

Circle of Care Preschool

&

**A Developing Mind Montessori
Elementary**

...a place for growing minds.



PARENT HANDBOOK

2011-2012 School Year

Note from the Director

Dear Parent/Guardian:

Let me be the first to welcome you to Circle of Care Developmental Preschool and A Developing Mind Elementary, extensions of Family Support Services of North Idaho. Education is one of the most important, long lasting decisions that we make for our children. I am so pleased that you have selected Circle of Care as the facility to serve your family.

Established in 2008, Circle of Care is a state-of-the-art facility catering to a wide range of child development needs. A Developing Mind Elementary followed soon after in 2010. Both schools have been modeled after the Montessori curriculum incorporating both traditional and alternative learning materials. We have four classrooms whose curriculum was designed by Montessori Certified Teachers. The classrooms are divided into specialized learning areas: Language Arts, Sensorial, Geographical/Science, Mathematics, Practical Life, Library and Transitional Areas.

Additional activities include language lessons in French and Spanish; a quality nutrition program; specialized exercise and activity program; and excellent age-appropriate music program. In addition to an integrative classroom, our support staff and intensive behavioral intervention (IBI) specialists are of the highest caliber. Our IBI professionals clock over 1,000 one-on-one hours before completing and receiving state certification.

I hope this handbook will assist in answering questions you may have or questions that may arise concerning the operation of our preschool and elementary. This handbook is a supplement designed to assist you; it should not replace person-to-person communication. Hopefully this will help you understand what to expect of us and what, in turn, we will expect from you. Again, welcome to a Circle of Care Preschool and A Developing Mind Elementary!

Sincerely,

Pascale Cafferty, M.A.

Director/Owner

PURPOSE AND MISSION STATEMENT

Our purpose is to support children in early learning and elementary education in a responsible and developmentally appropriate environment. We are committed to working closely with parents toward the growth and welfare of the child. We want your child's first learning experience to be fun, exciting, and inspiring in order to set the state for further education.

Our mission is to build a community where children can experience success and to provide exceptional educational preparation for elementary, middle, and high school. We strive to promote a balance of intellect, physical, emotional, and social growth for children.

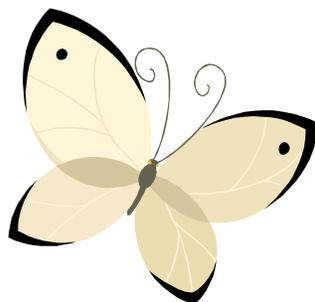


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ADMINISTRATIVE POLICIES

Admission and Enrollment

An initial interview with the Director/Owner shall take place to discuss program options and openings at a Circle of Care Preschool and A Developing Mind Elementary. An application packet shall be given to parents wishing to enroll their child/ren. Once the application is received and the enrollment fee is paid, parents/guardians will be given a Parent Handbook and steps will be taken to introduce the child into the classroom and school setting. It is the parents/guardians responsibility to update forms as necessary, such as new vaccinations, change of phone number or employer, etc. All families will be asked to re-enroll their child/ren each year in order to update forms and status.

Children with Disabilities

At Circle of Care Preschool and A Developing Mind Elementary School, we are committed to providing quality services to all children, and in particular, to children with developmental disabilities.

A Circle of Care Preschool and A Developing Mind Elementary are owned and operated by Family Support Services of North Idaho (FSSONI), an organization that offers mental health and developmental disabilities to children, adults and families in North Idaho. Our classrooms provide a unique setting for one-on-one therapeutic services provided by FSSONI to serve children with disabilities, while exposing them to a typical classroom instruction and peers to maximize their learning.

Furthermore, we recognize that children have various learning styles and thus have chosen to use the Montessori learning method, as we believe it offers a better learning environment for children who have a wide range of learning abilities, including children with special needs. Through the Developmental Disability Agency (DDA) and the Intensive Behavior Intervention (IBI) programs offered through FSSONI, we have established a strong partnership with our school staff to ensure comprehensive and quality inclusion services. A full valuation of the services we offer and the policies and procedures through which we offer them is available under our DDA Policies and Procedures Manual.

Tuition

Published Rates

Circle of Care

Full time enrollment = \$525 – Five days per week

Part time enrollment = \$375 – Three days per week

A Developing Mind Elementary

Full-time enrollment = \$475

Annual Enrollment Fee

New Student = \$125

Returning Student = \$75

A Circle of Care Preschool and A Developing Mind Elementary are “year round” schools, meaning they are open and families are encouraged to bring your children for the full twelve months. Some families may choose to take time off in the summer, thus a 10 month program beginning the day after Labor Day in September and ending June 30th.

Tuition is due no later than the 5th day of each month. Rates and payments are pro-rated and we request that all checks be made to Family Support Services of North Idaho.

Parking

Parents are requested to use the parking lot in front of the Circle of Care Preschool when dropping off and picking up their child. Additional parking is also available in the back by the Elementary School. Streets near the Center are also available for parking. Both pedestrians and drivers are asked to be extremely careful in the parking lot. Parents are required to ensure that their child does not enter the parking lot unsupervised and are asked to be watchful of stray little ones when dropping off or picking up a student. Children are not allowed to be left behind in a car unattended during drop-off and pick-up. Also, please do not leave car engine running unattended and lock all car doors.

Sign In/Sign Out

The Center maintains a sign-in/ sign-out sheet in each classroom. A parent must accompany the child to the classroom to hang up a coat, deposit other belongings, and sign them in. Likewise, at the end of the day, parents are required to sign their child out before leaving with them. The sign-in sheet is used for head counts in preparing meals and in the case of an emergency evacuation of the building. Therefore, it is very important that this sheet contain accurate information.

Pick-Up by Someone Other Than Parent/Legal Guardian

A parent or legal guardian must come to the Center to pick up a child and sign him/her out. If someone other than a parent is to pick up a child, written permission must be on file with the Center and a photo ID will be requested. If parents will have someone other than a parent or guardian pick up their child on a regular basis (grandparent, neighbor, etc.) please be sure to include the person's information in the enrollment package information. If the person picking up is not familiar to the teacher, we may ask that person for identification and will check the Center records to be sure the person is authorized to pick up the child. Parents are responsible for notifying the school in writing of any changes in emergency contacts, phone numbers, email, etc. Parents are also required to keep Center records updated with any person(s) not authorized to come in contact with the child.

Custody Issues

We recognize that shared or unique custody situations exist. In the event that special circumstances exist, we request that you notify the school staff and provide relevant documentation. Children can be released to their legal parents/guardians.

Withdrawal, Dismissal, or Extended Absence

We ask that parents give as much notice as possible when they plan to remove their child from the Center. This will allow the staff to help prepare the child and classmates for the changes ahead when the child leaves. We request that a thirty day written notice be given to the Director. If the parents fail to provide this notice, the month's tuition may be charged.

Every effort will be made on the part of the staff to ensure each child's continuing progress and happiness at a Circle of Care Preschool and A Developing Mind Elementary. However, if a child seems unable to benefit from group experiences or gives evidence of serious disciplinary problems, the Director may take steps that would result in the child's dismissal for the following reasons:

- Non-payment or excessive late payment
- Not observing the rules of our schools, as outlined in the Parent Handbook
- Physical and/or verbal abuse of staff or children by a parent or a child.
- Communicable diseases
- Other situations not listed but deemed necessary by the Director, that would result in discharge.

If a child is kept home because of illness, family vacation, parent's time off from work or other reasons, tuition charges will continue. If a child is absent for an extended period because of serious illness, a reasonable adjustment will be made after the first 30 consecutive calendar days.

Communication/Open Door Policy

Communication is a critical part of a partnership between our Schools and families to ensure quality services to all students. At the Circle of Care Preschool and A Developing Mind Elementary, we have implemented several procedures to allow for communication to and from the School and students' families. These include:

- Two annual parent/teacher conferences to discuss student progress and development
- Weekly classroom newsletters that will be distributed via email and posted in classroom bulletin boards
- Monthly or quarterly Director's newsletters to update families on the goings on of the school
- Classroom Bulletin Boards that post information that pertain to the events in each class
- A Parent Resource Bulletin Board at the Main Entrance of each school that highlight important resources and events that are available to help and support families in our community
- Social gatherings for families at the schools, such as holiday parties and Winter/Spring programs

In addition, open communication between parents/guardians, teachers and staff is an essential ingredient at our schools. Parents and guardians are welcome to contact the Center during business hours to set up an appointment. Phone calls during the day might interrupt class or the daily schedule, therefore, we request that arrangements be made outside of class time when contacting teachers.

Parent Volunteer Policy

The Circle of Care & A Developing Mind Elementary requires that a background check be completed before you can volunteer at the schools. Even if you don't plan on being a regular volunteer, please fill out the forms so that if you find you have time to chaperone on a field trip or help out at a classroom event, you will be able to do so.

Please fill in and return the Volunteer Form along with a copy of your driver's license or other valid ID. If you don't have access to a printer or copier, stop by our office; we have hard copy forms on hand and will be happy to make a copy of your license for you.

Those volunteers that are in the classroom for more than two hours regularly and/or will be helping transport children must do a Criminal Identification Background check through the Idaho State Police. A \$10 fee is assessed for this requirement. Please Note: Background checks are valid for two (2) years only. If you are a returning volunteer, please check with the Director or staff to make sure your form is still valid. The Circle of Care & A Developing Mind Elementary requires that any volunteer driving children on a field trip MUST have on file a copy of their current proof of automobile insurance. This requirement is in addition to the background check and copy of driver's license.

Please Note: Many auto insurance policies expire every six months. If you receive a new proof of insurance card before the end of this school year, please resubmit a copy.

Outdoor Recreation

The Circle of Care Preschool and A Developing Mind Elementary have an outdoor recreation area complete with large wooden play structures, playhouse, bike loop, gardening area, and grass area. Weather permitting, children participate in both structured and informal play times.

The outdoor play area is always supervised by staff, teachers and IBI professionals. The equipment and materials selected have been chosen for the safety and developmental appropriateness. We are constantly adding new materials and equipment.

Photographs

The Circle of Care Preschool and A Developing Mind Elementary utilize photographs in activities to show parents and guardians what we have been up to, for school projects, and in some cases, publications. In order to photograph your child, we require that a Permission to Photograph Form be signed and submitted for our files. Safety is always a concern, therefore we assure you that images will be respectful, appropriate, and related to education.

Animals in the Center

Animals can be a fun part of life and learning. From time to time, there may be a special visitor at our schools as it relates to the educational curriculum. In these instances, information will be sent home in advance. We ask that family pets and other animals from home remain there and not visit the school unless previously arranged with the Director. Any questions about this policy can be answered by the Director.

HEALTH & SAFETY POLICIES

Administration of Medication

Staff will administer prescription medications needed for emergency or ongoing health conditions. Parents must complete a Medical Administration Form which is available in the classroom. Please be sure to fill out the form entirely. We request that parents complete a separate form for each medication and that all medication be in its original container, with a visible drug name, dosage, and administration schedule (no past due medications) can be administered to students.

A physician's signature is required for administering prescription medication. Only prescription medications used on a daily basis (such as insulin or seizure medication) or emergency medications (such as an epi-pen or rescue inhaler) may be kept at the Center and administered on a daily or "as needed" basis.

Similarly, over-the-counter medications may also be administered with the parent/guardian approval. The medication must be delivered to the Center in the original bottle or packaging with expiration date visible. The schools do not keep over-the-counter medications on hand for "community" use. Each family must submit the medication to staff along with a completed and signed Medication Administration Form.

Medical Emergencies

Each staff is trained in pediatric and adult CPR and First Aid and a complete first aid kit is available in each classroom for treating minor incidents.

In the event a child is seriously injured at school, emergency services will be contacted and parents will be notified immediately. If parents cannot be reached, emergency contacts listed on the emergency form will be called. A staff member will accompany the injured child to the emergency room and stay with the child until a parent or a person of the parent's choice can get there.

Child Abuse and Neglect Mandated Reporting

Staff members are required by law to report any suspected child abuse or neglect, as outlined by the Idaho Department of Health and Welfare, by calling the Idaho Care Line at 1-800-926-2588 .

Procedures:

1. At the first annual staff meeting set the first Monday of the week before school, the Director and staff shall review child abuse and neglect guidelines provided by the Idaho Department of Health and Welfare.
2. Should a staff member suspect child abuse or neglect, they must report concerns to the Director within 24 hours. The Director and staff member shall discuss whether the behavior warrants reporting, and if so, the staff member shall contact the Idaho Department of Health and Welfare immediately.
3. Child Abuse and Neglect Brochures provided by the Idaho Department of Health and Welfare shall be made available to all families during Orientation week and at the Parent Resource Area in the entry way of the Center.

Discipline and Guidance

As a parent or guardian, our goal is to raise a child that is creative, independent, responsible, self-disciplined and a socially mature human being. However, those are learned skills which require much guidance. Often the younger the child, the more guidance is needed. Guidance is a positive term that

implies that we work with the child to develop internal control for his/her behavior. Guidance, therefore, takes several forms in our schools:

1. Environmental place designed for children; the furniture is child-sized and all the toys are age-appropriate for lots of hands-on experience.
2. Logical Rules, such as keeping hands to oneself and taking care of their learning environment, are discussed as well as why such rules are needed.
3. Curriculum – Developmentally appropriate, based on the children’s interests and level of readiness yet also challenges the child to grow.
4. Redirection – Encouraging a child in another activity can often eliminate conflict.
5. Positive Reinforcement – telling the child what the teacher would like them to do or how they would like them to behave instead of using “no” or “don’t”.

However, all children will make mistakes and will misbehave from time to time. When this arises, we will:

- Redirect the child to a different activity
- We will redirect the children three different times for the same misbehavior
- Role-play a situation so that the child can practice the language of social behavior and learn to express their needs, wants, feelings, etc.
- If they continue to misbehave, we will have the child take a time-out. Time-outs will always be in a supervised room or are and will be limited to one minute per year of age of the child. For example, if the child is 4 yrs old, they will sit in time-out for four minutes.
- If more drastic behavior occurs, such as and not limited to, biting, hitting, kicking, swearing or hurting others, an instant time out may be applied. If a child has repeated drastic behaviors, a conference will be scheduled with the parent/guardians to work out a plan that benefits the child and all the students of the school.

Please Note – No corporal punishment will be allowed. This is defined as the use of negative physical touching (i.e. spanking, slapping, pinching, etc.) No unusual punishment will be allowed such as humiliation, ridicule, threats or coercion.

Biting

Biting represents a serious safety concern. There are a variety of reasons that may contribute to this behavior. Our centers will work with children and parents to help redirect this behavior as appropriate. Should injury to another student or teacher occur, the situation will be addressed by the Director on a case-by-case basis.

Sick Child

Parents are the best judge of their child’s health, thus are asked to keep a child home who is sick. Children who have a fever, diarrhea, vomiting, constant runny nose or sneezing, contagious illness (chicken pox, pink eye, strep throat, etc) should stay home. After an illness, children must be fever free for 24 hours before returning to school. If antibiotics are prescribed, children must have taken them for 24 hours before returning to school. These precautions will allow ample time to recover and stop the spread of illness to other children.

If a Teacher/Staff deem that a child is sick at school, parents will be called to pick-up their child. Parents are required to leave current numbers where they can be reached if called. The following criteria will be considered in determining if a child must go home:

- Fever of 100 degrees or more
- Vomiting
- More than one incidence of diarrhea

- Communicable disease
- Unknown rash
- Persistent pain or discomfort

It is a parent's responsibility to notify the school if their child has a communicable disease such as measles, mumps, chicken pox, head lice, strep throat, pink eye, etc. All parents will be notified by letter and a notice will be posted on the parent bulletin board. This will allow for best practices in minimizing or preventing the spread of such disease.

Immunizations

Per Idaho Code 39.118, all children in a child care and school setting are required to be vaccinated or have the necessary waiver on file. In compliance with Idaho Law and general safety practice, A Circle of Care Preschool and A Developing Mind Elementary require that physical records of current vaccinations, or a waiver documenting the reason for refusal, be on file at the School

Diet & Allergies

A Circle of Care Preschool and A Developing Mind Elementary seek to provide a nutritious and well-rounded food program. Children benefit from a complete diet rich in fruits, vegetables, and whole grains. The weekly menus are created to meet the dietary needs of students, while prioritizing food allergies and student preferences.

Any allergies should be indicated to the Director upon admission. Parent/guardians should be sure to fill out an Allergy Alert Form that is included in the initial and annual enrollment applications.

Head Lice

Head lice are a common occurrence among children, especially in a school setting. While head lice may not always be avoided, we are committed to doing our best to minimize the instances of infection amongst the children and staff. Therefore, the Circle of Care/Developing Mind Elementary School has adopted a "no-nit" policy toward head lice to prioritize prevention and control measures. We will implement this policy and the related procedures in a caring and considerate manner so that a child or children that are affected shall not be emotionally compromised.

Procedures:

1. Children shall be checked by Staff every first and third Friday of the month or the first day upon returning from an extended holiday/vacation break.
2. Children that are found to have head lice or nits shall be redirected to engage in activities where they will have minimal contact with other children so that spread of lice is reduced, until parents are contacted.
3. Parents/Guardians will be contacted immediately and encouraged to pick up the child as soon as possible.
4. Parents/Guardians will be provided with information on the detection and treatment of Head Lice in order best treat and remove all active lice and nits.
5. Upon treatment, child will return from school and checked by staff.
6. Staff shall receive annual training on detection of head lice and how to implement measures in a classroom that will help prevent and contain them, should they present.

(cont....)

In the classroom:

1. Upon verification of a child or children with head lice, staff shall take precautionary measures of washing bedding and clothing within a classroom in hot water.
2. Classroom will be thoroughly disinfected, floors and carpets shall be cleaned and vacuumed.
3. Any materials that cannot be washed can be stored away in an airtight bag for 2 weeks.
4. In the event of multiple cases of infection, staff is encouraged to speak with the children to assure them that lice are a common nuisance that can be treated and to remind them of measures on how to minimize their spread (as will be reviewed at the annual training).

Fire Safety

Smoke detectors and fire extinguishers are available as required by State law. Equipment is checked yearly by the fire marshal. We have regular fire and disaster drills at the schools. The children are taught to listen to the teachers directions. We have a planned evacuation procedure which is posted in each classroom and practiced during every drill. We will assemble and count everyone and give aid and comfort as needed.

Please Note: The Center also has a **Crisis Response Plan** that includes procedures for shelter-in-place, evacuation procedures in the event of man-made or natural disasters, and other critical response situations.

OPERATIONS POLICIES

Orientation

Once enrolled, it is our policy to welcome new children and their families to our facility in the best manner possible to minimize the distress of starting at a new school and also to inform parents aware of our Center's policies, aims, goals and procedures and to encourage parent participation.

The parents of children attending A Circle of Care Preschool and A Developing Mind Elementary are encouraged to fully participate in the Center's activities. This can only be achieved by sharing information and expectations between parents and staff. It is very important that parents understand what the level of participation expected of them is and that they are involved in mutual decision making about the care of children and the goals of the Center.

Procedures:

1. An introduction session will be conducted with parents and the new child, in which the Director will discuss center policies and procedures. Parents will be encouraged to speak about their expectations as well as being encouraged to participate in School's activities and future policy formation if they wish.
2. A build-up time is encouraged to allow both parents and children to become accustomed to the routines of the School.
3. All new parents are provided with a handbook and required to sign a declaration stating that they have read it and will abide by it. Parents should be encouraged to ask questions about issues they may not understand.
4. Staff and parents are encouraged to talk to each other and exchange information about their children. Communication between staff and families will also consist of daily verbal communication during pick up and drop off, Classroom Newsletters, Semi-Annual parent/teacher conferences where children's progress will be reviewed through portfolios and individual child observations.

Daily Schedule

Our schools seek to implement consistent routines that are most beneficial to everyone. Below is a general guide to the daily routine that Staff strive to utilize:

7-8:45 am	Drop Off & Sign-In. Breakfast is served between 7:00-8:30 am.
8:45 am	Classroom sessions begin
10:00 am	First Snack is served
12:00 pm	Lunch is served
12:30 pm	Daily Classes for Infant/Toddler, preschool, and conclude and after school care begins
12:45-2:45 pm	Naptime for children in the Infant/Toddler and Preschool (3 yr olds) classrooms.
3:00 pm	Afternoon Snack
3:15-5:30 pm	Daily classes conclude for Prekindergarten (4 yr olds), Kindergarten and Elementary students, children are picked up.

Transitions

When a child is approaching the age at which they will move up to the next room, they will be slowly accustomed to the change by staff. Staff will occasionally take them for visits to the next room and explain to the child as well as the parents about the differences in the next room.

Procedures:

1. The parents, the staff and the Director will determine together a child's readiness to move up to the next group. Such movements will occur when vacancies are available.
2. Staff will make suggestions to the parents about how best to make the transition a smooth one. Parents will receive information about the room their child is moving into before the child begins in that room.
3. Staff will coordinate with the new teacher to ensure a comfortable and effective transition for the child.

School Attendance:

Regular attendance is critical for us to do the best possible job of educating every child, so please join us in a partnership to make this happen by getting your child to school every day, as scheduled. We strongly encourage that each student miss no more than seven (seven) days per semester.

Days & Times

The school is open all year with the exception of holidays and a few training days as noted in the school program year calendar. The Center is open Monday through Friday from 7:00 am to 5:30 pm. We ask that parents/guardians respect the teachers and their time by not attempting to drop off their child before 7:00. For the same reason, we ask that parents arrive by 5:25 pm to pick up children so teachers can have the opportunity to say goodbye and close the building at 5:30 pm.

Absences & Late Arrival

It is important that children arrive ready to enter class by 8:45 am. That is when each class begins their individual class plans. We recognize that mornings are a busy time for many families and that occasional tardiness may occur. However, we strongly urge families to help us minimize class disruption and to help their child better transition into the day's activities.

If a parent knows a child is going to be absent, please call the office at 777-1600 by 8:30 am to let the school know of that day's absence. If a child will arrive later than usual, we also ask that parents please let the Center know so accurate lunch planning can take place.

Idaho State Law requires a written excuse for absences for elementary school-aged children. Parents are asked to write an excuse and send it with their child when he/she returns to school and to include the explanation for the absence and date(s).

If a child misses seven (7) days per semester, the state requires that a letter be sent to the parents from the school Director or Teacher. This helps parents keep track of the number of days absent and will serve as a reminder of the importance of their child's education.

Late Pick-Up

It is very important that children be picked up by 5:25pm and no later than 5:30 pm. If a child has not been picked up by 5:45 pm and the Center has not heard from parents, staff shall attempt to call persons listed on the emergency contact information in the child's records for pick-up. If this attempt is unsuccessful, staff shall contact legal authorities and the child will be released to their care. We hope to avoid this from ever happening, so please be sure to keep us informed of any relevant circumstances.

Holidays

We recognize that spending time with family and friends is an important aspect of development. Our schools operate throughout the year, as outlined in our annual Program Year Calendar. Observed holidays and other important events are scheduled in advance for planning purposes. There may be

additional days in which our schools will need to be closed. These dates will be released and posted as soon as they are known.

Emergency School Closure/ Snow Day

The Circle of Care and A Developing Mind Elementary will remain open unless weather conditions are so severe as to require school closure for the safety of students, their families and staff.

In the event of extreme weather conditions, the Director will contact the Idaho State Police for their assessment on the safety of roads. Should weather conditions warrant the closure of the school, the Director shall:

1. Contact news organizations with notification of closure as soon as possible, but no later than 6 am. Please check KREM 2, KXLY 4, and KHQ 6 news stations on TV or the web.
2. Place a message on the school answering machine to confirm closure. Staff and families of students are encouraged to call the school's number: **208-777-1600**, for this information.

Even if snow is not significant enough to warrant the closure of the Circle of Care and A Developing Mind Elementary, parents are still encouraged to use their best judgment for the safety of their family.

In case of other extreme circumstances or severe weather after drop-offs, the schools may need to dismiss students early. The Director or designee will make the decision regarding the need for dismissal. In the event of early closure, parents will be contacted using the contact information listed at the center. Parents are responsible for arranging transportation within 1 hour of notification to ensure everyone's safety.

Clothing

Children should dress comfortably, simply, and suitable for the weather. We do engage in a number of activities that, despite smocks, can get clothing dirty. We do not want to inhibit the children unnecessarily, so we ask that parents send them in something that they are comfortable having them play in and possibly get dirty in. We ask that families do their best to label any clothing a child may remove at school (coats, sweaters, etc.)

A change of clothing should always be in the child's backpack in case of a spill or accident. We are unable to have clothing of every size on hand and we want children to be comfortable. Spills and accidents are embarrassing for children and having their own change of clothing will help the change go unnoticed. The clothing should be placed in a large plastic bag marked with the child's name and the soiled clothing will be placed back in the plastic bag in their backpack. We will send home a notice, so parents are aware of the soiled clothing. Thank you for your cooperation.

Backpacks

We recommend a backpack or bag for each child. This will encourage ownership and allow for teaching responsible care of possessions. Further a bag or backpack allows for storage of extra clothing and transporting any school work or homework to share with the family.

Possessions from Home

Toys from home are a child's link between home and school. Children may want and need security of something of their own to help the transition from home to school. We will allow a child to have that item during arrival time but once we begin our morning, we will encourage the child to place the item in their backpacks for safe-keeping. We ask that parents limit this to one small item.

Play guns, weapons, and other toys that encourage aggressive play are not welcome in the classrooms. We work hard to build cooperation and concern for one another at our schools. Please leave such toys at home.

Videos

Videos are not regularly used in our schools. Exceptions are made for very short films that relate directly to a topic that has been discussed with the children. Children may not bring videos from home unless specifically requested since all videos must correspond to the curriculum. We also cannot guarantee that any video a child brings will be viewed and to avoid disappointing the child, we respectfully request that videos remain at home.

Field Trips

From time to time, our classrooms will make visits in the community that correspond to the school curriculum. In the event of a field trip, parents will be notified and a Field Trip Permission Form will be required.

Parent Volunteers are welcome to attend field trips with advanced notice and approval. Due to liability and safety concerns, no parent volunteer will be allowed to transport students, other than their own children, unless procedures have been observed as outlined in the Parent Volunteer Policy.

The Circle of Care/Developing Mind Elementary shall work to ensure that all field trips are safe, age appropriate and planned to enhance the curriculum:

Parent Involvement

Having extra hands in the classroom can be helpful from time to time. It can also be a disruption to the daily routine and operation. We ask that parent/guardians coordinate a time with staff. Any questions about this policy can be answered by the Director.

Final Thoughts

We thank each and every one of the families and students that attend our schools for all their hard work and efforts to assist us as we seek to provide the best services. Should you have any questions, suggestions, or concerns, please feel free to contact us immediately at (208) 777-1600 or via email at fsofni@msn.com.

Thank you again!