. Patience is key, it may be frustrating but I promise your child won't go to college with a diaper. There is no right or wrong age but it will happen eventually.

## **Social Media Policy**

Employees are **PROHIBITED** from “friending” or allowing parents/family of currently enrolled children and/or the children themselves to have access to their personal social networking site including facebook, instagram, snap chat, twitter, tumblr etc.

We understand that social media is very accessible and easy to use. However, we realize that at times it can be used for negative purposes. We encourage you to like our facebook page [www.facebook.com/discoverymontessorimt](http://www.facebook.com/discoverymontessorimt) and follow us for pictures, events and updates. If you have had a positive experience at our school, we also encourage you to leave a positive review. If you have any concerns please address them with your child's teacher and director and do not blasphemy our school on social media. We strive to provide the best education and care and if there is a concern we want to address it and rectify it immediately.

## **Parent Code of Conduct**

Discovery Kidzone schools require the parents/guardians of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Discovery Kidzone Schools is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Discovery Kidzone Schools but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on Discovery Kidzone Schools property thereafter. Violations of the signed ‘Parents as Partners’ I agreement and the areas (including but not limited to) the areas listed below, will be grounds for dis-enrollment in the Agency’s programs;

### **SWEARING/CURSING:**

No parent or adult is permitted to curse or use other inappropriate language on agency property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non offensive language. At NO time shall inappropriate language be directed toward members of the staff.

**THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH DISCOVERY KIDZONE SCHOOLS:** Threats of any kind will not be tolerated. In today’s society Discovery Kidzone Schools cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the agency will not assume the risk of a second chance. **PARENTS MUST BE RESPONSIBLE FOR AND IN CONTROL OF THEIR BEHAVIOR AT ALL TIMES.**

**PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT Discovery Kidzone Schools:** While Discovery Kidzone Schools does not necessarily support nor condone corporal punishment of children, such acts are not permitted in the child care facility. While verbal reprimands of your own child may be appropriate it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or another adult may physically punish another parent’s child. If a parent should witness another parent’s child behaving in an inappropriate manner, or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the Lead classroom teacher and/or Program Director.

Furthermore, it is wholly inappropriate for one parent to seek out another parent to discuss their child’s inappropriate behavior. All behavior concerns should be brought to the classroom teacher or program director’s attention. At that point, the teacher and/or program director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the Program Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our agency have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adults visiting the center.

### **SMOKING:**

For the health of all Discovery Kidzone Schools employees, children and associates, smoking is prohibited anywhere on agency property. Parents are prohibited from smoking within 20 feet of the building, in the building, on the grounds, and in the parking lot of Discovery Kidzone Schools. Parents who are smoking in their cars must dispose of the cigarette prior to entering the parking lot.

**Phones:**

Please refrain from talking on your cell phones when you pick up your child in order to communicate with your child, your child’s teacher and or the director.

### **VIOLATIONS OF THE SAFETY POLICY:**

*Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences, but to protect the welfare and best interest of the employees, children and associates of Discovery Kidzone Schools. Please be particularly mindful of Discovery Kidzone Schools entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite, however that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the Center Director.*

### **Biting Policy**

At Discovery Kidzone Montessori we understand that a child biting another child is one of the most common and most difficult behaviors in group childcare and preschool. It can occur without warning, is difficult to defend against, and provokes strong emotional responses in the bitter victim, the parents, and the caregivers involved. For many toddlers, the biting stage is just a passing problem. Toddlers try it out as a way to get what they want from another toddler. They are in the process of learning what is socially acceptable and what is not. They discover that biting is a sure-fire way to cause the other child to drop what they are holding so the biter can pick it up. However, they experience the disapproval of the adults nearby and eventually learn other ways of gaining possession of objects or expressing difficult feelings. For other children, biting is a persistent and chronic problem. They may bite for a variety of reasons: teething, frustration, boredom, inadequate language skills, stress or change in the environment, feeling threatened, or to feel a sense of power. No matter what the cause, biting in a group situation causes strong feelings with all involved. It does help, however, to be aware of the potential problem before it happens, and to form a plan of action if it does occur.

The staff of Discovery Kidzone Montessori after consulting child care experts and manuals, has developed the following plan of action to be used if and when biting occurs in any of our rooms.

#### **For the biter:**

1. The biter is immediately removed with no emotion, using words such as “biting is not okay - it hurts.”
2. The biter is not allowed to return to the play and is talked to on a level that the child can understand. “I can see that you want that truck, but I can’t let you hurt him. We don’t put our teeth on people. “Or “That hurts Johnny when you bite him, he is sad.”
3. Redirect the child to another play.
4. Write an accident report and notify the parents of the incident.

#### **For the victim:**

1. *Separate the victim from the biter.*
2. *Comfort the child first and do not address the biter that only rewards the negative attention.*
3. *Administer first aid.*
4. *Write an accident report and notify parents of the victim (in writing).*

#### **If biting continues:**

1. Room staff meet with the director on a routine basis for advice, support and strategy planning.
2. Chart every occurrence, including attempted bites, and indicate location, time, participants, behaviors, staff present, and circumstances.
3. Let all parents know that there is a problem and the procedures that will be followed to deal with it.
4. “Shadow” children who indicate a tendency to bite. Bring in floaters or directors if needed.
5. Head off biting situations before they occur.
6. Teach non-biting responses to situations and reinforce appropriate behavior.
7. Adapt the program to better fit the individual child’s needs, start an IEP for the child who is biting.
8. “Shadow” children who have a tendency to be bitten:
9. Teach responses to potential biting situations: “No” or “Don’t hurt me!”

At Discovery Kidzone Montessori we will work together as partners with the parents of both biting children and frequent victims to keep all informed and develop a joint strategy for change. Hold a conference with the parents of the biting child to develop a written plan of action. Schedule follow-up meetings or telephone conversations with the teacher and/or director as needed. Consider early transition of a child “stuck” in a biting behavior pattern for a change of environment, if developmentally appropriate.

*Prepare the parents of the biting child for the possibility that the child may have to be removed from the Center and help them to make contingency plans. If it is deemed in the best interest of the child, center, and other children, termination of the child from Center enrollment for the duration of the biting stage may occur. Written warning will be given to the parents before this action will be taken.*

At Discovery Kidzone Montessori teachers express strong disapproval of biting. They work to keep children safe and to help the child who bit learn different, more appropriate behavior. When there are episodes of ongoing biting, we develop a plan of specific strategies, techniques, and timelines to address it. We do not and will not use any response that harms a child or is known to be ineffective.

We give immediate attention and, if necessary, first aid to children who are bitten. We offer to put ice on the bite if the child is willing. If the skin is broken, we clean the wound with soap and water. If children are bitten on the top of the hands and the skin is broken, we recommend that they be seen by their health care provider.

When children bite, their parents are informed personally and privately the same day. When children are bitten, their parents are informed personally that day and given a copy of our incident report form via life cubby, so please check your life cubby. When we experience ongoing biting in a toddler room, we develop a plan of action with strategies, techniques, and timelines to work on the problem.

Biting is always documented on our standard incident report form on life cubby. We keep the name of the child who is bit confidential. This is to avoid labeling and to give our teachers the opportunity to use their time and energy to work on putting an end to the biting.

## Parents as Partners

1. Discovery Kidzone Learning centers (DKZ) have an “Open Door” policy for enrolled parents with the exception of when there is a pandemic. During this time we are limiting 1 pick up per classroom per family and you must limit your stay to 5 min or less in the building. If you need to show a family member pick up procedures just clear it with your director first. We ask that parents make an appointment with the director to come into the class. We encourage parents to visit on site at any time as long as this does not cause a disruption to the class, the individual child, or the activities taking place. Further, Discovery Kidzone is required by The State Licensing Agency to keep a daily clock in & out record for each child. Clocking your child in and out daily is mandatory! If the internet is down, there will be a sign in and out sheet provided that will require a full, complete and legible signature. There will be a \$5.00 fee if you don't clock your child in. You can't check your child in or out at another school. You must also walk your child into their classroom every day. If you can't check your child in on your phone, tell your teacher and check in on the teacher tablet.

2. Discovery Kidzone reserves the right to terminate services to any parent or child who prevents others from benefiting from “a Harm-Free Environment”. This would include disrespectful treatment of administrators, teachers, other parents and children.

3. Discovery Kidzone strives to support each individual family and staff member by respecting their individuality and uniqueness. Therefore, DKZ will REMAIN NEUTRAL to personal matters such as political, sexual orientation and personal celebrations. Although DKZ stresses respect for laws, rules & regulations, as well as honor for the duly constituted authorities, our school remains completely neutral to all political issues. However, we as a program honor our American Heritage and will celebrate American and Christian Holidays and pledge allegiance to our American Flag. We will also honor other holidays, cultures and religions in an inclusive environment.

NOTE: Discovery Kidzone is non-denominational. We believe in God and pray in our school. We are not religious in the fact that we don't have a religious curriculum and we celebrate all holidays and honor all religions and cultures. DKZ respects the rights of everyone to religious freedom.

4. Discovery Kidzone Learning Centers, as a private business, reserves the right to discontinue or decline service to clients exhibiting conduct not conducive to a positive working relationship including but not limited to:

- Any child who continually disrupts classroom activities, lessons, or instruction, or endangers any child or adult within their environment with behaviors that contradict “a Harm Free Environment”. DKZ utilizes “Positive Discipline” and Conscious Discipline techniques and practices as our approach to handling conflicts and inappropriate behaviors. Most children respond well to positive discipline, however, children or parents with excessive behaviors, will be placed on a “Behavior Action Plan”. This measure is a last resort, after all other attempts at positive discipline and parent communication have failed. If all other attempts are unsuccessful and the family is unwilling to work together as a team with DKZ we will have no choice but to disenroll your child and possibly your family.

- Discovery Kidzone reserves the right to disenroll a child at its sole discretion for reasons including, but not limited to, non-compliance with policies, disruptive behavior, failure to pay tuition, or actions by parents/guardians that negatively impact the program, staff, or other families. By enrolling in Discovery Kidzone, parents/guardians acknowledge and agree that disenrollment decisions are final and at the sole discretion of the administration. Parents/guardians further agree that they will not pursue legal action against Discovery Kidzone, its staff, or affiliates in relation to a disenrollment decision. This includes, but is not limited to, claims of discrimination, defamation, or emotional distress. By signing the enrollment agreement, parents/guardians waive any right to litigation or legal recourse regarding disenrollment.

- Any child whose parent(s) continually disregards school, rules, policies, or procedures. This includes undermining of current policies on Positive Discipline, Developmentally appropriate practices, Healthcare/Sick Child Policies, and Respect for staff, Billing policies, and Late policies. Parents are not allowed to discipline children in our program nor are parents encouraged/allowed to provide caretaking duties (i.e.; comforting/picking-up, moving a child, personal care, etc.) to other people's children - it is not respectful to the individual child (they do not know/trust you) and is therefore, not appropriate in our environment. Parents are encouraged to bring an observation of a child's needs to a director's attention.

- Any parent who does not abide by DKZ's Parent Communications Protocols and creates a harmful, gossip, rumor filled, negative and toxic environment within and without the learning center. Parents are not allowed to approach any other children or teachers in a negative way! If a parent has a concern, they must follow proper protocol, which is to first discuss the issue with the child's teacher through Kangarootime connect not email and not text. If the issue can't be resolved a request for a meeting must be emailed to the director of your child's school to discuss the issue with the teacher present and finally a meeting with the director and/or executive director. Parents may not barge into the center with negative and intimidating comments to teachers and must speak in a respectful way. Parents who have questions regarding Discovery Kidzone's program should first bring the issue to the attention of the teacher via Kangarootime or the program director. Parents are encouraged to discuss matters with teachers in a cooperative and constructive manner; no gossip is tolerated.

- Continually bringing obviously ill children to school. DKZ will deny service to any sick or ill child based upon DKZ's own determination of illness in accordance with our "Healthcare/Sick Child Policy". All families must have in place a plan for a sick child and pick-up within 45 minutes.

- To any family who is consistently late paying their tuition or who are in arrears more than thirty days (all late payment fees apply until zero balance is achieved)

6. YOU are responsible for keeping your child's file and immunizations current. Guardian contacts and emergency numbers MUST be accurate and valid at all times. A person picking up must be on the guardian or emergency contact list or you must call ahead of time and they must bring ID. If DKZ staff tries to reach you or an emergency contact and is unsuccessful, the person doesn't have ID, or no call was sent in ahead of time, we can't release the child and there will be a \$25.00 fine imposed-this policy is for the health and safety of your child. Repeat offenses of this policy may result in terminated services. If we can't get a hold of an emergency contact to pick up your child within 45 min at the end of the school day, we will call CPS to come pick up your child.

7. NO FEES ARE REFUNDABLE! Each Family is responsible for giving a thirty-day written notice to terminate services.

8. Discovery Kidzone respects the parental rights to make clear and distinct arrangements between themselves in the event of a separation, legal separation, or divorce, and remains completely neutral in all such affairs. DKZ will, however, abide by any legal documentation (required for enrollment) to provide specific arrangements, needs or allowances for said individuals and will agree to ANY plan or arrangement that DOES NOT conflict with DKZ's policies or cause interruption in our daily activities. In the event it takes time to obtain legal documents, tuition continues and is required to reserve your child's space. DKZ's priority is in providing & carrying through with stability and direction provided through our "Harm-Free Environment" policy. Discovery Kidzone reserves the right to absolve itself from any mediation between opposed, yet responsible parties.

9. Communication is key! We want to always be open and communicate with you to answer and address all your questions and concerns. It is also important that you follow proper protocol for who to talk to. If you have a classroom concern, talk to your child's teacher first using the Kangarootime Connect app. No texting or emailing teachers is permitted. If your concerns are center wide or you need more help, talk to your child's director. We also want to respect our teacher's and director's personal time with their families. Please keep your communication to us during business hours of M-F 7:00-5:30 unless it is an emergency.

10. Drop-off times are important to follow as we have a daily schedule and activities planned. We also have specific teacher to child ratios to follow. If your child isn't going to be there by 9:30 am you must call the school to let them know. Please try to keep your late drop offs to a minimum. We ask that your child arrives by 10:00 am.

11. Supplies must be maintained and stocked. Please bring all supplies needed on the supply list and keep your child's cubby stocked with a water bottle, extra undies and clothes and clean sheets weekly. It is a health code violation if they



don't have sheets on their cot. You will be charged a clothing or sheet fee if it isn't brought back the next day. Please do not talk down to the teachers regarding fees or missing supplies. They are just doing their job trying to inform you and keep everything running smoothly.

12. Proper Nutrition is vital. Please be mindful of what you are packing in your child's lunch. Make sure they have all components (protein, veggies, fruit and grain). Please do not bring juice or sugary snacks, it is just sugar and empty calories. You also need to pack a lunch large enough (not too large) to properly fuel their little bodies and brains. An ice pack is required for cold food and we cannot warm up food.

13. Professional development and collaboration for teachers is vital to the success of our program. We will be closing early the 2nd Monday for Helena and the 2nd Tuesday of every month for teacher training and collaboration. We also have 4 teachers in service days every year.

Created by Rachel Supalla [www.discoverykidzone.com](http://www.discoverykidzone.com) updated 03/20/2021 updated 2022, 2023, 2024,2025