

# Belle Meade Montessori Lower School



# Parent Handbook 2020-2021

Belle Meade Montessori School is a 501(c)(3) organization.

Belle Meade Montessori School welcomes students and staff of every race, color, gender, religion, and national origin.

Updated 8/24/2020

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### Belle Meade Montessori Program Description

(Purpose, scope, philosophy, and any religious affiliation)

#### Mission

Belle Meade Montessori School provides an exceptional education that emphasizes individual responsibility as well as social and environmental consciousness through experiential learning.

Belle Meade Montessori Lower School  
36 Belle Meade Lane, Sperryville, VA 22740  
540-987-0267 [board@bellemeadeschool.org](mailto:board@bellemeadeschool.org)

## Philosophy

Grounded in the ideals of sustainable living, Belle Meade strives to create an atmosphere where children can discover their passions, express their creativity, develop responsibility, forge meaningful relationships, and learn to be contributing members of a community.

## Guiding Principles

Belle Meade Montessori School provides

- an integration of academic excellence and sustainable living.
- a well-balanced education that includes valuable life skills.
- experiential learning that actively involves each child in the learning process.
- individualized teaching and learning create valuable experiences for each child.
- exploration and discovery, critical to the educational process.
- an environment in which content mastery is achieved through understanding.
- interdisciplinary, project-based learning to actively engage students.
- on-site farm chores and animal care as a part of each student's daily activities.
- opportunities to develop a sense of responsibility, respect, and value for animals and nature.
- an environment where mentoring each other is fostered.
- empowerment through learning to express oneself, speak up for oneself, and become aware that one's choices defines one's life.
- a happy, friendly, and nurturing environment.
- a pace that promotes maturation, growth, healing, and self-definition.
- practice of communication skills with people of all ages.
- practical skills for real life.
- daily morning circle encourages children to express their feelings while listening to and respecting others.

Belle Meade Montessori School has no religious affiliation.

## General Contact Information

School	540-987-0267
Program Director, Susan Hoffman	board@bellemeadeschool.org
Elementary, Jami Davis	jami@bellemeadeschool.org
Primary, Megan Moore	megan@bellemeadeschool.org

Address: 36 Belle Meade Lane, Sperryville, VA 22740

(Program and services provided)

## Programs

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## **Principles of Primary Development**

***Education, therefore, of little ones is important, especially from three to six years of age, because this is the embryonic period for the formation of character and of society...The child's development follows a path of successive stages of independence, and our knowledge of this must guide us in our behaviour towards him. We have to help the child to act, will and think for himself. This is the art of serving the spirit, an art which can be practised to perfection only when working among children.***  
**-Maria Montessori - The Absorbent Mind**

## **Montessori Primary Education**

- fosters the growth of independence, self-regulation, and persistence
- promotes social development through respectful, clear communication and built in natural consequences
- provides specifically designed materials for the refinement of sensory perception, literacy development, and mathematical concept based application
- offers opportunities for imagination and exploration leading to confident, creative self-expression

## **Principles of Elementary Development**

***"The purpose is not to create walking encyclopedias of knowledge... The "stuff" the students learn is almost incidental to the enrichment of the context they gain for understanding themselves and their place in the universe.".*** -Maria Montessori

## **Montessori Elementary Education**

- provides opportunities for collaborative exploration in which the child's interests are supported and guided as they explore and expand their understanding of the universe.
- encourages the development of self-confidence, imagination, intellectual independence and self-efficacy
- Builds an understanding of the child's role in their community, in their culture and in the natural world

## **What Is Montessori?**

Through her direct observation and interaction with children during the early 1900s, Dr. Maria Montessori realized that children develop in identifiable periods, each one distinct and critical to children's unfolding as individuals and members of society. Over the past century, the Montessori educational approach has been proven to be successful both nationally and internationally and is reinforced by current scientific research about child development. Belle Meade implements an educational environment that meets these developmental needs of the children.

(Ages of children served)

**Primary** Ages 3-6    **Elementary** Ages 6-11

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Belle Meade Lower School serves children ages 3-6 in the primary program and ages 6-11 in the elementary program. Children in the primary program must be toilet trained. Lessons are geared toward the needs of individual students and of the group. These include Montessori activities, specially chosen texts, and well-proven curricula.

### Organizational Structure

Owner: Susan Hoffman, Ed.D.

Board:

Susan Hoffman, Chair of Board

Mike Biniek, Vice President

Tobey Wheelock, Secretary & Treasurer

Teaching Staff:

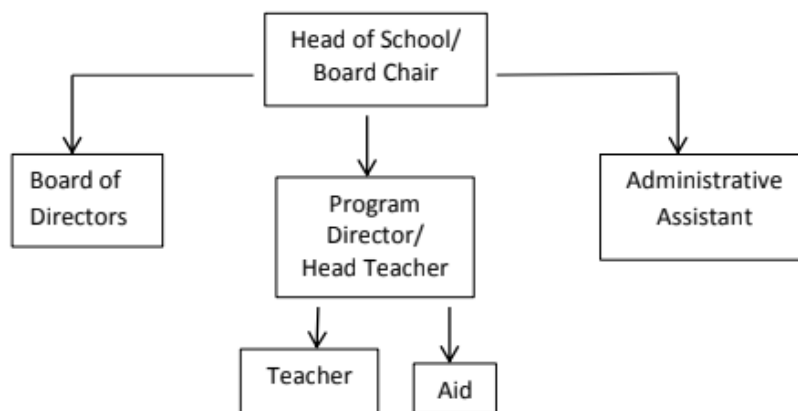
Program Director, Susan Hoffman, Ed.D.

Elementary, Jami Davis, M. Ed.

Primary, Megan Moore

Aid, Mike Biniek, B.S.

### Belle Meade Montessori Lower School Organizational Chart



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## **Fees Primary and Elementary Tuition**

Primary:

Half-day	(9:00-1:00)	\$5,500
Full-day	(9:00-3:00)	\$7,000

Elementary

Grades 1-5	(8:00-3:30)	\$9,500
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## **Hours and days of operation**

Belle Meade Montessori School operates Monday through Friday. The primary program offers a half day option for children ages 3 & 4 from 9:00-1:00. Primary full-day program runs from 9:00-3:00

Monday through Friday. The school year begins late August and ends late May.

## **Holidays and other times closed**

Labor Day

Thanksgiving Break - closed the week of Thanksgiving

Winter Break - 10 school days

March - Teacher Work Day - Monday following Upper School play in March

Spring Break - 5 days

Memorial Day

**Saturday School Day** - Rappahannock County Farm Tour is the last Saturday in September. This is a school day for children and we ask parents to volunteer to help make this day a success for the school. CANCELLED this year due to COVID.

## **ADMISSIONS**

### **Admissions Policy** (Enrollment criteria)

Belle Meade Montessori School considers all applicants for primary children ages 3 (toilet-trained) through 6 and elementary children ages 6 through 11 under a rolling admission policy. Applications are accepted and evaluated throughout the year. The school does not discriminate on the basis of gender, race, color, or national or ethnic origin when assessing applications. Belle Meade welcomes children from all backgrounds with or without prior Montessori experience. Qualified applicants will display a desire to attend Belle Meade School and an understanding of the school's unique program through an in-person interview. Previous school performance will also be considered when determining qualified applicants.

### **Enrollment Procedures**

Families of students applying for enrollment must submit an application form, have a school tour, and have an interview. Student applicants spend a day at school to experience Belle Meade. Likewise, parents meet with the Head of School to discuss academic and individual expectations.

We encourage applicants to begin this process during the spring in preparation for the coming school year. When appropriate, applications will be considered for acceptance during the year. Previous academic performance will be considered.

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Please call Belle Meade School at (540) 987-9748 or email [board@bellemeadeschool.org](mailto:board@bellemeadeschool.org) to schedule a visit. A completed application form should be sent with a check made out to Belle Meade School for \$50.

Upon acceptance into the program, enrollment will be finalized after the following documents have been received:

- [School Entrance Health Information Form](#) (MCH-213F Part I)
- Certificate of Immunization (MCH-213F Part II) (*included in above form Part I*)OR
  - [Religious Exemption](#), Commonwealth of Virginia (CRE-1)
- Signed Tuition Contract
- [Enrollment Form](#) includes Emergency Contact Information and Signed Agreements
  - [Primary and Elementary Application](#) - see attached Primary and Elementary Application (copy provided)

- **RESPONSIBILITY**

As a condition of your child's attendance at BMMS, you agree to release and hold BMMS harmless for any injury, loss, delay, damage, costs or expense that students may incur or sustain while at school or on school-sponsored field trips, by reason or in consequences of: (i) any incident beyond BMMS's reasonable control, including, but not limited to, acts of God, crimes of violence, acts of war, or government actions and restrictions; (ii) any event directly or indirectly caused by intentional or negligent acts or omissions by any third party.

## DAILY ROUTINE, POLICIES AND PROCEDURES

### Daily Activities

#### Primary (ages 3-6)

Young children spend the day developing their imaginations and spatial awareness. Physical activities are preferably held outdoors, and students engage in self-guided work. The classroom is a colorful, tactile experience where young minds engage in art, building and linguistic development. Students cultivate independence, coordination, responsibility and positive work habits.

8:50 - 9:00	Arrival and welcome
9:00 - 9:15	Circle - guide and children observe silence and share greeting
9:15 - 10:15	Work Cycle: children pursue activities independently and with the guide
10:15 - 10:30	Healthy snack: children learn about nutrition and parents provide snacks
10:30 - 12:00	Work Cycle: children pursue activities independently and with the guide
12:00 - 12:30	Lunch and outdoor play (parents provide lunch)
12:30 - 1:30	Rest period: children sleep or engage in quiet activity
1:30 - 2:00	Music or story time
2:00 - 2:15	Snack
2:15 - 2:45	Outdoor exploration and play
2:45 - 3:00	Clean up and dismissal

#### Elementary (ages 6-11)

Every day at Belle Meade provides students with opportunities to connect with each other and the land. Students begin and end each day with circle and farm chores. Morning circle is a time for reflection and sharing where students and staff express their ideas as equals. Chores build personal responsibility, teamwork, and cooperation while fostering care for the farm and school. Chores include

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tending to horses, chickens, pigs, and turkey, chopping and gathering firewood, gardening, and cleaning the school.

Belle Meade Farm offers a natural learning environment that strives to connect students with nature, plants, animals, and the world around them. Students interact with the farm animals on a daily basis and have animal companions who live and work on campus, including dogs and cats. These animals act as companions for students and staff and are therapeutic additions to the school environment.

Sustainability is an integral part of the Belle Meade community. The farm and school operate hand-in-hand, allowing students to practice a sustainable lifestyle. Students develop sustainable relationships through acceptance of themselves and by building connections with others. The school community offers a sustainable foundation for learning and applying knowledge by doing, living, and growing on a daily basis.

### **Chores and Community Work**

Daily chores sustain the farm, school, and community. Students and staff all take part in this work twice a day: in the morning and in the afternoon. Every few weeks, chores rotate so that students have the opportunity to experience each area of responsibility on Belle Meade campus, collaborating with different students and staff members. Feeding the animals, gardening, housekeeping, and harvesting are among the chore tasks. Regularly completing work with visible, real world results builds habits of confidence and responsibility. Students come to school prepared to work outside every day in all weather conditions with a hat, coat, good work gloves, and boots, which are essential items kept at school for this purpose.

### **Elementary Daily Schedule**

8:00 - 8:15	Arrival and welcome
8:15 - 8:50	Chores and outdoor exploration
9:00 - 9:15	Circle - guide and children observe silence and share greeting
9:15 - 10:30	Work Cycle: children pursue activities independently and with the guide
10:30 - 10:45	Healthy snack: children learn about nutrition and parents provide snacks
10:45 - 12:00	Work Cycle: children pursue activities independently and with the guide
12:00 - 12:30	Lunch and outdoor play (parents provide lunch)
12:30 - 1:30	Rest period: silent reading
1:30 - 2:00	Music or story time
2:00 - 2:15	Snack
2:15 - 3:00	Outdoor exploration and play
3:00 - 3:30	Chores and dismissal

### **Trimester Evaluations**

Parent/Child/Teacher conferences are held at the end of each trimester (12 weeks) to discuss their child's progress for both primary and elementary. Parents will be sent an email to schedule their conference. There will be no school the day of conferences. Children are included in conferences. At the conference parents will receive a trimester evaluation in writing. Parents are encouraged to use this time to discuss their child's growth. If parents have questions or concerns staff can be reached by e-mail or telephone 540-987-0267.

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## Assessments

**Primary program** - Teachers give parents feedback about primary children in terms of the social, emotional, and academic skills. Examples of the child's work in different areas are shared. Teacher, parent, and child discuss activities that the child particularly enjoys. Teachers use the opportunity to share the child's successes and give suggestions of areas for growth.

**Elementary program** - Teachers describe the child's progress in various academic subjects, in peer relations, and in taking responsibility for him/herself.

## PUNCTUALITY, ARRIVAL, AND DISMISSAL

Please arrive on time.

### DAILY SCHEDULE

Programs	Hours	Arrival	Dismissal
Primary half-day program	9:00 – 1:00	Arrival time is 8:55-9:00.	Dismissal: 1:00 Please pick up your child just before or by closing
Primary full-day program	9:00 – 3:00	Arrival time is 8:55-9:00.	Dismissal: 3:00 Please pick up your child just before or by closing
Elementary	8:00 – 3:30	Arrival is 7:55-8:00	3:30

Elementary program begins at 8:00. Chore and outdoor exploration time at the beginning of the day is important. Please be on time.

If a parent should be delayed for pick up, please email your child's teacher and inform them that you will be late. Should the parent be late, the child will remain with staff until the parent or emergency contact picks up the child. We will not allow your child to go home with anyone who is not listed on the Emergency Contact form. If you send someone other than is listed, we must have verbal or written approval from the parent. (See Early Release below for more information.)

### Transportation and Safety - Arrival & Departure

Upon arrival to school and departure as school is released, a staff member is at the front door to greet and assist the children. Parents drop their child(ren) off at the circle and children enter through the front door. Parents pick up their child(ren) at the circle at dismissal. School staff record the daily arrival and departure of each child. We ask that parents do not come into the building unless their child is tardy. Children who are late will be assisted by their parents to ensure safe arrival into the

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school and to class. Teachers record attendance and late arrivals will be recorded by the child's teacher. The campus of the Lower School is safely away from streets and traffic.

Children attending Belle Meade Lower School are eligible to ride the school van or bus for transportation to and from school once they no longer require a car seat. Fees for this service are listed on our school website. Belle Meade Montessori School follows all child restraint/DMV safety requirements including inspection, seat belts, car and booster seats, etc dependent upon the age of the children.

The exception to this policy is for Lower School school field trips where school transportation is provided. See Field Trips for more information.

### **ATTENDANCE: PRIMARY AND ELEMENTARY ABSENCES**

Please contact your child's teacher as early as possible to report an absence, and re-contact school for each day missed. To maintain the integrity of the learning period, please try to schedule outside appointments after the end of the school day (allowing for travel time), or on days school is closed.

### **SCHOOL CLOSINGS AND DELAYED OPENINGS**

In the event of delayed openings or early dismissal due to inclement weather, natural disasters, or unavoidable circumstances, staff will notify families and teachers as soon as possible by email and website.

**Early Release:** If an early release is necessary parents will be contacted by school staff. If parents can not be reached, emergency contacts will be called. If parents or emergency contacts are delayed in picking up the child due to early release, the child will remain with staff until the parent/emergency contact arrives. If the parent and the emergency contact are extremely delayed for pickup, the parent will make arrangements with the school to keep their child during the extended time. If the parent or emergency contact can not be reached, the child will stay at school with staff. We will not leave your child at school unattended. Belle Meade Montessori School realizes that extenuating circumstances do happen and the school does not charge parents for late pickup. We appreciate our parents respecting this policy. Please note: We will not allow your child to go home with anyone who is not listed on the Emergency Contact form. If you send someone other than is listed, we must have verbal or written approval from the parent.

### **SNACKS/LUNCH**

Parents provide daily lunches and snacks for their child. Sending enough healthy, nutritious snack and lunch food is important for good learning. Food needs to be ready to eat. Please no candy, gum, or drinks. Students need a hard plastic or metal refillable water bottle with his/hers on it. Children are able to refill their refillable bottles throughout the day with water. While the school does have a refrigerator it is our preference that lunch and snack come to school in the child's lunch box with an ice pack if cooling is necessary. Lunch boxes are placed on the lunch box shelf.

Schedule: morning snack 10:15-10:30            lunch & outdoor play: 12:00-12:30  
afternoon snack: 2:00-2:15

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**Rest Time:** Children in the primary program ages 3-5 will have a daily rest period. Children that do not sleep will be permitted to look quietly at books during rest period.

### **Outdoor Play & Safety**

Our program values outdoor play and learning. Children go outdoors to play frequently in the course of the day. It provides an opportunity for. Imaginative play and learning to self-regulate in the peer community. Play nicely and help each other. We take pride in taking care of each other, our equipment, our school, and our world.

### **Materials and Equipment**

Belle Meade Montessori school has Montessori instructional materials for ages 3-11. A Montessori preschool (or Primary) classroom has four main areas: Practical Life, Sensorial, Language and Math. Each area is defined by shelves filled with a wide range of materials, some of which are simple enough for a 3 year old (e.g., squeezing a sponge in Practical Life), and others which are challenging even for the most academically advanced 6-year-old (e.g., the Large Bead Frame, which supports arithmetic into the millions).

When you observe Montessori preschool classroom, it's possible to see the full range of materials in use. All of the materials are out and accessible at all times. Each child is free to work with any of the materials, with only three restrictions: a child may only take a material from a shelf (never from another student); the child must have had a lesson on how to use that material; and he may use only one material at a time.

The teacher, or Montessori guide, carefully observes each child under her care, and tailors which lessons to give according to each child's individual readiness. A lesson—or Montessori “presentation”—is neither a lecture nor a large-group activity. Instead, it's a brief, hands-on demonstration, usually delivered one-on-one for younger students, and occasionally in small group for 2nd or 3rd year students. The teacher shows the child how to use a material, with slow careful movements and few words, and finishes by inviting the child to repeat the activity. When the lesson is done, the child may continue to work with the material or return it to the shelf.

Important to note here is that the lesson is not when learning happens. Instead, learning occurs when children *work with the materials*, often repeating the same activity many times of their free choice or returning to them once they've been shown a new variation on the original presentation. In effect, the material is the child's actual teacher; the teacher is really a guide whose role it is to connect the child with the materials (hence the name, Montessori *guide*.)

- **The Montessori materials are carefully structured in a sequence that leads a child toward ever more advanced knowledge.** Each child moves on to the next level whenever he has mastered a previous material.

### **FIELD TRIPS**

Children participate in field trips. Field trips are planned and integrated into the curriculum and are an important part of the student's school experience. Parents/guardians give permission for children to attend field trips in their contracts. Parents/guardians are notified in advance of field trips and what children will need to bring. Please ensure that food for field trips are adequately prepared with ice packs if perishable.

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Transportation for field trips is provided by the school. Depending on the size of the group participating in the field trip either the school van or bus will be used for transportation. Belle Meade Lower School follows all child restraint/DMV safety requirements including inspection, seat belts, car and booster seats, etc dependent upon the age of the children. Child safety seats must be provided by parents/guardians. Prior to departing for the field trip staff will ensure that children have adequate water and food. A complete first aid kit will accompany the group along with an emergency contact list. A certified CPR/First Aid staff will attend all field trips. Before leaving on the trip, a schedule of the trip's events and locations will be posted at school.

Parents understand that reasonable precautions will be taken for the student's safety. As stated in the field trip permission form parents release Belle Meade owners and staff from all responsibility for accidents or personal injury.

Grouping of children, group size, and transition from one group to another  
Children are grouped according to age and ability. Movement from one group to another is flexible.  
Group size varies from 2-12 children.

## **PROGRAM STANDARDS**

### **STUDENT CONDUCT**

Children are expected to be respectful of teachers, peers, and themselves. Aggressive verbal or physical behavior will not be tolerated and will be dealt with on an individual basis. Methods include

1. Encouraging kindness in all interactions
2. Encouraging children to express their needs verbally
3. Setting clearly defined expectations
4. Engaging children in activities and discussions which lead to awareness of one's own strengths and challenges
5. Encouraging communication to deal with challenges

The goal is internalization of the highest human values so that the student behaves from his or her own initiative without excessive external reminders of appropriate and respectful behavior.

### **Discipline Policy**

The basis of discipline in our classrooms is respect – for oneself, for other members of the classroom community, and for the environment. This respect is nurtured in preschool through lessons on grace and courtesy. Older children experience a curriculum that emphasizes multicultural understanding and peacebuilding. The prepared environment at each level is designed to develop self-discipline, a love of order, cooperation, and service to others.

Discipline in our school is **exclusively constructive in nature**. There will be no corporal punishment of any form. Students are given choices. Limits are consistently applied, appropriate, and understandable for the student' level. Redirection is given in positive ways with respect for the child's dignity. Children are taught appropriate behavior through lessons and modeling. Consequences are non-punitive. Rewards are intrinsic. If necessary, a younger child may be given a brief separation from the group within the preschool or elementary classroom environment. Staff brings children together to talk to each other to resolve an issue by listening to each other.

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Elementary groups may utilize circle to restore harmony with emphasis on listening with respect and finding solutions together. Elementary children are also taught peacebuilding skills and encouraged to work out conflicts without adult intervention as much as possible. Verbal or physical harassment of others cannot be tolerated and will be dealt with on an individual basis. Teachers do not use physical means for discipline. The preferred methods include:

- 1) Setting clearly defined limits of behavior with consequences for going over the limit, such as removal of privileges or limitation of participation.
- 2) Engaging the student in curricula and discussions, which lead to awareness of one's own strengths and challenges.

The goal is internalization of the highest human values so that the student behaves from his or her own initiative without excessive external reminders of appropriate and respectful behavior.

### **Termination Policy**

Should the needs of the child and the needs of the group conflict, the director meets with parent(s) to make a plan for the child to leave Belle Meade Montessori School. Should a situation arise where behavior of the child is unsafe, harmful behavior will result in an immediate termination of care.

## **HEALTH AND SAFETY POLICY AND PROCEDURES**

### **Daily Inspection**

Director observes each child each morning to assure his/her well being.

### **ACCIDENTS / EMERGENCIES**

In case of minor accidents, staff will administer routine first-aid procedures. In the event of a serious injury, the family will be notified at once. Parents give permission for Belle Meade staff to obtain medical treatment for their child at their expense in the event of injury or sudden illness. If the child needs to be transported to an emergency facility, that decision will be made by the emergency team which responds to the call. The emergency medical team and the treatment facility have parental authorization as stated in the child's completed Emergency Form to provide treatment which a physician deems necessary for the well being of the child. Parents give permission for the staff to administer emergency medical attention to the child until parents can be contacted. Be sure to notify the school of any changes in emergency information.

### **EMERGENCY PREPAREDNESS**

An emergency preparedness plan will be discussed with parents at the beginning of the school year. Should emergencies occur parents will be contacted by the school with appropriate information including but not limited to child safety and procedures for early release. Students will have periodic emergency event drills.

### **FIRE DRILLS / EMERGENCY EVACUATION**

1. When the fire alarm sounds, everyone is to leave the building.
2. As soon as the signal sounds, all work stops, students leave materials on their desks, and evacuate the building as quickly as possible.

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3. Windows should be closed and shades raised to above the first pane. The door should be closed and the teacher should be the last to leave, taking the class roll outside to take attendance.
4. The teacher will check immediately to be sure that all children are present in line. If someone is missing, notify an administrator immediately.
5. Order must be maintained. Absolutely no running, horseplay or excessive noise is allowed.
6. Everyone should be beyond danger and out of the path of emergency vehicles.
7. Be alert for necessary changes in course of action.
8. We return to the building only after all clear is given.
9. In an actual emergency, only the fire chief can authorize return to the building. Always assume that an alarm signals a real emergency and proceed accordingly.

The purpose of the drills is to practice procedures and expectations so that students remain safe in the event of an emergency. The fire drill report form is kept on file at the Lower School.

Sick child policy / Preventing communicable diseases / Medication administration and authorization

**ILLNESS** Sick child policy/Preventing communicable diseases/Medication administration and authorization

Please do not send your child to school with a fever, sore throat, cough, cold, flu symptoms or any contagious illness. If your child has any of these illnesses, they must remain home until they are symptom free for 24 hours. If a child becomes sick during the day, parents will be notified as soon as possible. Upon notification, parents are required to pick up their child from the school as soon as possible. In case of illness or serious injury, when the parents cannot be contacted, the person designated on the child's Emergency Contact Form will be notified.

Parents are required to report any contagious illness or symptoms in their household to BMMS within 24 hours. Notice can then be given to the families of other children who may have been exposed.

Symptoms of Illness Warning Signs of Illness:

Infected skin, Inactive, Fever, Cranky, Grouchy, Wheezing, Poor appetite, Red, draining eyes, Runny nose, Yellow eyes and skin, Pulling on ears, Constant cough, Overtired, Severe coughing, Pale or clammy skin, Vomiting, Headache, Diarrhea, Pain when swallowing.

Staff must be aware that we are required to exclude children from school if they have any of the following conditions:

- Both fever and behavior change
- Symptoms of severe illness such as lethargy (more than expected tiredness), uncontrolled coughing, inexplicable irritability or crying, difficulty breathing, wheezing, or other unusual signs (until medical evaluation determines the child can remain in care)
- Diarrhea, defined as more watery, less formed, more frequent stools not associated with a diet change or medication –a stool not contained by the child's ability to use the toilet.
- Blood in the stools not explained by diet change, medication or hard stools;

Belle Meade Montessori Lower School  
 36 Belle Meade Lane, Sperryville, VA 22740  
 540-987-0267 [board@bellemeadeschool.org](mailto:board@bellemeadeschool.org)

- Vomiting two or more times in 24 hours
- Persistent abdominal pain (lasting more than 2 hours)
- Mouth sores with drooling
- Rash with fever or behavior change
- Purulent conjunctivitis (pink or red eye lining or whites of the eyes with white or yellow pus coming from the eyes)
- Lice •Scabies •Tuberculosis •Impetigo •Strep throat, or other streptococcal infection
- Chickenpox (varicella zoster) or shingles (herpes zoster) •Whooping cough (pertussis) •Mumps
- Hepatitis A
- Measles •Rubella •Unspecified respiratory tract illness •Herpes simplex.

In the case of serious illness or injury the child will be stabilized by a CPR/First Aid certified staff member and emergency authorities will be notified by 911. Parents will be notified immediately. The child will be transported to the nearest hospital.

### **MEDICATION ADMINISTRATION POLICY**

Belle Meade Montessori will only give medication to a child with the proper authorization from the parent (and physician if a long term medication). The school will store epi pins and inhalers for students that have a medical need. They will be stored in a locked closet and will be administered by staff that has MAT certification. Please let the school know if your child has such a need and complete the medication form. As stated in the signed Enrollment form "Agreement" parents have the option to authorize BMMS staff to apply diaper ointment, hypo-allergenic sunscreen with a minimum SPF 15 and or insect repellent designed for children. Parents may be asked to contribute sunscreen or insect repellent.

The custodial parents have the right to be admitted to the school as required by code of Virginia.

### **LICENSING**

The primary program for children ages 3-5 years old is licensed by the Virginia Department of Social Services. Contact: 804-726-7000 - Richmond, VA

### **REPORTING OF SUSPECTED CHILD ABUSE/NEGLECT**

Private schools in Virginia are mandated by law to report any suspicion of child abuse or neglect to the Department of Social Services.