

Madison Central Montessori School
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HANDBOOK

POLICIES AND PROCEDURES

Revised August 2007

Policies and Procedures

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INTRODUCTION

History

Madison Central Montessori School, Inc, is a non-profit school founded in 1972 by Carol Alver. Since 1984 it has been owned and directed by Dorothy Zografi.

MCMS is incorporated and licensed by the State of Wisconsin and accredited by the City of Madison for quality child care and Early Childhood Education. It is also certified by Association Montessori Internationale (AMI) and is committed to providing children with an educational experience consistent with the teachings and philosophy of Dr. Maria Montessori.

Before moving to its present location MCMS rented classroom space at St. James School (1972-1976) and Hoyt Public School (1976-1991). Over the years, the original Primary Program expanded to offer a Full Day Program, Summer Program, an Elementary Program for ages 6-12 years, a Middle School Program for ages 12-14 years, and an Elementary Afterschool Program.

We are proud of our history and look forward to continuing to provide Madison area families with quality Montessori education. The following policies guide us in the operation of the school with your child's well-being our foremost concern. We welcome your comments and suggestions as we continue to strive to update and improve these directives.

Mission Statement

The purpose of Madison Central Montessori School is to foster education and learning consistent with the Montessori Method and certified by Association Montessori Internationale (AMI). The school will provide the environment and materials that permit a child to participate freely in activities suited to his/her individual level of capability, and encouragement so that the child may become an orderly, integrated person with self-direction, inner discipline and a sense of responsibility. Through its curriculum and activities, the school will endeavor to promote an educational experience that will fulfill the child's need to become independent, acquire basic cognitive and social skills and cultivate a love of learning.

STATEMENT ON GRACE AND COURTESY

Madison Central Montessori School is committed to realizing Maria Montessori's vision of a world of peace through raising children who value their own and others' human dignity and nobility. To this end we set standards and expectations for behavior that communicate respect. This respect will yield powerful effects to the extent that all members of our school community reflect it in all communications.

"It is vitally important that within the family environment, and while the absorbent mind is operating, the parents and family realize that they are the examples of grace and courtesy, their actions and behavior go out into the environment for the tiniest child to absorb, first unconsciously." Maria Montessori

The path of grace and courtesy is not one of least resistance. We invite all staff, parents and children to work together and practice living with Grace and Courtesy.

Policy on Confidentiality

Through observations of children, parents and from other written materials collected at the school, staff will acquire much information about the personal lives of the families they are serving. All information gained from such sources is confidential. Confidential information may not be shared with anyone other than program staff, except where required by law, without the permission of the child's parent(s).

Policy on Non-Discrimination

MCMS values diversity in its student body. As a school, MCMS is a stronger and more representative community institution when it includes children from families with diverse ethnic and cultural identities, children with disabilities, and children from families with nontraditional family structures.

MCMS does not discriminate in its admission policy on the basis of family structure, race, color, sex, creed, disability, political persuasion, national origin or ancestry, or organizational membership.

Licenses and Posting Rules

Madison Central Montessori School is licensed by the State of Wisconsin, Accredited by the City of Madison for Quality Child Care and Early Childhood Education and Certified by Association Montessori International (AMI).

MCMS is licensed to serve 75 children aged 2 ½ -6 years of age. During the school year (Labor Day through approximately the second week in June), we are open 7:30 a.m. to 5:30 p.m. We also provide an eight week summer program to 2 ½ -6 year old students and during this time are open 8:00 a.m. to 4:30 pm.

All Licenses and Department of Health and Social Services (DHSS) Standards are posted in the school cubby area as well as any written violations noted by the DHSS Specialist and subsequent corrections made by the school.

PARENT BOARD

General Role and Responsibilities of the Board

The purpose of the MCMS Board is to preserve and protect the long-term health and well-being of the school by providing non-operational, strategic leadership, governance and school community representation in accordance with the Mission Statement of MCMS. In so doing, the Board is involved in long-term decisions, oversees financial management and fundraising efforts and retains a highly qualified Head of school to ensure an excellent Montessori education for the current and future children of MCMS.

Composition

The Board shall be elected in accordance with the by-laws.

Meetings

The Board meets at least four times per year, once each quarter, with additional meetings as needed. The new agenda for each board meeting will be posted on the parent bulletin board no later than five days prior to the scheduled date of the meeting, as will minutes of the previous meeting. Meetings are open to parents and teachers, but a closed meeting may be called to discuss confidential or sensitive topics.

Policy of Confidentiality

Board members are in a position to acquire information about the personal lives of the staff and families of our school. This information is shared at board meetings when certain matters, relevant to an important issue, need to be discussed and possibly acted upon. All information gained in this way is confidential. Confidential information may not be shared with anyone other than the Head of School and board members, except where required by law, without the permission of the individual involved.

All other school business discussed at Board meetings is also confidential and should only be shared as it is relevant to committee work with committee members. If a Board member has a concern, it may be voice to the President of the Board or the Head of School. The President of the Board is the Board representative to the school and the wider community.

Duties and Responsibilities:

- Attend all scheduled meetings.
- Uphold all duties as indicated by the bylaws, if elected an officer.
- Review and approve annual budget.
- Develop and review school policies.
- Evaluate long-range plans, goals and strategies as they relate to established school policy.
- Conduct a review of the Head of School's activities and performance as indicated in the by-laws.
- Conduct reviews of the school and the administration by select constituent groups every two years.
 - the school by the parents
 - the administration by the staff
 - the administration by the board
- When necessary, partake in parent grievance and resolution procedures, (see "School Policy Handbook")

Board Orientation

Annually, every August, before the first Board meeting of the new school year, the Head of School and the President shall have an orientation for all Board members. The orientation shall cover the following agenda:

- Brief history and philosophy of MCMS.
- Overview of Board Member's responsibilities.
- By-laws
- MCMS Policies and Procedures.
- State Licensing, City certification and AMI certification.
- Current year budget.

ADMISSIONS POLICIES AND PROCEDURES

Guidelines for Admission

Primary

- 2 ½ to 4 ½ years of age
- previous Montessori experience if 4 ½ years and older (children 4 ½ years and older without previous Montessori experience will be considered on an individual basis if space is available at the end of the enrollment period).
- toilet trained

Elementary

- 6 years of age at start of school year
- completion of at least two (2) years of a Montessori Primary experience
- a child who has not been in a Montessori Primary Program will be considered on an individual basis if space is available at the end of the enrollment period.

Application and Registration

Parents are requested to contact the Admissions Director for information and to make an appointment to view the school and to observe in classrooms. After meeting with the Head of School or Admissions Director, registration and enrollment materials will be made available.

Children are accepted as openings occur throughout the year. In the Primary Program, enrollment is also influenced by the school's commitment to keeping an equal number of three, four and five year olds in each room, and maintaining a balanced ratio of boys and girls.

Tuition and Fees

Refer to the *Fees and Options* brochure for current tuition rates and fee information. A non-refundable **Registration Fee** is due upon application and every year thereafter that the child is enrolled. A **Security Deposit**, generally equal to one month's tuition, is due at the time of the initial application and is refundable when applied to the child's final tuition payment upon leaving the school. A \$10.00 late payment fee will be charged if tuition is received after the 10th of each month. For more information, please refer to *Termination and Refund Policy and Procedures*

Forms

Parents are required to complete and submit the following forms upon application and at the start of each year a child is enrolled in the school. The only exception is the Medical form which is renewed every two years and Child Profile Form which is submitted one time upon initial enrollment

Application for Admission
*Day Care Immunization Record
*Day Care Child Enrollment and Health History
*Health Report
Child Profile Forms

*These forms are required by State Licensing. A child may not attend school if these forms are not on file in the school office.

Orientation

All newly enrolled Children's House students and their parents will attend Orientation before school begins in the fall. Students who are enrolled mid-year will visit the school to become acquainted with the teacher and the environment before his/her first day.

Phase-In Program: At the start of the school year, in order for the newly enrolled primary children to become socially and environmentally oriented at a slow, reassuring pace, a specific *phase-in* schedule will be developed with consideration given to the needs of the child and parent(s).

Adjustment Period: During the child's earliest days and weeks at school, every attempt will be made to seek the parents' cooperation and understanding until the child feels safe and comfortable in the school environment. For prolonged and unusual difficulties see *Termination and Withdrawal Policies*.

Handbooks: Each parent will receive the *Parent Handbook*, which informs parents of the practices regarding the day-to-day operation of the school. This will be distributed at the **Parent Orientation** meeting at the start of the school year or at the time of enrollment throughout the year. The *Policy Handbook* contains information on general school policies and is distributed at the time of enrollment.

Pets and Animals

If pets are to be added to the classroom (for any period of time) after a child is enrolled, parents will be consulted in writing, prior to the addition.

School Clubs

School Clubs enhance our students' experience at MCMS, adding to a sense of community and offering additional learning opportunities. A club application form may be obtained in the school office and must be submitted to the office for approval by the administration. Ongoing clubs must fill out a new application each year, with up-to-date information. MCMS reserves the right to refuse a club application or terminate a club if it becomes necessary.

SCHOLARSHIP POLICY AND PROCEDURES FOR APPLICATION

Madison Central Montessori School maintains a scholarship fund for the purpose of reducing tuition costs for students whose families have requested financial assistance and have been awarded scholarships by the Scholarship Committee of the school's Parent Board. The Scholarship Committee is comprised of the Parent Board Vice President, an At-Large Parent Board member, the Business Manager and the Head of School. The Scholarship Committee reviews applications and awards available tuition reduction funds following the criteria listed below.

- To enable a low-income family to enroll their child and for parents to participate in Madison Central Montessori School's community.
- To assist families with low or moderate incomes who have more than one child enrolled in MCMS.
- To advance MCMS' commitment to expand the diversity of families participating in our school.

Procedure

1. The Scholarship committee meets in April of every year once the budget has been approved and dollar allocation for Tuition Assistance is known. Notification of this opportunity and information on the Procedure will be communicated when reenrollment packets are sent out.
2. MCMS families, and community agencies working with families of young children, will be notified on a regular basis of scholarship availability.
3. Parents interested in applying for tuition reduction for primary students or after school care will first be directed to outside funding sources such Dane County Dept. of Health and Family Services, City of Madison Day Care Unit or University of Wisconsin Child Care Tuition Assistance Program (CCTAP), if they qualify for these funds.
4. Applicants will then be asked to fill out our standard forms. One form shares personal information and the second form, which remains confidential, shares financial information. These, along with a copy of the applicant's most recent *Income Tax Return*, will be reviewed by the Scholarship Committee to determine how much may be awarded for tuition assistance. The identity of the scholarship applicants will be known only to the Business Manager and the Head of School.

ENROLLMENT AND ATTENDANCE POLICIES AND PROCEDURES

Days and Hours of Operation

Madison Central Montessori School uses the Madison Metropolitan School District calendar when establishing our calendar for the school year. An eight-week Summer Session begins one week after the last day of the school year. The school is open from 7:30 A.M. until 5:30 P.M. Monday through Friday during the school year. Classes begin at 8:00 A.M. A child must be enrolled in the Early Morning Drop-Off Program for a 7:30 A.M. arrival time. Hours during our eight week Primary summer program are 8am to 4:30 pm. Parents have various attendance options for their child. These are detailed in the *Fees and Options* brochure.

Changes in Schedule

Once a child's attendance schedule is established for either the *Primary Half Day* or *Full Day Program*, or *Elementary Afterschool Program*, any additions or revisions in enrollment must be discussed with the Admissions Director and/or Business Manager and will be approved based on the current enrollment pattern.

School Closings

School is closed for approximately one week between the end of the school year and the start of the summer session, and for two weeks in August every year. All other anticipated school closings for **Holidays, Staff In-service Days** and **Parent Teacher Conferences** are communicated in the annual *School Calendar* given to parents at the start of each school year.

Our "bad weather" policy is to close school any day Madison Public Schools are closed due to inclement weather. All local TV stations report up-to-the minute news on Madison and area school closings.

In the event of unforeseen circumstances, additional, unexpected school closings will be communicated to school families through use of the Calling Tree.

Parking and Drop-Off

1. All Primary children should be accompanied by an adult into the school building until they are greeted by an MCMS staff member.
2. Parents should not leave unattended children in parked cars while picking up or dropping off a child.
3. Parents should not leave their cars running. Vehicles must be turned off when a car is parked in the school parking lot.
4. Parents should **NOT PARK** parallel to the white "annex" building which is adjacent to the school.
5. Parents **MUST observe One Way traffic pattern** when entering or leaving parking lot.

(See *Parent Handbook* for additional details and information concerning parking, arrivals and dismissals.)

Late Pick-Up/ Late Fees

1. Parents should notify the school if they will be significantly late in picking up their child. This practice makes it possible for us to inform your child why you are late and ease any unnecessary anxieties. Phoning does not exempt parents from late charges.
2. If parents find they are consistently unable to pick up their child at the scheduled time, they should make other arrangements to ensure scheduled pick-up, and notify the staff.
3. If the parent picking up the child is late, **a fee of \$5.00 will be charged**, and will be added to the tuition statement.
4. If a parent is late picking up her child after school closing time (5:30 during the school year and 4:30 during the summer) she will be charged **a late fee of \$1.00 per minute**.

Authorization for Child Pick-Up

1. If an individual has legal custody of a child, s(he) may pick up the child at any time. If parents have joint legal custody, either parent may pick up the child at any time. If an individual has sole legal custody, his/her written permission is needed for anyone, including the non-custodial parent, to pick up the child.
2. When a child is to be regularly picked up by someone other than a parent, written permission must be given to MCMS and be on file. In an emergency only, it is permissible (and required) to phone in and give the name and description of the person who will pick up the child.

Absences

Parents are to call between 7:30 and 8:00 A.M. with an explanation for a child's anticipated absence or lateness. If a child is not present by 8:30 A.M. and we have not heard from a parent, the school will contact a parent for affirmation of non-attendance. (See also *Child Health and Safety Policies*).

POLICIES AND PROCEDURES ON SCHOOL/PARENT/TEACHER COMMUNICATION

*Madison Central Montessori School is committed to serving the child. The Head of School, administrative staff and the teaching staff are **committed** to creating a learning environment for each child to reach his/her fullest potential*

We recognize that for the child to attain the goals we have set out there must be a continuous, open communication between the school and parents. The school must know the child as part of a family, and the parent(s) must know what the child is experiencing in school.

The child needs our attention, respect and understanding. The school and family must work together to identify what is unique about each child. Both school and home can be aided in this endeavor, and develop trust by keeping all channels of communication open and honest.

The following represents school policies for sustained communication between school and home.

Prospective parents are asked to **visit the school**, observe in the classrooms and meet with the Program Director before submitting an application for admission into a program. This is to ensure that the goals of the school are consistent with the goals of the parents.

Parents are asked to **bring their child** to visit the classroom and meet the teacher after being accepted into the program, but before school starts. This is a form of orientation to help prepare the child for his/her new experience.

An **Orientation Program** for all children and parents new to the school is held just before school starts or just after classes begin. Parents learn about school policies and the children are introduced to the classroom and other “new” children.

Throughout the school year, parents will receive information and updates in their **parent mailbox** in the school entryway. Some parents also elect to receive information by **e-mail**, and everyone is welcome to access our **school website** (www.madisoncentralmontessori.org) for the latest information. Details about upcoming events are also posted in the school entryway. An area for parents to **sign-up** for activities, events and donations is also located in the school entryway.

Parent/ Teacher Conferences are scheduled for all families during the fall semester and again during the spring semester each school year. Written reports are given to all elementary parents and some primary parents at the end of the school year. Parents are encouraged to **contact a teacher** for any reason, or at any time throughout the year, however we suggest that you ask the individual teacher, or check with the office staff, to see what procedure is appropriate. Each teacher has her/his own preference for being called at home, setting up office hours, etc. It is best not to wait until scheduled conferences to share comments or concerns.

For meeting with a teacher outside of regularly scheduled conference times we ask that you contact the office to make an appointment, and state the purpose of the conference in advance of your meeting.

Parent meetings are held throughout the year to discuss the Montessori approach to education and child development. These parent programs combine staff presentations with parent small group discussions and sharing to maximize opportunities for open communication and interaction.

Parents are encouraged to **observe** in the classrooms at any time throughout the year, with every parent observing at least one time. Please contact the Office to set up all observations.

Primary Open House in the fall and again in the spring give families the opportunity to visit the classrooms and have children share their lessons.

Elementary Go-To-School Days are scheduled in the Fall and Spring for Elementary parents to visit the classrooms and have children share their lessons.

Regular Newsletters and weekly bulletins are issued to keep parents informed of all Parent Meetings, Conferences, school events, review of policies and up-dates on day to day activities, as well as a summary of what is happening in the various classrooms.

Every new family will receive a **Policy Handbook** and a **Parent Handbook** before the start of the school year.

Parents are encouraged to participate in programs, be mentors, serve on committees, help out with special projects, chaperone field trips, etc. These are very important for building community. See handbook "How Parents Can Be Involved"

POLICY AND PROCEDURES ON DISCIPLINE

Actions that impair a child's ability to function or the emotional well being of a child at school are unacceptable. Conduct by anyone from or in the school setting which constitutes harassment or discrimination or is inconsistent with the Montessori Goals for Social and Academic behavior (see Primary and/or Elementary Parent Handbook) will result in certain consequences.

1. The Child in the Classroom

- a. The child is given freedom to choose work, form friendships and set his/her own pace.
- b. Expectations are made known at the beginning of the child's participation in the classroom:
 - Child is expected to respect all persons and everything in the school environment.
 - Child is expected to adhere to rules and guidelines as stated by the teachers.

2. The Teacher in the Classroom

- a. Examples set forth by the teacher(s) and assistant(s) are positive, consistent, and straightforward.
- b. The teacher is responsible for clearly outlining ground rules and expected behavior.
- c. The teacher deals with all children justly, gently and fairly in an effort to help them develop and maintain self-esteem and inner discipline.

3. Discipline in the Classroom

- a. Discipline should come from within the child.
- b. Teachers guide children to develop the skills to settle their own disputes.
- c. Teacher intervention and action are required when the child shows an inability to behave in an appropriate manner.
- d. Failure to adhere to behavioral expectations has direct and consistent consequences. When teacher intervention and action are required they are handled in the following ways:

Procedure

1. Teacher observes behavior
2. Teacher redirects child and/or discusses behavior of concern with child toward goal of having child recognize acceptable choices. (This is done appropriately for the age of the child.)
3. If undesirable behavior persists, the teacher states the problem and asks that it cease. (This ensures that the child understands which behavior is unacceptable.)

(continued on next page)

4. If a child appears to be unable to establish self-control, or as a logical consequence for disrupting an activity, the teacher will remove child from participating in the activity or situation. This will vary depending on the age of the child. For example, a young child may be told to follow the teacher for a period of time. A child may be asked to stop a work in progress or to put some materials away. A child may be directed to work in a certain area of the classroom, or to work alone. An elementary aged child may be given time to reflect on the situation. This may be done in writing and then in a conference with the teacher.
- A child who is unable to change behavior will be taken to the Office and asked to sit and reflect on the behavior that brought about this consequence. For primary aged children, the teacher should check in with the child after approximately five minutes to determine whether or not the child is ready to return to the classroom. For older children, the office needs to be informed as to when the child should return to the class.
 - If deemed necessary, the Head of School will use this time, or earliest convenient time thereafter, to “conference” with the child.
 - If a child repeatedly exhibits behavioral disruptions or violations of class rules and school policies, the Teacher should meet with the Head of School. A meeting should be set up between the Parents, Teacher and Head of School (and child if deemed appropriate) to discuss behaviors and determine action plans (with schedule for implementation).
 - A behavioral action plan may include the consequences of calling a parent to come and take the child home, for the remainder of the school day, if the child cannot follow the terms of the plan drawn up between parents and school staff.
 - In the case of a serious behavioral disruption, where the school does not feel that it is safe to keep the child at school, the parents will be called to pick up their child. A meeting between parents and Head of School will be required before the child returns to school.

(See Policy and Procedures for “Possible Professional Evaluation of a Child”).

POLICY AND PROCEDURE FOR POSSIBLE PROFESSIONAL EVALUATION OF A CHILD

The purpose of this policy is to ensure that children who frequently exhibit behaviors that interfere with their ability to benefit from and appropriately participate in classroom activities are identified and considered for possible professional evaluation, program modification and for continued enrollment at Madison Central Montessori School.

Procedure

1. If a Teacher notes behaviors that indicate developmental or psychological challenges or observes behaviors that significantly disrupt classroom functioning and peer interaction, and consequently question the child's ability to successfully participate in the program, s(he) will report these concerns to the Head of School or Head of School.
 - a. The Head of School will observe the child in the classroom and in other situations of concern.
 - b. The Teacher(s) will document examples of behavior that are concerning.
 - c. An acceptable timeframe will be set (by Head of School in consultation with the Teacher) for observation and documentation.
2. The Head of School may at any time request a consultation by an outside professional to observe and report on classroom interactions, and to recommend a course of action to ameliorate a perceived classroom problem. Parent consent is not required prior to classroom observation, provided the consultant does not interact with any particular child.
3. The School will contact the parent(s) and together will set goals and strategies for change within the child's school experience. Support for these strategies from parents at home will also be discussed.
 - a. If the Head of School judges that a child's behavior jeopardizes the welfare of the child or his/her classmates or staff members, a referral to a appropriate professional may be requested in a conference with the Parents.
 - b. An acceptable timetable will be set for regular review of the child's progress toward the outlined goals, and of the implementation of agreed upon strategies at school and at home. These reviews will include the School and Parents and may include the Child.
 - c. The Child may be present at any meetings if deemed appropriate.
4. Parents should be assured that the School wishes to keep a child in the program, if possible. We are committed to working with parents and outside professional support to facilitate the child's progress. At the same time, it is important for parents to work with the school, trusting that the teacher and all other staff have the children's welfare as a priority.
5. Teachers need to know about a child's participation in treatment with an outside professional. Teachers may wish to contact a professional treating a child for suggestions or information regarding management of specific problems in the classroom. Release forms must be signed by a parent before any such exchange of information can take place.

6. MCMS reserves the right to require a child's withdrawal from school if his/her problem behaviors adversely affect classmates or the staff, and/or if parent(s) refuse to work in cooperation with the School regarding recommendations and goals for the child.
7. Bringing any weapon or dangerous material into the school, or threatening to harm a staff person or other student is strictly prohibited. Violations of these prohibitions will result in immediate suspension, a meeting between the Head of School, Head of School, Parents and Child and possible termination of the Child's enrollment by the school.

(See "*Termination and Refund Policy and Procedures*")

GRIEVANCE POLICIES AND PROCEDURE

Statement: *The Parent Board of MCMS supports the right of teachers and other school staff to a safe and supportive working and learning environment. We recognize the complex roles that the teachers and staff play in providing a Montessori education and the many challenges they face in doing so. We welcome discussion and dialogue with teachers and staff about issues of safety and commit to a procedure for addressing concerns.*

Policy: *The Head of School is responsible for the smooth functioning of all areas of the school, including educational policies and parent and staff communication. The Head of School is always willing to speak with parents and staff about their concerns. The line of communication always begins with the child's teacher if the matter concerns the child, the classroom, or the teacher. Parents, Staff and Board Officers must follow these steps, as they are crucial to resolving disagreements and acknowledging our policy on Grace and Courtesy.*

Procedure for Parents

Any matter concerning a child, the classroom, or the teacher must first be brought to the attention of that child's teacher. Teachers are afforded the first opportunity to offer explanation and/or resolution to the parents.

Circumstances in which it is not appropriate to approach the teacher first are extremely rare. If such a situation arises, the parent(s) may approach the Head of School directly. In such cases, the parent(s) shall advise the Head of School that they have not discussed the matter with the teacher, and shall explain their reasons.

If the matter is not resolved to the satisfaction of the parent(s) and/or the teacher, the Head of School and Head of School must then be informed, either by the parent(s) or the teacher. This initial communication may be made informally, or by submitting a grievance form, available in the office. Upon such notice, the Head of School and Head of School shall discuss the matter with the parent and the teacher, together or separately, shall investigate the matter as circumstances warrant, and shall make a determination as to how the matter will be resolved. The Head of School shall advise the parties of this decision. The Head of School is the final decision maker in such matters.

If either party is not satisfied with the Head of School's decision, that party may then submit a grievance form through the office to the President of the Parent Board.

The Parent Board will review the situation, in closed session, to ensure that the Head of School's decision was consistent with school policy, and shall notify parties of any action to be taken with regard to the grievances.

TERMINATION AND REFUND POLICY AND PROCEDURES

A child may be discharged from the school under the following circumstances:

1. Tuition is three (3) months overdue and arrangements for eventual payments have not been agreed to by the Head of School and the parents.
2. The parents fail to comply with MCMS policies and procedures.

Mutual School (MCMS) - Parent Termination

When parents and MCMS mutually agree that a child's placement may be inappropriate, the following procedure will be followed:

1. Parents or Head of School and Head of School will initiate a conference to outline specific concerns.
2. A three-way Teacher/Parent/Head of School conference will be scheduled to discuss concerns and develop mutually agreed upon goals for the child, and a reasonable time frame will be set for meeting these goals. (See *Policy for Possible Professional Evaluation of a Child.*)
3. An acceptable schedule will be developed for teacher feedback to parent and Head of School concerning the child's progress.
4. A series of reviews of the child's progress will be scheduled.
5. A specific time will be set for a final review date to determine if termination is appropriate. Should termination occur at this time, the family is released from further contractual obligation to Madison Central Montessori School.

Termination by School (MCMS)

When the needs of an individual child cannot be served by the School, termination may be initiated by the school. The following procedure will be followed:

1. Written notification and/or a scheduled Head of School/Parent conference with parents explaining the problem(s) and desired solution(s).
2. Parents will be given ten (10) days to respond to, and/or rectify problem(s).
3. A final review date will be set to determine if termination is warranted. Should termination occur at this time, the family is released from further contractual obligation to MCMS.
4. In the event a child is deemed to pose a potential threat to the safety of other children or staff, the child may be immediately suspended, pending resolutions of the termination procedure.
5. (See *Policy and Procedure on Discipline.*)

Refund Policy

When MCMS has received a signed tuition contract and a deposit, a child's space in the program is guaranteed. After the tuition contract is signed, the deposit is non-refundable. In addition, if a child is subsequently withdrawn from the school, parents are responsible for tuition payments two months beyond the withdrawal date, unless a replacement for that child has been confirmed.

If a family knows they will be relocating or leaving the school, notification should be given to the office as soon as possible.

RE-ADMISSION OF STUDENTS AFTER TERMINATION OR WITHDRAWAL

Procedure

1. Application for re-admission shall be initiated 60 days prior to the intended start of school.
2. Readmission will be considered only when a vacancy exists.
3. Along with the appropriate registration materials, the following must accompany the application:
 - a. Letter of recommendation or description of current behavior from the teacher of any program in which the child is currently enrolled.
 - b. Letter of recommendation from any counselor or physician who has actively been engaged in therapy with the child or family.
 - c. Permission for MCMS staff to visit any program in which the child is currently enrolled.
 - d. Permission for MCMS staff to confer with counselors or a physician involved in the child's therapy.
4. The Head of School may require a home visit or trial classroom experience at the school.
5. The Head of School may admit the child on a probationary status, provided the behavior or physical problem or concern has been modified to the Head of School's satisfaction.
6. The probationary period will be determined by a time agreed upon at the time of readmission.
7. A review conference shall be held no later than one month after readmission. This conference shall include a Parent, Teacher, Head of School and any Physicians, Therapists or Counselors requested by the parents or the school.
8. Parents or Guardians of the child involved shall assume any costs involved.

COMMUNICABLE DISEASE POLICY AND PROCEDURES

MCMS recognizes it has a responsibility for preserving safety, protecting the welfare and promoting the physical, mental, and emotional health of all enrolled children and staff. The school shall be made available to all participants with equal opportunities for all. The rights and responsibilities of parents, children and employees shall be recognized. However, these rights and responsibilities will be balanced with the general welfare of all participants and staff.

Communicable disease control will be based on acceptable guidelines, and in accordance with state law and public policy, including initiation of isolation procedures or exclusion of children or staff if warranted. "Universal precautions" will be followed when dealing with blood and body fluids of all persons in all settings. These precautions will include using barriers such as gloves when handling blood or stool, washing hands immediately and thoroughly after contact with blood, body fluids, mucous membranes, or non-intact skin; and the use of disinfecting agents for all classrooms and bathrooms.

1. Children, staff or volunteers suspected of having a disease that is transmitted through social contact (i.e. pinkeye, lice, impetigo) will be sent home for diagnosis and treatment. Adults and children can return to work or class in accordance with public health policy.
2. State law requires that a child be kept at home if s(he) is ill or shows signs of communicable disease transmitted through casual contact. Symptoms of communicable disease include, but are not limited to, coughing, fever, rashes, nausea, vomiting, or diarrhea. If a child has been ill with a bacteria-diarrhea infection, infectious hepatitis, infectious mononucleosis, tuberculosis, or staph or strep infections, a doctor's permission to return to school may be required by the Head of School. These communicable diseases must be reported to the school in order to notify other parents and, possibly, the local health department.
3. A child who gets sick at school will be isolated within sight and hearing of a staff member until the parent or other authorized person can pick up the child. If the parent is not reachable in case of an emergency, a teacher will contact the child's emergency contact, or any other medical personnel, listed in the child's file.
4. In most cases children with long term serious communicable diseases, which are not transmitted through casual social contact (e.g. AIDS, hepatitis B), who are toilet trained, who have no tendency to bite, and have no draining lesions and are otherwise in control of their body fluids, will be allowed to attend programs in an unrestricted manner. Decisions regarding enrollment limitations will be made on a case by case basis with a team approach, including the child's physician, the child's parents, the MCMS Head of School, and, if necessary, local and state authorities. In each case, risks and benefits to both the infected child and to others in the setting will be weighed.
5. Employees known to have HIV infection or AIDS shall not be restricted from working solely because of their HIV status. Restrictions on an individual's ability to work will be dealt with on a case-by-case basis. Medical evaluations or consultations with a physician may be required.
6. Medical records of all children and staff shall remain confidential as required by Wisconsin state law. General informational notices will be sent to parents in the event that their child has been exposed to a communicable disease transferred by casual contact. The names of those infected will be strictly confidential. Parents and staff will not receive notification or information about children or staff with life-threatening diseases that are not transferred by casual social contact, except when possible treatment or follow-up is necessary.

CHILD ABUSE AND NEGLECT POLICY AND PROCEDURES

In accordance with reporting laws, any school staff person with suspicion or knowledge of abuse or neglect of a child enrolled the program shall take responsibility to initiate the process of making a report using the following procedure. MCMS will ensure that all staff are aware of their role as mandated reporters and informed of policies for reporting. MCMS will also inform parents, as part of the enrollment process, that staff are mandated reporters.

Reporting Procedures

1. Any staff person who has suspicions or knowledge of child abuse will bring this to the immediate attention of the Head of School. Together, the staff member and Head of School will decide if it is a reportable situation and will decide who will report. If either believes that indicators are consistent with possible abuse or neglect, a report will be made immediately. The Head of School will follow directions given by the assigned County Social Service worker, and the school will cooperate fully in the investigation.
2. Any suspected abuse or neglect must be recorded in The Accident Log Book describing the incident, including:
 - a. Date and time
 - b. Child's name
 - c. Description of suspected abuse
 - d. Signature of person making entry
 - e. Other Witnesses, if any
 - f. Action taken
3. After the report has been made and Social Services has had an opportunity to respond, the Head of School may notify the parent(s) that a report has been made, if it appears that this will serve a good purpose. If the Head of School decides to notify the parents, s(he) will inform Social Services of this decision.
4. If a parent or employee makes an allegation against an employee, the Head of School will inform the complainant of his/her right to report the incident directly to the State Department of Health and Family Services Division of Children and Family Services. The Head of School will follow up on any allegations and may utilize investigative suspension in accordance with the personnel policies. If the allegation is investigated by DHFS, the Head of School will inform the Parent Board.