The background of the cover is a soft-focus photograph. In the foreground, there are branches with pink blossoms, likely cherry blossoms, which are slightly out of focus. In the background, a large, multi-story school building with a brick facade and several windows is visible, also blurred. The overall color palette is light and airy, with pinks, whites, and muted greens.

Maharishi School
Children's House

**Parent Handbook
2019-2020**

Revised July 2019

PARENT HANDBOOK

Our Parent Handbook contains practical and educational information on a variety of topics, including school pedagogy, school policies, objectives, events, health and safety, and more. Everything you need to know as a parent of one of our students should be included here, but if you have question or if you'd like to speak with us about a particular issue, feel free to call or email our director.

OUR MISSION STATEMENT

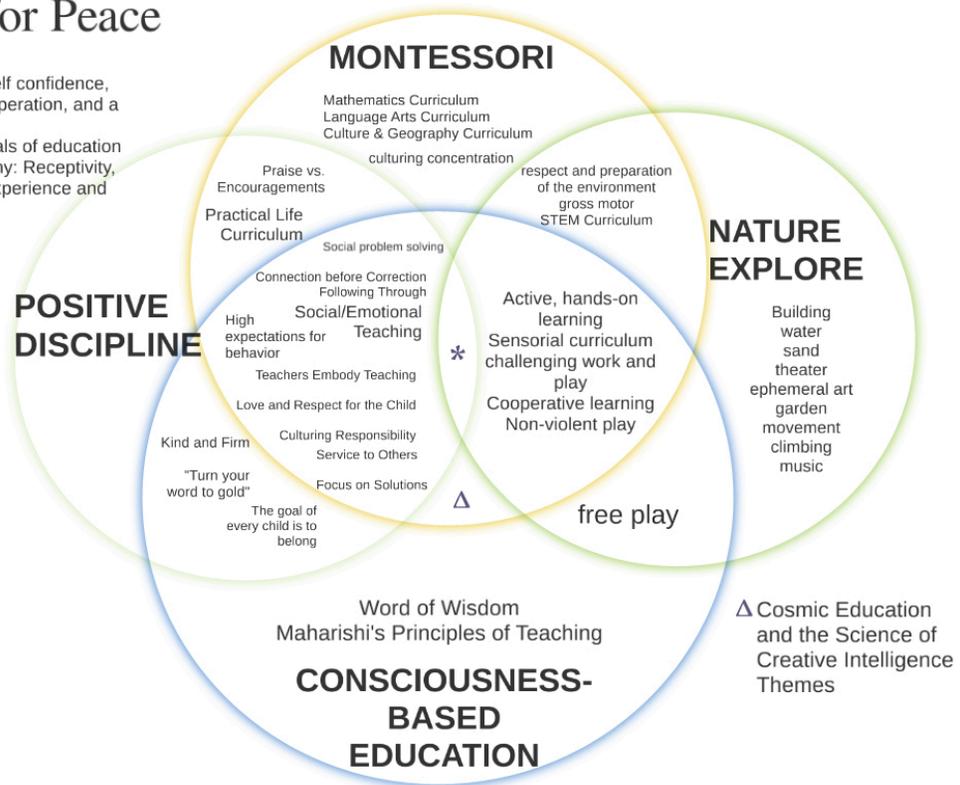
To create an innovative Consciousness-Based educational environment where students think deeply and become creative, compassionate, contributing citizens of the world.

UNIQUE TO MAHARISHI SCHOOL CHILDREN'S HOUSE

The curriculum at Maharishi Preschool is a composite of four main philosophies: Montessori, Positive Discipline (Jane Nelson), Nature Explore, and Consciousness-Based education. Our curriculum is designed to grow joy, self-sufficiency, confidence, creativity, grit, organization, and a lifelong love of learning.

*Education for Peace

- Individualized learning
- Culturing self sufficiency, self confidence, creativity, organization, cooperation, and a love of learning
- Maharishi's five fundamentals of education are active in each philosophy: Receptivity, Intelligence, Knowledge, Experience and Expression



MONTESSORI PHILOSOPHY

Maria Montessori became the first female physician in Italy in 1896. Today she is considered a symbol of feminism due to her success in the male-dominated medical world as well as her involvement in the Women's Rights movement. She rejected many gender roles of the time and was known for treating patients from all social classes with dignity and respect. In 1900 Dr. Montessori began working with children at the psychiatric clinic at the University of Rome. This experience inspired her to create better educational opportunities for children with learning disabilities. After earning a second degree in education she opened the Casa dei Bambini in Rome in 1907. Dr. Montessori designed a program where her students could participate in engaging, hands-on activities that translated into useful skills for the real world.

Maria Montessori built her educational philosophy on a basis of trust and respect for a child's inner eagerness to learn. She created a very specific and aesthetically beautiful set of works within her classroom in order to foster a wide variety of skills for her students. She believed that having multi-aged classrooms created a sense of camaraderie, empathy and empowerment among students. Students were able to learn from and teach one another various skills in the classroom. Every lesson was developmentally appropriate and tailored to each individual child. Above all, Dr. Montessori believed in creating a supportive and inclusive educational environment where students can cultivate their natural sense of curiosity and pursue a lifelong love of learning.

THE PRIMARY (3-6) CLASSROOM

The Montessori Philosophy has a strong emphasis on the preparation of the environment. All of our classrooms are carefully organized to suit the child's needs: The furniture is all child-sized, and the materials are clean, organized and placed on low shelves within reach of all children. The diversity of ages in the classroom mirrors the reality of the outside world, and here the children understand their role. Young children look up to, listen to and learn from our older children. Older children teach and role-model for younger children. All children develop at their own pace and are encouraged to find work and play that is right at the perfect challenge level for them.

1. Practical Life: This area includes sweeping, scrubbing, buttoning, tying, and several other tasks the child observes in their natural environment. Because it is familiar to them, these tasks serve as a link between home and school. Children learn to be self-sufficient with their all their gear, which grows their capability and confidence. They also find a strong sense of belonging and purpose in caring for their environment.

2. Sensorial: These materials are designed to isolate and teach perceptions of sound, texture, color, shape and size.

3. Language: The children start by discovering sound and letter correlation through our sound boxes and sandpaper letters. They begin building words with movable wooden letters while also practicing pencil. When they are ready, the first reading lesson is

introduced. Children between 3 and 5 go through what Montessori termed the “Sensitive Period,” where reading and writing unfolds with relative ease.

4. Mathematics: Young children, in their need for order, seek out mathematical concepts as a means of development. Montessori math materials present abstract math operations in a concrete manner, a presentation that children this age can understand. The materials also provide the children with a sensorial base for future abstractions.

SOCIAL/EMOTIONAL GROWTH AND LEARNING

We take the time for communication between children. Our conflict resolution model ensures each child has a voice and is able to assert their needs. Over time, the children work through this process, completely respectfully, without adult facilitation.

With young children, sharing is not an age-realistic expectation. We have the concept of “it’s available” or “it’s not available.” The children may use an item as long as they would like. This helps to contribute to a peaceful environment.

In teaching emotional intelligence, we show the child a way to help him/herself. If a child is upset, we help them understand and name the feeling. “I hear you’re mad/sad.” We offer hugs and support, then shift to “what would help you.” Sometimes children decide they need a tissue, some water, or another hug. Sometimes they want to write a letter to mom or dad. Sometimes they need space.

We have a non-violent play model. The children are not allowed to hit, kick, or pretend to use weapons. This creates a safe environment where the children will naturally choose play that is more constructive and cooperative.

We have a no-exclusion rule. At any point, any child can go up to a friend and ask, “Can I play?” and be welcomed into the group. Children who are excluding are asked to play by themselves until they are ready to include all of their friends.

POSITIVE DISCIPLINE IN THE CLASSROOM

We practice Positive Discipline, an approach developed by Jane Nelsen. This approach respectfully enforces natural boundaries, enlivens a child's natural moral compass, teaches students to focus on solutions, and builds positive relationships for the whole classroom. Language between teachers is consistent, and the children quickly understand what is expected of them. Here are some phrases we use at school:

1. "No, thank you."
2. "Please stop."
3. "I didn't like it when you..."
4. "No hitting."
5. "No pushing."
6. "Okay."
7. "I want to feel safe with you."
8. "You are hurting my ears."
9. "We're all friends at school."
10. "Do you want to play ____ with me?"

11. "Could you _____', instead of 'do this'."
12. "I like" instead of "We like"
13. "Can I play with you?"

NATURE EXPLORE

Designed to inspire beauty, joy and a love of nature, our outdoor play space is an Arbor Day Foundation Certified Nature Explore Classroom. Each day we begin with free play. Naturally, concepts of science, technology, engineering and mathematics (STEM), arts and social/emotional development unfold. To learn more about our outdoor space, please visit our page on NatureExplore.org: <https://certified.natureexplore.org/maharishi-school>

CONSCIOUSNESS-BASED EDUCATION

Maharishi explained that for the youngest children, it is best to focus on sensorial and concrete experiences. Rather than saying, "There is an inner aspect to everything," we point out the center of a flower, or break open a nut to see inside. Maharishi's 16 principles, which are beautiful philosophies of life, are taught through activities such as cooking, art, nature explore, stories, and songs. They are also connected to the child's natural experience and thus integrated into the day's play.

1. The nature of life is to grow.
2. Order is present everywhere.
3. Life is found in layers.
4. Outer depends on inner.
5. Seek the highest first.
6. Rest and activity are the steps of progress.
7. Enjoy greater efficiency and accomplish more.
8. Every action has a reaction.
9. Purification leads to progress.
10. The field of all possibilities is the source of all solutions.
11. Thought leads to action, action leads to achievement, and achievement leads to fulfillment.
12. Knowledge is gained from inside and outside.
13. Knowledge is structured in consciousness.
14. Harmony exists in diversity.
15. The whole is contained in every part.
16. The whole is greater than the sum of the parts.

Word of Wisdom

If your child is an Afternoon Worker, we are delighted to offer Word of Wisdom, the children's meditation technique. This technique is a twice-daily quiet walk around our grounds, which takes 4-5 minutes. The Word of Wisdom instruction is included in your child's tuition. One parent has to have learned TM to be eligible. We are happy to find you a TM teacher or you may ask a friend/family member who is a certified TM teacher to teach your child. In September, all children who are eligible (4 ½ +) and their parents will be invited to an introductory meeting.

PROGRAM GENERAL SCHEDULE

This is our general schedule for good weather days in the Spring/Fall. During the winter months or on rainy days the children enjoy longer classroom time.

8:30 am	<i>Optional paid childcare (M, T, Th, F only)</i>
9:00 am	Morning drop-off (children say good-bye at the gate or door to the school, bring backpacks inside)
9:00-10:00 am	Free Play in Nature Explore
10:00-10:30 am	Bathroom Break, Circle Time, Snack
10:30-11:40 am	Montessori Work Cycle
11:50 am	Morning Children Pick Up
11:50-12:50 pm	Lunch supervision available for all full-day children, although it is recommended to eat with children age 2.5 and under.
12:50-4:00 pm	Childcare (Nap or Rest at 1:00, Snack at 3:00, Free play) OR Afternoon Workers Class (free play, story time, Montessori Work Cycle that includes more challenging/group works. Afternoon workers also includes whole class writing workshops, greenhouse/music class/art class/library, and science enrichments)

PARENT INVOLVEMENT AND PROCEDURES

Entering the School

When the children enter our playground carrying their lunch and wearing their backpack, a sense of responsibility, independence and capability are enlivened in them. During their time at school, they make many choices and their sense of capability grows each day. They follow their internal drive to master skills, grow, and learn. By allowing them to be responsible for their own belongings, these qualities continue to be reinforced.

Saying “goodbye” at the gate or classroom door supports your child with this. The sense of pride when children feel responsible in these small but significant ways is a beautiful thing to witness.

When a child is having a hard time saying goodbye it is best to work out a plan with your child’s lead teacher. Having a plan provides consistency and clear expectations for your child which facilitates a great start to each school day.



Parent/Teacher Communication/Brightwheel

- Brightwheel is a parent/teacher communication app for your phone or computer. It allows parents to submit messages to all teachers at once, has a calendar function for school events or days off, and has a picture and video sharing platform. Teachers post photos and videos of the children whenever possible. This is our preferred method of communication if your child is absent. It is also a great way to see what your child is up to at school!
- Brief Morning comments: class is starting, but it is important to let us know if your child did not sleep well, took medication, missed breakfast, has family leaving or coming into town, etc.
- We are always happy to meet with you if you have any comments or questions about your child's progress. Schedule in person, via email, or by leaving a message at the director’s office (641)-472-9400 x5100.

Parent Education/Events/Conferences

Before our school’s fall term begins, there will be a back-to-school night for all parents. During the year, one parent-teacher conference will be scheduled per semester. Parent Education events will be posted on [our Facebook page](#).

Observation

Parents and community members are welcome to observe at the school. Please schedule observations in advance with the Children’s House Director. Observation guidelines are available from the teachers.

LUNCH

For children in our childcare program, a lunch from home is required. To provide the necessary supervision for our youngest children, **childcare parents are required to volunteer one regularly scheduled day per week to assist all children.**

For children in the Afternoon Worker's Program there will be an option between a lunch from home and our school lunch, which is always all organic and vegetarian. School lunch requires purchasing a punch pass through our cafeteria workers. A balanced lunch that meets the CACFP (Child and Adult Care Food Program) nutrition standards will be served to your child.

All children will be encouraged to eat protein/vegetable before dessert. A limit of 12g sugar is requested for each lunch, packed or purchased. Food brought from home for children under five years of age who are not enrolled in school shall be monitored and supplemented if necessary to ensure CACFP guidelines are maintained. Perishable foods brought from home shall be maintained to avoid contamination or spoilage.

Parents are always welcome to visit and eat lunch with their child, either with the group or separately. All children should be back by 12:50 pm.

SNACKS

Every child is responsible for providing snack for his/her class about once a month. A snack calendar is sent out monthly for each of our three classes. If your child is in Childcare or Afternoon Workers, please send twice as much to cover the afternoon snack as well.

We request that parents send both a fresh and non-perishable snack, as noted below. All snacks should be organic. Please no chocolate. Exceptions will be made for baked goods. If you have any questions, please do not hesitate to ask.

1. Please send one of the following (two for full day children):

- Bag of oranges, apples, raisins, or bananas
- Fresh pineapple, peaches, pears, or strawberries
- Carrots, celery, cucumbers, or small tomatoes
- Chunk, sliced, or string cheese/packaged

2. Please send one of the following (two for full day children):

- Whole-grain crackers or chips
- Whole-grain bread or bagels
- Whole-grain granola bars
- Homemade muffins or banana bread
- Low-sugar cakes for birthdays

SCHOOL BAGS

Every child needs to have a designated school bag. This includes Toddlers, as our hooks are in the hallway. This is a convenient container for art or school work, lunch, change of clothes, etc. We encourage independence so we request that you choose bags of a

smaller size and with easy to open fastenings to accommodate this. Afternoon Workers should have a bag that fits a standard size folder to bring home school work. It is the parent's responsibility to ensure that all children bring them along to school every day, and to facilitate the removal of schoolwork and replenishing changes of clothes as needed. Bags should be brought into and out of the child's cubby themselves or with a teacher's support.

SCHOOL ATTIRE

Children should wear washable clothes that are comfortable to play in. The staff recommends that an extra set of clothing be kept at school or in a backpack in case clothes become wet or muddy. Please send seasonally appropriate top, bottoms, underwear, and socks, in case of any accident or spill. If your child has a bathroom accident, they will bring home those clothes in a bag. Please bring fresh clothes for their extra set the following day. Indoor shoes or socks are encouraged to be worn on cold days. All clothing items should be marked with the child's name.

We will play outside each day, weather permitting. Outdoor play will not be allowed in heavy rain or when temperatures (including wind chill) falls below nineteen degrees. Every child should be properly dressed for the weather. In the winter, this includes snow pants, a hat that covers the ears, mittens or gloves, and snow boots. In light rain, we ask that children come equipped with rain clothes and boots. Staff/child ratios do not permit the school to keep one or two children inside during our outside time.

ARRIVAL AND DISMISSAL

Children should arrive no more than ten minutes before class (9:00 am) and be picked up within ten minutes after class ends (11:50 am for am session, 4:00 pm for full-day). Time before and after class is valuable teacher preparation time. If the parents are early for arrival, they will be asked to stay. Late arrivals are disruptive to both the class and the child. Parents who are later than 10 minutes will incur a fee. If parents are late for pickup, children will be brought down to the lower play space. Late pickups are difficult for all children and cut into the lunch time of staff members.

It is the parents' responsibility to escort the child to and from the playground or classroom. Guardianship of the child is transferred to the school once the parent makes known the child's presence to the teacher and is returned to the parent at dismissal once eye contact is made between teacher and parent. The school is not officially responsible until parent-teacher contact is made. A child may be checked upon arrival for any communicable diseases, e.g. conjunctivitis or fever.

ABSENCES OR TARDIES

If your child will not be attending the school because of a scheduled appointment, vacation, or other planned absence, please notify your child's lead teacher in advance. For illnesses, please mark your child as absent in Brightwheel.

Children in PreK should have no more than 7 absences a semester. Children in Kindergarten year should have no more than 5 absences a semester. All children who

qualify for DHS financial assistance or the Early Childhood Iowa scholarship should have no more than 7 absences a semester. Children in Kindergarten may be called at home in the event of an unexcused absence. Children who are chronically absent may be discharged from the school.

It is best for the children to arrive at 9:00 am. This helps them in integrating with their peers, settling into the environment, and connecting with teachers. In the winter months this time is used for academics. There is half an hour of flexibility for all children until Kindergarten year. Kindergarten year is mandated to provide a certain number of hours to the children.

All Kindergarten children should arrive promptly at 9:00 am. All parents of children in Kindergarten Year will be required to bring a tardy slip from the office if they arrive after 9:20 am for the morning session or 12:10 pm for the afternoon session for our records. Children who are chronically tardy may be discharged from the school.

HOLIDAY/BIRTHDAY CELEBRATIONS

Planned special occasions can include: Thanksgiving, December Holidays, Valentine's Day, Mother's Day, and students' birthdays. The school would love to actively involve all of our multicultural families to share their ethnic traditions with the children at school. Please discuss the possibility with your lead teacher at least a week before the holiday.

On a child's birthday, we share a special story about that child. Please bring a picture from each year, starting with a newborn photograph. On your child's birthday, it will also be your snack day. We request a special snack for birthdays. Healthy muffins or banana bread are great options. Low-sugar is best. Please no chocolate. You and other close relatives or family friends are invited to be there for the celebration.

REST TIME & SAFE SLEEP

Each day after lunch, all childcare children will rest or nap starting at 1:00 pm. State law requires that there is both a cover for the mat and a cover for the child. Each child should have a crib sheet and a blanket to be kept at school. Pillows are optional for children 2.5+. Parents are responsible for maintaining cleanliness of these items. For children under the age of 4, a full nap time is part of our program. We will not force any children to sleep or stay awake. We are following DHS regulations and recommendations from the American Academy of Pediatrics on this policy.

CHILD'S PERSONAL PROPERTY

Although the school attempts to help children stay organized, the school cannot be responsible for lost personal property. Items lost at school will be collected and stored in a lost-and-found box. At semester breaks, or as needed, these items will be washed and donated.

Children should not bring money, toys, food, or other items that are not for school activities to school without checking with the teacher first. If necessary, children are

welcome to bring and eat a small breakfast at the picnic table or at our snack table before play.

Sometimes unfamiliar items may appear at home: a small wooden cube, a cylinder with a knob, gems or shells, etc. These items are essential to our classroom, and if they are lost, the material is removed from the classroom until it can be replaced. Please let us know if anything unfamiliar turns up.

VOLUNTEERING

Lunch Supervision: You are always welcome to come and eat with us!

Classroom Laundry: The classroom laundry must be done once a week. This includes hand towels, wash cloths, aprons, and tablecloths.

Laminating/Copies: We are always in need of material support!

Holiday Celebrations: To expand our cultural awareness, please come and talk with us about holidays you and your family celebrate! This can be a short presentation during circle time. In the past we've seen photographs, shared food, or even showed PowerPoint presentations. It can also include songs or dance. Whatever you would like!

Vacation Show-and-Tell: If you leave on a trip, please bring back photographs so your child can teach their friends about where they visited. We also bring out our geography maps and the globe during this time as it helps to expand the children's understanding of the world!

Gardening Enthusiasts: Help us make our playground beautiful! We need support with weeding, pruning, and maintaining our beautiful willow tunnel.

Substituting in the classroom: There is no better way to learn about your child's school than to participate and support the teachers and children! If you are interested in being added to our sub list, please inform the director.

Last Minute Help: Can we call you for assistance without much notice?

PARENTS' RIGHTS AND RESPONSIBILITIES

Parents have the right:

To know that their child is cared for in a safe, supportive environment

- To confer with the lead teacher and/or director any concerns related to the child or the program
- To be told about serious misbehavior on the part of their child, and to visit with the teacher(s) and director in order to bring about improvement in the situation
- To be regularly informed by the director about school activities via email or Brightwheel
- To have access to their child at any time

Parents have the responsibility:

- To pay fees on time
- To keep the child's records up-to-date on RenWeb
- To familiarize themselves with this handbook

- To follow guidelines for what their child needs at school
- To drop off and pick up their child on time as explained in Arrival and Dismissal Section
- To follow health policy as explained in the Health and Safety section
- To let the Lead Teacher know if their child will not be attending on a regularly scheduled day
- To take note of any communications from the teacher(s)/Director regarding their child's behavior and to cooperate in any efforts to bring about improvement in the situation
- To attend twice yearly conferences
- To attend parent events, like parent education courses, as much as possible

HEALTH AND SAFETY

If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.), parents should inform the Director of the steps to be taken if a problem occurs during school hours. Administering medication will require a signed [Medication Authorization](#) form. If a child has any one of the following conditions, the parent will be notified to pick up the child immediately:

- Contagious disease
- Fever over 100 degrees
- Vomiting or diarrhea
- Accident requiring medical attention
- A rash, until diagnosed and determined to be non-contagious
- Draining sores or burns

In case of accident or illness, parents of the child will be called immediately. Teachers will administer minor first aid, cleansing and bandages. The child will be moved to a quiet space until the parent/guardian arrives.

We have a 24-hour fever-free policy to prevent epidemics in the classroom. If you visit the doctor, please let us know if your child received a diagnosis so that we make other families aware.

The school will follow the guidelines as outlined by the American Academy of Pediatric Dentistry. If your child's file has no dentist listed, we will use Roth Dental Care in case of a dental emergency. Roth Dental is located at 205 N B St, Fairfield, IA 52556. Their phone number is (641) 472-3044. If you would like us to use a different Dentist in case of an emergency, please make sure to update your Dentist on ParentsWeb.

In the case of serious accident, the child will be taken to one of the local hospitals by emergency vehicle for treatment and the parents will be called as soon as possible. If the child's parents cannot be reached, the individuals designated by the parents as emergency contacts will be called. When necessary, announcement of an outbreak of a communicable disease or head lice will be posted. To prevent the spread of lice in the classroom and to other families, any child who has live lice or nits is required to remain at home, to return to school with no nits present and to have a lice-free note from a healthcare professional.

A first aid kit will be maintained and kept in a location not accessible to the children within the program space.

BITING POLICY

When a biting incident occurs, the child who was bitten will be immediately cared for. This child will talk to their friend, let them know this behavior is unacceptable, and gain their friend's agreement. For the child who has bitten, an experienced staffer will further discuss the seriousness of biting, and what next steps to take and how the child can handle the situation in the future. Parents of both children will be notified. Children may be discharged for recurring incidents of biting.

MOVIE/TELEVISION POLICY

We prefer if children are not sent to school in merchandised/branded apparel. Children are encouraged to participate in imaginative play, and are asked to refrain from playing characters from movies, television, and video games. This creates an inclusive environment for all children and supports the children in non-violent play. We also find it is best if children refrain from watching TV before coming to school.

ELIGIBILITY

To attend the Maharishi School Children's House, a child must be 18 months old by September 15th of the school year she/he will attend. These children need to be walking unassisted and napping after lunch to attend school.

Children who are 3 years old by September 15th of the school year she/he will attend will be eligible for our Primary program (ages 3-6). We have two Primary classes. These children will need to be in underwear.

To be eligible for our Afternoon Workers program, children should be 4 ½ years old and in their PreK year. **Not all PreK children are automatically in the Afternoon Workers Program.** We are looking for certain qualities such as: self-sufficiency, love of learning, grit, interest in challenging themselves, age-appropriate social and emotional understanding, purposefulness, and cooperation. These children need to be finished with afternoon naps. Children who meet these requirements before they are 4 ½ years old may be eligible sooner. Please talk to the director if you have any questions.

OPENINGS

Full and part-time openings are determined by a student/teacher ratios required by DHS and the number of students permitted by the school's operating license. These openings are also determined by the balance of ages within the classrooms. For Example, each Primary classroom of 21 will have 7 Kindergarten spaces, 7 Pre-K spaces, and 7 Preschool spaces. If those spaces are not filled by August, then we may open them to other age groups.

Enrollment is determined by the following priorities:

1. Students currently enrolled
2. Maharishi School Staff and Faculty Children

3. Siblings of students currently enrolled (including students from other divisions)
4. Children who are on the waitlist, by entry date: those whose parents have applied and have met with the Children's House Director

ENROLLMENT PROCESS

Below are forms, documents and steps that are needed when registering or enrolling your child.

- Application
- Birth Certificate
- Immunization Form or Notarized Waiver
- [Recent Health Physical](#)
- Dental Records (Kindergarten Only)
- Ages & Stages Questionnaire
- CACFP Enrollment Form
- Meeting or speaking with Children's House Director, Michelle Svenson: mvenson@maharishischool.org or 472-9400 x 5100
- Once you receive an acceptance letter, you will also receive information on the Online Enrollment through Parents Web. You will have 10 days from this date to complete the online enrollment, including paying the deposit
- If you would like to inquire about Financial Aid options, a meeting with Rachel Cook, Student Accounts Manager, is recommended: rcook@maharishischool.org or 472-9400 x5095

Parents must have all enrollment forms completed before the child will be allowed to begin school.

It is the parents' responsibility to keep current names, relationships and phone number of persons authorized to pick a child up from the School on RenWeb. Parents should notify the school if there is a court order that prohibits a person from contact with the child.

TUITION, FEES, AND PAYMENT POLICY

The salaries, supplies and administrative expenses of the Maharishi School Children's house are paid for by student tuition and childcare fees. For new students, the parent/guardian/custodian will be responsible for a \$300 deposit at the time of enrollment. For returning students, the enrollment fee is due April 1 or you will incur a \$100 late fee.

Fall semester's full tuition is due August 10th and second semester tuition is due January 11th. The child will not be allowed to attend if the required enrollment forms and tuition payments are not all complete and returned to the school by the day the child is scheduled to start school. Children may also be discharged for a failure to meet this deadline.

If you decide to withdraw your child from our program, the tuition refund schedule is as follows:

Withdrawal before semester starts - 100%
Within 2 weeks - 80%
Within 4 weeks - 60%
Within 6 weeks - 40%
Within 8 weeks - 20%
After 8 weeks – 0

NON-DISCRIMINATION POLICY

Maharishi School Children's House encourages children of all backgrounds to attend. The school does not discriminate on the basis of gender, race, color, creed, national origin, or ethnic background.

DISTRIBUTION OF MEDICATIONS

If a child is to be given any medication (including over-the-counter medicine), parents must complete a "[Medication Authorization Form](#)". Teachers are not permitted by law to administer any medication unless this form is completed.

Parents should hand the medication directly to their child's lead teacher alongside the [Medication Authorization Form](#). Extra copies of this form will be kept at school. Please indicate if the medication needs to be refrigerated. Medication should be in its original or duplicate container, or a container accompanied by the doctor's directions.

If medication is to be kept at the school for treatment of a chronic condition, no more than a one-month supply should remain at the school at any time. Medicine brought to the school must be kept in a locked container in the main office. Staff members must complete their portion of the form, and initialize it where necessary. One staff person will be authorized to dispense medication.

Any unused medicine must be disposed of properly or returned directly to the parents. Children may never bring in the medication themselves.

EMERGENCY CONTACT

The school requires that forms be kept current. Parents must provide new information to the school regarding changes in information, such as emergency contacts' names, new employers, new phone numbers, changes in arrival or departure procedures, etc. This can be done on RenWeb.

SMOKE-FREE ENVIRONMENT

Smoking and the use of tobacco products is prohibited in or around the School.

HAND WASHING PROCEDURE

Hand washing is probably the most critical element in reducing the spread of germs. Hands will always be washed whenever contact is made with bodily discharges, immediately before and after eating, and after using the restroom.

Handwashing is taught as a lesson to the children. Hands should be washed for a minimum of 30 seconds and always with soap.

TORNADO PLAN

Tornado escape plans will be posted in each classroom. Class attendance record, emergency information book, cell phone, and first aid kit will be taken to the western storage closet. All children will be accounted for using the class attendance record. Parents will be notified through Brightwheel, Rave Texts, and phone calls.

One teacher will blow a whistle and record the time. Another teacher will lead the children to the western storage closet with the class attendance, emergency records, and first aid kit. Another teacher will be responsible to get the cell phone and help any immobile child. Children will get down on the floor and cover their heads in the center of the room.

INTRUDER PLAN

When all children are inside, the outside doors will be locked. We have a plan in place in the unlikely case of an intruder. If an intruder comes, teachers will lock the doors to the classrooms, shut the blinds and turn the lights out. The on-site supervisor or director will call the authorities. Parents will be notified via Brightwheel immediately.

If a person attempts to pick up a child while intoxicated, staff should not attempt to physically restrain the individual. Staff cannot refuse access to a legal parent or guardian, but every attempt will be made to discourage the person from leaving with the child. Proper authorities will be immediately notified if the child is taken. Description of the vehicle, license number, and description of the state of the individual will be reported.

BLIZZARD PLAN

In the case of a school closing due to a blizzard, parents are asked to pick up their child as soon as possible. Parents may also be notified by phone. Children will remain at the school building if their parents are unable to reach the School.

FIRE PLAN

Fire escape plans will be posted in each classroom. Class attendance record, emergency information book, cell phone and first aid kit will be taken outside to the hill east of the playground. All children will be accounted for using the class attendance record. Cell phone will be used in the notification of parents and emergency vehicles. Children will be taken to the fenced playground until parents can pick them up. Fire drills will be practiced and recorded each semester. One teacher will record the amount of time to evacuate. Another teacher will lead the children to the playground with the class attendance record and emergency records.

LOST OR ABDUCTED CHILD PLAN

In the unlikely event that a child is abducted or missing, the School will notify the parents and authorities immediately. Description of the person and the vehicle will be reported to the police.

POWER FAILURE PLAN

In the case of a power failure, children will remain at the School until parents are notified. If evacuation is necessary, the children will be escorted to the main Maharishi School building. Parents will be instructed to pick up their child there. Emergency information, child attendance records, and cell phone will be taken.

CHEMICAL SPILL PLAN

In the case of a chemical spill, children will be escorted to the main Maharishi School building. Parents will be notified where to pick up their child, as well as a note placed on the door of the school. Emergency information, child attendance records, a first aid kit, and cell phone will be taken.

BOMB THREAT PLAN

In the case of a bomb threat, children will be escorted to the Lincoln Elementary building. Parents will be notified as to where to pick up their child. Proper authorities will be notified. Emergency information, child attendance records, and cell phone will be taken.

HANDICAP ACCESSIBILITY

The school is handicap accessible and has a handicap accessible bathroom. Any additional accommodations will be handled on an individual basis.

MANDATORY REPORTING OF CHILD ABUSE

Under Chapter 232 of the Iowa Code, all employees are required by law to report cases of child abuse. Employees are required to make an oral and a written report. See the Director for more information regarding the procedure and the information required to be included in such a report. According to the Code, any Mandatory Reporter who makes a report of child abuse or participates in an investigation of child abuse in good faith has immunity from any criminal or civil liability.

STAFF DEVELOPMENT

- All staff will obtain and maintain current First Aid certification, mandatory reporting, Universal Precautions and Infectious Disease Control training, and a CPR certificate (Adult, Child, and Infant), as required by current law.
- All teachers have gone through national background checks and are free of a criminal record.
- All teachers will meet the minimum professional development training requirements for DHS requirements.
- All teachers have gone through certified Positive Discipline training.
- All lead teachers have taken national or international Montessori training.
- All staff will go through initial orientation to the School's policies and licensing requirements. Included in this training will be instruction regarding the School's

emergency procedures, policies, and policies on universal precautions and infectious disease control. Beyond the initial orientation, staff will undergo ongoing training on these policies at least once a year as per DHS requirements.

UNSCHEDULED SCHOOL CLOSING DAYS

In cases of bad weather days, such as snow days, you will be notified via email, and a Brightwheel SMS message. To ensure you are able to receive the Brightwheel SMS, please make sure that your phone number is listed in your Brightwheel profile. School closings are also posted online here: <https://www.exploreseiowa.com/closings-and-delays/>

The Children's House will be closed or delayed on days with dangerously icy conditions, significant overnight snow, or if the wind chill temperature is expected to reach -20° F.

DISCHARGE POLICY

The school cannot serve children who display chronically disruptive behavior.

Chronically disruptive behavior is defined as verbal or physical activity which may include but is not limited to behavior that:

- Requires constant attention from the staff
- Inflicts physical or emotional harm on other children
- Remains disruptive and uncooperative after two months of extensive support

Question about our policies? Contact us today!

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