



**POLICIES AND PROCEDURES  
2020-2021**

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## **Village Montessori and Preparatory School Christian Influence Policy**

- I. The purpose of this policy is to inform parents of the scope of Christian Influence at VMPS. At VMPS we believe that character-building is an important part of childhood development. Montessori believed in the whole child approach. Spiritual development is one of five areas of whole child development. However, we welcome all religions and we encourage parents of other religions to inform us of their holidays and traditions so that we can honor them. Exposure to these holidays and traditions to our students, however, is at the owners' sole discretion.
- II. Activities:
  - a. Daily: VMPS will pray with children, sing Christian songs and engage in devotions and bible study.
  - b. Christian holidays: At VMPS we celebrate Christian holidays and our music program entails singing Christian songs around those holidays. VMPS has an annual Christmas program where students perform various Christmas songs, poems, and/or act out scenes from the Bible. There are months of rehearsals leading up to the program.
  - c. Participation: Parents wishing for their child not to participate shall indicate as such on the VMPS Policies and Procedures Signature Form and VMPS staff will honor their request. We will allow children to engage in another activity in the classroom.

## **Village Montessori and Preparatory School Discipline Policy**

- I. The purpose of this policy is to establish guidelines for parents and school staff with respect to disciplining children. To promote a peaceful and calm environment, Village Montessori and Preparatory School (VMPS) will not practice corporal punishment. We will not use "time-out"; instead we will use another inclusive method to illicit cooperative behavior from our students.
- II. Our students will come to know the rules of the Montessori classroom during the first few weeks of school and teachers will continue to encourage students to practice the rules of the classroom through modeling calm and respectful behavior. Guidelines of appropriate behavior expected of all students include respect, courtesy and consideration for other students, teacher(s), and respect for their classroom, materials and individual belongings.
- III. We recognize that toddlers (1-2-year olds) are at the beginning stages of learning how to respect others' space and belongings. We also understand that they may exhibit typical toddler behaviors such as biting, hitting, kicking, pushing, etc., as they are learning how to use their words to express themselves. Parents of toddlers should be aware that these behaviors can present themselves at school and we ask for trust and patience as we help children overcome these behaviors. We will still follow our discipline policy for toddlers; however, we will take into consideration the severity, frequency and possible provocation of behaviors in comparison to other toddler behavior within the school.

- IV. Teachers under no circumstances will:
  - a. Hit a child
  - b. Use any form of physical gruffness (including but not limited to pushing, pinching, kicking, slapping, yanking arm or leg, etc.)
  - c. Yell at a child
  - d. Speak unkindly to a child
  - e. Degrade, embarrass or use profanity
  - f. Correct a child using an angry voice so that other children can hear it
- V. Techniques VMPS practices to set a child on a productive track include:
  - a. Stepping out: Leading the child by the hand away from all others so that he/she is not embarrassed in front of his/her peers; teachers will discuss the infraction, gain commitment to improve behavior and send the child back to work
  - b. Positive reinforcement: Complimenting a child on what he/she is doing right or complimenting others around the child who are modeling good behavior in order to influence the child to change his/her behavior
  - c. Redirecting: Changing the course of a child's behavior by turning the child's attention to another activity, another area of the classroom or to simply observe others who are modeling good behavior
  - d. Gluing: Keeping the child close to the teacher, either at her side or on her lap; the child has the opportunity to observe the teacher presenting a lesson to another child or observe another part of the classroom routine as a reminder of how to appropriately use materials or engage in activities
  - e. Taking a break
- VI. Additional steps. If a child continues to disrupt others around him/her or is physically hurting himself or others, the teacher will call the director to come get the child.
  - a. The child will engage in quiet work in the director's office for a period of up to five minutes (one minute per years old, i.e., 3 minutes for a 3-year-old)
  - b. The director will reassess at that time and determine if the behavior warrants a call to parents
  - c. Teachers will keep track of breaks and include this information in an email to the child's parents.
- VII. Phone call to parents/child sent home for the day. When a child has been involved in repeated incidents during the day, a staff member may call parents to come pick up their child. **Parental support and follow-through at home is urged at this point.** Talking through the situation, having quiet time at home without privileges and encouragement to try again the next day at school is expected.
- VIII. Reassessment. If incidents continue, the director may determine it is best for the child to attend only a portion of the day.
- IX. If a situation results in sending a child home two or more times, the director will reassess the suitability of our school environment for him/her by meeting with parents to discuss the needs of the child, strategies that have been or could be implemented, and what changes would need to be made for VMPS to be a viable educational setting for the student family.
- X. Reasons for possible expulsion:
  - a. Parent cooperation: We understand that all parents wish to do what is best for their child. We ask that parents are willing to try our recommendations to improve behavior. We will work with parents diligently to this end. If parents are unwilling or unable to follow through with reinforcing our efforts, the director will ask the student family to discontinue attendance at VMPS.
  - b. Five incidents rule: Should the following incidents occur five times in a one month, the director may ask that the student discontinue attending VMPS.

- i. Biting a child or teacher
- ii. Hitting, kicking, poking, etc., with such force that it causes bleeding, puncture or bruising another child or teacher
- iii. Deliberate pushing, tripping, spitting, or
- iv. Any action that causes bodily harm or destruction of school materials, walls, windows, fixtures, furniture or supplies

**Village Montessori and Preparatory School Inclement Weather Policy**

- I. Inclement Weather. Generally, we will follow the Fort Mill School District (FMSD) closings and delays for inclement weather unless otherwise communicated. If FMSD is closed, parents should expect VMPS to be closed. Many of our teachers have children in the FMSD so their absence would hinder our ability to staff our classrooms and meet ratio requirements. If we determine we can safely remain open or open for the day, we will relay this via Brightwheel. Parents should keep their phones close to receive the latest updates during inclement weather.
  - a. 1-hour delay: full-time students may arrive at 8:00 a.m.
  - b. 1-hour delay: school-day may arrive at 9:30 a.m.
  - c. 1-hour delay: half-day students may arrive at 9:30 a.m.
  - d. 2-hour delay: full-time students may arrive at 9:00 a.m.
  - e. 2-hour delay: school-day students may arrive at 10:30 a.m.
  - f. 2-hour delay: half-day classes will be cancelled
  - g. All Learning Lab (SCCA, FMVA, CMS) students may arrive at 9:00 a.m. regardless of the delay unless otherwise notified
  - h. If there are two siblings on different schedules, both students may arrive at the earliest time of the two delayed schedules
- II. In the event of snow and/or ice, teachers who open/close buildings 1520 and 1525 will spread melting salt and shovel as needed.
- III. Communication. Brightwheel app and text messages will be our primary means of communication.

**Village Montessori and Preparatory School Emergency Medical and Preparedness Plan**

<b>Facility Name:</b>	Village Montessori and Preparatory School (VMPS)
<b>Facility Address:</b>	1525 Onyx Ridge, Fort Mill, SC 29708
<b>Facility Phone:</b>	(803) 462-5288
<b>Facility Director:</b>	Dawn Peebles
<b>Emergency Kit Location(s):</b>	Teacher Break Room
<b>Number of Rooms</b>	6 Classrooms, 1 Indoor Play, 1 Admin, 1 Admin Closet, 1 Teacher Break room, 1 Janitor, 1 Storage, 1 Vestibule, 1 Staff Restroom, 3 Child Restrooms
<b>Number of Children:</b>	170

<b>Resource</b>	<b>Contact</b>	<b>Phone #</b>
Rescue (911)	Fort Mill Rescue Squad	(803) 548-1456
Police (911)	Fort Mill Police Dept.	(803) 547-2022
Fire (911)	Fort Mill Fire Dept.	(803) 547-5511
Hospital	CMC Steele Creek	(704) 512-5520
Poison Control	Palmetto Poison Center	(803) 777-1117
York Co. Office of Emergency Mgt	Chuck Haynes, Director	(803) 326-2300
Electric Company	York Electric Cooperative	(800) 582-8810
Gas Company	York County Natural Gas	(800) 752-7504 or 911
Water/Sewer Company	York County Water and Sewer	(803) 909-7275
Insurance Provider	Susan Fuller	(704) 277-3911

<b>Resource</b>	<b>Contact</b>	<b>Phone #</b>
School Owner	Lisa Gerard	(803) 431-5232
Facility Contact	Molick Scott	(336) 340-2826
Building Landlord	Greg Smith	(704) 578-6149
SC DSS Child Care Licensing	Juakita Davis	(803) 898-9001
Local Health Department	Health Department (York, SC)	(803) 684-7004
Local Building Official	Gary Bass	(803) 909-7200

- I. Emergency Plan. The objective of this plan is to inform VMPS parents how we handle emergencies that may occur on VMPS premises. An emergency is when a severe injury or illness, fire/gas leak, exposure to hazardous material, natural disaster, or trespasser is threatening life or may cause serious harm. In these cases, VMPS staff will respond immediately by initiating emergency medical or preparedness procedures appropriate to their level of training.
- II. Medical Emergencies. VMPS will utilize CMC Steele Creek Hospital if ambulance transport to a hospital is required (unless the child's medical information forms on file indicate a preference for another facility).
- III. The following conditions require immediate medical care by a trained First Aid/CPR/AED certified person and/or health care professional:
  - a. Hives that appear quickly and do not disappear (a symptom of anaphylaxis)
  - b. Loss of consciousness
  - c. Semi consciousness
  - d. Breathing difficulties
  - e. Severe bleeding
  - f. Unequal pupils
  - g. Seizure
  - h. Neck or back injury
  - i. Continuous clear drainage from nose/ears after a blow to the head
  - j. Severe headache
  - k. Stiff neck or neck pain when head is moved
  - l. Very sick child who seems to be getting worse quickly

- m. Repeated forceful vomiting
  - n. Vomiting blood
  - o. Severe abdominal pain that causes a child to double over
  - p. Abdominal pain after a blow to the abdomen
  - q. Possible broken bones
  - r. Shock
  - s. Inhalation of toxic fumes
- IV. The first staff member on the scene (or director) will perform the following steps in the event of a medical emergency:
- a. Follow 'Check, Call (911), Care' procedures as trained by the American Red Cross and continue providing care until medical personnel arrive.
  - b. Immediately notify the director.
  - c. Call the child's parent/guardian immediately after calling 911 to inform them of the child's symptoms and where they will be transported for medical care.
  - d. Accompany the child to the hospital and take the child's emergency medical information kept on file at the school; remain with the child until a parent arrives.
- V. On-site Evacuations (such as fire, gas leak, etc.). Evacuate anyone in immediate danger.
- a. For fire: pull fire alarm or call out "Fire! Fire! Fire!" and blow a whistle if alarm does not work.
  - b. For fire: the first teacher outside will dial 911 from his/her cell phone and tell the operator, "There is a fire at Village Montessori and Preparatory School located at 1525 Onyx Ridge off of Gold Hill Road in the Gold Hill Traditions commercial park."
  - c. For gas leak only: The director will call York County Natural Gas and request a technician be sent to the premises; director will turn off gas if possible.
- VI. All children and adults in the center will exit through the nearest doorway away from the fire or leak to an area well away from the building according to the following:
- a. Teachers and children in the back four classrooms will exit through their classroom doors and immediately proceed to the fenced outdoor play area via the sidewalk along the backside of the building.
  - b. Teachers and children in the front two classrooms will exit through their classroom doors to the fenced outdoor play area via the sidewalk along the front of the building.
  - c. Teachers and children in the teacher break room, indoor playroom or administrative office will exit the indoor playroom door (primary exit) OR the main entrance door (secondary exit) depending on where the fire is located.
  - d. Staff will carry non-ambulatory children.
  - e. If time permits and without compromising safety, teachers should make every effort to take their classroom attendance log, time sheet, first aid kit, their wallet/purse, cash, checks and other records easily carried.
  - f. For fire: teachers will close all doors as they leave the building.
  - g. For gas leak: teachers will prop doors open if time permits as they leave the building.
  - h. Teachers will account for all children by checking the attendance log and reporting to the director or designee as soon as possible.
  - i. Director and lead teacher or designee will provide first aid as needed.
  - j. No one shall reenter the building until permission is given by the fire officials (or gas technician).
  - k. The director will initiate notification to all parents to pick up children as soon as safety permits.

- VII. Off-site Evacuations (hazardous material present, etc.). If off-site evacuation is necessary, the children will be relocated to the Four Seasons clubhouse located adjacent to the childcare facility.
- a. Children will walk with their teachers. If outdoor conditions deem it unsafe to walk to the clubhouse, children will remain in their classrooms until their parents can pick up their child or make arrangements for pick up.
  - b. Assigned teachers will supervise the students on their class roster that day.
  - c. When children are relocated, each teacher will maintain the child's records utilizing the school's records software application and will access files via smartphone if authorized release verification is required. If a parent is arranging for pick up for their child by an unauthorized person, they must send an electronic note to the child's teacher; to be placed in the child's file.
- VIII. Weather/Natural Disasters. All staff members and children will take shelter in the long corridor in the facility. The corridor is in the center of the building and divides the front and back classrooms. It has no windows. Upon notification of a tornado, hurricane or similar severe weather conditions, all teachers and children will take shelter immediately in the corridor.
- a. Teachers will:
    - i. Take their mobile phone and classroom medical kits with them.
    - ii. Close classroom doors behind them.
    - iii. Ensure children are sitting or kneeling with their arms covering their heads.
    - iv. Wait for the director to give the okay to return to their classrooms or begin the pick-up routine.
  - b. The director will monitor local radio and TV stations and Internet sites including WCCB, WBTV, [accuweather.com](http://accuweather.com) and [weather.com](http://weather.com).
- IX. Radiological Evacuations. There are no nuclear power plants within a 10-mile radius.
- a. Intruder. In the event of a trespasser trying to gain access to the facility or one who has entered the facility, a staff member will immediately call 911 and teachers will:
  - b. Barricade their students inside the classroom bathrooms; push classroom shelving against the classroom door and lock each door that is equipped with a lock.
  - c. Keep children calm.
  - d. Stay out of sight of the classroom door's window and external windows in the classroom.
  - e. Stay hidden until law enforcement arrives, provides identification and confirms the site is safe.



Table 1. Emergency/Evacuation/Severe Weather Task List/Checklist

Item/Task	Responsible Staff (Director oversees all)	Check-off
Emergency contacts list for staff's families (electronic & hard copy = E & HC)	Director	
Students' medical emergency information (E & HC)	Director	
Emergency contacts list for students (E & HC)	Director	
Flashlight with extra batteries	Director	
Battery-operated radio with extra batteries	Director	
Charged cell phone/charger	Director	
Retrieve Emergency Carts from storage closet	Office Manager	
Hand sanitizer/soap	On Emergency Cart 1	
Face and body wet wipes	On Emergency Cart 1	
Paper towels/toilet paper/tissues	On Emergency Cart 1	
Pull-ups for any 2-year olds not potty trained	On Emergency Cart 1	
Bell (2 each) for signaling	On Emergency Cart 1	
Drinking water	On Emergency Cart 2	
Non-perishable food	On Emergency Cart 2	
Drinking cups	On Emergency Cart 2	
Students' medical emergency information (E)	Assigned Teacher	
Emergency contacts list for students (E)	Assigned Teacher	
Blankets	Assigned Teacher	
Retrieve children's medications/place in emergency bag/hang on corridor hooks	Assigned Teacher	
Place classroom first aid kit on corridor hooks	Assigned Teacher	
Vehicle keys	Each staff member	

X. On-going Safety and Staff Training.

- a. Daily Inspections. The director or designee will inspect the Center each morning to ensure the following:
  - i. All exit doors are unlocked and accessible
  - ii. All exit lights are working properly
  - iii. All corridors and doors leading to exits are clear
  - iv. There are no items hanging from sprinkler heads or fire alarm devices
  - v. Fire alarm devices, extinguishers and sprinkler heads are not obstructed
  - vi. All evacuation maps are in place and current
- b. Evacuation Route Maps. Each corridor and classroom will contain evacuation route maps indicating the following:
  - i. Primary and secondary routes
  - ii. Locations of the assembly areas
  - iii. Fire alarm pull stations
  - iv. Fire extinguishers
  - v. Fire detection such as smoke detectors
  - vi. Fire alarm and burglary alarm control panel

- c. Training and Drills. All teachers will receive training on this Emergency Plan at orientation and receive on-going training as needed. The director will keep a record of all training and drills.
- d. Training
  - i. The director will train or oversee all staff members' training on fire protection and evacuation drills.
  - ii. All staff will participate in teacher-lead training scenarios on a regular basis, which will precede or follow monthly fire drills.
  - iii. Topics will consist of the following:
  - iv. First aid – treating for bleeding, choking, shock, etc.
    - 1. CPR – pediatric and adult
    - 2. Children will participate in training and drills as appropriate and to make training as realistic as possible.
- e. Emergency shut-off. Should it be required, the director or lead teacher will turn off the particular utilities in question.
- f. Electricity
  - i. Location: The electrical box is located in the teacher break room (immediate right wall when entered from the corridor) and houses the main breaker for the building.
  - ii. Action: To turn off the electricity, grasp the red “Main Breaker” lever handle and pull down to the “Off” position.
- g. Gas
  - i. Location: The gas main and valve is located outside at the meter, approximately halfway down the backside of the building.
  - ii. Action: To turn off the gas, grasp the yellow lever handle and pull 90 degrees towards your body to make the lever perpendicular to the horizontal pipe.
- h. Water
  - i. Location: The water main and valve is located outside at the meter, also approximately halfway down the backside of the building.
  - ii. Action: To turn off the water, grasp the round valve and turn clockwise until it stops; if it does not turn at all, apply a few drops of lubricant (located in the janitor’s closet in the center of the facility’s corridor) on the valve stem and using a work glove (janitor’s closet), try again.
- i. Contacting SC DSS Child Care Services. The director will contact DSS during an emergency and provide the following information:
  - i. Name of facility: Village Montessori and Preparatory School
  - ii. Address: 1525 Onyx Ridge, Fort Mill, SC 29708
  - iii. Phone number: 803-462-5288
  - iv. Operational status:
    - 1. Can operate at full capacity
    - 2. Can operate at partial capacity – provide # of children able to accommodate
    - 3. Can operate as an emergency temporary site
    - 4. Cannot operate and need assistance relocating children
- j. Contacts at SC DSS Child Care Services.
  - i. Licensing specialist name and phone number: Juakita Davis, 803-331-3809
  - ii. Regional Licensing Office phone number: 803-898-9001
  - iii. Child Care Services Emergency Response Line/email: [800-556-7445](tel:800-556-7445)/[childcare.disaster.response@dss.sc.gov](mailto:childcare.disaster.response@dss.sc.gov)

## Village Montessori and Preparatory School Fire Evacuation Plan

<b>Facility Name:</b>	Village Montessori and Preparatory School
<b>Facility Address:</b>	1525 Onyx Ridge, Fort Mill, SC 29708
<b>Facility Phone:</b>	(803) 462-5288
<b>Facility Director:</b>	Dawn Peebles
<b>Emergency Kit Location(s):</b>	Teacher Break Room
<b>Number of Rooms</b>	6 Classrooms, 1 Indoor Play, 1 Admin, 1 Admin Closet, 1 Teacher Breakroom, 1 Janitor, 1 Storage, 1 Vestibule, 1 Staff Restroom, 3 Child Restrooms
<b>Number of Children:</b>	170

<b>Resource</b>	<b>Contact</b>	<b>Phone #</b>
Rescue (911)	Fort Mill Rescue Squad	(803) 548-1456
Sheriff (911)	York Co. Sheriff's Dept.	(803) 222-8981
Fire (911)	Fort Mill Fire Dept.	(803) 547-5511
Hospital	CMC Steele Creek	(704) 512-5520
Poison Control	Palmetto Poison Center	(803) 777-1117
York Co. Office of Emergency Mgmt.	Chuck Haynes, Director	(803) 326-2300
Electric Company	York Electric Cooperative	(800) 582-8810
Gas Company	Piedmont Natural Gas	(800) 752-7504 or 911
Water/Sewer Company	York County Water and Sewer	(803) 909-7275
Insurance Provider	Susan Fuller	(704) 277-3911

School Owner	Lisa Gerard	(803) 431-5232
Facility Contact	Molick Scott	(336) 340-2826
Building Landlord	Greg Smith	(704) 578-6149
Child Care Service	Emergency Response Line	(800) 391-1857
Local Health Department	Health Department (York, SC)	(803) 684-7004
Local Building Official	Gary Bass	(803) 909-7200

## Fire Evacuation Plan

- I. The objective of this plan is to reduce the possibility of harm to the children, facility and visitors to the center in the event of a fire.
- II. Procedure:
  - a. Evacuate anyone in immediate danger.
  - b. Pull fire alarm or call out "Fire! Fire! Fire!" and blow a whistle if alarm does not work.
  - c. The first teacher outside will dial 911 from his/her cell phone and tell the operator, "There is a fire at Village Montessori and Preparatory School located at 1525 Onyx Ridge off of Gold Hill Road in the Gold Hill Traditions commercial park."
  - d. Immediately begin evacuation of all children and all adults in the center through the nearest exit away from the fire to an area well away from the building according to the following:
  - e. Teachers and children in the back four classrooms will exit through their classroom doors and immediately proceed to the fenced outdoor play area via the sidewalk along the backside of the building.
  - f. Teachers and children in the front two classrooms will exit through their classroom doors to the fenced outdoor play area via the sidewalk along the front of the building.
  - g. Teachers and children in the teacher break room, indoor playroom or administrative office will exit the indoor playroom door (primary exit) OR the main entrance door (secondary exit) depending on where the fire is located.
  - h. If time permits and without compromising safety, teachers should make every effort to take their classroom attendance log, time sheet, first aid kit, their wallet/purse, cash, checks and other records easily carried.
  - i. Teachers will close all doors as they leave the building.
  - j. Teachers will account for all children by checking the attendance log, taking FACE TO NAME accountability and reporting to the director or designee as soon as possible.
  - k. Director and office staff will provide first aid as needed.
  - l. No one shall reenter the building until permission is given by the fire officials.
  - m. The director will initiate notification to all parents to pick up children as soon as safety permits.

### Village Montessori and Preparatory School Liability Insurance Policy

Facility Name:	Village Montessori and Preparatory School (VMPS)
Facility Address:	1525 Onyx Ridge, Fort Mill, SC 29708
Facility Phone:	(803) 462-5288
Facility Main Contact:	Dawn Peebles
Insurance Provider:	Susan Fuller

- I. The purpose of this policy is to establish guidelines around liability insurance.
- II. VMPS is committed to maintaining liability insurance for the protection of its students, staff and physical facility at all times.

## Village Montessori and Preparatory School Medication Log

- I. This purpose of this policy is to inform parents of the The Department of Social Services requirement that parents or guardians must:
  - a. Give any medications to the office staff for appropriate storage. Medication must be stored in a locked cabinet and is not allowed in the child's backpack
  - b. Sign in any medications including the following information: child's name, medication type, method, dose, frequency and parent's signature (sign-in sheet is located in the office)
  - c. Ensure medication is in original packaging and labeled with the child's name
  - d. Give the first dose or application of any NEW medication or topical cream/spray at home in case there is an allergic reaction
- II. Our school will make our best effort to meet this requirement at all times. To meet the requirement, parents must inform teachers and staff of any medication needs and refrain from sending these items in their child's backpack.

## Village Montessori and Preparatory School Payment Policy

- I. The purpose of this policy is to establish guidelines around tuition and fees. Please refer to the 2020-2021 Parent Handbook, through the VMPS website for more detail. [www.villagemontessori.com](http://www.villagemontessori.com) (Parent Portal page, Parent Handbook, Tuition and Fees sections)
- II. COVID-19 payment policy is in effect as of June 1, 2020. Please see the latest information on our website.
- III. VMPS does not offer refunds for withdrawals for unattended days or if payment has been made to enroll. Enrollments fees, enrichment fees and tuition payments are non-refundable when these payments are made to secure a spot in our programs. For students already attending, a 30-day notice is required to unenroll unless the program requires a year-long commitment for the school year. In that case, the financial commitment is for the entire school year. Those programs include Kindergarten and Learning Lab for SCCA, FMVA, and CMS.
- IV. Tuition, which is an **annual tuition** is determined in January of each year for the following year beginning on or about June 1<sup>st</sup>. The schedule options are:
  - a. 12 months/full-time – Annual tuition may be paid in one lump sum or month by month
  - b. 10 months/school year – Kindergarten, Learning Lab – year-long commitment; annual tuition but may be paid in 10 increments
  - c. 10 months/school year – Afterschool and Half-day; annual but may be paid month by month
  - d. A/B Schedule – For FMPS A/B students (1<sup>st</sup> 4 weeks or afterschool), this is a monthly charge
  - e. Summer camp – whole summer; may be paid month by month
  - f. Summer camp – week by week; may be paid week by week
  - g. Daily – space available; billed immediately
- III. Learning Lab or Kindergarten students enrolling before January 2021 will pay the full tuition for the program. These students enrolling after winter break ending in January 2022 will pay half tuition.

- IV. Payments. If a family is paying in full, there is a 3% discount if paying by check (a processing fee applies if paying by credit card via PayPal). Paying month by month or in 10 increments must be done via Brightwheel, our billing system; these payments will be drafted at the end of each month.
- V. Rates are based on the schedule options, age and hours of the program.
  - a. Unenrollment: VMPS requires 30 days' notice
  - b. Refunds and reimbursements: VMPS does not offer refunds once a payment is made for tuition or fees; please plan accordingly
  - c. Learning Lab enrollment is a year-long commitment
  - d. Full-time students:
  - e. Annual tuition applies – there are no refunds or partial payments for unattended weeks or breaks in summer attendance; school district teachers' children are the only exception (please contact our office for details)

I.

### **Village Montessori and Preparatory School Privacy and Social Media Policy**

- I. The purpose of this policy is to establish guidelines for parents, students and school staff regarding privacy and confidentiality. We value the relationships we have with our student families and future student families, so we respect privacy at all times.
- II. Use of Personal Information: Village Montessori and Preparatory School (VMPS) does not collect any personal information unless you voluntarily provide it by sending us an e-mail, participate in a survey, or complete a school form, whether it be hard copy or on-line. Personal information submitted will not be transferred to any non-affiliated third parties unless otherwise stated at the time of collection. When a user submits personally identifiable information it is used only for the purpose stated at the time of collection.
- III. Offers and advertisements: VMPS will not send you any unsolicited information via email regarding any commercial offers or advertisements at any time unless it pertains to school-related events or fundraisers.
- IV. Consent: When consent for the use and disclosure of personal information is required, the school will seek consent from the appropriate person. In the case of a student's personal information, the school will seek the consent from the parent.
- V. Physical files: All student files will be kept in locked file cabinets in the administrative office. Children's files will be accessible only to the parent/guardian, owners/directors, teachers and DSS Child Care Licensing.
- VI. Verbal/electronic dissemination of personal information: VMPS staff will not share phone numbers, addresses or any other personal information about a student or his/her family, staff or the owners/directors unless parents' consent or it is in an emergency situation. Please note that teachers have access to their assigned students' parents' phone numbers in Brightwheel at all times in the event that they need to contact parents directly.
- VII. Website and social media: Parents will grant through written consent during the enrollment process to allow VMPS to use photographs and videos of their child or their family prior to use. Reasons for use include school communication, promotional literature, public relations and advertising.
  - a. If parents do not wish to consent, they will indicate as such on their child's enrollment paperwork and VMPS will honor their wishes without question.

- b. We also ask that parents do not post pictures of their own children to social media when other children are included in the picture and easily identifiable without the other children’s parents’ consent.
- c. Facebook: This is our primary means of communicating lesson plans and posting pictures conveying what children are doing each day. There are three Facebook pages to which parents will be added/invited to join/invited to “like”:
  - i. The PRIVATE CLASSROOM page, where teachers will post lesson plans and pictures of students doing classroom work
  - ii. The CLOSED SCHOOL-WIDE PARENTS’ page, where VMPS staff will make announcements pertaining to the whole school (these posts will always precede email communications containing the same information)
  - iii. The PUBLIC VMPS page, where VMPS staff will post information for the public – we very much appreciate positive engagement and support from parents by “liking” posts, commenting, recommending our school, etc.

**Village Montessori and Preparatory School Provisional Employment Policy**

The purpose of this policy is to establish guidelines around provisional employment. VMPS currently does employ on a provisional basis. This means that we will hire teachers and have them start teaching based on favorable federal fingerprint results *possibly before* receiving the background check results. We will hire on a provisional basis only when necessary.

**Village Montessori and Preparatory School Security Policy**

<b>Resource</b>	<b>Contact</b>	<b>Phone #</b>
Rescue (911)	Fort Mill Rescue Squad	(803) 548-1456
Sheriff (911)	York County Sheriff’s Dept.	(803) 222-8981
Fire (911)	Fort Mill Fire Dept.	(803) 547-5511
Burglar Alarm Monitoring Company	Peter Boles	(704) 364-3694
Insurance Provider	Susan Fuller	(704) 277-3911

<b>Resource</b>	<b>Contact</b>	<b>Phone #</b>
School Owner	Lisa Gerard	(803) 431-5232
Director	Dawn Peebles	(704) 941-0971
Business Manager/Facility	Molick Scott	(336) 340-2826
Building Landlord	Greg Smith	(704) 578-6149
Local Building Official	Gary Bass	(803) 909-7200

- I. The purpose of this policy is to establish guidelines for parents and school staff regarding security and access to Village Montessori and Preparatory School. We are required by DSS Childcare Licensing to grant parents full and free access to their children, which is described in detail below. We take the safety of our students and the security of our school very seriously and we will always err on the side of safety and security.
- II. For increased safety of all members of the VMPS community, our building utilizes a keyless entry security system to access the corridor leading to the classrooms. VMPS personnel and families who will have access to the required keycards for entrance into VMPS buildings will follow the following guidelines. Our COVID-19 precautions may temporarily suspend parents from entering the building and the latest precautions can found on our homepage at [www.villagemontessori.com](http://www.villagemontessori.com). During normal operations,
  - a. Keyless Entry Device (fob) Distribution: We will distribute fobs to full-time families only. The first fob will be free; however, lost or damaged fobs will be subject to the replacement cost of \$10.
  - b. Staff: While under contract, staff members (including enrichment leaders) will utilize a fob that will allow access past the security door. Staff will have access to all VMPS doors.
  - c. Volunteers, learning specialists and other guests will either be supervised or granted unsupervised approval by DSS.
  - d. Routine service providers will not receive a fob with the exception of our cleaning company, A Cleaner Solution.
  - e. Half-day families will have access through the security door leading to the classrooms at drop off and pick up times only.
  - f. Parents will have free and full access to their children at their request unless a court order stipulates otherwise.
  - g. Parents may visit their child's classroom provided the visit does not disrupt nor distract children during instruction or classroom routines.
  - h. We encourage parents to:
    - i. Separate from their child even if the child has difficulty coming to school and giving the child time to acclimate to their environment without parent involvement (our teachers are loving, patient and well-equipped to comfort children and integrate them into their surroundings).
    - ii. Observe from the hallway if they'd like to see their child engaging with others and working in a Montessori environment.
    - iii. Wait to request to observe or visit the classrooms until after the first 10 weeks of school to give children time to "normalize" in the Montessori environment (normalize means to come to school ready to work independently and harmoniously amongst their peers).
  - i. Fob accountability:
    - i. Anyone who loses a fob must report it immediately to the director so that it can be disabled.
    - ii. Full-time parents will be asked to sign for their fob.
    - iii. Non-returning families will return fobs at the end of the school year. If the fob is lost or not returned by the last day of school, VMPS will bill the account \$10.
    - iv. Returning families may retain fobs for the upcoming school year however they will be disabled during the summer months unless their child attends full-time or summer camps.



## Village Montessori and Preparatory School Student Accountability Policy

<b>Facility Name:</b>	Village Montessori and Preparatory School
<b>Facility Address:</b>	1525 Onyx Ridge, Fort Mill, SC 29708
<b>Facility Phone:</b>	(803) 462-5288
<b>Facility Main Contacts:</b>	Lisa Gerard

<b>Resource</b>	<b>Contact</b>	<b>Phone #</b>
School Owner	Lisa Gerard	(803) 431-5232
Director	Dawn Peebles	(704) 941-0971
Business Manager	Molick Scott	(336) 340-2826

- I. The purpose of this policy is to establish guidelines for parents and school staff regarding the accountability of all students at Village Montessori and Preparatory School (VMPS) as they enter and exit the facility as well as move throughout the facility and utilize the outdoor play spaces.
- II. VMPS utilizes iPad Minis with Brightwheel installed, which is an application providing electronic check-in/check-out capability, daily attendance tracking and movement throughout the school by child and/or classroom. Teachers also have the option of downloading Brightwheel to their phone. The back-up method for interruptions in internet service or in the application itself will be for the teacher to write the child's name on the attendance sheet on the clip board hanging in the classroom upon arrival and for the teacher(s) to maintain accountability utilizing the hard copy attendance form to track movement throughout the day.
- III. Parents will:
  - a. Drop their child off inside the front door when a staff member is present for independent walking to his/her classroom
  - b. Release their child to a staff member to walk their child into the building/classroom, they will ensure the staff member has positive control of their child (greeted the child, walking side-by-side or holding the child's hand)
  - c. Ensure the teacher is aware of their child's arrival.
- IV. Teachers will:
  - a. Utilize Brightwheel for tracking (arrival, departure and movement within the school/to and from outdoor play) all students and summer campers
  - b. During drop-off: make eye contact with parents and offer confirmation that the teacher/staff member has positive control of the child such as a greeting or taking the child by the hand
  - c. Track as a class by taking their device or attendance sheets with them when going outside or to another classroom and check each child out/in BY NAME AND FACE MATCH either electronically or manually, ensuring no child is left inside/outside unattended
  - d. Track individuals by checking each child out/in BY NAME AND FACE MATCH either electronically or manually, when children are picked up by parents or doing enrichment in another room, etc.

- e. During pick-up: make eye contact with parents and confirm that parents have positive control of their child (children should not be allowed to run out of the classroom or school without their parent)

### **Village Montessori and Preparatory School Transportation Policy**

- I. The purpose of this policy is to establish guidelines around transporting children.
- II. VMPS may transport children for field trips and other off-site outings. VMPS staff will disseminate information for each trip and parents must sign a permission slip to allow VMPS to transport their child/children for such outings.
- III. VMPS picks up children from local public schools for the after-school program. When parents register for the after-school program, their initials and signatures throughout the on-line registration process indicate consent for VMPS to transport their child/children from their public school and possibly to other public schools as part of the VMPS bus route and to the final destination, VMPS.
- IV. All VMPS bus drivers will hold a valid driver's license and be insured through VMPS.
- V. Children of school age and older are allowed to ride on the bus. No preschool-aged children are allowed on the bus. This applies to all full-time and part-time students as well as summer campers.
- VI. Under no circumstances will VMPS employees drive non-family member students in their personal vehicles unless expressly approved by VMPS owners.

### **Village Montessori and Preparatory School Water Play Policy**

- I. The purpose of this policy is to establish guidelines around water play. VMPS may at times provide water play activities with water tables, sprinklers, fire department-run hose, etc. At no time will VMPS provide immersion activities where children are immersing their bodies in water or wading in water.
- II. Parents should understand that children engaging in water activities possess risks that may otherwise not be present such as slipping, spitting water, sunburn, etc. We ask parents to ensure children are wearing closed-toe water shoes with elastic opening and other appropriate attire along with sunscreen. VMPS teachers will provide children with direction and guidance for how to appropriately interact with their peers during water-play.

### **Village Montessori and Preparatory School Wellness Policy**

- I. The purpose of this policy is to establish guidelines for parents and school staff when children are experiencing symptoms of illness. To promote the wellness of our students and staff, Village Montessori and Preparatory School (VMPS) will not care for mildly ill children. Parents of children presenting with symptoms of illness will be notified for pick up as soon as reasonably possible.

- II. SC DHEC COVID-19 precautions (as of 8/4/20) include the below regarding symptoms and return to VMPS (the full set of guidelines can be found on our homepage [www.villagemontessori.com](http://www.villagemontessori.com)).

“Children and staff should be excluded from childcare if they have any **one of the following**:

Fever (**100.4°F+**), shortness of breath, difficulty loss of taste or smell, new or worsening cough

Children and staff should be excluded from childcare if they have any **two of the following**:

Sore throat, muscle or body aches, chills, fatigue, headache, congestion or runny nose, diarrhea, nausea or vomiting”

“Note: Parents of a child with **any one of these symptoms** should consider not allowing their child to attend the childcare facility regardless of meeting exclusion criteria. If these symptoms are explainable by an underlying condition (such as shortness of breath or cough for an individual with asthma) exclusion may not be necessary.”

“Children and staff should be moved safely, respectfully, as well as in accordance with any applicable privacy laws or regulations to the isolation room for evaluation. The individual should be provided a mask if they are able to use one (see [www.cdc.gov](http://www.cdc.gov) for who should not wear one, this includes children under age 2), and children should be supervised by a staff member who maintains at least six (6) feet of distance.”

**\*VMPS will strive to care for isolated children as safely and as nurturing as possible. Children in isolation may need to be held or fed or in close contact with a staff member in order for us to foster the loving environment we strive to provide. It is for this reason we urge parents to please pick up as soon as possible after we call.**

### **Return to Child Care Facility**

Sick staff members and parents of sick children may not to return until they have met criteria for return.

“Children or staff excluded for the above symptoms should not return until they have either tested negative for COVID-19 or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In this later case, the individual can return when they meet criteria for that condition.

Children or staff that require testing for COVID-19 will require a negative PCR (mouth or throat swab) test or, if not tested, must complete the current isolation criteria for COVID-19 to return to childcare.

Children and staff who test positive for COVID-19 and persons **with symptoms of COVID-19 (see list above)** who do not get tested, should isolate until:

- Ten (10) days have passed since symptoms started - and –
- 24 hours have passed since last fever without taking medicine
- Overall improvement in symptoms

Those who test positive by a PCR (mouth or throat swab) test but do not have symptoms will be required to stay out of childcare until ten (10) days after the specimen was collected.

The criteria above should be used to determine eligibility to return to childcare. Negative tests results are not required.”

- I. If your child becomes ill at school, we will notify you immediately and ask that you pick up as soon as possible.
- II. If your child has a communicable disease, please notify the director(s) immediately so we may notify other parents.
- III. Conditions and symptoms that are reportable according to the SC Department of Health and Environmental Control will be reported to the proper authority.
- IV. Below is the exclusion list from the **SC Department of Health and Environmental Control**, meaning children with these conditions are to be excluded from school until they are able to return according to the individual condition’s criteria. (P) is for “parent note required” to return and (M) is for “medical note required” to return.
  - **Bronchiolitis or RSV:** Keep your child home while he/she has a fever or is acting too sick to play with other children.
  - **(P) Chicken Pox / Varicella:** Your child may return once all of the sores and blisters are dried or scabbed over. If there are no scabs, he/she may return when no new sores appear for 24 hours.
  - **(P) Diarrhea:** For *most kinds* of diarrhea (defined as 3 or more loose stools in 24 hours), your child should stay home until diarrhea stops for at least 24 hours, or until a doctor clears him/her to return to school.
  - **Special Circumstances - (M) Blood or mucus in stool with diarrhea:**
    - If your child can use the restroom or can contain his stool in diaper-type underwear, he does not have to remain home if the diarrhea is known to be from a non-contagious condition, or if it continues after he completes antibiotics for a diarrhea-causing illness.
    - If your child is a medically fragile child or needs help with going to the bathroom, he/she may need to be out of school if the condition makes it difficult for teachers to maintain proper supervision or keep the classroom clean.
  - **Diarrhea from a diagnosed infection:**
    - **(P) *Campylobacter, Cryptosporidium, Giardia, Norovirus, Rotavirus, and most types of Salmonella*:** Your child may return to school after diarrhea stops for 24 hours.
    - **(M) *E. coli*:** For the most severe type of *E. coli*, your child must be out of school until the diarrhea stops and two lab tests taken at least 24 hours apart test negative for *E. coli* O157:H7.
    - **(M) *Salmonella Typhi (Typhoid fever)*:** If your child has Typhoid fever, he/she must be out of school until the diarrhea stops and 3 lab tests taken at least 24 hours apart test negative for *Salmonella Typhi*.
    - **(M) *Shigella* --** Students of any age in childcare, or medically fragile students in school must be out of school until the diarrhea stops for at least 24 hours AND a

lab test is negative for *Shigella*.

- **(P) Fever by itself:**
  - Children over 4 months old -- Keep your child home if he/she has a temperature of 100.4°F or higher
  - Once his/her fever is gone, your child can return to school.
- **(M) Fever with Rash, Behavior Change or other Symptoms:** Keep your child home and take him to a doctor or clinic if he has a fever with other signs of severe illness such as a rash, change in behavior, earache, vomiting, confusion, sore throat or irritability.
- **Flu / Influenza or Influenza-Like Illness (ILI):** If your child has the flu, he/she will be excluded from school/childcare for a fever of 100°F or higher with cough and/or sore throat. He/she cannot return until he/she is fever free for at least 24 hours, without any fever medicines.
- **(M) German Measles / Rubella / 3-Day Measles:** Keep your child home until seven days after rash starts.
- **Hand, Foot, and Mouth Disease:** If your student has hand, foot, and mouth disease, he/she should be out of school while she has fever, excessive drooling, difficulty swallowing, or is not feeling well enough to engage in routine activities.
- **(P/M) Head Lice:**
  - If your child has crawling lice or nits (eggs) we will call you to pick him/her up immediately. After his/her first treatment with an in-home or professional lice-removal product or service, if there are no active lice crawling on your child's head AND there are no viable nits within 1 inch from your child's scalp your child may return to school.
  - School staff will check your child's head seven-ten days after treatment for any newly hatched crawling lice or new viable eggs. If within that seven-ten-day window, there are any present, we will call you to pick up your child and you must:
    - Have your child **professionally** re-treated for lice before coming back to school and provide a statement or receipt of services OR
    - Obtain a note from your child's pediatrician's office (nurse, MD, NP, etc.) that your child is clear to come back to school meeting the criteria of no live bugs and no nits within 1 inch from the scalp
    - Email a statement to the director describing the action you took at home to clean linens, furniture, car seats, etc.
- **(M) Hepatitis A / Yellow Jaundice:** If your child has acute hepatitis A, he/she may return one week after the start of the jaundice.
- **(M) HIB (*Hemophilus influenzae* Type B):** If your child has a proven HIB infection, he/she will need to remain out of school until a health care provider clears him/her to return.
- **(P) Impetigo:** If your child has dry, honey-colored crusty sores that can be covered, he/she will be sent home at the end of the day. If the sores are weepy, oozing or wet or cannot be covered and kept dry, the child will be sent home immediately. He/she may return after receiving antibiotics for 24 hours if the sores have stopped oozing and are starting to get smaller, or if the sores can be covered completely with a watertight dressing.
- **(M) Measles / Red Measles / 10 Day Measles:** If your child has measles, he/she can return four days after the rash begins if he/she has no fever and feels well enough to participate in regular school activities.
- **(M) Meningitis:** If your child shows signs of meningitis (high fever, rash, stiff neck), he/she must remain out of school until a healthcare provider clears him/her to return.
- **(M) Mouth Sores inside the mouth**

- If your child has sores inside the mouth and also drools, he/she should stay home until his/her health care provider confirms that the sores are not contagious.
- **(M) Mumps:** If your child has mumps, he/she can return to school five days after the beginning of swelling.
- **Pinkeye / Conjunctivitis:** If your child has pinkeye, we prefer that he/she stay home while the eyes are secreting fluid. If your child has fever or severe eye pain, take him to see a doctor.
- **(M) Rash:** If your child has a rapidly spreading rash or a rash with fever or behavior change, she will be excluded from school immediately and we will call you to pick him/her up.
- **(M) Ringworm:** If your child has **ringworm of the scalp**, we will call you to pick him/her up immediately. At the very least, he/she must remain out of school from the end of the day until he has begun treatment with a prescription oral antifungal medication.
  - If your child has **ringworm of the body**, he/she does not have to remain out of school as long as the affected area stays completely covered by clothing. However, we recommend treatment for your child.
- **(M) Scabies:** If your child has scabies, he/she cannot attend school until treatment/medication has been applied.
- **(P) Shingles:** If your child has shingles sores or blisters that cannot be covered, he/she must be kept home until the sores are dried/scabbed.
- **Skin Infections from Staph or Strep (including MRSA), or Herpes Gladiatorum:** Your child may attend school if the sores are covered with clothes or dressings, and if the drainage does not come through clothes or dressing.
- **Stomachache (severe) or abdominal pain** If your child suffers from stomach pain for 2 hours or more, we will call you to pick him/her up. We recommend you take him/her to see a healthcare provider, especially if the pain is severe or fever accompanies the pain.
- **(M) "Strep Throat" / Streptococcal Pharyngitis:** If your child has Strep throat, he/she can return to school 24 hours after starting antibiotics if there is no fever.
- **Sty:** If your child has a draining/oozing sty that cannot be covered, he/she should remain home until the draining stops.
- **(M) Tuberculosis (TB):** If your child has active TB, keep him/her home until the doctor treating the TB confirms that your child is no longer contagious.
- **Vomiting:** If your child has vomited more than once in 24 hours, keep him/her home until the vomiting stops, unless you are certain that the vomiting is due to a contagious condition. Your child may return to school if he/she hasn't vomited in 24 hours.
- **(M) Whooping Cough / Pertussis:** If your child contracts whooping cough, he/she can return to school after completing five days of prescribed antibiotics, unless you are directed otherwise by DHEC or the director.

Dear Parents,

At VMPS we strive to follow SC DHEC guidelines for COVID-19 precautions including “return to center” requirements. It is our sincere desire to protect the health and safety of our students and staff as well as provide care and education services to our enrolled students with as few interruptions as possible. The latest DHEC guidelines state the following:

“Children or staff excluded for the symptoms of COVID-19” (any one of the following: fever of 100.4 degrees or higher, shortness of breath, loss of taste or smell, new or worsening cough; or any two of other symptoms on the DHEC exclusions list) “should not return until they have either tested negative for COVID-19 or a medical evaluation determines that their symptoms were more likely due to another cause (e.g. sore throat due to strep throat). In this later case, the individual can return when they meet criteria for that condition.

Children and staff with symptoms of COVID-19 who do not get tested, should isolate until:

- o Ten (10) days have passed since symptoms started and
- o 24 hours have passed since last fever without taking medicine and display an
- o Overall improvement in symptoms”

Note: VMPS does not have a policy requiring testing for COVID-19. However, our commitment to parents and staff is that we will require the doctor’s note or isolation meeting the above bulleted criteria.

The latest guidelines can be found here:

<https://www.scdhec.gov/sites/default/files/media/document/Childcare-COVID19-guidance-response-to-case-08.03.2020.pdf>

Parents, please bring this completed note with you when you bring your child back to VMPS.

After a medical evaluation, I determine that \_\_\_\_\_’s  
(Print Child’s Name)

symptoms are likely caused by \_\_\_\_\_  
(Print Other Than COVID-19 Condition Here)

and is clear to return to school provided he or she meets the criteria to return for that condition per the school’s policies.

Date Evaluated: \_\_\_\_\_

Medical Provider’s Printed Name: \_\_\_\_\_

Medical Provider’s Signature: \_\_\_\_\_