

# NEBRASKA ADDENDUM

## CADENCE EDUCATION FAMILY HANDBOOK

### ANNUAL RE-ADMISSION POLICY

Each year, a \$225 non-refundable re-enrollment fee is billed per child for the next school year. Students will automatically be re-enrolled unless they provide written withdrawal notice. Notice must be given in writing on/before the re-enrollment deadline. The re-enrollment fee will automatically be posted on to all accounts unless withdrawal notice is given.

### CHILD DEVELOPMENT PROGRAM

Based on the Three-Year Learning Cycle Infant and Toddler Programs: In the Montessori infant/toddler environment, the adults assist each child's unique pattern of development through keen observation of the child's sensitive periods for language, movement, and order. The adult also follows the child's need to become independent. Emphasis is placed on a trusting, collaborative relationship between Montessori staff, the parent, and the child in the caregiving process.

### CONDITIONS FOR SUSPENDING AND TERMINATING CARE

We reserve the right to dismiss any child for:

- Failure to pay fees when due
- Conduct of the child or parent which are incompatible with Cadence Education's goals, mission, vision, values, objectives and order of the school or staff
- Health or medical reasons
- A learning difficulty which our Montessori schools believe prevents the child from benefiting from its program
- Any reason whereby the child is not succeeding in our environment.

### CUSTODY

To ensure that we comply with any court orders pertaining to custody of your child, we require a copy of a custody order. Cadence Education cannot legally deny access or release of your child, or your child's academic or daily information to either parent/guardian unless there is an active restraining order on file or specific schedule of court-ordered visitation rights or the equivalent under any applicable local laws. If the situation is unclear, Cadence Education will request that the family go back to court to resolve their differences and may exclude the child until the position has been clarified.

### EXCLUSION OF ILL CHILDREN

It is strongly advised that parents have a plan in place to accommodate the care of their children when they are ill and not able to attend school.

Please notify us of your child's exposure to or signs and symptoms of an illness as this may suggest the presence of a communicable disease. If your child contracts any communicable disease, please notify your child's school and/ or the administrative office immediately. This information will be handled in a confidential manner, and you may help to prevent another child from contracting the disease.

The following list addresses exclusions for specific illnesses which can occur:

- An illness that precludes comfortable participation in school activities
- An illness which requires staff to provide greater care than is safely possible in the facility
- Temperature of 100 degrees or more with signs or symptoms of illness and behavior changes
- Conjunctivitis (Pinkeye) — required to be absent until 24 hours AFTER treatment has started
- Diarrhea — excluded from school until at least 48 hours after diarrhea has ended, if the child is at school when the diarrhea begins the parents must pick up if the child has had two bouts of diarrhea in a day
- Difficulty breathing
- Head Lice — until first treatment is completed and no live lice/nits/eggs are seen
- Impetigo — excluded until 48 hours after treatment has started
- Strep Throat/Scarlet Fever — until at least a full 48 hours after treatment begins and child is without fever for at least 24 hours
- Chicken Pox — until 6 days after the onset of rash and all lesions have dried and crusted
- Fifth Disease — no exclusion necessary if fever is not present or other rash causing illness has been ruled out
- Mouth sores with drooling — excluded until a medical exam indicates the child may return
- Pinworms — until 24 hours after treatment has started
- Rash with fever or behavior change — excluded until a medical exam indicates these symptoms are not of a communicable disease
- RSV — until fever is gone and child is well enough to participate in normal activities
- Ringworm — until 24 hours after treatment has started
- Roseola — until a child is without fever for 24 hours
- Thrush — no exclusion necessary
- Uncontrolled coughing
- Hand Foot and Mouth Disease- 48-hour symptom free, all blisters popped and crusted over. No open, oozing or un-popped blisters
- Vomiting — excluded until 48 hours after the vomiting stops and child is eating and drinking normally
- Antibiotics — After 48 hours of initial dose
- Other communicable illness as determined by a child health consultant

If any of these symptoms develop while your child is at school, she/he will be separated from the rest of the children in case the illness is contagious and should be picked up immediately. There may be other conditions or illnesses which will prevent your child from attending school. Please do not mask your illness symptoms with medication. The school staff reserves the right to make the determination of whether your child may remain at school. You will be notified and should plan to pick up your child within one hour. It is the parents' responsibility to provide the school with current, accurate telephone numbers where they may be reached during school hours. Parents also must provide the names of individuals authorized to pick up their child in the event of illness if the parents cannot be contacted.

Children who have the symptoms and/or conditions explained above will be excluded from the school until:

- a physician has certified that the symptoms are not associated with an infectious agent, or they are no longer a threat to the health of the other children at our school (a doctor's note is required for re-entry for all communicable diseases),
- 48 hours after the temperature has returned to normal, or see specific illness descriptions above for guidelines

### FEES/REGISTRATION/CONTRACT INFORMATION FOR PARENTS

An application and a student enrollment agreement must be completed for your child prior to his or her first day of attendance, and the application and registration fees paid. Along with the application fee and registration fee, our schools require that families pre-pay the final four weeks' tuition. This prepaid deposit will be applied to the remaining four weeks of care and education when a four-week notice is given prior to the student's departure. A completed immunization history, and other forms which are required by the State, must also be provided. All required forms and fees must be submitted and paid prior to your child's first day of school. Forms must be updated in accordance with State laws. If your child disenrolls, and then later reenrolls, the requisite fees and forms will be required as if your child is a new student.

### IMMUNIZATION

Immunization records are required for licensing. They must be provided to your school's administrative office prior to enrollment, and must be updated annually or as immunizations occur. It is the parent/guardian's responsibility to update a child's immunization records with MEC. If a child's immunization records have not been received, it may result in program suspension. Required immunizations are established by the state/county in which your child resides. Children with personal exemptions, religious exemptions, or medical exemptions authorized by a doctor will NOT be admitted. Our locations will comply with the Department of Health and Human Services (DHHS) regulations.

### KINDERGARTEN

The kindergarten year at our Montessori school is the most important year. This critical year is the capstone year which enables our students to culminate and capitalize on all of their previous years' learnings.

The three-year cycle includes kindergarten. Students learn to collaborate and work together in learning and on major projects. They strive for their personal best, rather than competing against one another for the highest grade in their class. Our goal is to develop students who really understand their best work. Learning is not focused on drill and memorization. Students learn through hands-on experiences, investigation, and research.

### LATE PICK-UP/EARLY DROP-OFF FEES

An early arrival or late departure fee of \$2 is charged per minute that a child is brought in before, or picked up after, normal hours of operation. An early arrival or late departure fee is also charged at a rate of \$2 per minute that a child is brought in before, or picked up after, the child's normal agreed upon schedule (e.g. school day or half day schedule). You will be required to complete a form documenting the late pickup/early departure times for attendance billing purposes. The fee will be placed on your account and billed with your next week's tuition.

If a child remains at school after the specified closing time and our staff has not heard from the parent(s)/guardian(s), we will first call you, and then the emergency contacts as listed on the Student Record form, Emergency Contact section. We will stay with your child as long as possible, but if after two hours we have been unable to reach you or an emergency contact, we may have to call the Department of Social Services office.

### MANDATORY REPORTING

By law, we are required to report any suspicion of child abuse or neglect. Child abuse will be reported to the teacher and office who in turn will report to Child Protective Services. We suggest that you immediately contact the teacher in suspected abuse cases. We will not tolerate abuse in any form — physical, verbal, or sexual.

Questions or concerns with regard to unexplained and/or suspicious physical injuries or demonstrating behaviors/information related to physical, emotional, or sexual abuse, should be brought to the immediate attention of the teacher and office. Concerns will be directed to the Department of Health and Human Services

(DHHS). If we have any reason to suspect that abuse has occurred, we are obligated by law to report our concerns to the proper authorities.

#### **PARENT TRAINING/EDUCATION OFFERED – WHAT IS EXPECTED OF PARENTS**

It is important to us that we establish a healthy relationship with the parents of the children in attendance. To assist in establishing this relationship, we will provide opportunities for you to learn and experience the Montessori methods at work. It is our policy to welcome your visitation anytime throughout the day. We only request that you are sensitive to the needs of the other class members. We will have specific occasions for you to become acquainted with our procedures. They may include:

- Back to school events
- Holiday and special celebrations
- Grandparents' day
- Parent Education Nights
- Ladies and Gentlemen's
- Parent/Teacher Conferences celebrations

Parent meetings are held on a regular basis. All parents are encouraged to participate in these meetings to better understand the Montessori philosophy.

In order for you to stay informed with the daily happenings and special events, please check out the parents' message board in your child's classroom, refer to our website, and look for emails from Montessori.

#### **PRIMARY PROGRAM**

A Montessori Early Childhood Environment is described as a setting for independently toilet trained children between the ages of 3 through kindergarten. The environment reflects these characteristics:

- Curriculum material that is organized into logical groupings
- Within each grouping, there is a sequential arrangement of the materials
- Furnishings are an appropriate size for the children
- The arrangement of furnishings offers a variety of activity spaces
- Activity spaces and procedures are organized to avoid conflicts of interest
- There is a provision for display of visual stimuli and the work of the children
- Each activity or exercise is structured to provide purpose, including procedure and closure within an opportunity for the child's success

The environment offers materials and activities that encourage the child to reach his/her potential through:

1. Concentration
2. Observation
3. Awareness of order and sequence
4. Large and small muscle coordination
5. The acquisition of practical skills relevant to care of self and environment
6. Perceptual awareness and discrimination including the ability to recognize and identify the attributes of objects
7. Language skills including opportunities for listening, self-expression, instruction in writing, and learning other languages
8. Experiences with the creative arts
9. Understanding of nature and the physical universe

### SCHEDULE CHANGES

Changes in a child's schedule are permitted only with the approval of the teacher and the administration. Any schedule change during the year will also require a four-week written notice to the administrative team and a \$50 fee will apply to each change

### SPECIAL SERVICES PROVIDED

Children with special needs in accordance with the Americans with Disabilities Act (ADA) are accepted into our programs at the joint discretion of the parents, teachers, and the school principal. Consideration is given to their needs and the abilities of the program and staff to meet those needs. We review each child's situation on a case by-case basis. If the consideration involves providing accommodations that cause financial hardship to the school, then the parent would be financially responsible.

### STAFF QUALIFICATIONS AND TRAINING

The school instructional team includes Montessori certified teachers, Nebraska State Certified teachers, Montessori interns, Early Childhood Educators, and trained paraprofessionals.

Staff are required to be CPR/1<sup>st</sup> aid certified and complete professional development (as approved by the Nebraska Department of Education) yearly, hours based on position.

Staff conduct and discipline will be governed in accordance with the Cadence Education Employee Handbook.

Staff are expected to follow the same illness exclusion and immunization requirements as students.

### TRANSITIONS BASED ON THE MONTESSORI THREE-YEAR LEARNING CYCLE

6 weeks to 18 months, 18 months to 3 years, 3 years to kindergarten: Transitions to the next developmental level may occur during the school year. If your child's teacher indicates readiness, your child will transition to a new classroom. A child will have to have reached 18 months of age to transition out of an infant room, and a child must be toilet trained to transition out to the Primary room. All transitions occur on the first of the month after the birthdate/milestone has been achieved. During the month of a child's transition, the child is accompanied to the new classroom several times by familiar staff members. The staff in the new classroom spends concentrated time with the child introducing the new environment and helping the child to become comfortable. Parents will receive a letter notifying them of the transition and tuition change. We do not transition children into primary classrooms after March 1st through to May 30th; those children will transition June 1st. Children who are not toilet trained have 8 weeks after their 3rd birthday to be fully trained. If training doesn't occur, the child must take a break from the program until independently trained.

### TUITION PAYMENT OPTIONS

Our schools offer weekly, automatic payments. Weekly tuition will be paid through School Care Works each Monday (if a holiday falls on Monday, tuition will be paid on the next business day the school is open). Parents are responsible to add payment information into the system prior to their child starting in the program. Tuition payments cannot be accepted by the child's teacher.

### TUITION POLICY

Students are enrolled for the full year and no adjustments of tuition will be made by the school for absences due to illness, vacations, holidays, weather or non-participation in field trips.

Should it become necessary to withdraw your child, we require four weeks' notice ([please email notice to mec.enrollment@cadence-education.com](mailto:mec.enrollment@cadence-education.com)) prior to the date of withdrawal. It is understood that, regardless of the reason the student leaves the school, the tuition on the tuition schedule must be paid in full for the time the student has attended. Until the parent has paid all sums due, the school will not release student transcripts or make any referrals on his or her behalf. Under all circumstances, a written four-week notice is required for ANY type of withdrawal. Tuition will not be prorated.

If tuition payment has not been collected by the end of day on Tuesday, the child(ren) will be suspended from attending care until payment is made in full.

In the event that a tuition credit is added to your account, it will be reflected as a credit towards your next week's tuition. Refunds and credits will not be issued bank or credit card accounts.

School tuition is based on a twelve-month schedule from August 1st to July 31st. Any tuition rate change/increase will occur in August. Once the new/upcoming year rates have been set, for any families enrolling after January 1st, the new/upcoming tuition rate schedule will apply. Tuition has been calculated to reflect the days that our schools are closed for Holidays and professional development days, and there will be no pro-rations for the days that a school is closed. Our schools are year-round schools and, therefore, our financial obligations and staffing needs remain constant. We will not allow students Infant-Preschool age to take any time off without payment. We enroll on a first-come, first-served basis. Tuition must be paid in full each week to maintain an "active" student status in the school. In the event you need to withdraw your child during the school year, a written four-week notice is required to the administrative team. If you wish to re-enroll, an enrollment fee of \$200 will be required along with the prepaid deposit and your child would then be allocated to whichever room may have space at that time. A space is not guaranteed until your return.