



Maharishi School  
Children's House

**Parent Handbook**  
**2022-2023**

Revised August 2022

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# 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 a 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

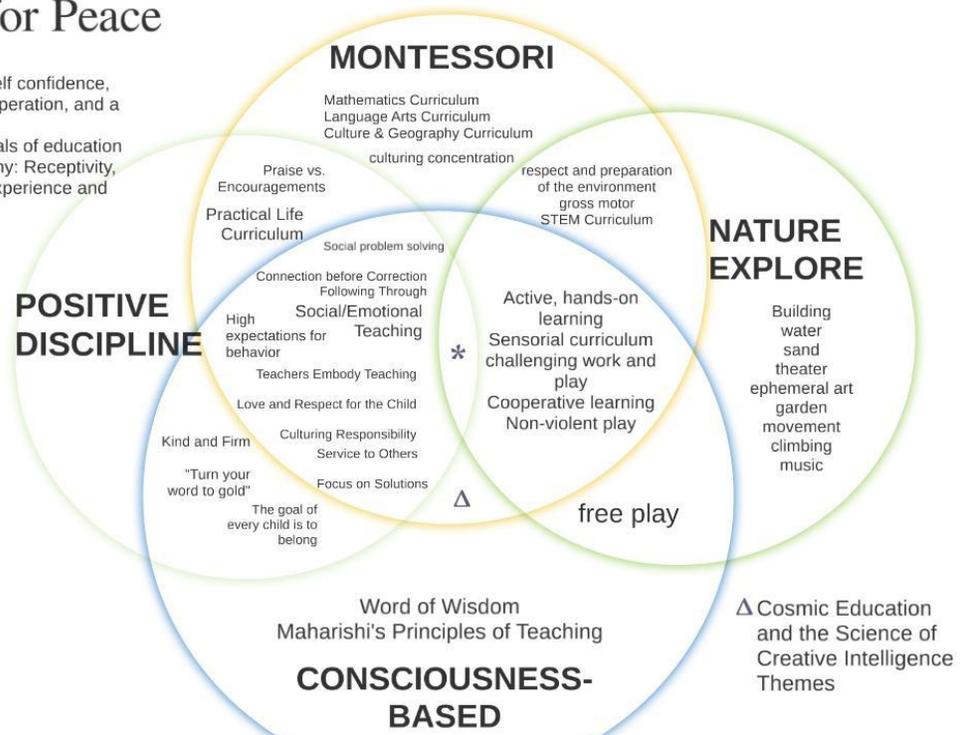
To create an innovative Consciousness-Based educational environment where students think deeply and become creative, compassionate, contributing citizens of the world.

## UNIQUE TO MAHARISHI SCHOOL CHILDREN'S HOUSE

In order to meet the criteria of The Iowa Learning Standards, we offer a Montessori-inspired curriculum, which incorporates Montessori materials and ideals, as well as 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**

### **THE PRIMARY (3-6) CLASSROOM/TODDLER (2-3)**

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 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 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 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 grip. 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 group of friends and ask, "Can I play?" and be welcomed into the group. Children who are excluding others 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" Only used in an emergency safety situation.
5. "No pushing" Only used in an emergency safety situation.
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 of the Science of Creative Intelligence (SCI) are subjective approaches to knowledge that seamlessly integrate with the objective knowledge they are presented in school. SCI principles 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. We are here to enjoy.
2. The nature of life is to grow.
3. Order is present everywhere.
4. Life is found in layers.
5. Outer depends on inner.
6. Water the root to enjoy the fruit.
7. Rest and activity are the steps of progress.
8. Enjoy and accomplish more.
9. Every action has a reaction.
10. Purification leads to progress.
11. The field of all possibilities is the source of all solutions.
12. Thought leads to action, action leads to achievement, and achievement leads to fulfillment.
13. The world is as we are.
14. Opposites are found together.
15. The whole is contained in every part.
16. The whole is more than the sum of the parts.

### **Word of Wisdom**

If your child is 4 and one-half years old, 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.

*8:15 am                      Early drop-off for parents with children in upper divisions of the school (Monday, Tuesday, Thursday and Friday only.)*

8:40-9:00 am	Morning drop-off (children say good-bye at the gate or door to the school, bring backpacks inside)
8:40-9:40 am	Free Play in Nature Explore, weather permitting
9:40-10:30 am	Bathroom Break, Circle Time, Snack
10:30-11:40 am	Montessori Work Cycle
11:50 am	Early pick-up for children who attend half day.
11:50-12:50 pm	Lunch supervision available for all full-day children. Please have your child bring their own lunch.
12:50-3:15 pm	Nap or rest and outdoor and/or Montessori afternoon work cycle for the older children
3:15 pm	Pick-up time

**AT THIS TIME, COVID RESTRICTIONS HAVE BEEN LIFTED. IF RECOMMENDED BY FEDERAL, STATE AND LOCAL AUTHORITIES, WE WILL RETURN TO COVID PROCEDURES TO PROTECT STUDENTS, FAMILIES AND STAFF.**

## 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. The preferred channel of communication is to go to your child’s teacher first. If the issue is not resolved or questions not answered to your expectations, then you should contact the Children’s House director, Elyse Soares at ext. 5330, or email [esoares@maharishischool.org](mailto:esoares@maharishischool.org).

### 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.

## **Observation**

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

## **LUNCH**

For children who are attending full-day, a lunch from home is required. Lunches should be healthy and low in sugar. The American Heart Association (AMA) recommends 25 grams or less of sugar for preschool children. Please pack cold lunches with ice packs as we do not have a refrigerator available for your child's lunch. Yogurts with high sugar content are not recommended.

Lunch suggestions:

- Almond butter and low sugar jelly sandwiches, fried tempeh pieces with flavoring, cheese quesadilla, turkey and cheese tortilla roll-ups, hard boiled eggs, hummus on pita bread with sprouts or cucumbers, pasta salad, bagel and cream cheese or almond butter, veggie and hummus wrap.
- You can add fruit, vegetable slices, organic tortilla chips, low sugar yogurt, crackers with peanut butter or almond butter, etc. to add variety to your child's lunch.

## **SNACKS**

Full-day children should bring in two snacks, with half-day children bringing in one. All snacks should be healthy and low in sugar content. Please no chocolate. Exceptions will be made for baked goods. If you have any questions, please do not hesitate to ask.

**Snack suggestions:**

- Fresh fruit such as oranges, apples, raisins, bananas, pineapple, peaches, pears and strawberries
- Fresh vegetables, cut up, such as carrots, celery, cucumber, cherry tomatoes
- Nori, rice cakes, edamame, kale chips, whole grain crackers, granola bars, homemade muffins or banana bread
- Chunked, sliced, or string cheese/packaged

## **SCHOOL BAGS**

Every child needs to have a designated school bag. This includes Toddlers. This is a convenient container for art or school work, lunch, change of clothes, etc. In order to encourage independence, we request that you select a child sized backpack that can be easily opened and closed by your child. It is the parent's responsibility to ensure that all children bring their backpack to school every day, free of unnecessary items, with replenished changes of clothes, etc. 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 tops, bottoms, underwear and socks, in case of any accident or spill. If your child has a bathroom accident, they will bring those clothes home in a bag. Potty training children should wear elasticized waist pants (no belts, buttons or suspenders). Indoor shoes are encouraged to be worn in the classroom, for overall comfort and safety. **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 lightning, or when temperatures (including wind chill) fall below eighteen degrees. Every child should be properly dressed for the weather. In the winter, this includes snow pants, a hat that covers the ears, **waterproof** 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**

Drop off time is between 8:40 to 9:00 AM. Pick up time is 11:50 AM for half-day children and 3:15 PM full-day children. Time before and after class is valuable teacher preparation time. Please respect your child's teacher's prep time and arrive on time for both drop-off and pick-up. Late arrivals are disruptive to both the class and the child.

It is the parents' responsibility to escort the child to and from the playground or front door. 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 Pre-K and Kindergarten should have no more than 7 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.

## **HOLIDAY/BIRTHDAY CELEBRATIONS**

Planned special occasions can include: Thanksgiving, Winter 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.

## **REST TIME & SAFE SLEEP**

Each day after lunch, Preschool and Pre-K children will rest or nap starting at 1:00 pm. State law requires that there is both a cover for the nap mat and a cover for the child. Each child should have a crib sheet and a blanket to be kept at school. **One** pillow and **one** stuffed animal (due to storage space restraints) are optional. Parents are responsible for maintaining cleanliness of these items. We send bedding home to be washed twice a month. 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. Again, all items should be labeled with your child's name.

Children should not bring money, toys, food, jewelry, 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, which is very costly. Please let us know if anything unfamiliar turns up.

## **VOLUNTEERING**

### ***Classroom Laundry:***

The classroom laundry must be done once a week. This includes hand towels, wash cloths, aprons, and tablecloths. Please let your child's teacher know if you are able to help out with this chore.

**Art Supplies:**

If you are able to donate art supplies such as craft paper, glue sticks, sticky gems, etc. they will be put to good use.

**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 year round support with weeding, pruning, and maintaining our beautiful willow tunnel. If you are interested in organizing or participating in a consistent schedule of these integral gardening tasks, please let us know.

**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, on-site supervisor 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), on-site supervisor or director in order to bring about improvement to the situation
- To be regularly informed by the director and teachers 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 inform teachers, via Brightwheel, if their child will not be attending class on a regularly scheduled day. **Text and email are not acceptable for this purpose, as all teachers need to be aware of student absences and tardies.** If you are having difficulties with signing up or using Brightwheel, please contact Rachel Cook, who will assist you.
- 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 an 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. An incident report will be filled out, to be read and signed by a parent or guardian, and placed in your child's personal file.

**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 ParentsPortal.

In the case of a 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. Please review and update your emergency contacts list in Renweb, if you have not already.

When necessary, an announcement of an outbreak of a communicable disease or head lice will be posted, via email and Brightwheel. 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.

First aid kits will be maintained and kept in each classroom and outside, out of the reach of children.

## **BITING POLICY**

When a biting incident occurs, the child who was bitten will be immediately cared for. For the child who was bitten, immediate first aid will be performed including disinfecting and bandaging the area bitten. If the bite has broken the skin, the child's parent will be informed via Brightwheel. The child who bit will be assisted by a teacher in talking to their friend, letting them know this behavior is unacceptable. 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. An incident report will be placed in both children's files, and parents will be informed. Confidentiality will be maintained with both parties involved. 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, with superheroes, television characters, etc. Children are encouraged to participate in imaginative play, and are asked to refrain from playing characters from movies, television, and video games. This aids in creating an inclusive environment for all children and supports the children in non-violent play. We further recommend that children refrain from watching TV before coming to school.

## **ELIGIBILITY**

To attend the Maharishi School Children's House, a child must be 2 years old. These children need to be walking unassisted. Children under 3 years of age on September 15th will be in the toddler classroom for the entirety of the school year.

Children who are 3 years old by September 15th will be eligible for our Primary program (ages 3-5). We have two Primary classrooms. These children will need to be fully potty trained (in underwear, using the toilet.)

## OPENINGS

Full and part-time openings are determined by 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.

### **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](#)
- Ages & Stages Questionnaire
- Meeting or speaking with Children's House Director, Elyse Soares:  
esoares@maharishischool.org or 472-9400 x 5330
- 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, contact Rachel Cook, Children's House Associate Director/Student Accounts Officer:  
rcook@maharishischool.org

**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 numbers 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 all 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 15th or you will incur a

\$100 late fee. The enrollment fee is credited to the final tuition payment of the school year.

Maharishi School utilizes tuition payment plans through FACTS Management. In order for your child to start and continue attending Maharishi school, tuition payments must be up to date according to your chosen Payment Plan.

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

Written requests for a full refund of tuition charges (minus the enrollment deposit) will be granted to day students who withdraw prior to the first Friday in August (for Fall semester) or the first Friday in December (for Spring semester).

A partial refund of 60% may be granted to day students in good standing who withdraw within the first 4 weeks of the first day of the semester.

For new students who start late within the school year, a 60% refund may be granted when withdrawing within 4 weeks of the student's start date.

Any student who withdraws more than 4 weeks into the school year (or the student's start date, for new students) will receive no refund or reduction in tuition charges.

Important note: Refunds are calculated based on semester tuition charges NOT payments made. After the tuition charge deduction has been calculated, the new balance will be compared to payments made in order to determine any refund owed.

For questions about our refund policy or your family's situation, please reach out to Rachel Cook, Children's House Associate Director/Student Accounts Officer at [rcook@maharishischool.org](mailto:rcook@maharishischool.org).

## **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 over-the-counter medication, 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.

Any other medication must be given to the child by their parents. If a medication must be given at lunch, the parent must inform the school and come in to administer the medication.

Children must never bring in 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, addresses, changes in arrival or departure procedures, etc. Changes should be emailed to Emmy Augé, Registrar, at [eauge@maharishischool.org](mailto:eauge@maharishischool.org).

## **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.

## **FACE MASKS During the Covid pandemic**

All children in the Primary (3-6 year old) class, together with all teachers and staff, are encouraged to wear face masks in accordance with public health and CDC recommendations.

**AT THIS TIME, COVID RESTRICTIONS HAVE BEEN LIFTED. IF RECOMMENDED BY FEDERAL, STATE AND LOCAL AUTHORITIES, WE WILL RETURN TO COVID PROCEDURES TO PROTECT STUDENTS, FAMILIES AND STAFF.**

## **TORNADO PLAN**

Tornado escape plans will be posted in each classroom. In the event of an actual tornado, each class will go to one of the three designated restrooms. A cell phone, emergency contact information, and a first aid kit, will be brought to each of these locations. All children will be accounted for using the class attendance record on Brightwheel. Parents will be notified through Brightwheel, Rave Texts and phone calls. Tornado drills are conducted once a month.

## **INTRUDER PLAN**

In the unlikely event of an intruder entering the building, all children will be led inside, and outside doors will be locked. Teachers will additionally lock the doors to the classrooms, shut the blinds and turn out the lights. The director or on-site supervisor will call the authorities. Parents will be notified via Brightwheel immediately.

Only authorized family members, visitors, or school personnel are allowed on the premises of the Children's House while children are present. Any other person will be asked to leave.

Any parent needing to speak with a teacher or the director should request a meeting ahead of time. Lengthy questions or concerns are discouraged at pickup and drop off.

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 will be notified by email, text, and Brightwheel. Children will remain at the school building, with a teacher, if their parents are unable to reach the school.

### **FIRE PLAN**

Fire escape plans will be posted in each classroom. Class attendance records, emergency contacts, cell phones and a 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 phones 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 month. 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, along with emergency information, child attendance records, a first aid kit, and cell phone. Parents will be notified where to pick up their child, and a sign will be posted on the door of the school.

## **BOMB THREAT PLAN**

In the case of a bomb threat, children will be escorted to the Career Academy (old Lincoln School) building, along with emergency information, child attendance records, and cell phone. Parents will be notified as to where to pick up their child. Proper authorities will be notified.

## **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 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 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 on the school website, [maharishischool.org](http://maharishischool.org)

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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