

2025-2026

PRESCHOOL HANDBOOK



MAHARISHI SCHOOL

REVISED
11.1.2025

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READY REFERENCE GUIDE Telephone Numbers

- Main School Number 641-472-9400...then
- Central Office Ext. #5060
- Preschool Office Ext. #5100
- Preschool Director Ext. #5103
- Admissions Ext. #5076
- Student Accounts Ext. #5108
- Registrar Ext. #5703
- Enrollment Management Office Ext. #5537
- Administrative Director Ext. #5108
- Head of School Ext. #5080
- Development Office Ext. #5070
- Human Resources/Facilities Ext. #5092

Who to Call

Contact Central Office regarding:

- General Information
- Employment
- Tuition Cost and Payment
- Financial Aid
- Student Accident Insurance
- Safety Concerns

Contact the Admissions Office regarding:

- Admissions
- Tours

Contact the Development Office regarding:

- Fundraising and Donations

Important Notice

Maharishi School reserves the right to change at any time without prior notice, programs of study, course offerings, academic requirements, the academic calendar, codes of student conduct, tuition and other fees, policies, and procedures. The School will determine the times at which all such changes are effective. Changes may apply not only to prospective students but also to those who are already enrolled in the School. The school will make every effort to seek input from parents and other stakeholders before making important changes and to communicate in a timely manner with parents and students.

OVERVIEW

Our Parent Handbook contains practical and educational information on a variety of topics, including preschool philosophy, policies, events, health and safety and more. If you have a question or would like to speak with us about a particular topic, feel free to call or email your child's teacher, or our Preschool Director.

Maharishi Preschool is licensed by the Iowa Department of Health and Human Services (HHS), and meets all of the Iowa Early Learning Standards. These standards support what children should know and be able to do as they grow in their overall school and life readiness.

Located in its own building, there are dedicated indoor classrooms and a beautiful outdoor learning space to explore nature and engage in creative play.

We offer a full or half-day program for 3 and 4-year-olds. We offer a full day Kindergarten program for 5 year olds (turn 5 years old by September 15).

Both programs are offered Monday through Friday. Morning sessions are scheduled from 8:30am-12:00pm while the afternoon session is scheduled from 12:00pm-3:30pm and includes lunch. Each session will include a light snack.

Whom to Contact

The faculty and administration of Maharishi School wish to be as helpful and responsive as possible to both parents and students. The School encourages students and parents to seek the most appropriate channels of communication to answer any questions or requests, so that their needs may be quickly and easily met.

When parents have a concern, they should deal first with the person who is most directly responsible for helping to identify a solution. This means that for most issues, the first point of contact is the classroom teacher. If the problem cannot be resolved at the level of the classroom, then that teacher, together with the concerned parent, should take the issue to the next higher level. In the case of the classroom teacher, this would mean that the teacher and the parent (plus the student, if appropriate) would meet with the Preschool Director. The Academic Director and /or Head would generally get involved only with matters of serious concern, perhaps involving expulsion, or legal implication, such as harassment or a safety concern, that have not been resolved through the regular process. Needless to say, the Director is always available for general concerns, suggestions or queries, as are the other administrators.

As a general principle, rather than talking about someone, it is important to speak openly with people in an atmosphere of trust and transparency, and with an emphasis on respect and solutions.

MAHARISHI PRESCHOOL PHILOSOPHY

Our child-centered classrooms are safe and welcoming spaces. Teachers support the child's growth and imagination, cultivate a sense of wonder, and inspire children to embrace life with enthusiasm, initiative, and purpose. By nurturing the heart and mind of each child, and guiding them with kindness, we ensure that each child feels listened to. We believe that this enables them to express their feelings in a variety of settings.

At the foundation of the Maharishi Preschool curriculum is a set of 16 Consciousness-Based principles found everywhere in the child's world (e.g., *Water the Root to Enjoy the Fruit, Life is Found in Layers, Opposites are Found Together*).

These principles naturally encourage the child to make deep connections with the world around them. They gain understanding of these principles through practical experience, rather than through intellectual analysis. Every few weeks we introduce a new theme based on the 16 principles and integrate it into circle time and other activities including cooking, art, nature study, puppetry, stories, and song.

Offered in Preschool through grade 3 are the 16 principles shown below, taught through age-appropriate lessons and activities. Every 2-3 weeks, these principles change, and different "themes" develop at each grade level. This creates a common experience in the school and home, especially if you have children of different ages.

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

With this stable foundation, we have the freedom and flexibility to adapt those features of best practices in early childhood education which align with our curriculum and always put the child first. These best practices include aspects of the Montessori method, Waldorf education, and the Reggio Emilia method. Embedded in all these approaches are deep gems of wisdom that can enrich the lives of every child.

WORD OF WISDOM

In Kindergarten (5 years old), children learn the Word of Wisdom children's meditation technique. This technique is a twice-daily quiet walk around our grounds, which takes 4-5 minutes. This simple practice improves the child's focus and provides a quiet time to dissolve stress.

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 kindergarten students and their parents will be invited to an introductory meeting.

INDOOR CLASSROOMS

Our child-centered classrooms allow children to grow at their own pace. Our approach is to create a warm, home- like environment, nurturing the whole child, including their physical and social/emotional needs.

Maharishi Preschool has created aesthetically pleasing classrooms where children not only have access to high quality toys and activities but also a clean, uncluttered yet engaging environment. Most activities, toys, and materials are made of natural materials.

Our indoor classrooms have plenty of areas for independent activities, imaginative and creative group play, and an open area for circle time. We have intentionally placed plants around the space to allow children to learn about caring for the natural environment. Our classroom is designed to allow children to engage in learning self-help skills. Bookshelves are low and accessible and we only place out a limited amount of activities at a time to avoid overwhelming children. We have table space which is consistently refreshed and coordinated to our thematic curriculum.

OUTDOOR NATURE EXPLORE CLASSROOM

We try to balance time spent indoors and outdoors and are fortunate to have a large outdoor space, allowing us to be more flexible with outdoor activities regardless of weather. The open areas are where children can feel free to play and explore, get their hands dirty with sand and water, and run, dance, and jump to get their wiggles out!

Designed to inspire beauty, joy and a love of nature, our outdoor play space was created as an Arbor Day Foundation Certified Nature Explore Classroom. Each day we begin with outside 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>

As the year progresses, we are excited to see how our space changes as it grows with feedback from our children and families.

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, and teachers to send messages, photos, and videos to parents. Brightwheel 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!
- Sending teachers brief morning comments 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 lead teacher first. If the issue is not resolved or questions not answered to your expectations, then please contact our Preschool Director.

Parent Education/Events/Conferences

Within the first few weeks of the school year 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 your child's teacher.

LUNCH

For children who are attending full-day, a warm and nutritious lunch will be provided. We can avoid many behavioral issues by providing them warm home-cooked food to settle their bellies, and make it easier for parents to get ready in the morning! Food is provided by the MIU kitchen. The menu can be found online at <https://services.miu.edu/dining/menu-calendar/>. Lunch fee will be billed to families per semester (monthly payment option is available).

SNACKS

A monthly calendar will be provided for parents to take turns bringing in snacks for the whole class. Full-day children will have a morning and afternoon snack, and half-day children will have a morning snack.

Snack Suggestions and Guidelines:

- 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
- Hummus, almonds
- organic, healthy, and low in sugar
- no chocolate

WHAT TO BRING

Every child needs to have a designated school bag. This is a convenient container for art work, 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. **All clothing items should be marked with the child's name.**

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. Every child should have simple canvas tennis shoes (without laces) or slippers to wear indoors. Indoor shoes are important for overall comfort and safety. **All clothing items should be marked with the child's name.**

We will play outside each day. Child ratios do not permit the school to keep one or two children inside during our outdoor time. We DO NOT want any child to miss the outdoor time, so please

create a reminder for yourself as to what the child needs to be wearing for school each day. Every child should be properly dressed for the weather or have their required gear in their backpacks when they arrive at school, following these guidelines:

- **Fall/Spring (temperatures 50 to 75 degrees):** Rainboots, windproof jacket, mittens, hat.
- **Winter (temperatures 35-60 degrees):** Dress your child in layers, plus water and windproof winter coat, water and windproof mittens, head gear that covers their ears.
- **Winter with threat of snow (temperatures below 35 degrees):** Dress your child in layers, plus water and windproof snowsuit and snowboots, water and windproof mittens, head gear covering their ears, thermal insulated socks, and scarf.

ARRIVAL AND DISMISSAL

Drop off time is between 8:15 to 8:40 AM. Pick up time is 12:00 PM for half-day children and 3:30 PM for full-day children. If you cannot pick-up your child by 3:30 (or 2:45 on Wednesdays), please contact their teacher via Brightwheel. At 3:40 (or 2:55 on Wednesdays), your child will be brought to the main school building, in the central office, and you will need to pick your child up there. 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.

Parents should drop their child off at the second Preschool gate with the Preschool Manager or teacher. Please either leave the teacher a note or let the manager know any important information that needs to be relayed before the school day begins. 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.

LATE ARRIVAL POLICY

Being on time is a crucial part to beginning the day positively for all students. Arrival time is set from **8:30-8:40** (early drop off of **8:15** for families with siblings in the upper divisions of Maharishi School)

- Any student arriving earlier than those set times will need to have an adult stay with them until their set arrival time.
- If you are running late or have extenuating circumstances, please contact us via Brightwheel prior to 8:40 to let us know.
- The gate will be locked immediately after the 8:40 a.m. drop-off.

ABSENCES

If your child will not be attending school because of a scheduled appointment, vacation, or other planned absence, please notify the school in advance via Brightwheel message. For illnesses, please send a message in Brightwheel to let us know they will be absent.

Children receiving scholarship through HHS or Early Childhood Iowa should have no more than 7 absences a semester in order to maintain their scholarship status.

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 classroom 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 AND SLEEP

Each day after lunch, preschool children will rest or nap starting at 12:30 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. We never force a child to sleep. Rest time is a valuable time for all children to rest and relax their minds and bodies. A quiet sensory toy or book may be offered when needed.

CHILD'S BELONGINGS

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 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 may be part of our classroom, and if they are lost, the material is removed from the classroom until it can be replaced, which can be costly. Please let us know if anything unfamiliar turns up.

PARENT VOLUNTEERS

Classroom Laundry

Because there is no washer/dryer in the preschool building, we ask that parents help us with the classroom laundry, which will be done once a week. We will send home a rotating weekly schedule. This includes hand towels, wash cloths, aprons, and tablecloths. Thank you for helping with this task.

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 and shared food. 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 share with their friends about where they visited.

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, or preschool director on 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), preschool director in order to bring about improvement to the situation
- To be regularly informed by the preschool director and teachers about school activities at any time email or Brightwheel

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 the Preschool Office Manager for assistance
- To take note of any communications from the teacher(s)/preschool 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 classes, as much as possible

If a person attempts to pick up a child while intoxicated, staff will 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.

HEALTH AND SAFETY

If a child has a known medical condition (asthma, diabetes, seizure disorder, etc.), parents should inform the Preschool Director of the steps to be taken if a situation arises during school hours. Administering medication will require a signed Medication Authorization form.

Distribution of Medication

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.

Child needs to be picked up

If a child has any one of the following conditions, the parent will be notified to pick up the child immediately:

- Contagious disease
- Fever of 100.4 degrees and over or if your child is vomiting, has diarrhea, is highly congested or with a severe cough and is having trouble breathing.
- Accident requiring medical attention
- A rash, until diagnosed and determined to be non-contagious
- Draining sores or burns
- If a student is unable to focus—such as when they are visibly sleepy or unusually tired—it's a clear sign they may not be able to keep up with the regular flow of the classroom.

If your child visits the doctor, please let us know if your child received a diagnosis so that we can make other families aware where appropriate.

In case of an accident or illness, parents of the child will be called immediately. Teachers have been trained in first aid and can 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.

First Aid

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

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.

Dental Guidelines

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.

Communicable Disease Notification

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.

Fever

Your child's temperature may be checked anytime during the day (if the teacher feels it is necessary). If your child has a fever of 100.4 degrees or higher, you will be contacted to

come pick them up. They will need to be fever free (without medication) for 24 hours before they can return to school.

Vomiting

If your child vomits at school, they will need to go home. They cannot return to school until there has been 24 hours without vomiting.

Runny Nose/Mucus

If your child has a persistent runny nose, with colored mucus (yellow or green), please do not send them to school. If we notice that the runny nose has colored mucus, we will contact you to pick them up. Clear mucus from cold weather or allergies is acceptable- please work with your child on wiping their nose with tissue, learning to blow their nose, and washing their hands afterwards.

Excessive Coughing

If your child has an excessive, persistent cough, please keep them home. We may call home for pick up if their cough gets worse throughout the day.

Pink Eye

If we suspect that your child has pink eyes, we will contact you to pick them up and ask for a doctor's note before they can return.

Wounds

Any new wounds/visible scratches must be covered.

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 20 seconds and always with soap.

POSITIVE DISCIPLINE IN THE CLASSROOM

At Maharishi School, we strive for harmonious simple discipline, showing respect for each child. We have found an approach developed by Dr. Jane Nelsen called Positive Discipline, that aligns with our school's Mission. Preschool teachers are trained in this approach, using Dr. Nelsen's book: *Positive Discipline for Preschoolers, Revised 4th Edition: For Their Early Years -- Raising Children Who Are Responsible, Respectful, and Resourceful*. As a parent, you too might want to give this book a read!

This approach respectfully enforces natural boundaries, enlivens a child's natural moral compass, teaches students to focus on solutions, and helps teachers build positive relationships for the whole classroom. Positive Discipline teaches adults to employ kindness and firmness at the same time, and is neither punitive nor permissive. Language between teachers is consistent, and the children quickly understand what is expected of them.

For a more thorough understanding of Positive Discipline, visit this [link](#). We hope to offer parent education in this approach to discipline, along with other topics. If you are interested, please discuss with our Preschool Director.

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 staff member 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

Children who turn 3 or 4-years-old by September 15 will be eligible for our preschool program (ages 3-4). These children will need to be fully potty trained (in underwear, using the toilet). Children who turn 5-years-old by September 15 will be eligible for our kindergarten class.

New students can join the Preschool at any time during the school year, if there are openings. Parents will meet with the Preschool Director, as well as the teacher, to determine the best starting date, and create a plan for an easy transition.

OPENINGS

Full and part-time openings are determined by student/teacher ratios required by HHS 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 Preschool 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 Preschool Director

- 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, 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 Maharishi School are paid for by student tuition fees. For all students, the parent/guardian/custodian will be responsible for a \$300 deposit at the time of enrollment.

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, Student Accounts Officer at rcook@maharishischool.org.

NON-DISCRIMINATION POLICY

Maharishi Preschool 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.

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.

SMOKE-FREE ENVIRONMENT

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

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 Preschool Director 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 Preschool while children are present. Any other person will be asked to leave.

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 preschool 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 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 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 a safe location on the MIU campus, 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 Preschool 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, 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 HHS 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 HHS requirements.

UNSCHEDULED SCHOOL CLOSING DAYS

In case of inclement weather, such as a snow day, 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 on the school website, www.maharishischool.org.

Maharishi Preschool 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!

Maharishi Preschool
804 Dr. Robert Keith Wallace Drive
Fairfield, IA 52556

Diana Miller
Preschool Office Manager
641-472-9400, x5100
dmiller@maharishischool.org

Lynn Shirai
Preschool Director
lshirai@maharishischool.org