



*Established 1961*

## MMS Summer Program Policies

### Food Policy

Food preparation, eating enjoyment, and clean-up are skills that every child should have positive experiences with daily. Every Montessori school views meals and snack time as learning opportunities. We strive for the healthiest and safest environment possible. Therefore we ask that you send:

- No artificial sweeteners (this includes NutraSweet®).
- No frozen food that must be prepared by teachers.
- Juices and fruit snacks that are made with 100% fruit juice.
- For Toddlers: No choking-hazard foods (grapes and hot dogs are the most dangerous).
- Below the first grade: **No peanuts, peanut products, or nuts of any kind for children.**
- Childcare Program: No food that must be heated by teachers.
- Popcorn and whole-grain snack chips/crackers (such as "Sun Chips") are acceptable.
- Children should bring their own beverages as milk will not be available during the summer.

### Low-Sugar, Low-Salt Policy

Obesity occurs when a child eats more calories than the body burns up. Although certain medical disorders can cause obesity, less than 1% of all obesity is caused by physical problems. Obesity in childhood and adolescence can be related to poor eating habits, overeating, and lack of exercise. With fully 1/3 of children under the age of 18 considered obese, the Academy of Pediatrics has proposed a number of approaches to help reduce the growing epidemic of obesity among American toddlers, children, and teens. It has also proposed that families should be educated to understand the important impact they have on their children's development of lifelong habits of nutritious eating and regular physical activity. Dietary practices should encourage moderate eating rather than over-consumption and rather than trying to control children's eating practices, parents should encourage healthful choices; for example, nutritious snacks can include vegetables and fruit, low-fat dairy foods, and whole grains, as mentioned in proposals put forward by the American Academy of Pediatrics. At MMS, we recognize that students are with us for the majority of their waking hours, and that educating students to be successful well beyond academics is critical for an adult life characterized by good health and effective daily habits.

With that philosophy in mind, MMS has a low-sugar, low-salt policy, which includes food packed for lunches or brought from home to share for snack. Dessert-like foods, sweets, and treats should be saved for home enjoyment. We have found that elimination of these foods at school creates a healthier and more pleasant learning environment. These are some of our reasons for this policy:

- By learning about healthy foods and modeling positive, healthy eating habits, we hope to promote a foundation that will become a lifetime of good eating practices.
- Avoiding foods high in sugar, high-fructose corn syrup and excessive salt preserves a healthy appetite for foods from the necessary food groups: protein, fruits and vegetables, grains and milk.
- Healthy teeth and gums are promoted.

Children should bring fruits, vegetables, whole grain sandwiches, yogurt (without chocolate, candy, or sprinkle additives), hard-boiled, unpeeled eggs, cheese, etc. Items that are not acceptable for consumption at school will be sent home in your child's lunchbox. Because so many foods today combine the promise of nutrition along with excessive sugar, please refrain from sending questionable items.

## Arrivals and Departures

You can use both entrances located at the south end of the building between 7:45am and 8:00am. Before 7:45am and after 8:00am, the main entrance is the west ramp (near the backyard) entrance. Classroom assignments and all changes to the calendars will be posted at this entrance. Please remember to drive slowly at all times while on school grounds, and never leave your car unattended with the engine running. **Cars should never be parked in front of the school doorway**, as this prevents emergency vehicles access to the school in the case of an emergency.

***Every child must be signed out of Brightwheel with their code when leaving the summer programs. Have I.D. ready at all times during pick-up.***

### Morning Drop-Off: 7:45 – 8 AM

We run a drop off line for students enrolled in Summer Montessori, Specialty classes, and Morning Playgroup/Social. Morning drop off runs from 7:45 - 8 AM. Doors open to the classrooms at 7:45 AM so that children may be dropped off with enough time to visit their cubbies and enter their classroom on time. At 8 AM, faculty return to their classrooms. After 8 AM parents must park, come in the west ramp entrance door, sign in at the office, and walk their child to class. It is extremely important that all students, regardless of age, be escorted into school and to their classrooms.

### Afternoon Pick-Up: 11:45 - 12 PM

If your child is not staying for the afternoon, pick up runs from 11:45 - 12 PM outside at the main entrance. An MMS car sign must be displayed. Car signs will be sent home on the first day with all new students. Please have I.D. ready at all times during pick-up. Also note that there is a \$25.00 late fee for children not picked up by noon.

If you are picking up your child earlier than the above stated pick-up times, you must park, come to the main office and **we will call your child's classroom** to have them come to the office.

## Clothing

No one in our community may wear clothing with slogans that promote illegal or inappropriate behavior (i.e., drugs, sex, or racism), shirts which show midriffs, or torn or ripped clothing. It is the parents' responsibility to make sure that their children are dressed in an appropriate manner. **Appropriate shoes for school include sneakers or other casual shoes that may get dirty and can be used outdoors and while active. Party shoes, clogs, or open-toed sandals are not appropriate or safe for outside play.**

### Lost and Found

Items such as children's clothing and backpacks found in the halls or on the school grounds are put in the lost and found where their owners can retrieve them. Articles of greater value such as cameras or jewelry are held in the school office. Near the end of the Summer Program, lost and found items will be displayed outside the office for their owners' retrieval. After the articles have been displayed for several days, leftovers will be donated to a local shelter.

# Health, Medication, and First Aid Policy

## Illness

Milwaukee Montessori School does not offer care for sick children. Any contagious health condition is cause for exclusion from the program. Children present in school will be assumed to be fit and able to participate in all regular school activities, including outside play. Students who are sent home during the school day for illness may not return to school the following day. In the event of an illness that requires exclusion from school, parents are asked to report absences to the office or the child's teacher. Notification is only required on the first day of an extended absence.

Your child may not come to school if he/she has any of the following:

- Has been sent home by the School due to illness the previous day
- Has or has had a fever (100 degrees or greater) within the past 24 hours
- A rash of unknown origin
- Vomiting
- Earache
- Diarrhea
- Bacterial Conjunctivitis (colored discharge from eye)
- Visible head lice or nits
- Shows signs of any bodily fluid that is not clear

Please also note the following:

- Students need to have a medical release to return to class upon recovery from streptococcal or staphylococcal infections, measles, infectious hepatitis, or mononucleosis.
- Any student diagnosed with head lice must be treated and "nit-free" in order to return to class. Students must come to the Front Office for a final head check before returning to activities with other children.
- If antibiotics are prescribed, children must have had 24 hours of antibiotics *and* be symptom-free before returning to class.

## Conditions for the School to Administering Prescription Medication to Students

No medications will be administered by School personnel unless the following conditions are met:

1. The prescribing physician must provide written instructions to include the student's name, the medication, the reason for the medication, the dosage, the time/circumstances for administration, the anticipated number of days the medication will be administered at School, possible side effects, the prescribing physician's signature and the signature of the student's parent/guardian. This information must be provided on the appropriate MMS school form.
2. If the physician has noted on the 'Authorization to Administer Prescription Medication' form that a medication is to be administered 'as needed', a separate form must be completed by the parent for each instance.
3. Any request for a change in the prescription medication dosage or time of administration must be made in writing and signed by the parent/guardian and the prescribing physician.
4. Written consent for the administration of prescription medication must be made on an annual basis.
5. All prescription medications must be in the original pharmacy container with the current pharmacy label.

A designated staff member will be responsible for administering medications to students who require medication on a field trip or at a time when the student is engaged in a School activity outside of the building.

When the duration of time a child is to have taken a medication is complete or the medication is out of date, or at the end of the program, the parent/guardian will be advised to pick up the medication by a specific date. If a child has outdated medication at school the child will be sent home. The notice to parents should also inform them that any medication not picked up by the date indicated will be destroyed in a manner consistent with local health policy. Unused or outdated medications will not be sent home with the child. It is the parent's/guardian's responsibility to insure that refills are provided to School personnel as needed.

A set of medication must be provided to each of the programs that the child is enrolled in plus an additional set for the office. For example, if a child is enrolled in Lower Elementary but also receives child care, both programs and the office must receive a set of medication. While this may be a burden for some families given health insurance restrictions, it is imperative that all families comply with this requirement.

School personnel will not dispense medications or substances that are not regulated by the Food and Drug Administration such as herbal or homeopathic remedies. For any medication that is not covered by this policy, such as over-the-counter drugs, parents/guardians may come to School and administer medication to their child.

#### Conditions for a student to Self-Administer Asthma Medication

Students from grades four to eight may carry and self-administer asthma inhalers under the supervision of School personnel. Parental consent and the authorization for the use of this medication along with written instructions must be obtained from the prescribing health care provider and must be provided to the School. Students who carry and self-administer this prescription medication must have the medication correctly labeled with their name, the name of the drug and the directions for use. Parents must provide a back up inhaler to School personnel, who will store the additional inhaler in the office.

#### First Aid

Staff members will administer basic first aid for minor bumps, scrapes, cuts, and bruises. A written record of the known circumstances of the injury and of the medical attention given shall be noted on an accident report. MMS faculty will give a copy of this report to parents. In the event of a more serious injury, the parent/guardian shall be contacted immediately to arrange a trip to the hospital or physician. In the unlikely event of a life-threatening situation, emergency first aid will be administered, 911 will be called, and the parents will be contacted immediately. If there is a serious injury to the head, young children will not be allowed to nap at school. Any injuries to or reports of pain in the arms and legs will result in those injuries being treated as broken bones.