



Parent Handbook

2022-2023

Updated 10/28/22

Table of Contents

Introduction	p.1
Who We Serve	p.1
Mission Statement	p.1
Vision Statement	p.1
Arrival and Departure	p.1
Weather Watch Chart	p.2
Assessments and Screening	p.2
Attendance	p.2
Birthday Celebrations	p.2
Board of Directors	p.3
Change of Clothes	p.3
Communication	p.3
Computers	p.4
Daily Classroom Schedule	
Lower and Upper Elementary Classes	p.4
Primary Program (3-6 Years Old)	p.4
Toddler Class	p.5
Discipline	p.5
Donations	p.6
Emergency Planning and Preparedness	p.6
English Language Learners	p.6
Family Educational Rights and Privacy Act (FERPA)	p.6
Field Trips	p.7
Guidelines for Safe Driving and Parents' Role as Chaperon	p.7
Forest Fridays	p.8
Indoor Shoes	p.8
Lost and Found	p.8
Lunch	p.8
Parent/Teacher Conferences	p.8
Parent Volunteers and Committee Work	p.9
Parking Lot Safety	p.9
Sharing	p.9
Snack	p.9
Snow Days	p.9
School Policies	
Child Abuse and Neglect Policy	p.9
Documentation Policy	p.10
Immunization Policy	p.10
Health Care Policy	p.11
Illness and Disease	p.11
Administering Medications	p.11
Sudden Illness or Serious Injury	p.11
Staff Health and Training Requirements	p.11
Sunscreen and Insect Repellent	p.12

Diapering and Toileting	p.12
Health Screening	p.13
Late Pick-Up Policy	p.13
Non-discrimination Policy	p.13
Rights of Children	p.14
Smoking Policy	p.14
Student and Staff Directory	p.14
Student Record Policy	p.14
Transportation and Car Seat Policy	p.14
Tuition Policy	p.14
Tuition Payment Plan	p.14
Explanation of Fees	p.15
Enrollment Procedure	p.15
Financial Obligation	p.15
Withdrawal	p.15
Tuition Assistance	p.16
Volunteerism	p.16
APPENDIX A	
Policy for Management of Concussive and Other Head Injuries	p.16
APPENDIX B	
Protocol for Management of Students with Life Threatening Allergies	p.18
APPENDIX C	
Supporting Students with Learning and Behavior Challenges	p.20
APPENDIX D	
Organizational Flow Chart for Oversight and Communication	p.21
2022-2023 School Calendar	p.22

Introduction

Welcome to Brixham Montessori Friends School! You and your child are about to begin an exciting and rewarding journey in Montessori education. The BMFS community is a place where dedication and commitment are freely given, helping children to grow into the very best people they can be. A community that nurtures a collective energy requiring everyone – parents, teachers, staff, and children – to participate and invest in open communication, patience and trust; a school that is created by, and evolves with, every participating community member.

Essential to our success as a school is the positive relationship that forms when responsibilities are clearly defined, and expectations for respectful communication and collaboration are clearly established. Brixham understands and appreciates that parents may employ different means to meet their responsibilities and expectations, **however under no circumstance will kindness, safety and respect be disregarded or undermine the school's ability to create a positive culture of learning.** In such circumstances, the Head of School will call a meeting with the parent to determine if continued enrollment at Brixham is appropriate.

That said, we are a family and will work closely with every member of the community to help us reach our full potential. We are happy to call BMFS our home and you, our family!

Who We Serve

Brixham Montessori Friends School strives to be an inclusive school serving children ages 2-11 years. In 2022-2023 we will welcome 78 students and their families to Brixham representing the Seacoast community of Maine, New Hampshire and Massachusetts. Our programs include a toddler classroom of 12 students, three primary classrooms of 15 students each, a lower elementary classroom of 16 students and an upper elementary classroom of 5 students. As a high fidelity Montessori school, we follow the American Montessori Society's standards for excellence and are proud to be the only dually-accredited Montessori school in northern New England (accredited by both the New England Association of Schools and Colleges and the American Montessori Society).

Mission Statement

To honor each child's individuality, creativity, and intellectual potential through an enriched Montessori educational program.

Vision Statement

Brixham Montessori Friends School seeks to inspire a passion for lifelong learning in our students where academic excellence, innovation, creativity, and service-minded learning prepares children to be thoughtful and engaged stewards of the world.

Arrival and Dismissal

Students are expected to arrive and depart at their designated times and locations. Elementary students are dropped off and picked up at the front of the school using the circular drive if desired. Primary and toddler students are dropped off and picked up at their playground gates located behind the school- toddlers enter through the school garden and primary students walk through the parking lot. Please be mindful of children in the parking lot and drive slowly and with care at all times.

Elementary: Front Entrance of the School

8:15-8:25am Arrival

3:00-3:10pm Dismissal

Primary III (Ann and Lisa's Class): Main Playground Gate

8:30-8:50am Arrival

11:40-11:50am Morning Dismissal

2:40-2:50pm Afternoon Dismissal for Full Day Preschool
2:50-3:00pm Afternoon Dismissal for Extended Day

Primary II (Whitney and Dayna’s Class): Main Playground Gate

8:30-8:50am Arrival
11:40-11:50am Morning Dismissal
2:40-2:50pm Afternoon Dismissal for Full Day Preschool
2:50-3:00pm Afternoon Dismissal for Extended Day

Primary I (Meg and Angi’s Class): Main Playground Gate

8:30-8:50am Arrival
11:40am-11:50am Morning Dismissal
2:40-2:50pm Afternoon Dismissal for Full Day Preschool
2:50-3:00pm Afternoon Dismissal for Extended Day

Toddler: New Toddler Playground Gate (accessed through the garden)

8:30-8:50am Arrival
11:30am-11:50am Morning Dismissal
2:50pm-3:10pm Afternoon Dismissal

Families with multiple siblings should drop off elementary students before primary and toddler students and pick up primary and toddler students before elementary students. There is very limited drop-in before care or aftercare available for students for the 2022-2023 academic school year.

On inclement weather days that necessitate an indoor arrival at the front entrance, the elementary students will enter before primary and toddler students between 8:15-8:25am, and as best as can be managed, the primary students and the toddler students will enter between 8:30-8:50am at their scheduled arrival time. A color code system will help direct you if it’s an indoor arrival day: a red circle sign posted at the entrance of the school means indoor arrival and likely indoor recess/no forest program; a yellow circle sign means an outside arrival day but likely shortened outdoor recess/shortened forest program. The school uses the Weather Watch Chart to determine if it’s an indoor or outdoor day, and the length of time outdoors for both recess and on Forest Day.

The dismissal procedure for all programs includes meeting parents at the main entrance for elementary students, main playground gate for primary and extended day students, and the school garden or toddler playground gate for the toddler students. Parents and caregivers are expected to complete a health and safety screening before coming to school. Students will sanitize or wash their hands before dismissal, as well as wash their hands upon entering their classrooms.

Assessments and Developmental Screenings

Brixham’s primary assessment and developmental screening tool is observation which is at the heart of Montessori pedagogy. Teachers are trained to be careful observers in the classroom which inform them on the students’ readiness and interest for lessons and follow-up activities. Following the Montessori curriculum, teachers prepare the learning environment to invite spontaneous choice and activity in the early childhood classrooms, as well as independence, order and concentration. In the elementary years, choice is more limited but still honored as students move to more advanced lessons and research projects. However, observation is not the only assessment tool. Brixham also uses standardized assessment and screening tools and depending on a child’s experience in the classroom, begins screening for early literacy at 4 and 5 years old. Currently, Brixham uses the Preschool Early Learning Indicators (PELI) to help establish a benchmark for literacy in the late fall and spring.

The school also uses DIBELS for kindergarten and elementary for both reading and mathematics. DIBELS is a standardized assessment tool that helps determine if a student is meeting reading and math benchmarks in the fall, winter and spring. Information is shared with parents upon request and can be very helpful in identifying if targeted support is needed for students' emerging skills. The Terranova Survey assessment is administered in third grade which also helps identify areas of strength and weakness for both the student and the class with implications for augmenting classroom instruction if needed. Lastly, for students interested in attending private school beyond Brixham at grade 6 or 7, Brixham invites older elementary students to practice study skills together in preparation for the SSAT's.

Attendance

Children are expected to attend school on their assigned days. **Please call or email the Office by 8:00am if your child will not be at school on a given day or if you expect to be late. In addition, please notify both the office and the classroom teacher if your child will be absent due to a family vacation or other planned event.** It is also important for the Office to know why your child is absent, particularly if the child is sick. The school tracks illnesses among children and staff, and it is helpful to know if a child has had a fever or a stomach virus even on days when he or she is not in school (including weekends or holidays, particularly if it's a virus that is highly contagious). For more information regarding sickness and our health care policy, please see page 11 of the handbook.

Birthday Celebrations

Celebrating birthdays is special in the Montessori environment. Children tell their life story through photographs, storytelling, and singing the traditional birthday song. We ask that parents help children collect a few favorite photographs highlighting their birth, first year, second year, and so on. It is helpful if parents can place these photos on a poster with a short narrative describing significant facts and details of their child's life, such as first words, favorite foods, etc. During the celebration we share pictures, the child walks around a candle (representing the sun) while holding a globe of Earth and we say "Happy Birthday" for each year. We end the walk with the traditional birthday song and a birthday wish for the child.

Please speak to your child's teachers to arrange for an ideal day to celebrate your child's birthday at school. Arrangements for summertime birthday celebrations are usually made during the last few weeks of school in June.

If you choose to have a birthday celebration at home for your child, please do not pass out invitations at school, as inevitably feelings are hurt if a birthday celebration does not include everyone or cards get lost, etc. Mail all invitations directly to the children's homes and help your child to be sensitive to any possible feelings of exclusivity. If most of the class is invited to the party, then please include everyone in the class so no one feels left out. A school directory is included in the August welcome packet or can be requested in the office.

Board of Directors

BMFS is governed by a Board of Directors made up of five to nine appointed members of the BMFS community. Board members are responsible for school governance and financial oversight, and ensure that the school operates in accordance with state and federal regulations. Members of the Board of Directors typically serve three years and have an area of expertise or experience as a committee member that is helpful to the work of the board. On occasion, a board member is appointed from the alumni community or the community at large. Parents who are interested in serving on the Board of Directors or in an advisory role should contact the Head of School; the Board welcomes inquiries about board membership and seeks diversity and experience among its membership. The school's bylaws are available to read on the community website.

2022-2023 Board of Directors:

Elisa Hegg Marhue, Chair elisahegg@gmail.com
Anna Yates, Treasurer annaw.yates@gmail.com

Brianna Martin, Secretary bfgreenleaf@gmail.com
Barbara Jenny, Member barbararitajenny@gmail.com
Karen Harman, Member karenbharman@gmail.com
Bethany Bray, Member bethany.sivulka@gmail.com
Will Richardson, Member will@richardsonadvisorygroup.com

Change of Clothes

Much of the learning at BMFS is hands-on and experiential, and children's clothes will often get wet, dirty or painted on. Consequently, **children should wear clothing that can withstand mess**. Extra clothing should be available at school for a change of clothes; please pack this extra clothing in a labeled zip-lock bag and **label your child's clothing with their name**. We will store extra clothing at school in their classroom cubby and will let you know when this supply of extra clothing needs replenishing. In addition, **we play outdoors in all weather conditions so outdoor wear is essential (rain and snow boots, mittens, raincoats, snow pants, etc.)**. For younger children, rain pants or rain suits are a great investment for muddy, wet play. A [weather advisory guide](#) is posted outside the office to alert teachers of the temperatures outdoors and advise if the temperatures are unsafe for outdoor play.

Communication

BMFS is committed to providing timely and effective communication to the members of our community. Valuable information is conveyed via the Parent Handbook, parent education evenings, the Weekly Happenings email, and classroom newsletters. We ask our families to assist us in this effort by familiarizing themselves with the policies and procedures necessary to operate the school, to stay informed by reading all written communication provided by BMFS, and to address any concerns immediately using the appropriate channels.

Open and respectful communication is critical to the success of a Brixham education. Teachers and staff at BMFS strictly adhere to student and family confidentiality and behave in a professional and discrete manner when discussing sensitive and personal information. Parents, likewise, should respect the privacy and confidentiality of all our students and refrain from making inappropriate comments about students, problems, etc. That said, parents sometimes do observe an incident or overhear a conversation among students that troubles them. If this happens, **please speak to your child's teachers about your observation**, and they will direct your concern to the appropriate teachers. Very often, there are missing pieces of information in an observation that are not clear to the observer and not fully understanding a problem in this context can lead to misunderstanding or misinformation.

For guidance on how the school is structured or to whom to speak to about a concern, please refer to the **Organizational Flow Chart for Oversight and Communication** located in Appendix D on page 20.

Computers

Chromebooks are available in the elementary classrooms for students needing limited access to the Internet for research projects, keyboarding skills, and for word processing/publishing. As part of the elementary technology program, students have increased access to Chromebooks to complete their work assignments. Chromebook use is under the careful supervision of the classroom teachers; **students, parents and faculty are asked to sign a technology use policy when using the Internet and wireless passwords**. BMFS does not support the use of computers in the classroom for children under the age of five years. BMFS believes that all young children benefit from real, concrete learning experiences to build the foundation for academic and abstract thinking of the elementary years.

Daily Classroom Schedule

Elementary Program (6-11 Year Olds)

7:30am

Before Care (*contracted in advance through the office*)

8:15-8:25am	Arrival at the Front Entrance
8:30am	Independent Work and Small Group Lessons Individual Snack
11:30am	Lunch
12:00noon	Recess
12:45pm	Independent Work and Small Group Lessons Specials Monday: Open Project Time Tuesday: Strings and Studio Art Wednesday: Fitness Program and Spanish/Music Thursday: Strings and Studio Art Friday: Open Project Time
2:30pm	Jobs
2:40pm	Read Aloud
3:00-3:10pm	Dismissal at the Front Entrance
3:00-5:00pm	Optional Late Aftercare (<i>contracted in advance through the office</i>)

Primary Program (3-6 Year Olds)

7:30-8:30am	Before Care (<i>contracted in advance through the office</i>)
8:30-8:50am	Arrival at the Main Playground Gate (<i>per staggered schedule for each class</i>)
8:50-9:00am	Transition Inside for Morning Circle or Outside for outdoor classroom experience or Forest program
9:00am	Independent Work, Snack and Small Group Lessons/Studio Art (rotating schedule)
11:10-11:30am	Transition Outside for Morning Recess
11:40-11:50am	Dismissal at the Main Playground Gate (<i>per staggered scheduled for each class</i>)
11:50-12noon	Transition Inside for Lunch
12:00noon	Lunch
12:30pm	Rest for Full Day Preschool/Extended Day Begins
1:20pm	Independent Work for Full Day Preschool (not asleep)
2:30pm	Afternoon Recess for Extended Day and Full Day Preschool
2:40-2:50pm	Dismissal at the Main Playground Gate for Full Day Preschool
2:50-3:00pm	Dismissal at the Maine Playground Gate for Extended Day
3:00-5:00pm	Optional Late Aftercare (<i>contracted in advance through the office</i>)

Toddler Program

8:30-8:50am	Arrival at the Toddler Playground Gate (<i>through the school garden</i>) Independent Work Time Individual Snack
10:00am	Small Group Food Tasting
10:15am	Toileting*
10:30am	Morning Circle: Music and Movement
11:00am	Outdoor Play Time
11:30-11:50am	Dismissal from Morning program at the Toddler Playground Gate
11:50am	Lunch for Full Day Toddlers
12:30pm	Afternoon Rest
2:15pm	Toileting*
2:30pm	Outdoor Play Time
2:50-3:10pm	Dismissal from Afternoon program at the Toddler Playground Gate

*Toileting is a process of becoming toilet trained with many toddlers transitioning from diapers to cloth underwear; toddlers in diapers will be checked and changed throughout the day.

Discipline

BMFS believes that all children are innately good and strive to be good, but that expressing oneself in socially acceptable ways is a learned behavior. A child who “misbehaves” or is “disruptive” may be expressing a need that is unmet or unresolved; our task as parents and educators is to understand that need and to help the child effectively communicate and address it. Belittling, bullying or harassing are unacceptable forms of communication and are not tolerated at BMFS.

BMFS respects the dignity and worth of each child. We work closely with families to support the growth and challenges of raising children. Positive discipline, clear rules and expectations, and close supervision aid the teacher in his or her awareness of potential behavior problems. In the event of a child whose daily behavior is unusually disruptive and where the peacefulness of the classroom community is compromised, a conference will be scheduled to discuss ways to support the child, and to determine if needs of the child can be fully met at BMFS. Critical to success of any student at BMFS, is full partnership and trust between parents and teachers; if it is determined that BMFS cannot fully meet the needs of a child who is struggling academically or socially-emotionally, the Head of School will meet parents to discuss placement at BMFS and possible alternatives that will better meet a child’s needs.

BMFS does not tolerate shaming, ridicule, neglect or corporal punishment, and is obligated under law to report any suspicion of child abuse. Please see the **Child Abuse and Neglect Policy** on page 9 of the Parent Handbook for more information on mandated reporting of child abuse and neglect.

Donations

Cleaning out your basement or attic? BMFS welcomes many items you may not need anymore: carpets, office supplies, small kitchen items, quality children’s books and toys. Please ask your child’s teacher what items are particularly useful. Also, due to our tax-exempt status as a non-profit school, your donation may be tax deductible. Please let the Office know of your donation and a letter of acknowledgement will be sent to you. Typically, we have several school events throughout the year that rely on donations of food, clothing, garden supplies, as well as cash contributions and gifts in kind for services. We appreciate your support for these events and are always grateful for the generosity of our parent community.

Emergency Planning and Preparedness

Brixham Montessori Friends School conducts fire evacuation drills once a month and emergency evacuation drills at least two times a year. Additionally, Brixham has an Emergency Preparedness Plan that is reviewed annually, updated as needed and coordinated with local emergency management officials. All teachers and staff members are trained and familiar with the school’s emergency preparedness plan.

In the event of an actual emergency, parents will be notified by text of the emergency and if students and staff are evacuated offsite, parents will pick up their child at the school’s off-site evacuation site at the Best Western located at 2 Brickyard Lane, York, ME. For more information on the school’s emergency preparedness plan, click [here](#).

English Language Learners (ELL)

BMFS accepts learners from all ethnic backgrounds. The primary language we communicate in at BMFS is English. If you communicate more comfortably in another language, please let us know. We will make every effort to make our materials and communications accessible for you in your home language. We will also incorporate your child’s language into our visuals and communications as much as possible.

Family Educational Rights and Privacy Act (FERPA)

In accordance with the Family Educational Rights and Privacy Act (FERPA), BMFS gives parents certain rights with respect to their children's educational records. Parents have the right to inspect and review their child's educational records maintained by the school. Parents also have the right to request that BMFS correct records which they believe to be inaccurate or misleading. All inquiries and requests regarding a student's record should be made directly to the Head of School who will review the request and meet with the parents and teachers for further discussion and possible corrections. Should the Head of School decide not to amend the record, the parent has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, BMFS requires written permission from the parent in order to release any information from a student's education record. However, under certain conditions BMFS may, without parental consent, disclose records to the following parties:

- School officials with legitimate educational interests;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Field Trips

Field trips are a wonderful way for children to experience learning in a meaningful and purposeful context. BMFS promotes the opportunity for every classroom to have these enriching experiences as part of its studies. However, BMFS does not have the ability to transport young children under the age of 6 years and will need to rely on parents to drive their own children on such trips. In the event that a parent is unable to drive their own child, they may make arrangements with another parent to drive their child. **As a reminder, all children under the age of eight years are required by the State of Maine to have a regulation safe car seat or booster unless the school has arranged for transportation with a chartered school bus company.**

Guidelines for Safe Driving and Parents' Role as Chaperon

Parents who help drive on field trips will also have the important responsibility of chaperoning the children in their care. Please read over the following driving and chaperon guidelines:

1. Make sure booster seat or car seat is properly installed and secured (shoulder strap is off the child's neck)
2. Review rules of the road: no cell phone use while driving, toll money ready, directions to the event reviewed and clarified, reminders about car behavior, car checked for safety (tires, fueled up, etc.), and the school telephone number available for emergencies. **It is very important that you obey all traffic rules, speed limits, and understand that you are responsible for the children in your care.**
3. Once at the destination, remind children to hold hands and walk with you to the event. **Children must stay with you and their assigned group unless told otherwise by the teachers.** Be alert to the needs of your group and reinforce good behavior and social etiquette.
4. If a child in your care needs to use the bathroom, escort the child to the bathroom, making sure that another chaperon or your child's teacher is aware of where you are going and who is with you, etc. (so that he or she may assume responsibility for your group while you are gone). Chaperons may wait outside of the bathroom for an older child or a younger child who prefers privacy or a gender specific bathroom. If the bathroom is a public one with more than one stall, chaperons should request assistance from a teacher or another chaperone of the same gender to assist the child. **Children should never be left unattended** in a public space or when in your care as a chaperon.

5. When leaving the destination, be sure to let your child's teacher know that you are leaving, and proceed back to school. If you must stop for any reason or if you are delayed in traffic, please call the school so that the office knows you will be late and why. Do not stop unnecessarily for coffee, lunch or a special treat. **Drive directly to the field trip location and back to school again without delay or distraction.**
6. Once at school, please escort the children back to their classrooms or to the playground if that is where the class is meeting. Check out with the supervising teacher before you leave (if no supervising teacher is present, please stay with the children until he or she has arrived).

Expectations for children while in the car:

1. Stay fastened in car seat or booster
2. Use quiet voices
3. Keep hands, feet and arms to self
4. Do not play with windows, door handles, door locks or seat belt buckles

Cautionary Note: Be aware that some children in your care may have food allergies, **please do not share food unless you have confirmed with your child's teachers that there are no allergies or food limitations.** Your child's teacher will alert you to any special needs of the children.

Forest Program

The Forest program is a special nature education program for all of our students. The primary classrooms spend one full morning outdoors in our forest classroom while the toddler classroom spends part of a morning and the elementary classroom spends part of their afternoons outdoors in the forest classroom. On the assigned Forest Program day, students are immersed in nature through each of the seasons (fall, winter and spring) and guided to connect in a meaningful and deep way with nature while strengthening their social, emotional and physical skills. Children might build forts and other shelters, climb trees, "cook" in a mud kitchen, observe insects, birds and other creatures, listen to the rain fall on leaves, warm themselves by a fire and more. They also fully exercise their bodies and spirits. More information about what to expect and how to outfit your child for the Forest program will be provided to you by your classroom teachers.

Indoor Shoes

To respect the indoor environment of the school and for the children's safety, we require children to wear indoor shoes while in the school building and ask adults to remove their shoes upon entering the classrooms. Please provide your child with a pair of indoor shoes that are easy to walk in, rubber-soled, and easy to take on and off. Indoor shoes are stored in the children's coat lockers.

Lost and Found

Miscellaneous items found on the school grounds are stored in a basket located in the front foyer. We make every attempt to identify items and return them to their owners, but often our basket is spilling over by the end of the year. **Please clearly label clothing, dishes, and lunch containers with your child's name.** We will donate unclaimed lost and found items to a local charity at the holiday break and at the end of the school year.

Lunch

Children who stay for lunch will need to bring a cold pack lunch that is **nutritious, wholesome, and balanced.** Please include an ice pack with your child's lunch as we have limited refrigeration. We ask that you use reusable containers as much as possible to reduce unnecessary waste in packaging. **Because of severe food allergies to peanuts and nuts and the potential for anaphylactic shock (even when not ingested), we do not allow sandwiches, crackers, granola bars or baked goods with peanuts or nuts of any kind.** In addition, lunchtime teachers will monitor lunches that seem insufficient and/or lack nutritional value and share their concerns with you

if they think your child may not be eating enough or needs additional options to choose from, etc.

Parent/Teacher Conferences

Parent/Teacher Conferences are held in the late fall and early spring. Please see the school calendar for the specific dates for this year's conferences. A sign-up sheet will be posted in your child's classroom several weeks in advance. Conferences typically last 20 minutes and both parents are encouraged to come if possible. **Should you have a concern that requires immediate attention, please arrange to meet with your child's teacher during teacher office hours.** Discussions of your child's progress and/or behaviors are confidential and private. Parents should refrain from discussing concerns while school is in session, and to be sensitive to the feelings of your child if he or she is present when discussing a concern or arranging a meeting with teachers.

We also welcome parents to observe in their child's classroom. It is a wonderful way to understand the nuances of the Montessori classroom and for parents to understand how Montessori works for their child. Typically, classroom observations are scheduled in the late fall or early winter with arrangements made directly with the classroom teachers. **While observing, parents must maintain the confidentiality of each child in the classroom and refrain from making comments or assumptions about the work of another child.** If you have any questions or concerns regarding your observation, please speak directly with your child's teacher.

In addition, it is expected that parents attend at least one if not both parent education events, as well as parent orientations or any called meetings. The parent education and orientation events are helpful in extending a parent's understanding and appreciation of the unique education his or her child is receiving at BMFS, as well as making important and meaningful relationships with teachers and other parents.

Parent Volunteers and Committee Work

Parents are expected to contribute to the life of the school community through their contributions of time, expertise, and financial donations. There are many ways for parents to volunteer in a variety of capacities at BMFS. Throughout the year, we ask parents to help with special school-wide events, such as the fall and spring clean-up days, holiday wreath and poinsettia fundraiser, and the annual benefit auction. Please let us know the different ways you can help contribute to the life of the school and your child's experience at Brixham!

Parking Lot Safety

Parents are responsible for the safety and supervision for their child in the school parking lot. Please hold your child's hand and/or use extra caution for older children. **Drivers of vehicles need to drive slowly and use caution when entering and exiting the parking lot.** Be vigilant and always mindful of small children or older distracted ones. **No child should be left unattended in a parked car, and please do not leave your vehicle running or idling while picking up or dropping off your child.** Arrival and dismissal procedures for the parking lot include curbside drop off and pick up for elementary students which impacts traffic flow, so please arrive on time and if you do run late, please park on Brickyard Court to help avoid congestion.

Sharing

Sharing news and personal objects or pictures from home is an important way for children to practice their social skills and gain confidence in speaking to a large group. Your child's teachers will design a schedule for sharing that works well for their respective classes.

Snack

Students should bring their own individual snacks each day, as well as their own water bottle. Please pack a simple, nutritious snack and avoid fruit gummies, yogurt, sweets, or processed foods. Lunch boxes with individual compartments are a great way to add variety to snacks and keep things ordered and manageable for children (as well as more sustainable with less paper and plastic waste). As a reminder, no nuts or peanuts!

Snow Days

BMFS carefully considers the driving conditions of the school community when determining a delay or cancellation of school due to snow or icy conditions. Cancellations or delays are usually determined by 6:00am and posted on local television stations and their websites, WCSH6 and WMTW8. A text messaging alert system is also used to communicate a school cancellation or delay, as well as a message on the school voice mail (assuming the power and cable lines are in service). In the unlikely event that weather conditions warrant an early dismissal, parents will be notified by e-mail and text to pick up their child as soon as possible to ensure safe traveling for everyone. There are no make-up days due to school cancellations for snow days.

School Policies

Child Abuse and Neglect Policy

Brixham Montessori Friends School is a mandated reporter and is required by law to report suspected child abuse and/or neglect. Anyone with concerns should notify the Head of School who will follow up with the Child Care Licensing Specialist to make a report to the Office of Child and Family Services (OFS). For more information and frequently asked questions, please visit the OFS website, <https://www.maine.gov/dhhs/ocfs/provider-resources/reporting-suspected-child-abuse-and-neglect/mandated-reporter-information>. To view the BMFS Child Abuse and Neglect Policy for staff, please click [here](#).

Documentation Policy

By signing the Tuition Enrollment Contract, parents give permission for pictures of their child taken at school or at school functions to be used in any publication, promotional material, and social media for Brixham Montessori Friends School. Non-consent for said documentation shall be submitted in writing to be kept on file.

Signature of the Tuition Enrollment Contract is also an agreement by the parent to permit the use of the family name, address and telephone number in the school handbook, which is printed as a service to the BMFS community.

Immunization Policy

Brixham Montessori Friends School requires all children to be fully immunized according to the current Bureau of Health Immunization recommendations for on time and delayed schedules. Dates of immunizations and vaccine type will be on file for the following:

- Measles
- Mumps
- Rubella
- Diphtheria
- Pertussis
- Polio
- Tetanus
- Haemophilus influenza type B (Hib)
- Varicella

Certificates of immunization or proof of immunity shall be on file by the first day of school attendance.

Immunization records to include dates, dosage and the immunization agent will be reviewed by the school nurse consultant and kept on file at school. Individual health records are stored in a fire-proof locked box accessible to the school nurse consultant, the head of school, and the designated school administrator for the supervision of student records.

Any child not immunized for medical reasons shall be admitted to Brixham Montessori Friends School **with a written statement by the child's physician documenting that such immunization is medically contraindicated.** This written statement for an exemption by the child's physician will be stored in the student's health record and shall be updated by the parent annually. In the event of a disease outbreak, children who are not immunized will be excluded from the program until the outbreak no longer exists.

In accordance with MRS 20-A §6355, a student covered by an Individualized Education Plan on September 1, 2021 who elected a philosophical or religious exemption from immunization requirements on or before September 1, 2021 pursuant to the law in effect prior to that date may continue to attend school under that student's existing exemption as long as: A. The parent or guardian of the student provides a statement from a licensed physician, nurse practitioner or physician assistant that the physician, nurse practitioner or physician assistant has consulted with that parent or guardian and has made that parent or guardian aware of the risks and benefits associated with the choice to immunize; or B. If the student is 18 years of age or older, the student provides a statement from a licensed physician, nurse practitioner or physician assistant that the physician, nurse practitioner or physician assistant has consulted with that student and has made that student aware of the risks and benefits associated with the choice to immunize.

Documentation of immunization or a written statement by the child's physician exempting the child from immunization must be on file at school by the first day of school attendance, or in the case of a newly admitted student, within 90 days as a one-time provision or 21 calendar days if transferring from another school. A summary report regarding the immunization status of students at Brixham Montessori Friends School shall be filed with the State by the Head of School by December 15th of each year.

Health Care Policy

1. Illness and Disease

Brixham Montessori Friends School requires parents to notify the school immediately if a child has any serious signs of illness, such as a fever of 100 degrees or higher, vomiting, diarrhea, or has been diagnosed with conjunctivitis, strep, chicken pox, lice, or other communicable disease; **the child should not attend school until they are fever-free for 24 hours without medication or symptom-free from vomiting or diarrhea for 24 hours. In the event that a child becomes ill at school or if there is a health concern for the child that indicates a start of a cold/malaise, such as fatigue, runny nose, cough, lack of appetite, etc. the parents will be notified to pick up their child from school and sent home to rest and possibly follow up with a test for Covid, Strep, etc. A child who is seriously ill will wait in the school office to be picked up. For a complete list of communicable diseases that may exclude a child from attending school or will be reported to the Maine CDC, please click [here](#).**

Students with symptoms of COVID will not be able to attend school per the school's policies and procedures relating to COVID-19.

Symptoms of COVID include:

- Cough
- Shortness of breath or difficulty breathing;
- Fever (body temperature above 100.4 degrees Fahrenheit);
- Chills;
- Repeated shaking with chills;
- Muscle or body aches;
- Headache;
- Sore throat;
- New loss of taste or smell.
- Fatigue;

- Congestion;
- Runny nose (in conjunction with other symptoms- not indicative of seasonal allergies or the common cold);
- Nausea or vomiting;
- Diarrhea

In addition, please notify the school immediately if the child is injured at home or during non-school hours, particularly a head injury, sprain, or other physical impairment, or if your child has previously been injured. Please see Appendix A for the school's **Policy for Management of Concussive and Other Head Injuries**.

2. Administering Medication

Any prescription or nonprescription medicine will be administered **only by written, signed, and dated parental permission naming the medication and dosage, and must be given directly to the office for safe keeping**. All medicine shall be stored in its original containers and properly labeled. Records will be kept on file for any medication dispensed at school. Only staff members who have been trained to administer medicine will be allowed to dispense medication unless the situation is an emergency, such as administering medication to a student with a life-threatening allergy. Please see Appendix B for the school's **Protocol for Management of Students with Life Threatening Allergies**.

3. Sudden Illness or Serious Injury

In the event that a child should become suddenly ill or seriously injured while in attendance, parents will be notified immediately, and first aid/emergent care will be provided by a certified First Aid and CPR staff member until further professional medical treatment/ ambulatory service can be provided. Documentation of all accidents or injuries will be recorded on the day of occurrence and signed by both the supervising staff member and parent. If a sudden illness or serious injury results in a child needing medical treatment or accidental death, the school will immediately report to the Child Care Licensing and Investigation team.

4. Staff Health and Training Requirements

All teaching staff is required by Brixham Montessori Friends School to be trained and certified in CPR and First Aid. Teaching staff is also required to be in good physical and mental health, and be fully immunized against measles, mumps, rubella, tetanus, and diphtheria. Any teaching staff not immunized for medical or religious reasons shall have written documentation on file and be excluded from school in the event of a disease outbreak. All faculty and staff are required to be fully vaccinated and boosted against Covid-19.

5. Sunscreen and Insect Repellent

Brixham Montessori Friends School recommends that sunscreen and insect repellent be applied to your child at home before coming to school in the spring, summer and fall. Ticks are seen as early as March and as late as December and the sun can be surprisingly strong all times of the year. Brixham sprays the playground monthly for ticks and mosquitos from April to October using a service called Organic First Lawn Care out of Exeter, NH.

If your child needs to have sunscreen or insect repellent reapplied throughout the day, please send in the products your child uses with their name written on the container. Sunscreen and insect repellent must be stored in the child's classroom out of reach of children so be sure to hand deliver it to your child's teacher or to the office so it can be properly stored.

6. Diapering and Toileting

Brixham Montessori Friends School believes that every child has exclusive rights to his or her privacy in regard to toileting; teachers will encourage children to be as independent and self-managing as possible.

The expectation for toddler children, ages 2–3 years, is that a teacher is needed in the bathroom to assist with wiping and learning how to use the toilet independently. This includes helping children dress and undress as needed, and discussing the necessary steps to successfully use the toilet. If the child is still wearing diapers or pull-ups, the teacher will encourage the child to participate in removing and replacing his or her own diaper or pull-up, and disposing of the soiled items into an approved waste bin. While a teacher is assisting a toddler child in the bathroom, the expectation is for the door to be left open, allowing the teacher to maintain supervision and communication with the class as a whole, to include the assisting teacher and children who are waiting to use the bathroom.

The expectation for preschool children, ages 3–4 years, is that a teacher is needed only occasionally depending on the individual needs of the child and the child’s readiness for independence in both toileting and dressing/undressing. Teachers will assist children in learning how to safely wipe themselves by demonstrating the proper wiping procedure, and encouraging them to wipe independently. While a teacher is assisting a preschool child in the bathroom, the expectation is for the door to be left ajar, allowing the child some privacy while maintaining an open door to the classroom. Children in the 3–6 classroom should be toilet-trained prior to entering as a three year old; if the child is still “in process,” then cloth training pants are preferred over pull-ups as cloth gives immediate feedback to the child learning how to manage his or her toileting needs. It’s also important that clothes continue to be easy to pull on and off at this age with little need for adult assistance in zippering, buttoning, snapping or hooking a belt.

The expectation for extended day (kindergarten) children, ages 5–6 years, is that a teacher is not needed for assistance in toileting or for dressing and undressing. Extended day children are expected to have the necessary skills to independently manage their bathroom needs, to include toileting and dressing and undressing. If an extended day child asks a teacher for assistance, then assistance will be given if deemed necessary by the teacher; if a teacher is required to be of assistance, the door will be left ajar, allowing the child some privacy while maintaining an open door to the classroom. Extended day children are strongly encouraged not to share a bathroom with another child for their toileting needs.

The expectation for elementary children, ages 6–11 years, is that a teacher is not needed for assistance in toileting or for dressing and undressing.

As a final note, it is expected for every child and teacher to practice safe hand-washing procedures, and proper disposal and containment of soiled items. Every classroom should be equipped with plastic bags, disposable non-latex gloves, and disinfectant spray/cleanse. The expectation is that the elementary-aged children will be respectful of a shared bathroom space and tidy up after themselves when needed. Lessons on toilet etiquette should be practiced at home for students of all ages.

7. Health Screenings

Upon entering the third year of the 3–6 Program, every Extended Day (Kindergarten) child will be screened for vision and hearing by our school nurse consultant. This screening is to detect possible sight or hearing defects as required by the State of Maine Department of Education. Parents who object to the screening due to religious or personal beliefs may be exempt when such objections are provided in writing to the school.

Additional vision and hearing screenings may be conducted by our school nurse consultant for children entering the lower and upper elementary programs in accordance with the Title 20–A M.R.S.A Sections 6451–6454 and Maine Department of Education Regulation Chapter 45. Parents who object to additional vision and hearing screenings due to religious or personal beliefs may be exempt when such objections are provided in writing to the school.

Late Pick-Up Policy

BMFS is committed to ensuring that all children are properly supervised in a safe, nurturing environment. We consider our Late Aftercare program to be an invaluable service that we are happy to provide for the convenience of participating families. However, it is important that we know when parents will require care beyond their contracted hours. If you will be late picking up your child, please call the school as soon as possible.

The Board of Directors approved the following **2022-2023 fees** for late pick-up:

Late Pick-Up before 5:00pm

\$5.00 for 10-30 minutes beyond contracted hours

\$10.00 for 30-60 minutes beyond contracted hours

Late Pick-Up after 5:00pm*

\$20.00 for 10-30 minutes after school hours

\$40.00 for 30-60 minutes after school hours

**Please note that a child who is not picked-up in a timely fashion at the designated dismissal time compromises the teaching staff's ability to prepare their classroom for the following day's lessons, and may require staff to stay beyond their contracted time. Children waiting for a late pick up will be under the care and supervision of the Office.*

Non-discrimination Policy

Brixham Montessori Friends School admits students of any race, color, national and ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Brixham Montessori Friends School does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, tuition assistance, athletics, and other school administered programs.

Rights of the Children

In accordance with the Maine Child Care Licensing Rules and Regulations, children receiving child care from child care facilities have the following rights.

1. Children must be free from emotional, physical and/or sexual abuse, neglect and exploitation.
2. Each Child has the right to freedom from harmful actions or practices that are detrimental to the Child's welfare, and to practices that are potentially harmful to the Child.
3. Each Child has a right to an environment that meets the health and safety standards in this rule.
4. Each Child must be provided Child care services without discrimination to race, age, national origin, religion, disability, sex or family composition.
5. Children must be treated with dignity, consideration and respect in full recognition of their individuality. This includes the use of developmentally appropriate practices by the Child Care Facility.
6. Each Child has the right to the implementation of any plan of service that has been developed for that Child in conjunction with community or state agencies by the Child Care Facility.
7. Each Child has the right to Developmentally Appropriate activities, materials, and equipment.
8. Children with disabilities have the right to reasonable modifications to Child Care Facility policies and practices.

Smoking Policy

The School supports a smoke-free environment. Therefore, smoking is not permitted on School grounds or at School events where children are present.

Student Directory

A student directory has been provided in the orientation packet for the convenience of our school population. **This information is confidential, private, and should not be reproduced without the approval of the Head of School.** Parent contact information, including the on-site parent mailboxes, is not to be used for personal and/or business solicitation and marketing. **Every effort must be made to maintain the confidentiality and privacy of our students and families.**

Student Record Policy

Student records will be made available by written request of parents or legal guardians. All records are kept confidential and secured as required by the State of Maine.

Transportation and Car Seat Policy

As required by State Law, all children under the age of eight years or weighing less than 80 lbs. must arrive and depart from school in a regulation safe car seat or booster.

Tuition Policy for the 2022-2023 Academic School Year

The BMFS Board of Directors has established policies governing billing and payment so that the school may meet its financial obligations and so that each family's commitment to the school is clear. The school's budget & operations depend on fulfillment by all parents and/or guardians of their Tuition Enrollment Contracts. **Students are enrolled for the full academic year, and there will be no waiver, release, reduction or cancellation of payment obligations, nor any refund for prior payments for any absences, withdrawal, departure or dismissal after April 1st, 2022 unless the criteria for withdrawal is met for first time students only.**

Tuition Rates for the 2022-2023 Academic School Year

Toddler Program

3-Day Morning Program	(8:30am – 11:45am)	\$7,480
3-Day Full Day Program	(8:30am – 3:00pm)	\$10,450
Weekly schedule: MTW or WThF		
4-Day Morning Program	(8:30am – 11:45am)	\$8,910
4-Day Full Day Program	(8:30am – 3:00pm)	\$12,860
Weekly schedule: MTTTrF (not W)		
5-Day Morning Program	(8:30am – 11:45am)	\$10,170
5-Day Full Day Program	(8:30am – 3:00pm)	\$14,180

Primary Program

5-Day Morning Program	(8:30am – 11:45am)	\$9,690
5-Day Full Day Program	(8:30am – 3:00pm)	\$13,820
Extended Day Program (K)	(8:30am-3:00pm)	\$14,160

Elementary Program

Lower El Program (Gr 1-3)	(8:15am-3:00pm)	\$15,110
Upper El Program (Gr 4-5)	(8:15am-3:00pm)	\$15,110

Before and After School Care

	5 days/wk	4 days/wk	3 days/wk
7:30-8:30am	\$1,620	\$1,300	\$970
3:00-4:00pm	\$1,620	\$1,300	\$970
3:00-4:30pm	\$2,440	\$1,950	\$1,470
3:00-5:00pm	\$3,250	\$2,590	\$1,950

Tuition Payment Plans for the 2022–2023 Academic School Year

The BMFS school year is considered to be continuous from September through June. The September through June tuition is divided into equal payments (annual, semi-annual, or monthly) according to a plan agreed upon and committed to in the Tuition Enrollment Contract. Payments are due on the 1st or the 15th of each month as outlined below. **Allowances will not be made for phasing-in, illness or vacation and families are responsible for the full tuition in the event that their child is not in attendance.**

Plan A: Annual Tuition due by July 1, 2022

Plan B: Semi-annual Tuition due by July 1, 2022 and November 1, 2022

Plan C: Nine monthly tuition due July 1, 2022, August 1, 2022, September 1, 2022, October 1, 2022, November 1, 2022, December 1, 2022, January 1, 2023, February 1, 2023 and March 1, 2023

Explanation of Fees for the 2022–2023 Academic School Year

Application Fee: A non-refundable \$50 fee* for each new applicant must accompany the initial application. Increases to \$75 as July 1, 2022.

Tuition Deposit: A \$100 non-refundable registration fee is due and payable with the Annual Registration Form due February 1, 2022 for returning students and March 15, 2022 for new students. A 10% non-refundable tuition deposit is due with a signed copy of the enrollment contract on April 1, 2022.

Fees, costs, and charges (“Fees”) in addition to tuition may be incurred during the school year for which the parent or guardian is responsible. Such additional Fees may include, but are not limited to, aftercare charges, field trip costs, diagnostic testing, and educational services. An incidental account must be set up to cover Fees with any credit left on the account refundable at the end of the school year. Incidental accounts should start with a credit of \$25 balance for the toddler program, credit of \$50 balance for the primary program, and a credit of \$200 balance for the elementary program to be established no later than September 1st or the first day of school.

Payments are due upon receipt of monthly statements, but no later than 5 days past the statement date. A late fee of \$25 for any balance past due will be assessed if payment is not received within 5 days of the statement date. Unpaid balances that are more than 30 days past due will incur a late penalty fee of 1.5% interest per month. A \$25 returned check fee will be charged for any check returned for insufficient funds. **The parent or guardian is responsible for the School’s expenses incurred in the enforcement and collection of the tuition and Fees, including reasonable attorney fees and costs.**

Enrollment Procedure for 2023–2024 Academic School Year

In most cases, a re-enrollment form will be extended to returning students and placed in parent mailboxes in late January. Occasionally, a re-enrollment form is not extended to a student because the school has ongoing concerns about a child’s placement that have not been resolved. The Head of School will work diligently with families and teachers to address these concerns and ensure that continued enrollment at BMFS is appropriate. A tuition deposit of 10% is due on or before April 1, 2023 to secure your child’s placement for the 2023–2024 academic school year.

Brixham Montessori Friends School reserves the right to deny attendance and the preparation or receipt of transcripts or progress reports for students whose tuition accounts include overdue balances.

Financial Obligation

The school’s budget and operations depend on fulfillment by all parents and/or guardians of their Tuition Enrollment Contracts. If the school is required to initiate legal proceedings to enforce an Enrollment Contract, the

parents and/or guardians will be held liable for the school's legal costs, including reasonable attorney and collections fees as stated in the Enrollment Contract.

Withdrawal for the 2022-2023 Academic School Year

Parents and/or guardians are responsible for the full amount of the annual tuition stated in the signed Enrollment Contract. Withdrawals, departures or dismissals occurring after **April 1, 2022** may result in prorated tuition reimbursement (if tuition payments have been made) or a prorated tuition obligation (if any tuition payments are due and owing) if the following condition is met:

- In the case of students attending Brixham for the first time and the student has attended at least four weeks of the academic school year and the School is given **written notice of withdrawal before October 15, 2022.**

Tuition Assistance

The granting of tuition assistance awards is based on financial need, up to a maximum of 35% of tuition cost. Tuition assistance will be awarded for a single academic year. Students are encouraged to reapply each year that they are in the program and efforts will be made to ensure that children are able to stay in the program from year to year.

Tuition assistance awards are available for the September-June academic year and are only available for the **full-time elementary or extended day program/kindergarten**. All parents wishing to apply for tuition assistance are required to fill out an online tuition assistance application form. The application form is available on the www.brixhammontessori.org website or in the office. Applications for tuition assistance are due no later than January 15th for the following school year. Estimated family contributions are determined by submitting an online application to TADS, and the tuition assistance awards are determined by the BMFS tuition assistance committee. All applications and awards are confidential.

Funds for tuition assistance are limited. It is important that applications for assistance be made only after careful consideration of your financial need. Tuition assistance awards will be paid out as follows:

- With exception to the final tuition payment, 50% of the total tuition assistance award will be deducted in equal amounts from the tuition payments in accordance with the BMFS Tuition Payment Policy.
- The remaining 50% of the total tuition assistance award will be deducted from the final tuition payment in accordance with the BMFS Tuition Payment Policy.

Volunteerism

Parents need to understand that, as a not-for-profit 501(c)(3) organization, Brixham Montessori Friends School **depends on its parent community to contribute time and expertise** to support the school and the Brixham community, and **expects parents to volunteer in many different capacities**, such as committee work, special events, classroom helpers, and school governance. While no set amount of time is required to fulfill this obligation, parents should enthusiastically support the efforts each parent brings to the community, understanding that a healthy school community is built on each member's willingness and desire to contribute to the emotional and financial well-being of the school.

APPENDIX A: POLICY FOR MANAGEMENT OF CONCUSSIVE AND OTHER HEAD INJURIES

Brixham Montessori Friends School recognizes that concussion and other head injuries are serious and could result in significant brain damage and/or death if not recognized and managed properly. The Board of Directors adopts this policy to promote the safety of students participating in school activities, including but not limited to the school's fitness and outdoor education program.

A. Training

Prior to the start of the school year, teachers and staff at Brixham Montessori Friends School are trained in cpr and first aid. This biannual training takes place at school during the teacher work week in late August and is mandatory for all school personnel. During the training teachers and staff are made aware of the school's policy and protocols, related to the management of concussive injuries and participate in concussion awareness training that includes recognizing signs and symptoms that may suggest a concussive or other head injury. This training must be consistent with the protocols as identified and developed by the Maine Department of Education (DOE) and include instruction in the use of reporting forms as required by the DOE.

B. Students and Parents/Guardians

Annually at the beginning of each school year, students participating in the school's fitness and outdoor education program and parents/guardians of these students will be provided information including:

1. The risk of concussion and other head injuries and the dangers associated with continuing to participate with a concussion or other head injury is suspected;
2. The signs and symptoms associated with concussions and other head injuries; and
3. The school protocol's for:
 - a. Removal of the student from the activity when the student is suspected of having sustained a concussion or other head injury,
 - b. Evaluation, and
 - c. Return to full participation in school activities.
4. The student participating in sports, and his/her parents/guardians must sign a statement acknowledging that they received and read this information before the student is allowed to participate in the school's fitness and outdoor education program.

C. Management of Concussive and Other Head Injuries

It is the responsibility of staff members involved in school activities and trained in the signs and symptoms-related to concussion or other head injury, to act in accordance with this policy when the staff member recognizes that a student may be exhibiting such signs and symptoms of a concussion.

A student having sustained a head injury is prohibited from further participation in any school activities until he/she is evaluated for concussion. If a concussion is suspected, the student must be removed from school activities. The student and his or her parents/guardians will be informed of the need for an evaluation from brain injury before the student is allowed to return to full participation in school activities including learning.

No student is permitted to return to the activity or to participate in other school activities on the day of the suspected concussion.

If a concussion is confirmed, the student is not permitted to return to full participation in any school activities until medically cleared to do so by a licensed health care provider trained in concussion management. More than one evaluation by the student's health care provider may be necessary before the student is cleared for full-participation.

Teachers and staff shall comply with the student's treating health care provider trained in concussion management recommendations regarding gradual return to participation. If at any time during the return to full participation in school activities the student exhibits signs and symptoms of concussion, the student must

be removed from the activity and be re-evaluated by the treating licensed health care provider trained in concussion management.

D. Cognitive Considerations

Teachers and staff should be alert to cognitive and academic issues that may be experienced by a student who has suffered a concussion or other head injury, including but not limited to:

- Difficulty with concentration, organization, long-and-short term memory and
- Sensitivity to bright lights and sounds

Teachers and staff shall accommodate a gradual return to full participation in activities as appropriate, based on the recommendations of the student's concussion trained health care provider.

E. Concussion Policy Management Team

The Head of School will appoint a Concussion Policy Management Team including a school administrator to be responsible to make recommendations relating to the implementation of this policy. The Concussion Policy Management Team will include the school nurse, the office administrative assistant, and the elementary program coordinator.

The team shall oversee and implement this policy and related protocols for concussion head injuries based on the generally accepted protocols. All school personnel will be trained biannually in concussion signs and symptoms and the school activities covered by this policy.

The policy and/or related protocols should be reviewed when generally accepted protocols change.

APPENDIX B: PROTOCOL FOR MANAGEMENT OF STUDENTS WITH LIFE THREATENING ALLERGIES

1. Keep an emergency epinephrine auto-injector where it can be reached quickly.
2. Parents will notify the school nurse by providing an allergy plan if a student has identified allergies.
3. The parent will bring medication to the school office to have available in the event of an allergic reaction. A medication permission form or allergy emergency action plan must be completed and signed by the parent and the student's physician on an annual basis.
4. The school nurse will notify the school staff via a medical alert as appropriate and/or allergy plan of any student identified with known allergies.
5. The allergy medication for a specific student will be sent with the student or appropriate staff if the student leaves the building on a field trip.
6. The school will have available an emergency epinephrine autoinjector in the school office for students with unknown allergies who present with a life-threatening situation.
7. School personnel will be trained annually in the care of the student with allergies with specific training on how to administer an epinephrine auto-injector (epi-pen).
8. The school will notify a student's parent whenever an epinephrine auto-injector (epi-pen) is used and record in the student's health care record the date and time of administration of an epinephrine auto-injector (epi-pen).
9. The epinephrine auto-injector (epi-pen) should be used as follows:
 - Most epinephrine auto-injectors contain .3 mg/.3ml epinephrine for intramuscular use (use for people over 55 pounds).

- The epinephrine auto-injector (junior) contains .15 mg/.15ml epinephrine for intramuscular use (use for people under 55 pounds).
- Epinephrine auto-injectors may be used through clothing if necessary.

IN THE EVENT OF A SEVERE ALLERGIC REACTION (ANAPHYLAXIS EMERGENCY PROCEDURE):

Step 1 Remove the blue colored cap or top on the epinephrine auto-injector (epi-pen).

Step 2 Place the orange colored tip on the thigh at a right angle to the leg.

Step 3 Press hard into the thigh until the auto-injector functions, count to ten and then remove the epinephrine auto-injector (epi-pen).

Step 4 Call 9-1-1

10. A copy of this **anaphylaxis emergency procedure** should be located in the emergency field trip boxes and in the medication notebook in the school office.

11. **Classroom Protocols for the Management of Students with Life Threatening Allergies:**

- The parent or guardian of a student with food allergies should be responsible for providing classroom snacks for their child. These should be kept in a separate container.
- Sharing or trading foods should be prohibited.
- Parents should be notified that there is a student with life-threatening food allergies in the class/school and identify the restrictions in bringing certain foods to school including lunches, parties, and snacks.
- Students should be instructed to use proper hand washing techniques.
- Annual training for teachers and staff on the management of students with life threatening allergies should include:
 - Allergy safe snacks and foods served in the classroom
 - Food product labels and ingredients
 - Food handling
 - Cleaning and sanitation
 - Retaining labels for each food served for 24 hours after the meal in case of an allergic reaction
 - Education and need for cleaning and the type of cleaning solutions appropriate for use.
 - All surfaces, including classroom tables and desks to which the student has access, should be washed after food has been present.
 - Must have a method of communication for emergency calls (call directly from the classroom or by cell phone if offsite)
 - Must know where an individual student's emergency medication is located
 - Must be trained in the administration of epinephrine following an individual student's allergy plan.
 - Must be trained in the school's Integrated Pest Management Plan to include identification and removal of insect nests, management of garbage, etc. to reduce the presence of insects.
 - Training in latex allergies (latex gloves, chalk, balloons, or other latex products not to be used in schools, as well as familiarity of a list of foods that contain latex, such as carrots, tomatoes, and avocados.

- Resources for teacher and staff training:
 - <http://www.allergyhome.org/schools/management-of-food-allergies-in-school-what-school-staff-need-to-know/>
 - Video for classroom use
[http://www.allergyhome.org/schools/food allergy awareness for school kids/](http://www.allergyhome.org/schools/food%20allergy%20awareness%20for%20school%20kids/)
- Resources for parent education:
 - <http://www.allergyhome.org/schools/food-allergies-in-school-what-parents-need-to-know/>
 - Video for classroom use
[http://www.allergyhome.org/schools/food allergy awareness for school kids/](http://www.allergyhome.org/schools/food%20allergy%20awareness%20for%20school%20kids/)

APPENDIX C: SUPPORTING LEARNING AND BEHAVIOR CHALLENGES

At Brixham we are privileged to have a curriculum that *nurtures the whole child*. The Montessori curriculum is designed to build the child from within and is an evidence-based scientific method of learning. Integral to Montessori are the principles of independence, self-direction, and control. These principles are embedded in every activity of the child and lead to success in a Montessori classroom. For some children, learning to be independent, self-directed, and in control is especially challenging (despite many experiences in and out of the classroom to practice and develop these skills). If this describes your child, be assured that your child's teachers will work to uncover the reasons for any challenge that adversely affects the child's learning, or the learning of the classroom community, and will share their concerns with you as soon as the challenge becomes evident. Teachers will observe, consult with our school learning specialist, and schedule meetings with you to help determine ways to support your child. Open, honest, and direct communication with you is essential and contributes to a healthy, positive, and successful home-school partnership.

In some cases, teachers in consultation with the school learning specialist, will make a recommendation for an evaluation to better understand your child's learning or behavior challenges. Evaluations can be done privately or possibly through the York School Department for a school-age child or Child Development Services for a preschool or toddler-age child. Brixham teachers, the learning specialist, and the school administration, will guide parents through this process and will help ensure that forms and documentation are submitted in a timely manner.

On occasion, a child will present with a learning or behavioral challenge that cannot be successfully supported in a Montessori classroom despite efforts by the school and parents. In this situation, the school and parents must have the difficult conversation on whether or not Montessori is effective for the child. If it is determined by the school that continued enrollment would negatively impact the child or the learning of the classroom community, a meeting with the Head of School will be arranged to discuss alternative placements for the child and a re-enrollment form will not be extended to the family.

Screenings

To assist in identifying children who may have learning challenges, Brixham screens children ages 4 and up in the fall, winter and spring in literacy and math depending on the age of the children. These screenings help teachers know if there are gaps in academic or pre-academic skills and provide data points to inform teachers if targeted instruction is needed and how lessons might be modified using the Montessori materials, or if more intensive support is needed to address a suspected learning challenge or to make recommendations for additional testing.

Learning Lab and Academic Support Plans

The learning lab at Brixham supports students who would benefit from targeted small group instruction or more intensive one-on-one academic support in literacy with a certified instructor. Parents can contract for learning lab services as part of their child's academic learning support plan, a document co-created by the teachers, learning specialist, and parents. This plan helps to identify and communicate learning goals, accommodations and modifications, strategies, and to provide a shared understanding of academic expectations. Fees for Tier II and Tier III levels of support in the learning lab services are not included in the tuition.

Learning Lab for Literacy Support

The Learning Lab for Literacy Support at Brixham is a specialized reading program paid for by parents to provide targeted support to identified students using the Orton-Gillingham Approach. Meeting two, three or four days a week, identified students will work in either small groups or one-on-one with the specialist for 45 minute sessions depending on the needs of students and as contracted by parents. Certified reading specialist and former BMFS elementary teacher, Michael Stone is the learning lab instructor for the 2022-2023 academic school year. The Learning Lab is located adjacent to the lower elementary classroom on the first floor of the school.

Fees for the Learning Lab will be established annually by the school and paid by parents for the academic school year depending on the level of support needed (Tier I, II, or III). The Fees for the 2022-2023 academic school year for the Learning Lab is \$30 per 45-minute session for Tier II small group support and \$40 per 45-minute session for Tier III one-on-one support. Parents of students receiving Tier II or III level support will receive bi-monthly progress reports and an opportunity to sit in on a session to support follow-up work at home.

Tiered support (I, II, III)

Cost of Tier I is included in the tuition for students who need targeted instruction by their classroom teachers in consultation with the school's learning specialist.

Cost of Tier II and III is not included in the tuition and is a fee paid by parents to the school for students who have been identified as needing more intensive support by a certified specialist in either a small group (Tier II) or one-on-one (Tier III).

APPENDIX D: ORGANIZATIONAL FLOW CHART FOR OVERSIGHT AND COMMUNICATION

How the organization flow chart works:

Brixham Montessori Friends School is organized much like an ecosystem, with oversight and communication flowing in different directions. While there is a hierarchy, the leadership at the top is shared with the Board of Directors working in collaboration with the Head of School who, in turn, collaborates with parents and teaching faculty to provide the best possible support for students. There is a symbiotic relationship among the different constituents, and is built on trust, honesty and integrity. Decision-making by consensus is encouraged, with weighty decisions laid over until there is a clear resolution with every voice heard and thoughtfully considered. The only exception to this shared, collaborative approach is when the rules and regulations of the Department of Education and Childcare Licensing must be followed. It is the responsibility of the Head of School and Teaching Faculty, with the support of the Administrative Staff, to ensure that these rules and regulations are followed.

Communication:

We believe that open communication and supportive relationships between home and school are imperative for a child's successful experience at BMFS. However, we know that occasionally there may be issues, misunderstandings, conflicts, or communication confusion between parents and the school. If you have questions or concerns that you want to address about your child or their classroom experience, please start by contacting your child's classroom

teacher to schedule a conversation. Parental concerns requiring additional assistance will be directed to the Head of School.

In instances of conflict resolution, it is our goal to model for our community both the value of healthy discussions aimed at finding mutually satisfactory solutions and the peaceful resolution of differences.

SCHOOL CALENDAR 2022-2023, updated 8/1/22

August

M-W 29-31 Teacher Work Days, 7:30am-3:30pm
 Staff Meeting by Program Level, 8/29
 CPR/1st Aid Certification 8/30
Toddler Home Visits, times vary

September

Tr 1 Teacher Work Days, 7:30-3:30pm
Toddler Home Visits, times vary

T 6 **Primary (3-6) Phase-In DAY 1**
 8:30am-10:00am Group A
 10:30am-12noon Group B
 1:00pm-2:30pm Extended Day (K) students
Primary Program Parent Orientation, 5:30pm (In Person with Pizza and Child Care- RSVP please)
Toddler Phase-In, 8:30am-11:30am, time varies
First Day of School for Elementary Program

W 7 **Primary (3-6) Phase-In DAY 2**
 8:30am-10:00am Group A
 10:30am-12noon Group B
 1:00pm-2:30pm Extended Day (K) students
Toddler Phase-In, 8:30am-11:30am, time varies
Elementary Program Parent Orientation, 3:15pm (In Person with Popsicles and Child Care- RSVP please)

Tr 8 **Toddler Phase-In, 8:30am-11:30am, time varies**
First Day of School for Primary Students

F 9 **Toddler Phase-In, 8:30am-11:30am, time varies**

Tr 15 Coffee Hour with Parents, 8:45am

W 21 Celebrating International Day of Peace

W 28 **Early Release/New Parent Check-In, 12noon-3:30pm**

October

T 4 School Day Open House, 10am

W 5 Program Level Teacher Meetings, 3:30pm-4:30pm

F 7 **Professional Development Day/No School**

M 10 **Indigenous Peoples' Day/No School**

Tr 13 BMFS Parent Education Curriculum Night, 6:30pm (In Person with Child Care- RSVP please)

F 14 BMFS Family Pumpkin Hayride, 3:30pm/4:30pm

Tr 20 Coffee Hour with Parents, 8:45am

F 21 BMFS Family Pumpkin Stroll, 4:30-5:30pm

T 25 Celebrating United Nations Day

W 26 **Early Release/Staff Meeting, 12noon-3:30pm**

November

T	1	Elementary Parent Information Session, 8:45am
Sa	5	Fall Building and Grounds Day, 9am
F	11	Veterans Day Observed/No School and Parent-Teacher Conferences
Tr	17	Coffee Hour with Parents, 8:45am
F	18	End of the Fall Trimester
W-F	23-25	Thanksgiving Break/No School
Su	27	Holiday Wreath-Decorating, 10am-2pm

December

T	6	Extended Day Parent Information Session, 8:45am Program Level Meeting, 3:30pm-4:30pm
F	16	BMFS 2nd Annual Holiday Stroll, 3:30-4:30pm
T	20	Early Release at 12noon/Staff Gathering

January

M	2	New Year's Day Observed/No School
T	3	School Resumes
W	4	Program Level Meeting, 3:30-4:30pm
T	10	School Day Open House, 9:30am
M	16	Martin Luther King Day/No School
Tr	19	Coffee Hour with Parents, 8:45am
W	25	Early Release/Staff Meeting, 12noon-3:30pm Family Skate at Puddle Dock, 12-3pm
Sa	28	Winter Building and Grounds Day, 9-11am

February

W	1	New Student Applications Due Returning Student Registrations Due
Sa	11	New Student Visits, 8:00-12:00noon
M-F	20-24	Winter Break/No School
M	27	Annual BOD Meeting for the BMFS Community, 7:30pm

March

W	1	Program Level Meeting, 3:30-4:30pm
Tr	9	BMFS Parent Education Curriculum Night, 6:30pm (In Person with Child Care)
F	17	No School/Professional Development Days (AMS National Conference/Boston)
F	24	End of the Winter Trimester
W	29	Early Release/Staff Meeting, 12:30-3:30pm

April

W	5	Program Level Meeting, 3:30-4:30pm
F	7	No School/Parent-Teacher Conferences
F	14	Celebrate Earth Day, 11am
M-F	17-21	Spring Break/No School
F	28	BMFS Grandparent and Special Friends Day- <i>tentative date</i>

May

M-Tr	15-18	Spring Teas, time varies with Cultural Fairs for Extended Day and Elementary
Sa	20	Spring Benefit Auction- <i>tentative date</i>
M	29	Memorial Day/No School
W	31	Early Release/Staff Meeting, 12noon-3:30pm

June

F	2	Step Up Day for Rising Extended Day and Elementary Students
---	---	---

Sa	3	Spring String Recital, 2pm
F	9	End of the Spring Trimester
Sa	10	Board of Directors and Staff Retreat- <i>tentative date</i>
W	14	Last Day of School with Closing Circle at 11am/Early Release at 12noon Graduation for Extended Day and Elementary, times vary
Tr	15	BMFS Family Beach Picnic at Fort Foster, 10am-2pm
F	16	Teacher Work Day, 7:30am-3:30pm