First Day of Learning Pod Checklist:

1. Extra clothing (1-2 outfits) in a Ziploc bag
2. Completed registration packet
    - Online Registration Form
    - All Required Forms signed
      https://missmaddieslearningcenter.com/registration
    - Handbook statement signed
3. Immunization Record
4. Filled water bottle – labeled with your child's name
5. Lunch box – labeled with your child's name
6. Rest-time bedding (if interested in rest time before pick-up)
7. Tuition check and registration fee if you have not submitted it already

Please do not **bring backpacks**; each child's cubby has enough room for their lunch box, water bottle, paperwork, and jacket. If your child is hoping to bring a backpack, they can hang it on the hook near the door.

Thank you!



Parent Handbook

Please read and keep this book while your child attends Miss. Maddie's Learning Center. On the first day of the learning pod, the last page of this document will need to be submitted. Thank you!

Miss. Maddie's Learning Center focuses on fostering a lifelong love for learning. We want students to have fun, be stress-free, grow into independent and kind problem solvers, and master their social skills. With these goals in mind, Miss. Maddie prepares the environment intentionally with a series of custom, sequential, and sensorial materials. Knowing that no teaching style is perfect, our curriculum is a hybrid of Montessori Philosophy (80%) and traditional schooling methods (20%). As a result, we can mold our learning environment and learning activities in a way that best serves each student's needs for physical and social growth. Students will learn: practical life skills, sensorial methods, mathematics, language arts, science, geography, and music.

As mentioned, our environment is a fun, stress-free, and efficient program. We are not a traditional institution type of learning center. Our primary focus is a blend of academics, exploration, and socialization. We strive to bring children and families back to the roots of what are the most crucial components of the young years of life. Education has become stressful and high-pressure, which is exactly what we **do not** want within our learning pods. We want our students to be curious, excited, and eager to learn. The mission of our program is to foster a love for community and the school type environment. Society has changed what preschool and kindergarten should be. It has created a standard of convincing parents that there are certain standards their child should be meeting at a specific time or their child is deemed as having something wrong with them. Children do not need this type of pressure at such a young age. This type of stress causes students to not like school and discourages them from trying. Instead, what kids need is an environment filled with happiness, support, playtime, and friends. We can ensure with this positive environment that your child will successfully meet all their learning goals and have fun doing it.

Our program incorporates a multitude of learning styles, including hands-on learning and play. This keeps the children engaged and excited to learn. Children get to do yoga, dance and sing. We allow them to experiment, play, and have fun!

Our Mission:

Miss. Maddie's Learning Center strives to foster a life-long love for learning. Our mission is to lay down the stepping stones and guide each student down their path of personal development, growth, and success. We want to nurture and enrich our students' lives by catering to their individual needs.

Goals:

- To foster a love for learning and a passion for knowledge, and spark creativity in each student
- To support the development of independent, self-confident learners

- To foster a strong sense of self, respect for others and an ability to work as part of a group
- To develop a multitude of life skills and a strong academic foundation
- To provide a reliable source of care and information for families

What is Miss. Maddie's Learning Center?

Through the years of working with children, Miss. Maddie has developed an innovative curriculum that merges Montessori and traditional methods into one program, creating an optimal learning environment. Everything inside of the learning center is brand new and cleaned after each use to minimize the spread of germs. Miss. Maddie's Learning Pods are proud and excited to be an alternative for parents, which provides a solution to the issues we are seeing in our current school system. We strive to have a learning environment where parents feel confident and reassured when dropping their children off. Miss. Maddie's Learning Center is a safe, fun, and effective space for both parents and kiddos. We want each student to have a positive experience with the learning environment and look forward to coming back.

Elements of the Montessori Approach to Teaching:

Miss. Maddie's Learning Pods will set students up for success in the future, allow more one-on-one time with the teacher, encourage positive relationships with learning, and meet the needs of each child. We believe in creating a curriculum that is tailored to each child's need, which has been lost in the current school system.

We incorporate play-based and experimental learning. We believe most learning objectives are achieved through play and the act of doing. We strongly support learning through exploration, movement, and play. We have created a calming, nurturing, and comfortable homelike environment.

With only eight children per pod, our learning center is a small community of children. The pods include children from 2.5 to 6 years of age.

Cooperation and Collaboration

Children learn at their own pace. When the child demonstrates readiness, the child is guided gently by the teachers in the classroom to explore increasingly challenging activities. In a Montessori setting, teachers refrain from comparing students to one another and base evaluations on the progress of the individual. Children are encouraged to work together as well as independently. Often a more experienced child will be asked to assist a less experienced child with an activity or lesson, developing leadership skills. Group discussion

and problem solving are strongly encouraged. Teachers work to create a sense of community within the classroom. Children feel a sense of belonging and responsibility toward their classroom and toward each other.

In the classroom, there are three stages of learning a new concept or lesson:

1. Introduction to a concept. This usually occurs by means of exploration within the classroom, observing another child at work, a conversation, reading something in a book, etc.
2. Processing the concept. The child develops an understanding of the concept through working/playing with materials that illustrate the ideas, provide opportunity for exploration and experimentation, and provide opportunities for repetition of an activity.
3. Mastering the concept. The child is confidently able to explain the concept and teach the concept to another person.

Children (Ages 2.5-6)

1. Children must be at least two and a half years old by their pod start date (unless the circumstances were discussed ahead of time)
2. Children should be toilet trained. If a child is still in the process of toilet training, the director will make the ultimate decision if our school can meet the needs of the child.
3. If a child has previous school experience, prior school information will be required and if available a copy of school records.

Children with Special Needs

Children with mild physical, mental, or educational differences are considered for admission. Reasonable accommodations will be made provided that no significant changes to the program are required and that the child does not pose a risk to himself or others. A recent diagnostic assessment by qualified professionals which identifies the child's needs within a mainstream environment can be requested. Periodic assessment may also be required during the school year and prior to re-enrollment. An educational assessment made during this time will determine:

1. The child's progress.
2. That our environment supports the developmental needs of the child.
3. Miss. Maddie's Learning Center has a right to decide if the environment can accommodate the child, without outside opinions.

Application Procedures

1. There is a $160 non-refundable application fee. All existing and incoming students are required to pay this fee on or before the first day of school.
2. Must fill-out required forms.
    - https://missmaddieslearningcenter.com/registration

Enrollment

1. Miss. Maddie's Learning Pod is a year round program.
2. Enrollment is available all year long.
3. Miss. Maddie's Learning Center requires a 30 day notice in writing for families that wish to leave the school. If you un-enroll your child early, no refunds will be given, no exceptions.

*Please note that tuition is non-refundable and no holidays (including summer) will be prorated.

First Day of School

1. All forms completed, including copy of an immunization record.
2. Tuition
3. Filled reusable water bottle, lunch, and bagged and labeled full set of extra clothes.

Nondiscrimination Statement:

Miss. Maddie's Learning Center welcomes all students and families and does not discriminate in its hiring, admissions practices, or any other form of access on the basis of race, religion, national origin, sexual orientation, gender identity/ expression, sex, or disability.

Discipline Policy:

Discipline in a Montessori environment practices redirection and positive communication. At Miss. Maddie's Learning Center we take "learning breaks" and utilize the behavior chart. Our goal is to listen, understand, and redirect. When such external discipline is deemed necessary, the following guidelines will be observed:

- Rules and boundaries are stated and shown on the child's first day of school. Daily reminders are given, if necessary, to the group as a whole.
- Inappropriate behavior is stopped by the teacher and child is redirected
- Problem solving skills are reinforced as well as suggested for alternative behavior choices.

- Multiple disruptions will result in the school calling the parent to discuss the child's continued behavior.
- If the behavior continues, the school will work with the parents in determining if our environment is the right fit for their child.
- Miss. Maddie's Learning Center encourages and practices positive discipline and wants all children to feel accomplished, proud, and happy.
- Miss. Maddie's Learning Center has a right to determine if a child can stay in the environment if behavioral issues do not stop. This is for the well-being of other children, teachers, and school as a whole.

Drop off and pick up procedure:

Drop offs and pick-ups should be done in a timely and quiet manner. Parents are encouraged to respect the school and understand that lingering parents disrupt the flow of the environment. School materials are not to be touched at this time. Please use this time to create strong and independent children who are confident in their drop off and pick up with you.

Parents are to enter through the front door, sign in their child, and walk them to their classroom. For the consistency of the school, no child will be admitted after 9:30 am. If you have an appointment or an emergency, please call the school and let them know what time your child will be arriving, or let us know ahead of time.

When picking up your child, please enter through the front door, pick up your child, sign him/her out, collect their belongings, and leave through the way you entered. Any pick-up after 1:15 pm is considered late and will result in a charge. If you have paid for extended care, you will need to pick up your child no later than 2:05 pm.

Parents will be charged $15 per 15-minute interval if they are late, no matter what the circumstance. Please do not be late picking up your children. If you will be late due to an emergency, please call the school to let the teacher know. Late fees are to be brought in cash the next day and paid directly to the teacher who stayed late.

Water bottle:

Please bring a reusable water bottle cleaned and filled every morning for your child. Water bottles should be labeled and your child should be able to independently drink out of it. Water bottles must be reusable and no other liquids except for water is permitted at school. Water bottles should be full when arriving at school but will be refilled with our filtered water when they become empty.

Lunch:

Lunches must be packed in a one-time, easy-open container such as a bento box. Lunch boxes must be reusable and contain no wrappers or trash. Lunches will not be warmed up. If you wish to send a hot lunch, we suggest a thermos container.

Lunches may NOT Contain

- Candy
- Items with food coloring
- Liquid-based food such as yogurt, applesauce, etc.
- Food wrapped in packages
- Drinks other than water (juices, milk, etc)

Boo-Boos:

Parents understand and agree that children will expose themselves to getting hurt while playing at school, but it is very unlikely. Scraped skin, falling, bumped head, etc can happen at school, as it can happen anywhere else. Teachers will do their best to catch every incident if a child is hurt, but sometimes, if the child doesn't cry or come up to a teacher, not all incidents can be seen at all times. Teachers are aware of most incidents and will tell you at pick-up time or leave a note in the child's cubby. If there are any injuries to the head or face or any sort of emergency, we will call you right away. We strongly encourage parents to not overanalyze any situation and simply ask their children if they remember what happened.

Messy Policy:

Miss. Maddie's Learning Center strongly encourages children to play, explore, and learn through the use of all their senses. Parents agree and understand that clothes and shoes will be covered in paint and water. Children will not be changed into new clothes throughout the day unless completely necessary. Children should be dressed in clothing and shoes that allow them to play and explore freely and comfortably. Shoes will be asked to be removed at the front door, in order to ensure maximum cleanliness.

Vaccines:

If you take your child to receive a vaccine, we ask that you make these appointments after school or a non-school day. If you are only able to get a morning appointment, we ask that you keep your child home for the day. Vaccines have many side effects, including fever and pain, and the children are usually very emotional and uncomfortable after these.

Parent/Teacher communication:

We encourage relationships between Miss. Maddie and our families. We want to implement a transparent communication line. Miss. Maddie makes it a priority to have frequent communication with parents. Her relationship with you is paramount. Drop-off and pick-up times can be hectic and busy, which does not allow for everyday questions and inspections from parents. On day-to-day, parents should drop off and pick up quickly and quietly. If you have any serious concerns or questions relating to your child from time to time, email is the best form of communication. Miss. Maddie will be happy to get back to you as soon as possible.

Sick/Medicine Policy:

Parents should perform wellness checks on their children each morning. If the school contacts you to pick your child up due to being ill, we ask that you pick them up within one hour of speaking to us. If we are unable to get ahold of the parent, we will begin calling the emergency contacts on your registration form. If your child shows any signs of being sick, you will be called to pick them up. Miss. Maddie's Learning Center aims to create an environment that lessens the chances of the kiddos and families from getting sick. This is only possible if everyone adheres to the sick policy.

Fever

Children will be sent home if their temperature is 100.0 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever-reducing medication. The same policy applies if your child develops a fever at home. They must be fever free (any temperature above 98.6 degrees) for at least 24 hours without the use of fever-reducing medication. If they have a non-contagious illness (ear infection) they may return to school with a doctor's note.

Rash

Any rash other than a common diaper rash or skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.

Conjunctivitis (pink eye)

Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing of exactly what it is.

*If the diagnosis is BACTERIAL CONJUNCTIVITIS children must have received at least 24 hours of treatment.

*If the diagnosis is VIRAL CONJUNCTIVITIS your child may return AS LONG AS THERE IS NO DISCHARGE.

*If in fact they do not have “pink eye” we need a doctor’s note with a diagnosis and a clearance that it is not contagious.

Thick White, Green or Yellow Discharge

Children will be sent home if they appear to have any thick white, green or yellow discharge. This is often a sign of an infection and they must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact they do not have an infection we need a doctor’s note with a diagnosis of exactly what it is with a clearance that it is nothing contagious. The Department of Health and most doctors are of the opinion that once on antibiotics for 24 hours, the discharge is no longer contagious even though it may persist for up to two weeks.

Diarrhea

Children will be sent home if they have two or more loose bowel movements in one day and must stay home the next day for observation. Before returning to school (after the day of observation) children must be free from diarrhea for 24 hours with at least 1 regular bowel movement. If your child has one or more loose bowel movements on their first day back they will again be sent home.

Vomiting

Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must be symptom-free with no vomiting for at least 24 hours.

Persistent Hacking Cough

Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation and diagnosis from their doctor in writing and at least 24 hours of treatment. If in fact, they do not require any treatment we need a doctor’s note with a diagnosis of exactly what it is with a clearance that it is not contagious.

Lice

Children will not be readmitted until 24 hours after treatment and must be nit free. The Director or a Teacher will make an evaluation and determine if the child can be readmitted.

Covid-19

Enrolling your child in school puts your child or family at risk of contracting any illness, including Covid-19. If your child is experiencing any symptoms of Covid-19, your child needs to stay home. Parents take full responsibility for well checking your child and family every morning.

Common Cold Policy

Children suffering from a common cold will be assessed on an individual basis. Factors of consideration include the developmental level of your child in congruence with our ability to limit the spread of germs. The younger your child, the more difficult it is to keep the spread of germs down. For example: hand to face contact, mouthing of toys, uncontrolled nasal discharge, uncovered sneezing and coughing etc.

Please understand that we are in charge of many children and it is our responsibility to keep them healthy. We ask all parents to take into consideration other children and Miss. Maddie's health and well-being when deciding if their child is "well enough" to be at school. We understand it may be difficult to take time off work, however when children stay at school sick, it continues to get passed around and the odds of your child ending up sick again are very high. If Miss. Maddie feels your child is ill and unable to function at school, you will be called to pick them up.

Medications: Medications will not be administered during learning pods.

By signing this document, you are acknowledging the entire Parent Handbook and agreeing to uphold Miss. Maddie's Learning Center values, philosophy, and policies.

I, _____ the parent/guardian of _____ have read and agree to the learning pod policies noted in the Parent Handbook.

Signature _____ Date _____

Welcome to Miss. Maddie's Learning Pod! I am so happy you are here. :)