



Nature's Classroom Institute
& Montessori School
Children's House
Parent Handbook

(Updated August 2022)

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HISTORY OF NATURE'S CLASSROOM INSTITUTE & MONTESSORI SCHOOL

In 1995, Geoffrey Bishop established Nature's Classroom Institute of Wisconsin, Inc. (NCI) in Spring Green, Wisconsin. It gave school students the opportunity to experience a hands-on, multidisciplinary curriculum with an emphasis on field study and community living. An environmental educator himself, Geoffrey believed that students needed more than a typical classroom could offer them. Two years later Nature's Classroom Institute relocated to the Perlman Conference Center in Mukwonago, Wisconsin.

In 2002, Geoffrey was honored for his personal commitment to the environment with the Wisconsin Environmental Education Award for Non-Formal Educator of the Year. It was during that same year that Nature's Classroom Montessori was formed. By 2005, the school included two Primary Classrooms for students ages 3-6 as well as an Elementary Classroom for ages 6–12. In 2008, Nature's Classroom Montessori expanded to add Middle School Curriculum for ages 12-15, and in 2014, the High School curriculum to serve ages 15-18. In 2016, the school left the leased property it had been operating on and moved to its permanent home in Hwy E, Mukwonago.

From its inception, Nature's Classroom Institute has been dedicated to providing our students with the finest and most exciting educational experience possible. We have been equally committed to giving our teaching staff the opportunity to grow and learn. As NCI continues to develop exciting new curriculum and programs, we will strive not just to maintain the high standards of quality for which we have become known, but to exceed them.

NATURE'S CLASSROOM INSTITUTE OF WISCONSIN, INC.

This not-for-profit organization encompasses Nature's Classroom Institute, a five-day residential environmental education program, and Nature's Classroom Montessori School. The school and environmental education program are separate entities but will run consecutively concurrently on the property once built. Nature's Classroom Montessori Elementary and Adolescent students have an opportunity to participate in the residential environmental education program as a five-day class trip.

NATURE'S CLASSROOM INSTITUTE (NCI - EE)

Established in 1995, the residential environmental education program annually serves over 4000 students through the Midwest. The Program is overseen by the Executive Director – Geoffrey Bishop and managed by a Program Coordinator and several faculty members. The Environmental Education (EE) faculty members hold a minimum of a baccalaureate degree and come from wide personal and educational backgrounds. They work with a different group of students each week. In the field, they carry first-aid kits and two-way radios that give them a direct line to the office. The EE program will use Camp Lake Location for its operations. The faculty lives on campus throughout the school year in designated staff housing.

NATURE'S CLASSROOM MONTESSORI (NCI - M)

Established in 2002, Nature's Classroom Montessori School serves students aged 2 1/2-18 years, from Children's House through the Adolescent program.

POSITIONS HELD AT NCM

Executive Director - Geoffrey Bishop
Head of School - Deepa Shreekumar
Office Manager – Carrie Benzinger
Montessori Faculty – Katelyn Bratz, Deepa Shreekumar, Lindsay Wurtzel
Montessori Assistant Teachers – Helen Holtz, Esther Meier, Catherine Skelton,
Literacy Specialist – Amy Press
PABC (Parents Actively Building Community)
Facilities Manager – Jay Jachowicz

NATURE'S CLASSROOM MONTESSORI: MISSION

To inspire, nurture and further the growth of empathetic and empowered stewards of the Earth through authentic Montessori principles and the natural world.

NATURE'S CLASSROOM MONTESSORI: PURPOSE

Nature's Classroom Institute and Montessori' School's (NCIMS) aims to prepare students to be vested learners by engaging their natural curiosities about the world. NCIMS adapts to the individual learner's needs through an interdisciplinary approach utilizing its natural and agricultural campus. Rooted in Montessori ideals of independence and mutual respect, NCIMS is fueled by practical and authentic learning experiences that develop academically, socially, and environmentally responsible problem solvers.

Through modeled values of a successful community, we immerse students in a dynamic learning environment. NCIMS inspires intrinsic, joyful learning and curiosity while nurturing mutual respect and understanding of oneself, others, and the world.

Nature's Classroom Montessori is a private non-denominational school committed to providing an excellent education for students from diverse backgrounds, aged 2 1/2 to 18 years old. Professionally trained directors/directresses, using a carefully prepared environment, guide each student through the natural stages of learning so as to develop empathetic and empowered citizens and stewards of the planet.

The school curriculum of Nature's Classroom Montessori implements the Montessori philosophy and methodology. The environment stimulates intellectual, emotional, social, physical, and cultural growth. The school promotes the development of self-motivation, independence, curiosity, cooperation, and concern for others within the framework of a strong academic program. Parents are encouraged to support and participate in school activities and to share in their student's educational experience.

Nature's Classroom Montessori does not discriminate based on race/ethnicity, color, national origin, sex, disability, veteran status, sexual orientation, or age in the administration of any of its employment, educational programs, admissions policies, scholarship and loan programs, athletics, recreational, and other school-administered programs.

PROGRAM DESCRIPTIONS

- Children's House Program for students between the ages of 2 1/2 and 6
- Elementary Program for students between the ages of 6 and 12
- Adolescent Program for students between the ages of 12 and 18

All programs run 5 days a week.

Children's House Program

Dr. Montessori believed that no human being is educated by another person. The child, through their absorbent mind, seeks to build or construct their very being. A truly educated individual continues learning long after the hours and years they spend in the classroom because they are motivated from within by a natural curiosity and quest for knowledge. Dr. Montessori felt, therefore, that the goal of early childhood education should not be to fill the student with facts from a pre-selected course of studies, but rather to cultivate the student's own natural desire to learn.

In the Children's House multi-age environment, this objective is approached in two ways: first, by allowing each student to experience the excitement of learning by their own choice rather than by being led; and second, by helping the student perfect their natural tools for learning, so that the student's abilities will be maximized for future learning situations. The Montessori materials have this dual, long-range purpose in addition to their immediate purpose of giving specific information to the student.

We offer 2 options in our Children's House program:

Half Day Montessori - 8:30 a.m. – 11:30 a.m.

All Day Montessori - 8:30 a.m. – 3:00 p.m.

Students in both programs have group activities and independent work with materials designed to encourage independence, love of learning, respect for others and problem-solving skills. The curriculum includes practical life exercises, sensorial materials, oral and written language, quantification and math concepts, science, cultural studies, geography, art, music, movement, and outdoor play. The classrooms are staffed by Montessori trained directors/directresses and assistants.

If a family requires the All Day Montessori option, we highly recommend all day-5 days a week, although a family is given an option of extending their student's half day a minimum of two days a week, up to 5 days a week. This schedule must be pre-approved through the Lead Teacher and Head of School, as we do not offer a "drop in" type program. Consistency is extremely important for this age group, so we will only approve schedules that reinforce consistency.

Students who are enrolled in the All-Day program will find that it is an extension of their home environment. Our three-hour morning cycle includes classroom time and gross motor activities. The students have a full 90 minutes hour for lunch in their classroom and outdoor gross motor time. Then, students under the age of 4 (or those older who still need to rest) partake in afternoon siesta for a minimum of 20-30 minutes which allows them an opportunity to rest their body. An additional afternoon work cycle that forms the remainder of the day. Students in their final year of Children's House will also have the opportunity for 3 or 4 Field Trips during the second semester to the theater, planetarium, museums and local attractions, to further enhance their understanding of the world. Students travel by school van and/or private vehicle with a chaperone. A car seat must be provided for each student to attend. Additional fees will apply.

Before/After School Care

The Before/After School Care Program is offered as a service to the families whose students would not otherwise be able to attend our regular Montessori classes due to the work schedule of their parents.

If you provide a schedule for your student to attend our before/after school program a “reduced daily contracted rate” will apply. If you need care intermittently, a “drop-in” rate will apply. Before & after school care is available on regular school days when school is in session and will be billed monthly. This invoice is due the 15th of each month. There is no sibling discount provided and no financial assistance available for Before/After School Care. The contracted schedule may be changed at any time by contacting the office in writing. Any invoices, statements and other financial information will only be given to the parent/guardian who enrolled the student/s and whose name(s) are on the account unless required to do so by a court of law. Written permission must be given to the office for NCM to release financial information to other persons.

Before School Care begins at 7:00 a.m. and is available Monday through Friday. To register for this program and to reserve a place for your student, you must complete the Before School Care section on the registration form and indicate which days your student will attend and for how long. The fee for Before School Care is \$10.00/day for a contracted schedule (7am – 8am) or \$8.00/day (7.30-8am) and \$10.00 and \$11.00/day respectively for “drop-in” care.

The After School Care program will be offered until 5:00 p.m. Please take note that pick up is on the half hour. This allows for hikes and activities to be planned. The fee would be \$15.00/day for a contracted schedule and \$17.00/day for drop-in care. **Students staying later than 5PM will be charged \$5 per family for each 15 minutes they stay beyond 5PM.**

Please check with the Head of School / Office Manager for open invoices and any current balance due if you have any questions.

SCHOOL POLICIES AND PROCEDURES

TUITION POLICY

Tuition may be paid annually, semi-annually or monthly in accordance with the following payment schedule:

- Annual Due: August 15th
- Semi-Annual Due: August 15th and January 15th
- Monthly Due: 10 payments due the 15th of each month, beginning on August 15th

Statements will come by e-mail every month. There will be a late tuition payment (5% of the amount) charged for payments received after the 15th of each month

Tuition Credit

There is no credit given for absences (such as but not limited to illness, death in the family, vacation). There are no tuition credits for school closings.

If you need to leave NCM due to reasons as moving or change of economic status, enrollment fees will not be refunded. You will only be responsible for any open invoices and the tuition and contracted before/after school care for the months your student has actually attended. We do not prorate by days. If your student has attended more than 1 day in a month, that month's tuition and contracted student care will be charged to you.

Collection

Parents are expected to make payments by the due date. If tuition has not been paid by the 15th of the month, parents will receive a notice of late payment with the additional late tuition amount (5% of the amount owed). If by the 15th of the following month, tuition has not been made current, students will not be able to attend school as of the first day the tuition has not been paid. Students may return to school only when the tuition due has been paid. With thirty days written notice at the discretion of the Executive Director, Nature's Classroom Montessori School may cancel the contract and spaces of students with unpaid tuition and send the open invoice to Collection.

Returned Checks

A \$25.00 fee will be charged for all returned checks.

HEALTH POLICY

Nature's Classroom Montessori does not offer care for sick students. Any contagious health condition is cause for exclusion from the program. We realize the difficulty this policy can present to working parents, but we do not have staff available to care for ill students. In the event of an illness that requires exclusion from school, parents are asked to report absences to the office at 262-363-2815.

Any student who is suspected of having a communicable disease is taken to the office immediately. The director/directress or office staff will discharge the student to the care of their parent/guardian or the person who has been designated by the parent/guardian to take charge of the student. Students who have a contagious disease must be kept at home until they are no longer contagious. If your student has been diagnosed with a contagious disease, the parent/guardian must call and report such disease to the office so that other parent/guardians may be warned to look for symptoms. Related information will be sent by e-mail upon notification.

A student with any of the following signs or symptoms of illness shall be immediately discharged from school and/or asked not to attend school:

- Diarrhea (more than one abnormally loose stool within a 24-hour period).
- Vomiting (more than two times within a 24-hour period).
- Persistent coughing, causing the student to have difficulty breathing or to make a whooping sound.
- Yellowish skin or eyes.
- Suspicion of conjunctivitis.
- Has or has had a temperature of 100.4°F or higher within the last 24 hours.
- Untreated infected skin patch(es).
- Evidence of lice, scabies, or other parasitic infection. Students must remain home until nit free for 24 hours.
- Unusual spots or rash.
- Severe sore throat and/or difficulty swallowing.
- Any student with an unexplained rash must have a doctor's release to return to school.

Students who have been out due to illness will need to stay out until fully recovered. A student must be symptom free for at least 24 hours before returning to school.

Allergies

Parent/Guardians are required to make NCM aware of any and all known allergies as is requested on the Enrollment Contract. If the student has a life-threatening allergy, they must notify the NCM Administration upon enrollment and/or upon discovery of allergy. NCM requires the following medical documents:

- Physician identification of allergen(s)

Physician prescribed treatment that can be administered by a non-medical professional

DISCIPLINE POLICY

At Nature's Classroom Montessori, we believe that the establishment of a helpful and caring prepared environment can be an effective aid in the student's journey toward self-discipline. "Freedom within Limits" is the core of the philosophy regarding discipline in a Montessori environment. Montessori students enjoy considerable freedom of movement and choice; however, their freedom always exists within carefully defined limits on the range of their behavior. They are free to do anything appropriate within the ground rules of the school community, but they are redirected promptly and firmly if they cross the line.

We value students' thoughts, perceptions and opinions and promote critical-thinking and shared decision-making. Under the guidance of the adults, the students develop a set of ground rules for the classroom.

- We respect ourselves.
- We take care of each other.
- We respect the materials in the classroom and on the grounds.

Each of these rules is explained from the first day of school and reviewed and practiced through group lessons throughout the year and individually as appropriate. Whether a problem involves only two people or the whole class, we aim to help the students learn how to solve problems on their own. We encourage students to come to a mutual resolution through talking about the problem, listening to each side, and understanding the differing points of view.

Teaching students to take responsibility for their behavior is as much the job of directors/directresses as the teaching of academics. However, sometimes problems do occur. When they do, we try first to protect the students from physical harm. We believe that consequences for inappropriate behavior should be related to the problem behavior. We approach the issue through positive, logical consequences, recognizing the importance of the student's responsibility in conflict resolution. Our goal is that the students become responsible for their own behavior, therefore any redirection should be a learning experience for the students involved.

Redirection will be:

- (1) Individualized and consistent for each student.
- (2) Appropriate to the student's level of understanding; and
- (3) Directed toward teaching the student acceptable behavior and self-control.

Our approach to discipline is based on empowerment, mutual respect, and trust. Corporal punishment is prohibited. There is no verbal abuse. No belittling remarks are used with the student. Withholding or using food, rest, or sleep as a punishment is prohibited. Methods of discipline or interactions that frighten, demean, or humiliate a student are prohibited. Only a director/directress or staff member may administer discipline in the school setting.

When any student at NCM finds it difficult to meet the school's expectation of positive conduct, every effort will be made to bring the student, family, and staff together to achieve a solution.

Misbehavior

Misbehavior is defined as being damaging, disturbing, or dangerous to self, others, or the property of the school. Recurring misbehavior is defined as inappropriate behavior persisting after three weeks of focused strategies toward behavior modification. Examples include but are not limited to verbal or physical abuse of peers, directresses, or staff members; malicious name

calling; refusal to do work; out of control hitting and kicking; throwing objects; damaging materials; hitting, biting, scratching, kicking or pinching others.

Whenever there appears to be consistent discipline problems, every effort will be made by the directors/directresses, Head of School and the Executive Director to work with the student, parents and any other professional who may be involved. It is of vital importance that regular communication between parents and directors/directresses be maintained during this time period.

Discipline Protocol

- 1st incident of misbehavior – student is **asked** to correct the behavior by a positive restatement of the rule; incident report sent to parent.
- 2nd incident of misbehavior – student is **told** to correct the behavior; incident report is filled out and given to parent.
- 3rd incident of misbehavior- student is **removed from the classroom** to work outside of the community until he/she is ready to rejoin the community; incident report is filled out and given to the parent along with a letter asking for a meeting to discuss the recurring misbehavior. The student may be sent home until the parents can meet with the Director/Directress, the Head of School and/or the Executive Director.

This meeting will be attended by the Parent, Directors/Directresses, the Head of School and/or the Executive Director. A recommendation will be made that there be a 3-week Behavior Modification Plan Period. This may involve one-on-one sessions with an outside Specialist.

- Information and feedback about each of these sessions with a Professional Counselor/Specialist will be communicated on a weekly basis by the counselor or parents to directors/directresses.
- If after three weeks of these focused strategies, the student is still exhibiting misbehavior, the parents are again contacted, and the Dismissal Protocol explained.

Dismissal Protocol

The Executive Director with advisement from the student's Director/Directress, Head of School and/or Professional Counselor will make the final decision about the student's dismissal from the school. Such a procedure will only occur if all efforts fail and/or the parents do not cooperate with the efforts of the school, or the school truly cannot meet the educational, physical, or emotional needs of the student.

Bullying Prevention and Management

Prevention is better than cure, and Nature's Classroom Montessori School takes bullying very seriously. Bullying can be defined as a deliberate act done to cause distress solely to give a feeling of power, status, or other gratification to the bully. Bullying can range from ostracizing, name-calling, teasing, threats, threatening or aggressive language or body posturing and extortion, through physical intimidation, assault on persons and/or their property. It can be an unresolved single frightening incident that casts a shadow over a student's life, or series of such incidents. Bullying is not limited to physical bullying. Social, emotional, and cyber bullying are also included in this protocol.

Staff, parents, and students work together to create a happy, caring, and safe learning environment. Bullying, whether verbal, physical or indirect, is not tolerated. Nature's Classroom Montessori has a ZERO tolerance policy when it comes to bullying within its community - which

encompasses students, staff, faculty and parents. It is everyone's responsibility to try to prevent occurrences of bullying and to deal with any incidents quickly and effectively.

Our focus is based on Montessori pedagogy; is on preventative measures for such behaviors, by teaching students how to:

- Be caring and courteous, cooperate with others, deal with angry feelings and stand up for themselves by being assertive.
- Respect and celebrate the unique qualities of every person.
- To promote in everyone a positive attitude and high self-esteem.
- To help individuals to understand and accept the consequences of their own actions.
- To help individuals celebrate and value their differences and to acknowledge and respect the differences of others.
- To instill in all members of the school community that bullying is unacceptable and that reports of bullying will be taken seriously, recorded, and acted upon.

Nature's Classroom Montessori reserves the right to intervene if any student is bullied or bullying on school property or during all school sponsored events.

Consequences for the bully may include following the Discipline Protocol as outlined in the Parent Handbook AND/OR following the Dismissal Protocol as outlined in the Parent Handbook.

The Role of Parents

- Parents, who are concerned that their student might be bullied, or who suspect that their student may be the perpetrator of bullying, should contact their student's director/directress immediately.
- Parents have a responsibility to support the school's bullying policy and to actively encourage their student to be a positive member of the school.

COMMUNICATION POLICY

Your student and their development is our mutual priority. We look forward to building a rapport with each parent/caregiver to benefit the student at home and at school. We e-mail updates as required and have a more in-depth online blog on our website that highlights specific happenings in each classroom, as well as informative feature articles. We encourage you to attend all Parent Education Nights for informative sessions regarding child development and Montessori Philosophy.

All parent communications will be sent electronically or brought home by the students.

The health of our school, which includes your family, demands respectful and direct communication. Gossip is not only destructive; it works against the very essence of Montessori education of mutual respect and trust. Therefore, Nature's Classroom Montessori School requires the following protocol for communication. The choice to not follow this protocol may result in immediate disenrollment.

Communication Protocol

Parent-Directress/Director

If you have any questions or concerns about your student's academic progress, developmental progress, behavioral and/or social progress, interactions with other students, classroom procedures, or classroom activities, please FIRST contact your student's directress/director **via e-mail** to arrange a meeting time, **stating the nature of the concern**, so they can be prepared to answer your questions. They will respond within 24 hours of being reached. Please refrain from texting teachers or calling them on their personal phone numbers. Please note that if it is an important message for that day, you will need to call the office at 262-363-2815.

Parent-Head of School

If your questions or concerns were not satisfactorily resolved by your student's teacher/s, or if you have questions/issues relating to general school policy, your student's teacher/s, tuition and billing, safety, building and grounds or anything else, contacting the Head of School is the NEXT step in the chain of communication. Please communicate via e-mail: deepa@nciw.org and she will respond within 24 hours of being contacted. Please note that if it is an important message that requires immediate action, you will need to call the office at 262-363-2815.

Parent - Executive Director

If your questions and issues were not satisfactorily resolved by the Head of School, communicating with the Executive Director will be the next step. Please communicate via email: geoffrey@nciw.org and he will respond within 24 hours of being contacted. The final resolution of issues and the communication of these will be done by and with the Executive Director in the presence of all parties concerned.

Fall-Spring Conferences

One of the most important means in the school for bringing about more effective home-school interaction is the parent-director/directress conference. It is a means of emphasizing the mutual responsibilities of the home and school in the guidance of the student. The meeting of parents and director/directress becomes a basis for that cooperation which is so necessary for the development of the student.

The parent-director/directress conferences are held twice a year. Conferences will be scheduled for the fall and spring. Please see the school calendar for specific dates. Both parents are encouraged to attend.

Please note: In the event of a transfer, or when the student completes the program, a copy of the conference report will be provided to the next educational environment provided the attendance requirements have been met

DIFFERENTIATED LEARNING POLICY

Nature's Classroom Montessori School makes every effort to incorporate all students in our classroom environments and to ensure that each student can reach their full potential. As a school we are committed to ensuring that each student's needs are met by the prepared environment. However, this does not mean every student needs the same amount or kind of attention from the adults in the environment. It is also a fact that some students may require modifications and adaptations in and to the environment for which the director/directress may require specialist input. If the director/directress recognizes there may be needs yet unidentified that the student is unable to meet through the current environment, the following protocol will be followed:

- The director/directress will consult with the Head of School and request an observation of the student in the environment by the Head of School / another faculty member and/or parent.
- The director/directress will then request a meeting with the parents where a special needs assessment is recommended to be done by the Mukwonago School District/specialist.
- Initiation of this assessment must take place within two weeks of the parent meeting.
- The formulation and implementation of the educational plan will be a team effort by the outside specialist, student's director/directress, Head of School, and the parents.
- Regular updates will be made available to all parties concerned in the education plan, at mutually agreed times.
- The results of the assessment, director/directress observation notes, and parent's work at home are all taken into consideration.
- The Head of School will make the final decision along with input from the director/directress, re: the placement of the student, required director/directress-student support and educational plan.
- If any outside agency/person/specialist is involved in the ongoing educational plan of the student, the school will be absolved of all financial obligations.

While this is the general policy regarding the school's approach to students who learn differently and who have different and differing needs, the school also reserves the right to modify this procedure based on the individualized needs of a specific student.

NUTRITIONAL POLICY

OUR SCHOOL IS A NUT- AWARE FACILITY

More and more people are having allergic reactions to food borne allergies: contact, air borne AND ingested foods. To protect all our students from allergic reactions to foods containing nuts, we ask that you do check the label of any item you send to school. **ALL foods need to be NUT – FREE.**

Students will need to bring their own snack. We recommend that you send a 5-day supply of healthy snack items for your student on Mondays.

Shared snack for the class also needs an additional precaution in that it **cannot be processed in a facility that uses or processes nuts.**

NCM will enforce its nut-free policy for all school and PABC sponsored events on and off campus. However, it **cannot** guarantee that food items have not been processed in a facility that included and processed nuts. Families who have students with allergies are encouraged to be aware of this and to bring their own food items to these events.

Fruits and vegetables are always nut free, and you can go to the following link for ideas on nut-free snacks (ignore the first few pages of advertisements) <http://snacksafely.com/snacklist.pdf> Please read your labels carefully, as students' lives depend on this. Some students have an airborne sensitivity.

NCM is committed to nutritional health. If a student forgets a lunch at home, a call will be made to the parent/guardian. On Fridays, we will offer cheese pizza lunch and invoiced at \$3.00 per meal every 3 months. Students receive at least 2 large slices. Any fruits and vegetables you wish to send along on Fridays to eat with the pizza are welcome. You need to notify the office if your student will take Friday's lunch. They will continually receive and be billed for Friday lunch until the office is notified your student will stop participating.

When you send a lunch from home, remember to care for our earth when packing cold lunches. Please include only reusable/washable packaging and pack perishable lunches with ice packs. Although there are refrigerators in our classrooms, they are often not large enough to accommodate lunches. We also recommend using a thermos for foods that need to remain warm.

Expectations

A lunch containing items from all the food groups below constitutes a well-balanced nutritional lunch:

- Protein – meat, fish, cheese, eggs, beans, plain yogurt
- Complex Carbohydrates – whole grain bread, rice, crackers, pretzels
- Fresh Fruits and Vegetables
- Beverage – milk, water, 100% fruit juice

SAFETY POLICY

The School's safety policy or practices will be strictly enforced. It is of utmost importance that no student shall be unaccounted for at any time. Suggestions from staff and parents to make security more effective shall be encouraged. Unsafe work conditions in any area that might result in an accident should be reported immediately to the Executive Director. All substitutes will be made aware of the safety procedures.

NCM reserves the right to prohibit individuals with certain criminal backgrounds from entering school property.

Visitors

- All visitors entering the school must stop at the office.
- Classroom observations must be scheduled in advance through the office. Observers may not take photographs in the classroom.
- Visitors shall be escorted by school staff or wear visitor's passes given to them by the office.
- All visitor passes will be turned in prior to leaving the campus.
- School employees shall notify the Executive Director or other member of the administration if anyone is found on the property without a school escort or visitor's pass. The school employee shall escort this person to the school office, if possible. The Executive Director or other administrator will notify the police if necessary.

Incidents/Injury

Parents will be contacted immediately by phone if any of the following occurs:

- There is a head injury (no matter how slight)
- The student is stung by a bee
- There is heavy bleeding
- There is an injury to the groin/pelvic area no matter how slight
- The injury requires emergency assistance from paramedics
- The behavioral incident is something that could cause harm to the student or others

Depending on severity, the Director/Directress may use discretion when reporting an injury that will leave a scratch or bruise.

If a phone call regarding an incident is needed, the director/directress will notify the parent/guardian. No attempt should be made to diagnose the seriousness of the incident for the parent. In cases where a student needs to go home or requires the attention of a doctor, the student will wait in the office for the parent/guardian to pick them up. Parents will be called as per the Emergency Form submitted by the parents. If either parent cannot be reached, the school will call the first person listed as the emergency contact and will go down the list until someone is contacted. The school reserves the right to contact Emergency Services should the parents / caregivers are unreachable when the student is deemed to be in a serious condition.

Medications

Only soap, water, bandages, and ice packs may be used in the treatment of an injury. NCM staff administers no oral or topical medication, vitamins, or fluoride supplements unless instructions to administer such items are written, signed, and dated by the parent or legal guardian. In addition, over the counter and/or prescribed medications can only be administered by NCM staff twice to a specific student during a school day. Students are not allowed to keep any of these in their backpacks or on their person. Parents are required to come to the class to sign the medication

administration form for over the counter and/or prescribed medication and leave the medication in the original container with the director/directress. The staff member must log all medication administered.

If a student requires a medication longer than 30 days, an updated evaluation/examination is required. Neither prescription nor non-prescription medications may be taken by students on their own.

Parents of students on chronic medication therapy that need medication to be administered by the school staff during the student's time at school need to secure the following information before the procedure is considered ongoing:

- They must turn in a letter from the prescribing physician which includes a statement regarding the side effects of prescribed medication
- They must give parental consent to administer medication

SCHOOL OPERATIONS

Home Visits

Home visits have proven to be valuable and rewarding experiences in setting the tone for a successful school year. These visits are beneficial to the family because the opportunity is provided to meet the directress and share information on a one-to-one basis. Home visits are also beneficial for the student. Often the student is proud to show their new directress their room, play area, a favored stuffed animal, an endeared pet or an outside garden. The opportunity to become acquainted with the family in a more comfortable setting allows the Director/Directress insight to the developmental milestones of the individual student.

Home visits are devoted to only newly enrolled students and are conducted at the discretion of the Montessori Director/Directress, in the days just before the start of the school year. The visit should take only thirty-fourty minutes. A note to the parent will precede the visit explaining the purpose of the home visit.

Drop Off and Pick Up

Our drop-off and pick-up policies strive to foster and nurture a sense of autonomy, independence, and confidence in our students. We also recognize that communication between the parents and director/directress is essential to the safety and the best care of the student. However, at pick up and drop off time, as the staff's primary focus is the safety of the students, a lengthy conversation is not conducive. If you would like to arrange a conference with the director/directress, please let them know that you would like to meet, and they will get back to you as soon as possible with a mutually agreeable time. If a parent needs to come into the school for some reason, we ask that you follow through with the drop off procedure and then pull around to park your car and walk into the building.

Drop off Procedure

Parents will walk their student to the classroom door on the patio. IF the teacher is not at the door, the parent will wait outside till the student has entered the classroom.

It is the responsibility of the parent to ensure that the student is in school by 8:30am. This is a courtesy to the director/directress and classroom community so they can begin the day in an orderly way. **Please inform the office ahead of time if you will arrive late.** If the students have departed on their morning outdoor activities and are not in the vicinity of the building, you will be required to wait with your student in the lobby until the teachers and students return.

Pick up Procedure

Half day students will be dismissed at 11:30am and must be picked up from outside their classroom. Full day students will be dismissed between 3 and 3.15pm and picked up from outside their classroom.

The Pick-Up Authorization portion of the registration form for each student must be filled out stating who may pick up the student from school. We will not release a student to anyone but their parent or legal guardian, or to an adult designated by the parent on the Pick-up Authorization. Please contact the school before dismissal time to inform the Directors/Directresses if someone not in our records will pick up your student. If you are adding a new person to the pick-up list, the school requires an email stating the same. Should you want someone already on your list to pick up your student, a telephone call will suffice. Verbal messages sent through your student will NOT suffice. Should your student's transportation

schedule change (not taking the bus, etc.), please contact the Office either through a phone call / email. Similarly, if your student is participating in a carpool, please include this information on the form. If a student is not going home in their carpool, you must notify the school and inform the carpool driver.

We understand emergencies happen and being on time can be problematic or impossible. Therefore, each family will be given two grace late pick-ups per academic year. After that, please note that you will be charged the “drop-in” care fee when pick-up exceeds 15 minutes past dismissal time.

Pick-up and drop-off times are “cell phone-free times”. The staff member will only dismiss your student when this policy is adhered to, as safety to all concerned is our primary focus.

Students are welcome to stay and play outside the school building, and on school grounds after dismissal, under the parent's supervision.

Farm Use

The farm is an integral part of Nature's Classroom curriculum, and you are welcome to visit. Please remember that at most times we have NCIW classes being conducted at the farm and may be in the science lab, greenhouse, or woodshop and not visible to you.

During school hours when the students visit our farm with Directors/Directresses or the NCIW staff, they are reminded that this area is the animals' home...not to climb on anything, chase, scream or scare the animals. The animals can get overwhelmed should this happen.

Therefore, we need to insist that all students are supervised by their parents with no more than 2 families inside the farm at a time and you must make sure the gates are secure upon entering and leaving the farm. We request your cooperation to ensure that our "farm rules" are followed even after school hours.

Field Trips

Nature's Classroom Montessori School recognizes the importance of off-campus educational experiences. In Children's House, Field Trips are only offered to students in their final/3rd year of the program. These usually take place between January and May.

To participate in a field trip a student must have the Field Trip Permission portion of the registration form filled out. The Directors/Directresses take a copy of this form along on the trip. Please make sure you update your emergency information with the office as changes occur. Many field trips require specific attire. The Director/Directress will inform the students and the parents prior to each field trip of the necessary attire. Please refer to the Dress Code for further information.

Absences

Consistent attendance is important as students make important and regular connections with directors/directresses, classmates, routines, and the environment. The students who benefit most from their Montessori experience are those who attend regularly. There are several reasons for this. Consistent routine provides security for the student and a sense of security enables them to learn more readily. Secondly, a student's experiences are cumulative and build upon each other, and consistent attendance bolsters learning. Your own commitment to your student's being present in school reinforces in the student's mind, the importance of attending school as a responsibility and a gift to appreciate. It is crucial at this time in a young student's life for them to understand priorities and the importance of responsibility and education. The example, set by parents is crucial in a student's development.

If a student misses 5 days or more by December 31st, a meeting will be held with the director/directress and the Executive Director re: circumstances. NCM cannot be held liable for educational deficits due to excessive absences defined as more than 10 absences in a school year. Nature's Classroom will not forward a student's academic records to other educational institutions if excessive absences have occurred.

If a student is to be absent from school due to illness, parents are asked to call the school office at 262-363-2815 and /or e-mail the office or notify their director/directress in writing. If the absence is planned due to travel and/or a doctor appointment, parents are asked to notify the office and the director/directress in writing or e-mail. If the parents will be out of town while the student is in school, the office must be informed and given appropriate emergency telephone numbers.

We highly recommend that family vacations and trips be scheduled to correspond with school holidays, as extended time away from the classroom disrupts your student's classroom learning and his/her sense of community. However, we realize that sometimes a special trip can offer the student a once-in-a-lifetime opportunity. On these rare occasions, please discuss any planned absences with your director/directress well in advance of the trip.

Late Arrival

When a student will arrive late to school, guardians must contact either the office and/or the classroom teacher to explain the expected time of arrival and the reason for the late arrival.

If the student does not arrive before the expected time of arrival, the guardian must have contacted the school with updated information, or the student will be marked truant.

After five late arrivals, an alert will be sent to the guardians and further tardiness will be marked as unexcused absences.

Clothing

Please label everything that your student brings to school.

Students are expected to dress appropriately and safely in school and when on their field trips.

- Clothing (including footwear) which is extreme — too big, too tight, too long, too short – is not appropriate in a school setting.
- Clothing must cover from one armpit, down to approximately 3-4 inches in length on upper thighs, shirts must also include sleeves covering shoulders.
- Clothing may not display profanity or inappropriate slogans or logos such as drugs tobacco and other prohibited substances.
- Clothing may not contain any characters, cartoon or otherwise.
- Eyes must be visible when looking at eye level.
- Sunglasses are permitted indoors for medical purposes or with permission from the teacher.
- Hats may not be worn in the classroom unless it is a part of a religious or cultural observance, or for medical reasons.
- Clothing with excessive distressing and holes are not permitted.

Outdoor Clothing Requirements

Legs need to be fully covered for outdoor play as protection from injury and pests. If your student regularly wears shorts, or dresses, or skirts to school, you may wish to purchase a pair of bib overalls to be left at school. These can be quickly put on over clothing and prevents multiple students from needing the bathroom to change. They are also able to change back into shorts/dresses/skirts when they return to the classroom. Alternatively, they can bring a change of clothes for the outdoors.

Weather Appropriate Clothing

We do go outside daily when the temperature, including wind chill, is 0° F or above.

- Hats, snow pants, waterproof boots and mittens are necessary in inclement weather.
- Layering is important in the winter to facilitate comfort.
- Sometimes mittens and socks get wet after a play period. Therefore, we recommend sending your student to school wearing waterproof mittens.
- When there is even a hint of snow or excessive mud, students need snow pants, hats, scarves, and boots.
- Rain pants and rain boots are necessary in spring.

Field Trip and Presentation Attire:

Students will be expected to wear clothing/shoes appropriate for the field trip venue and representative of Nature's Classroom Montessori. The director/directress will communicate with the students and guardians for each outing on appropriate clothing choices. At times each of the following may be required:

If a student comes to school in inappropriate clothing, the student will be asked to change into something else from their spare set of clothing. A note will be sent home to the family explaining the reason for the change. If the student does not have a spare set of appropriate clothing, guardians will be called and must provide an acceptable change of clothes.

Spare Clothing Set (Please include ONLY ONE set of the following):

Spring/Fall/Winter

- Pants
- T-shirt
- Undergarments
- Socks

If the spare clothing set is used, it is EXTREMELY important that items be replaced the following school day.

Shoes

Two pairs of shoes will be necessary.

1. Your student needs to keep an INDOOR pair of non-character/non-commercial, non-marking, enclosed toe and heel shoes at school, which are not to be worn outside. It is important that your student is able to safely wear their indoor shoes inside on our tiled floors, outside in the event of a fire drill, therefore well-fitting, non-rubber-soled slippers are not acceptable.
2. Whatever your student wears back and forth to school will be their outdoor shoes; therefore, they will need to be weather appropriate, fully enclosed, and conducive to heavy play and hiking. Crocs are not allowed outdoors. It is recommended
3. Students are welcome to leave a spare set of outdoor shoes/ outerwear boots at school.

Water Bottles

All students are encouraged to bring water bottles to stay hydrated throughout the day. They can be refilled at school.

Backpack

When selecting a backpack, be sure it is sized appropriately for your student and will be adequate to manage winter gear. Do not purchase wheeled luggage style backpacks, as they can be a danger in our environment. They do not fit properly on hooks, are often tripped on when left unattended or in use, and the handles have been known to cause injury. Also be sure the backpacks are non-commercial and character free.

Outdoor Play

Time outdoors is an important part of a student's day. Our school is situated on stunning 100+ acres, which we like to take full advantage of. Students are enriched by time spent outdoors as it provides the fresh air needed to ensure good health and helps in the development of social and gross motor skills. Considerable empirical and theoretical research asserts that Nature and outdoor activities have restorative and therapeutic benefits.

Tree climbing is another way our students reconnect with Nature. In an effort to promote independent exploration, while keeping students safe, NCM has created basic guidelines for climbing trees. Students may only climb the trees that have been specifically designated and pruned for climbing. Students may not climb higher than the arm's reach of the supervising adult. At the beginning of each session, September and January, students will receive safety education on tree climbing, including which trees to climb.

In the case of a light sprinkle, drizzle or flurry the students may still go outside. They will go outdoors if the temperature, including wind-chill, is 0 degrees Fahrenheit or above.

If your student is recovering from an illness and still is not able to go outside, you are requested to keep them home. The school does not have adequate staff to provide for the care of one or two students inside the classroom while the others are outdoors.

Our outside experiences are an integral part of the education we provide. We welcome questions about this aspect of our curriculum.

Volunteering

NCM requires that each family commits to spend at least 20 hours of volunteer work for the school, over the course of the school year. Families are expected to keep track of their volunteer log and return it to the School Office before the end of the school year. Watch for volunteer opportunities mentioned in school emails or messages from the Directress.

Snack /Sharing Bag

Through the school year parents are asked to contribute snacks for the class on a weekly rotating system. A grocery list will be sent home the Friday prior to your scheduled week to provide snack. Students enjoy the excitement of helping to choose the items at the store and bringing them into the classroom. So, we encourage this wonderful learning opportunity. We may occasionally add fresh flowers or tissue to your grocery list. Specific items on these lists should be purchased in accordance with your household's financial budget. There is no obligation to exceed that budget. Please note that all items bought for the Sharing Bag **MUST** be nut free and **NOT** be processed in a facility that contains nuts or processes nuts.

Observations

Parents are encouraged to schedule a visit to the school for a 1-hour observation two times annually (unless a special circumstance dictates more and is approved by the Executive Director.) Observations begin about six weeks into the school year/after the beginning of the second term and extend until the second week of May.

- Call the office and schedule your observation. Observations are available Tuesday through Thursday during the work cycle by appointment only.
- When arriving for your observation appointment, you will be given the Nature's Classroom Montessori Guidelines for Observation sheet and an observation feedback form that we ask you to fill out and return to the Office prior to your departure from the school.
- If, after your observation you have further questions for your student's director/directress, you may indicate them on your observation form and the director/directress will get back with you at their earliest convenience.

Birthdays

If you do not wish your student to participate in birthday celebrations, please inform their director/directress immediately.

We welcome students to celebrate their birthdays with their school community here at Nature's Classroom. The following steps outline the procedure:

- We celebrate half birthdays for anyone whose real birthday falls during the summer.
- Parents are welcome to send a **NUT-FREE** snack to share. If you have any further questions, please contact your student's director/directress.

Holiday Celebrations

Holiday celebrations often reflect the feelings, beliefs and events that have great meaning in our lives. Holidays are viewed as times for us to express our feelings through celebration and come together as a community. While these are enjoyable and special, we must use care when we incorporate holidays into our curriculum. Our community is composed of many individuals with varied religious and cultural backgrounds. Holidays can be an important and valuable part of a multicultural curriculum. Our curriculum aims to move students ahead in their thinking and help them learn to function in a culturally diverse society. To respect the individual choices of each person, we observe the following policies:

- Decorations that are hung in the school and made by the students will reflect the season, not religious holidays. During winter, for example, paper snowflakes, pinecone decorations, and snow sculptures are ways to decorate inside and outside of the classroom.
- We explore cultures with the students. Dances, songs, holidays, and decorations experienced as part of this cultural exploration are encouraged.

Gifts

While Nature's Classroom Montessori does not discourage its employees from accepting gifts from parents and students, it cautions employees to remain above any hint of professional indiscretion. Donors may view their gifts with perfect innocence while others may view these same gifts in a less than flattering light. A large gift should be directed to the classroom or the school for the benefit of our whole community. Sound judgment and tact should always be used in personal dealings between employees, parents, and students.

Classroom Materials

The materials in the classroom are there to be used by all the students and the staff attempts to make them as inviting as possible. Sometimes they are too successful, and pieces of the apparatus get invited home. It is often the most important/favorite pieces that find their way home. Should this occur, we ask that parents not worry about this and return items as soon as possible.

Lost and Found

If your student is missing clothing and/or other belongings, please check the “lost and found” box located in their classroom. Clothing that is not claimed after a reasonable amount of time may be kept as extra items for students who may need it on any given day or donated to a good cause.

Reporting Suspected Abuse/Neglect

Under penalty of law, the Abused and Neglected Child Reporting Act requires the immediate report of any suspected neglect or abuse. Failure to report may constitute a misdemeanor and renders the non-reporting person liable for resulting damages. The duty to report concerns suspicion only; the burden of proof does not rest with the person reporting. No person may be sued for reporting a suspected case even if the suspicion proves to be unfounded. If such suspicion should arise it must be reported immediately to the Executive Director, and a phone call made to the county welfare agency or local law enforcement agency.

Confidential Records

All records concerning present and past students shall be considered confidential and must remain in the school office. Duplication of confidential records is prohibited unless the Executive Director approves. Confidential records include all records maintained by or in the possession of the school which identify one or more students by name, including, but not limited to: enrollment lists, grades, attendance records, health forms, accident forms, reports of directresses and consultants, photographs, financial forms, applications, registration forms, test scores, and all similar records containing information which students or parental authorities have a reasonable expectation of privacy. Any requests for information from confidential records should be in writing and should be given to the Executive Director. All tuition, school fees and any other invoices must be paid in full in order for records to be released.

1. Release of Confidential Records: Confidential records will be released only in the following circumstances and only to the persons indicated:

- a. To the parental authority. A student's confidential records will be released to that student's parental authority upon receipt of a written direction, signed by the parent authority.
- b. To persons authorized by the parental authority. A student's confidential records will be released to a person designated by the parental authority upon receipt of a written direction, signed by the parental authority.
- c. To the student. A student's confidential records will be released to that students' parental authority upon receipt of a written direction, signed by the parental authority.
- d. Governmental authorities. Confidential records requested or demanded by governmental authorities making such request pursuant to statute, rule, regulation, subpoena or court order will be released to such authorities.
- e. Insurers and counsel. Confidential records will be released to the school's insurers or to an attorney representing the School who is not a member of the School, if the Executive Director determines that such release is necessary and advisable to enable such persons to undertake their duties to the school.
- f. Generic or statistical records. Generic records of compilations of statistics from records, which do not identify students by name, are not confidential records under this policy and may be released by the school at the discretion of the Executive Director.

2. Requests for Release of Confidential Records: All requests or demands for the release of confidential records, other than those clearly mandated by the terms of an applicable statute or regulation, shall be in writing, delivered to the School, and no such request or demand will be honored prior to the delivery of such written instrument. The School will retain all such written requests or demands for confidential records. All tuition, school fees and any other invoices must be paid in full for records to be released.

The School may require such reasonable proof of identity or of genuineness of signature as it deems necessary to protect the privacy of the students.

In the event a student's parents are divorced or separated, the School will honor requests from both parents unless a certified copy of an order of court of competent jurisdiction, which orders otherwise, is delivered to the School.

3. Corporate Authority Responsible for Records and Access to Records by Corporate

Authority: The responsibility for the maintenance and enforcement of this policy shall be on the Executive Director of the School.

No member, officer, director/directress, or employee of the School shall have access to confidential records (other than to which he or she is entitled under Section hereof) except for the Executive Director, except as follows:

- a. A director/directress may have access to a confidential record prepared by him or her.
- b. A director/directress may have access to a confidential record of an academic nature of a student currently enrolled in class which record was not prepared by him or her if in the sole judgment of the Executive Director, such access is necessary for the proper performance of the director/directress' duties.
- c. In the event of pending or threatened litigation, the Executive Director may have access to confidential records pertinent to said pending or threatened litigation if necessary to protect the interest of the School.
- d. If, in the judgment of an attorney representing the School who is not a member of the School, it should become necessary for some other person to have access to certain confidential records in order to protect the interest of the School, such person may have access to such records.

In every case where access to a Confidential Record is obtained under Number 3 (c) or 3 (d) above, such access shall be documented by a written instrument in the form from the requesting authority stating the date of the access, the purpose, the name of the person to whom access was given and a description of the Confidential Record to which access was given.

All persons who obtain access to Confidential Records under section 3 hereof shall maintain the confidentiality of the information obtained thereby.

4. Storage of Confidential Records: The School shall maintain all confidential records.

Records of currently enrolled students and of students enrolled at any time within the past two years will be maintained by the School.

Emergency Evacuation Procedures

Fire Drill

All students and staff shall participate in routine fire drills. These drills will be held on a regular basis. A fire/tornado plan shall be posted in every building. The School shall install and maintain a fire alarm system, which will be hooked up to a monitoring company who will notify the authorities in case of an emergency. The School shall install and maintain fire extinguishers. These shall be tagged and tested at least once a year.

Fire drills will be held in accordance with state and city requirements and regulations. In conducting fire drills, order rather than speed shall be stressed. Written instructions shall be furnished by the Executive Director as to route and manner of exit during fire drills. It is the responsibility of the staff to be familiar with the safety plan and to be ready to implement it if necessary. Any person may pull the fire alarm box when there is any indication of smoke or fire.

Tornado Drill

Tornado drill instructions will be posted in each building. Severe weather alarm will sound in office; local Tornado Signal will sound outside. At the sound of the alarms, all staff and students are to go immediately to the assigned areas. Staff will instruct the students how to sit/kneel with head down. Staff shall remain with students until all clear is received or other instructions are given.

Evacuation of the premises is not recommended unless directed by appropriate officials on the scene or if the threat is imminent.

REQUIRED FORMS

Registration Forms

Registration forms are sent to all student families in August prior to school starting. Parent/Guardians of all students, new or returning must have completed the registration forms which include the Emergency Information, Pick-up Authorization and other permissions prior to attending school.

The Emergency Information portion of the registration form is to be filled out and returned before the beginning of school. Every effort will be made to contact parent, guardians, or other designated individuals as noted on the Emergency Information portion of the registration form if medical treatment is necessary.

Medical Forms & Immunizations

Medical Examination forms for returning students are kept in each student's school file, but we request that any changes be forwarded immediately to the office in order to keep a current and accurate medical examination form.

Upon admission, Parents/Guardians of all applicants are required to submit a complete medical history for their student. The completed Nature's Classroom Montessori health form, signed by the student's physician, must be on file before the first day of classes. **New Students:** If it is determined that the student has a currently contagious disease or infection and, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or, by reason of such disease or infection is unable to benefit from the school program, the Executive Director may elect to terminate admission. Withholding or falsification of health information is cause to reject an applicant or dismiss a student after enrollment.

A non-communicable disease does not prevent admission so long as the individual meets other admission criteria.

When deemed necessary, additional medical information regarding the student's health may be required from their physician before admission is considered. If it is determined that the student has a currently contagious disease or infection and, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or, by reason of such disease or infection is unable to benefit from the school program, the Executive Director may elect not to accept the child for admission. Withholding or falsification of health information is cause to reject an applicant or dismiss a student after enrollment.

If a student contracts an acute communicable disease, they will not attend school during the period such a disease is communicable. It is within the sole discretion of the Executive Director to determine a student's fitness to return to school. If a student has tested positive for a potentially infective agent, but has not actually developed the chronic communicable disease, they may, at the discretion of the Executive Director, continue to attend school with restrictions as deemed necessary by the Executive Director.

The Executive Director will review development of a chronic communicable disease in a student. The opinion of the physician caring for the student may be considered. If it is determined that the student has a currently contagious disease or infection and, by reason of such disease or infection, would constitute a direct threat to the health or safety of other individuals or, by reason of such disease or infection, be unable to benefit from the school program, the Executive Director

will terminate such student's attendance. Any tuition paid in advance will be refunded on a prorated basis.

Immunization is not required for admittance into Nature's Classroom Montessori, but we highly recommend that students keep current with vaccinations in accordance with State law for school attendance. If you or your doctor has a conscientious objection to your student's receiving vaccinations, please sign the waiver portion at the bottom of the immunization form. During disease outbreaks, unimmunized students may be excluded from school and school related activities until the outbreak is over, both for their own protection and for the protection of others.

If there are any significant changes in health or additional immunizations, the office must be notified as soon as possible in order to update the forms. It is important to have the most current medical information on file in case of an emergency.



Nature's Classroom Institute of Wisconsin, Inc. & Montessori School
P O Box 660
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Nature's Classroom Institute & Montessori School

Children's House Family Handbook Receipt

I/We acknowledge receipt of the Nature's Classroom Montessori School Children's House Family Handbook.

I/We have reviewed the handbook and am/are familiar with the policies and procedures at Nature's Classroom Montessori School relative to the expectations of Nature's Classroom Montessori School families.

I/We understand and formally agree to support and adhere to the policies stated therein.

Student Name(s) – Please print

Parent/Guardian Name – Please print

❖ Parent's Signature _____ Date _____

Parent/Guardian Name – Please print

❖ Parent's Signature _____ Date _____

(Return this signed page to the office)