



Main Square Montessori

Family Handbook 22-23

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WELCOME AND ABOUT US



Dear Montessori families,

Welcome to the wonderful experience of Montessori education! We are so excited to have you as part of our Main Square Montessori community. Main Square Montessori is an exciting new opportunity for the youngest members of our community - right in the heart of Winona!

Main Square Montessori started as a dream of the Hiawatha Education Foundation to provide high quality Montessori education right in their hometown of Winona, Minnesota. The Hiawatha Education Foundation has a profound commitment to Montessori education across the state of Minnesota, and now, in cooperation with administration and personnel from Cotter Schools, they are providing this opportunity to Winona's children.

Main Square Montessori is grounded in the belief that every young child can grow and develop fully when situated in a safe, caring learning environment. Thanks to the Hiawatha Education Foundation we are able to provide your child with a state-of-the-art Montessori environment that is staffed with fully-trained and selectively chosen Montessori teacher-guides. Everything in our school has been carefully designed and chosen to maximize each student's potential.

Thank you for your trust in allowing us to work with your child in the days and years ahead. We count on your participation and engagement as we create a community of support, care, and commitment. Our children are our most precious resource. Together, we can create a place for all children to flourish.

Warmly,

Mary Eileen Fitch

President - Cotter Schools

Institutional Purpose and Vision

Cotter Schools is a private, independent, coeducational school located in Winona, Minnesota guided by Catholic beliefs and values since 1911. We serve all ages from 16 months to Grade 12 and challenge students to achieve their full potential and use their lives in service of others. As an international Catholic learning community, we believe:

- God is present in all creation.
- Each person is valuable and deserves respect.
- Education prepares people to build a better world.
- In community, everyone grows.

Values and Standards

At Cotter Schools, we believe in the intrinsic goodness of all persons. All employees can expect the administration and other employees to uphold the core values of COMMUNITY, FAITH, SERVICE & RESPECT, and they are expected to reflect them through their daily actions to all other employees, students, and families.

Cotter Schools challenges you to be the difference

GLOBALLY LEARNING

Excelling in academics, arts and athletics with global perspectives and meaningful technologies that bring us closer together.

FAITHFULLY SERVING

Service is a part of who we are. We are called each day to serve each other and our communities with our talents and gifts.

TOGETHER IN COMMUNITY

Our community is rooted in faith, hope and love. We believe all people are intrinsically good because they come from God.



Main Square
Montessori

Our Mission

Main Square Montessori (MSM) is a non-profit learning center for children, ages toddler through kindergarten, located in the heart of Winona, MN. MSM is a partnership between the Hiawatha Education Foundation and Cotter Schools.

Grounded in the tradition of Maria Montessori, MSM views the child as one who is naturally eager for knowledge and capable of initiating learning in a supportive, thoughtfully prepared environment.

Main Square Montessori will provide an all day experience in which children can flourish, grow, and discover their potential.

Main Square Montessori – Excellence and Care for your child in the Heart of Winona!

Introduction and History

In 2018, the Hiawatha Education Foundation (HEF) approached Cotter Schools about its willingness to oversee the creation, development, and ongoing oversight of a Montessori school in Winona. Cotter agreed, and a partnership between HEF and Cotter Schools Inc. was formed to establish Main Square Montessori.

The Montessori Approach

Founded in 1907, by Dr. Maria Montessori (1870-1952), Montessori pedagogy educates children for life. Children have the freedom to explore and to develop their potential as they work with didactic materials, either independently or in groups, in a prepared environment. The Montessori method is grounded in the concept of respect - for self, others, and the environment. The Montessori rooms are prepared to meet the developmental needs of the age-span served within the environment. The materials and furniture are designed for the child's physical needs (size and proportion) and psychological needs (area of interest or skill development). Each prepared environment includes a full range of Montessori materials, a trained Montessori guide, and a trained or highly qualified assistant. The materials are designed to assist growth in practical life, sensorial, mathematics, language arts, music, art, history, geography, and the sciences. The work the child performs with the materials is intended to develop mental and manual dexterity. While working with the materials, the child develops concentration, self-confidence, respect, an understanding of order, and a joy of learning; all in the context of community.

We believe that the child and their needs are the central and commanding focus of the learning process. It is the role of the guides to observe, to know, to inspire, and to advocate for the child as he or she proceeds through the stages of development.

We see in each child the future of our society, of our nation, and of our planet. The child in the process of fundamental development has unlimited possibilities and the future rests on our ability to cultivate and nurture these potentials.

We believe that the learning process is governed by certain basic human tendencies or needs:

- The need to communicate, to use language
- The tendency for order: the need to organize, classify, and interpret reality
- The need for independence and activity; the drive to work constructively and purposefully
- The need for social relationships

In a Montessori school, the outdoor environment is considered an extension of the indoor environment. While there is a scheduled time for large motor activities that encourage collaborative group play and allow children to gain an understanding of the rules and movements associated with large motor skills, the space is not only used during recess. The outdoor environment is also a “work space” that can be used during the Montessori work cycle. Throughout the day, and with the accompaniment of an adult, children may work on materials, garden, or simply explore the natural landscape of our outdoor space.

The Montessori guide facilitates activities within the environment while modeling peaceful behavior. The guide is not the center of the learning process. Rather, with respect for each child’s unique nature and ability to make choices for themselves and with the goal of all children reaching their full potential, the guide nurtures academic and social / emotional development by giving key presentations to connect the children with materials to meet their needs and current interests. Individual and group lessons are varied and designed to meet each child’s learning style and pace. The guide observes the children often and plans lessons based on their observations of the needs and interests of an individual or group.

Within the multi-age community, older children often serve as teachers and mentors for the younger children. These children share their experiences by helping others. This process not only helps create a sense of community and interdependence, but also reinforces previous learning for the older children. Self-direction encourages trust, acceptance, and non-competitiveness. The materials, the guide, and the community of children come together to assist every child in developing a strong self-image and a sense of self-esteem, which is critical when building a love of learning and of exploration that lasts a lifetime.

Nondiscrimination

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the [USDA Program Discrimination Complaint Form](#), (AD-3027) found online at: [How to File a Complaint](#), and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

(1) mail: U.S. Department of Agriculture

Office of the Assistant Secretary for Civil Rights

1400 Independence Avenue, SW

Washington, D.C. 20250-9410

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov

This institution is an equal opportunity provider.

Licensure

MSM is a licensed childcare center in the state of Minnesota. If families have any questions about licensure, they may call the Department of Human Services Licensing Division at 651-431-6500.

License Application Number: 1105673.

GENERAL PROGRAM PLAN

Once enrolled, families will receive a copy of our Family Handbook, which includes our program plan, and reporting policies and procedures. Additional copies are available at www.mainsquaremontessori.org, or on request.

Programming Options

Main Square Montessori offers 12 month (full year) enrollment in both the Toddler Community (16 to 33 months) and the Children's House (33 months to 6 years). MSM is an all day program, and enrolled students are expected to attend full time (at least six hours per day), 5 days a week.

Hours of Operation, Children Served, and Staffing Patterns

MSM is open from 7:30 AM to 5:30 PM, Monday through Friday, year round. Enrolled students are expected to attend at least one academic work period five days a week. A yearly calendar is published by August 1st listing days and times MSM is closed.

Upon hire, each staff member is assigned to a primary classroom, but may also work with any age level or in any classroom at MSM. Staff-to-child ratios provide a minimum standard needed to supervise and care for children.

MSM capacities and minimum staff to child classroom ratios are as follows:

- Toddler Room (16 to 36 months): 14 student maximum
 - 1:7 Staff:Child Ratio
 - Maximum of 2 students under 16 months of age
 - Maximum group size: 14
- Children's House (33 months to kindergarten): 28 student maximum
 - Maximum group size: 20
 - 1:10 Staff:Child Ratio

Children of different ages may be grouped together during drop-off and pick-up times when it makes sense to combine classrooms. If age groups are combined, ratios of the youngest age group will be maintained. All children must be supervised at all times.

Each classroom is staffed with, at least one, Montessori certified Lead Teacher. All staff in the classroom meet early childhood licensure requirements as outlined by the state of Minnesota. Additional program planning is available on request.



Main Square
Montessori

Tuition and Billing

Each family establishes their contract in August of each year, or upon initial enrollment. Tuition includes nine hours of care each day. Families that are interested in additional care may add additional time at the cost of \$2.60 per 1/2 hour. Tuition, for some families, may be supplemented by scholarships provided by the Hiawatha Education Foundation or county assistance. The tuition schedule is as follows:

Toddler Community Full Year	\$10,800
Children's House Full Year	\$9,800.00
Additional Care Beyond 9 Hours	\$2.60 per ½ hour

MSM wants to make payment convenient for each family. For this reason, there are a variety of payment options:

Full Year: Tuition may be paid, by August 31st, for the full year.

Monthly: Tuition may be paid by 5:00 PM on the 15th of each month.

Bi-Monthly: Tuition may be paid by 5:00 PM on the 1st and 15th of each month.

Weekly: Tuition may be paid weekly, on Fridays, by 5:00PM

Families with unpaid balances have a two week window of service to balance their account. In the event that payment is not received, childcare services may be suspended until the balance is paid. Please contact the Director if you need to discuss your situation. MSM wants to make every effort possible to assist families with this process.

We request that families give us 15 days notice if they intend to end care, except in cases where there is imminent risk of harm to the health, safety or rights of the child, or other persons at MSM.

Vacation Days / Sick Days

We care for your child and are concerned when they are not at school. Please contact MSM if your child will not be attending school. Tuition will not be reduced for days missed.

Financial Assistance

The mission of Main Square Montessori is to serve a socio-economically diverse community of families. We accept children who receive childcare assistance funding from county services and also offer tuition assistance to families in need. Tuition grant amounts are based on need and funding is supported by the Hiawatha Education Foundation. All families attending MSM will be responsible for a co-pay amount, to be determined by the financial assistance application.

To apply for financial assistance, contact the Director.

Application and Enrollment Process

To apply to Main Square Montessori, families need to do the following:

1. Fill out an application. [Applications can be found online here](#). Families who would like to request a paper copy of the application may contact the Director at 507-474-6246.
2. Attend an informational meeting or phone call with the Director
3. If both the family and MSM agree that the child is a good fit for the program, families may re-enroll and pay a \$35.00 application fee. Once this is completed, the child will be pre-enrolled on the program or placed on the waiting list.
4. If admitted, families will be asked to fill out an enrollment packet. Information in this packet includes household information, medical information, authorized pick up information, tuition payment contract, a media waiver, and other information related to enrollment at MSM.

Because space at Main Square Montessori is limited, applying for enrollment does not guarantee placement in the program. Siblings of current MSM students will receive the first preference of any opening in the school. Every effort will be made to accept all siblings in an individual family, but this may not be possible due to caps on class sizes. If there are more students who apply than we have spots, enrollment will be on a first come, first serve basis.

The Toddler Environment

Overview and Philosophy

“Do not tell them how to do it. Show them how to do it and do not say a word. If you tell them, they will watch your lips move. If you show them, they will want to do it themselves.”

-Maria Montessori

When young children are stable walkers, they are ready to join the Toddler Community. The Toddler Community is divided into several areas in which the children move freely throughout the day. A beautiful, safe, and orderly environment has been specially prepared to meet a toddler's need to move freely, to explore, make discoveries, develop language skills, and to grow in independence. The environment is filled with furniture and materials that are specifically designed for someone their size. The multi-age setting provides children with the opportunity to learn from one another as they develop.

Language and communication skills are an important part of the Toddler environment. This age is a sensitive period, or natural burst of growth, for language. This is supported through language activities and materials that encourage conversation and the use of new vocabulary. Every day, children will enjoy poems, books, songs, and finger plays.

Care for self and for the environment is a large part of the toddler curriculum. Children will learn how to dress themselves, put on and take off shoes, prepare to go outdoors, and care for their bodies by brushing teeth, washing hands, and staying tidy. Food preparation, caring for animals, tending to plants, and cleaning skills, such as sweeping, cleaning windows, washing dishes, etc. are a regular part of the toddler's day.

Activities are designed to support the development of both fine and gross motor skills. Examples of activities that support fine motor growth are: puzzles, stringing beads, using scissors, and art activities. Gross Motor skills will be developed with activities such as riding tricycles, playing with balls, walking on a balance beam, and playing outdoors.

Main Square Montessori recognises that each child has an individual path of development, and lessons will be presented in a way that supports each child's unique development and potential.

Independence in Toileting

An important part of developing independence in the toddler environment is learning toileting skills. When the time seems appropriate, your child will be encouraged to wear cotton pants that we will provide at school. When children show signs of readiness, MSM will work closely with the family to support each child with a stress free approach. MSM is committed to starting this process with no pressure, and to respect each child's timetable.

MSM uses cotton pants because this natural fiber gives children the opportunity to gain information about how their bodies work. Disposable diapers absorb moisture, preventing the child from feeling wet. When children wear cotton pants, they can feel the sensations of elimination, and can then start the process of responding to these sensations.

Families may find that they would like to use cotton pants at home, as well. For those families, MSM is a drop-off and pick up site for diaper service.

Toddler Room Daily Schedule

Time	Activity	Description
7:30 AM - 9:00 AM	Arrival, Set Up, and Breakfast	Children are greeted as they arrive, wash hands, and are offered a period of time to work outside, greet friends, and get settled. Breakfast is offered.
9:00 AM - 10:20 AM	Montessori Work Cycle	Children will engage in primarily individual, independent work and some small collaborative group work. This involves working within the prepared Montessori environment and use of Montessori materials: Practical life (care of self and care of the environment), preparing food, eating family-style breakfast, art, music, hand-eye coordination activities and language materials. Children will be offered the opportunity to use the bathroom throughout the morning.
10:20 AM - 10:30 AM	Morning Snack and Transition	Children are offered the opportunity to eat a family style snack. They also will get ready to go outdoors or to the multi-purpose room for large motor movement activity.
10:30 AM - 11:10 AM	Time Outside or in Multi-Purpose Room	Children are together outside or in the multi-purpose room. Outdoor activities include gardening, sweeping, shoveling and gross motor activities (tricycles, walking the beam, jumping), time in sandbox, playing with a ball, enjoying nature, etc. Multi-purpose room activities will include large motor games, obstacle courses, ball games, etc.
11:10 AM - 11:45 AM	Transition and Circle Time	Return to the Toddler Room, remove outerwear, change into indoor shoes, wash hands. Some children will assist with lunch preparation, others will participate in independent classroom work. Children are invited to sing songs and do finger plays before having lunch.
11:45 AM - 12:15 PM	Lunch	Catered nutritious family-style lunch



12:15 PM - 1:00 PM	Transition	Children get ready for nap.
12:30 PM - 2:45 PM	Nap / Rest Time	Children sleep with blankets and sheets on individual cots. Cots are wiped daily and blankets are washed weekly. Children that are aware after resting for ½ hour will be offered classroom activities.
2:45 PM - 3:00 PM	Transition	Children begin to waken, go to the bathroom, and help set the table for the afternoon snack. Some children sleep longer and join the group as they awaken.
3:00 PM - 3:20 PM	Afternoon Snack	Individual snack is offered.
3:20 PM - 3:30 PM	Transition	Students are invited to do individual work, as well as prepare to go outside or do gross motor work in the multi-purpose room.
3:30 PM	Dismissal Begins / Afternoon Work Period Begins	Students begin second Montessori work period. Time may be spent outdoors or in the multi-purpose room. Students will be dismissed as parents arrive.
5:30 PM	Center Closes	



The Children's House Community

Overview and Philosophy

"Free the child's potential, and you will transform (them) into the world." -Maria Montessori

The environment for children from the ages of 33 months to six years is known as the Children's House. The Children's House is divided into four distinct areas:

- **Practical Life:** Children's learn how to care for themselves and the environment by participating in activities such as food preparation, sweeping, and sewing.
- **Sensorial Development:** Children develop skills in classification, clarification, and comprehension of the world that surrounds them. This is done with activities and materials designed to engage the senses.
- **Language:** Children are introduced to the alphabet and associated sounds. Language lessons include writing, sentence structure, and story structure. Reading materials explore grammar and language mechanics.
- **Math:** A rich variety of math materials are used in lessons. These materials not only introduce ideas, but are used time and again to introduce new concepts and reinforce mathematical thinking. Students participate in lessons that guide them from the concrete to the abstract.

Instruction occurs one-on-one, and in small groups. Montessori materials and lessons are intentionally organized in a logical, sequential nature and are designed to enable the child to master specific skills. Children will have the opportunity to practice, or repeat, a lesson as many times as they desire. Lead Teachers in the classroom are trained to use observation to determine when a child is developmentally ready for a new lesson or lesson series. While children are not in lessons, they are free to choose work from the well-defined, beautiful, and organized areas of the environment. This freedom to choose their work develops independence, self discipline, curiosity, concentration, accountability, and a sense of accomplishment.

Main Square Montessori recognises that each child has an individual path of development, and lessons will be presented in a way that supports each child's unique development and potential.



Children's House Daily Schedule

Time	Activity	Description
7:30 AM - 8:30 AM	Arrival and Outside Time, Group Activity	Children are greeted as they arrive, wash hands, leave belongings inside and join others outside, a group activity is led before coming in for breakfast
8:30 AM - 11:00 AM	Montessori Work Cycle	In the core time, children do individual work and small, collaborative group work. This involves the prepared Montessori environment, and Montessori materials (practical skills, sensorial, language, and math activities.)
11:00 AM - 11:15 AM	Transition	Transition to outside time
11:15 AM - 12:00 PM	Time Outside or in Multi-Purpose Room	Children are together outside or in the multi-purpose room. Outdoor activities include gardening, sweeping, shoveling and gross motor activities (tricycles, walking the beam, jumping), time in sandbox, playing with a ball, enjoying nature, etc. Multi-purpose room activities will include large motor games, obstacle courses, ball games, etc.
12:00 - 12:30 PM	Lunch	Children enjoy a catered nutritious family style lunch. Children clean up after themselves.
12:30 - 12:45 PM	Transition to Nap / Rest Time	Children set up cots/ prepare for rest time.
12:45	Nap and Afternoon Work Period	Children nap or rest on their cots. Non-napping students begin second work period. As napping students wake, they may join in.
3:00, 3:30	Student departures	Many students depart at 3 or 3:30, they are escorted to the front door to meet their pick-up
3:15 PM - 5:15 PM	Second Montessori Work Cycle	In the core time, children do primarily individual work and some small, collaborative group work. This involves the prepared Montessori environment, and Montessori materials (practical skills, sensorial, language, and math activities.)
5:30 PM	Center Closes	



Guidelines for Authorized Drop Off & Pick Up of Children

Children will only be released to authorized individuals. Three authorized adults, other than immediate family, must be designated on your child's enrollment form as emergency contacts. Authorized persons will be recorded in Procure and their information available to staff. Families may add or delete authorized pick up / drop off chaperones in writing (on paper or electronically). Requests may not be made via voicemail. We take the security of all children seriously. The following practices are strictly enforced:

- Sign in and out at the Procure kiosk in the lobby, each time a child is dropped off or picked up.
- At drop off and pick up, a face-to-face interaction between a staff member and authorized adult is required to establish supervision responsibility.
- Never leave children unattended in the program entryway or by the classroom door.
- Never remove a child without notifying a staff member.
- Children may not be released to anyone under the age of 16 (13 years of age if there is an adult waiting in the car.)
- Picture ID may be required, especially for unfamiliar authorized adults.
- In the case of court orders for custody or protection, the family is responsible for providing MSM with current legal, and custodial papers. Only the custodial guardian may authorize a child's release. The director should be made aware of all custodial issues.
- Children will not be released to a person who is incapacitated or suspected of child abuse.

Health Care Summary and Immunization Record Requirements

Minnesota's school immunization law requires that all children must be fully immunized by the first day of school or they will not be allowed to enroll or remain in school. Immunization requirements can be waived for medical reasons or for those who are conscientiously opposed to immunizations.

Upon admission, a Health Care Summary must be filled out that includes the date of the child's most recent physical exam, and it must be signed by the child's health care provider. This form is due within 30 days of admission to the school. The Health Care Summary must be updated whenever a child moves to a new level (from Toddler to Children's House).

Field Trips

On occasion, MSM will have activities beyond the MSM campus. No child will leave the grounds without written family authorization. Prior to the scheduled trip, families must complete a Field Trip Permission form.

Volunteers and Family Volunteer Requirements

Volunteers are welcome, appreciated, and a needed component of Main Square Montessori. It takes many hands and hearts to create a community that will best serve our children. Families are asked to provide ten (10) hours of service each year. Opportunities to get involved include event support, assisting in the classroom, expertise sharing, clerical support, and other projects as they become available. Volunteers who have any contact with children must complete a background check and VIRTUS® training.

Time Outdoors

MSM places great importance on children being connected to the natural world. This connection fosters curiosity, inspires the children's work, and provides physical activity and exercise. For these reasons, we are adamant that children participate in recess every day. It is important that children have appropriate gear for Minnesota weather and it is our policy that we go outdoors unless extreme conditions are present.

If you need assistance providing your student with appropriate outdoor gear, contact the Director.

Clothing

One of the primary goals of a Montessori environment is to help children become independent in caring for themselves. As part of this goal, it is essential that children be provided with clothing they can get in and out of independently. Please dress your child in clothing that they can successfully adjust without help. Children should also be dressed in comfortable and casual clothing that allows for freedom of movement and freedom to explore their environment.

Each child needs an extra pair of shoes to leave at school. These shoes will only be worn inside the school environment and should be such that the child can independently put them on or remove them. These shoes should have a hard sole as to best protect the child's feet from injury.

Each child must bring a labeled, complete set of extra clothing to school so they have something to change into if clothing becomes soiled. This is to include underwear, socks, top, and bottom.



If your family needs assistance obtaining appropriate clothing, please contact the Director.

Pets

MSM has pets in the environment. All pets are living as humanly as possible and are in good health with updated shots, if required. Children are instructed how to handle each pet, if it is a pet that can be handled. We try to keep pets that most children do not have allergies to, but parents should inform the Lead Teacher if their child happens to be allergic to various types of animals.

Tobacco, and Illegal Drug Regulations

Main Square Montessori is a tobacco-free, and drug free campus.

Smoking is not allowed anywhere on the school property. Illegal drugs may not be stored, carried, or used anywhere on the Main Square Montessori property or vehicle, or at any school sponsored event by any license holder, employee, subcontractor, volunteer, or family member.

Weapons Policy

Main Square Montessori strictly prohibits the carrying or possession of weapons, including firearms for which a permit has been issued, and “look-alike” weapons, on school property (before, during or after school), on school buses, in school vehicles, or at school-sponsored activities. This prohibition applies to employees, students, staff, and the public.

Employing MSM Employees for Childcare

As a Main Square Montessori family, you may want to employ MSM staff to meet after hours child care needs. For liability purposes, MSM may not broker these arrangements. We ask that all personal childcare needs be arranged independently with staff outside of the MSM premises.

Cell Phone Use

We ask that families not use cell phones while at Main Square Montessori. Arrival and dismissal are important transition times for children. Many children are overjoyed to see their families after a busy day and often have something to share with you. As a demonstration of respect for the child, please give your child your undivided attention during these transitions. The staff also pledge to use cell phones only on breaks and away from the children.



Main Square
Montessori

Wellness Policy

Main Square Montessori recognises that our ability to achieve our objectives successfully depends on the wellbeing of our community. MSM acknowledges that the key elements of wellness include the physical and cultural environments, as well as the policies, practices and procedures that guide our work.

MSM will provide a healthy environment that values and enhances the health and wellbeing of all community members by implementing our wellness program.

Withdrawal and Tuition Refund Policy

We hope that in enrolling at Main Square Montessori, your family plans to stay with us for the duration of the program. By signing the enrollment form, you are agreeing that your child will attend MSM for a full academic year. However, we recognize that plans do change. If you need to withdraw your child during the school year, a 21 day notice is required. If appropriate notice is given, a prorated refund, based on daily attendance will be given. In the event that notice is not given, families will be charged for the additional 21 days, or until the spot is filled by another student, whichever comes first.

CREATING RELATIONSHIPS BETWEEN HOME AND SCHOOL

Family Partnership

It is the goal of Main Square Montessori to simultaneously support the work of parenting and enhance the success of each child by deliberately building relationships between home and school. Family members are invited to visit MSM at any time during the hours of operation. To ensure communication between home and school, the following opportunities and tools are available:

- Conversations at drop off / pick up times
- Daily logs and record keeping in Procare Connect (including information about food intake, elimination, sleeping and general behavior for Toddlers)
- Emails and phone calls with family
- Classroom newsletter, and school-wide newsletter
- An accurate, up-to-date website
- Bi-annual family conferences
- Extra curricular events and gatherings



Main Square
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- Opportunities for families to volunteer and contribute
 - Family education and networking opportunities

Observations

Observation is an essential part of the Montessori environment. Lead Teachers observe the children to gain a greater understanding of the developmental needs of each child and the community as a whole. Children are encouraged to observe each other, allowing them to learn from one another. Families of Montessori children are also encouraged to observe. Observing in the classroom allows families the opportunity to see how children function in the room and to see the progress and success of their child.

In order to allow the children time to adjust to the new environment, formal observations in the classroom will not be scheduled until six weeks after school has started. After this time, families are encouraged to contact the Director and schedule an observation.

Special Family Permissions

Separate written family permissions will be solicited for the following activities: research, experimental procedures, field trips, or public relations activities including, but not limited to photos, video, and digital media. All activities requiring special permission will be approved by the Director.

Early Childhood Screening

All children are encouraged to participate in early childhood screening when they turn three years old. All screening is conducted through the Winona Area Public Schools Community Education Office (507-494-0900) <https://www.winonaschools.org/communityed>).

Celebrations

We encourage families to participate in school celebrations and events. If you have an idea for an event, please discuss it with your child's Lead Teacher or the Director.



Conferences and Communication

The Lead Teacher or Teachers will hold conferences with each child's family twice a year to discuss the progress of the child. At the end of the academic year, a written report regarding each child's intellectual, physical, social, and emotional development will be completed and delivered to the family.

There may be times in which a family may need to meet with a Lead Teacher outside of conference times. If the family contacts a Lead Teacher, the expectation is that communication will be returned within the next business day. Families are encouraged to contact Lead Teachers with success stories, questions, and concerns.

To respect each child's sense of privacy and dignity, we ask staff and families to avoid speaking about children in front of them. If a question comes up about a child, please find a confidential space or ask the Lead Teacher if they can contact you later, confidentially.

Confidentiality

All information in children's files will be kept confidential in secured files or in our secure software, Procure. These files are accessible only to:

- Center administrative and teaching staff
- Federal or state program staff, including Department of Human Services Licensing
- Child's legal guardians
- Upon Child Protection Court Order
- Others, as designated by written legal guardian permission

Questions

If you are unsure as to whom to address your questions, please refer to the following chart:

Matter Related To:	First Contact
Child's progress	Lead Teacher
Environment Activities	Lead Teacher
Day to day procedures	Lead Teacher
Arrival and dismissal information	Lead Teacher
Absences / tardiness	Lead Teacher



Observations	Director
Questions about instruction	Director
Academic / curriculum policies	Director
Parent education	Director
Changes in tuition	Director / President
Legal matters	President
Public relations	President
Admissions	Director
Billing / Accounts	Director / Director of Finance
Child's records	Director / President

Program Records

As required by Minnesota Rules, parts [9503.0125](#) and [9503.0140](#), and Minnesota Statutes, sections [245A.14](#), [245A.146](#) and [245A.66](#), administrative records are kept on file at Main Square Montessori, and may be inspected at the request of the commissioner.

Life Events

Children's home and school environments are inevitably linked. We are all occasionally faced with life events that impact our ability to function as we normally do. Birth, adoption, death, divorce, depression, remarriage, chronic illness, chemical abuse, and domestic violence are a few examples of such events. If you, or your family, are experiencing a life event, you may want to share that information with your child's Lead Teacher. The Lead Teacher can provide vital support and understanding that might help your child cope during a difficult time. In addition, the staff at MSM has knowledge of local resources that may be able to support your family.

Family Emergencies

If you have an emergency at home or work and you need to call the school, we will try and respond as soon as possible. If you reach voicemail, please leave your number and we will call you back to resolve the issue as soon as we are able. Please remember that MSM cannot release a child, under any circumstances, without authorization in writing.



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Incident / Behavior Reports

Incident reports are used to report non-threatening injuries or incidents that occur in the classroom or on the playground. (Examples of these include bumping a head on a table, scrapping a knee, or receiving a bite from another child). The family will receive a copy of this report either in person, or via Kidreports, on the day of the event.

Accident Reports

In the case of serious injury or accident, an official report is filled out and filed with the Minnesota Department of Human Services.

Child Abuse and Neglect

Consistent with Minnesota Law, all school personnel must report suspected instances of neglect, physical abuse, or sexual abuse of children in the home, school, and community setting to: (1) Department of Human Services (Minnesota); (2) appropriate law enforcement agencies as required by law; and (3) the Diocesan Safe Environment Coordinator. In addition, all provisions of civil law will be observed regarding the reporting of abuse or neglect of minors.

Mandatory Reporting

***Please see Appendix Document: Maltreatment of Minors Mandated Reporting**

All Main Square Montessori staff are mandated court reporters and must legally report all incidents of suspected child abuse or neglect. A mandated reporter who knows or has reason to believe a child is or has been neglected or physically or sexually abused and fails to report is guilty of a misdemeanor. In addition, a mandated reporter who fails to report maltreatment that is found to be serious or recurring maltreatment may be disqualified from employment in positions allowing direct contact with persons receiving services from programs licensed by the Department of Human Services and by the Minnesota Department of Health, and unlicensed Personal Care Provider Organizations.

An employer of any mandated reporter will not retaliate against the mandated reporter for reports made in good faith or against a child with respect to whom the report is made. The Reporting of Maltreatment of Minors Act contains specific provisions regarding civil actions that can be initiated by mandated reporters who believe that retaliation has occurred.

What is Considered Abuse or Neglect in Minnesota?

Neglect is the most common form of maltreatment: It is usually failure of the child's caregiver to:

- Supply the child with necessary food, clothing, shelter, medical, or mental health care, education or appropriate supervision.
- Protect the child from conditions or actions that endanger the child.
- Take steps to ensure that a child is educated according to the law.
- Exposing a child to certain drugs during pregnancy and causing emotional harm to the child may also be considered neglect.

Physical Abuse is any physical injury or threat of harm or substantial injury, inflicted by a caregiver upon a child other than by accidental means. Physical abuse can range from minor bruises to severe internal injuries and death.

Mental Injury is harm to the child's psychological capacity or emotional stability evidenced by an observable and substantial impairment of the child's functioning.

Sexual Abuse is the subjection of a child to a criminal sexual act or threatened act by a person responsible for the child's care or by a person who has a significant relationship to the child or is in a position of authority.

How to Make a Report

If you know or suspect that a child is in immediate danger, call 911.

For all other cases:

- Any reports concerning suspected abuse or neglect of children occurring at Main Square Montessori will be made to the Department of Human Services, Licensing Division Maltreatment Intake line at 651-431-6500.
- Any reports not involving possible abuse or neglect of children, but containing possible violations of Minnesota Statutes or Rules that govern the facility, should be made to the Department of Human Services, Licensing Division At 651-431-6500.
- Any reports concerning suspected abuse and / or neglect occurring outside of Main Square Montessori, in a family or community setting, should be reported to the Winona County Department of Human Services at 507-457-6302 or the Winona Law Enforcement Center at 507-457-6302.



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- Staff members are mandated to report directly to the Human Services Child Protection Team if the director does not.
 - An oral report of suspected abuse or neglect made to one of the above agencies by a mandated reporter must be followed by a written report to the same agency within 72 hours, exclusive of weekends and holidays.

Internal Review - Maltreatment of Minors

An internal review, to be completed by the Director, or the President if there is reason to believe that the Director was involved in the alleged or suspected maltreatment, will be completed within 30 calendar days. The review will include an evaluation of whether:

- Related policies and procedures were followed;
- The policies and procedures were adequate;
- There is a need for additional staff training
- The reported event is similar to past events with the children or the services involved; and
- There is a need for corrective action by MSM to protect the health and safety of children in care.

Based on the results of this review, MSM will develop, document, and implement a corrective action plan designed to correct current lapses and prevent future lapses in performance by individuals or MSM, if any.

Documentation and internal reviews will be accessible to the commissioner immediately upon the commissioner's request.

Grievance Process

Before commencing a formal grievance process, every effort should be made to resolve disputes in a discussion between the parties involved on the local level (i.e., family and Lead Teacher, Teacher to Teacher, or Teacher to Director). If no solution results, the complainant may file a written grievance within ten (10) days of the action taken that he or she considers being a violation. Then, the following formal procedures apply:

1. The grievance must be brought to the attention of the Director and documented in writing. The documentation must include a brief statement of the facts, the basis of the objections, and the desired remedy. The Director will investigate the grievance and respond to the complainant, preferably within ten (10) days. If the grievance is against the



Director, then the grievance must be written and brought to the attention of the President of Cotter Schools.

2. If the above procedure fails to resolve the issue, the complainant may appeal to the President of Cotter Schools. To appeal, the complainant submits, in writing, documentation of the grievance within ten (10) days of the written response from the Director. The complainant should describe why the resolution provided by the Director was unsatisfactory. The President will investigate the grievance and respond to the situation, in writing, preferably within ten (10) days.
3. If the complainant is still not satisfied, appeal may be made to the Board of Directors of Cotter Schools. To appeal, the complainant submits, in writing, documentation of the grievance and an outline of the continued concerns that are felt to be unresolved within five (5) days of the President's response. The Chair will review all information, investigate the grievance, call possible witnesses, and with the aid of additional counsel, if necessary, render a final decision, in writing, to the complainant. The determination of the Board of Directors is final.
4. No grievance may proceed to the next step unless the above procedure has been followed. Consideration shall be limited solely to the issues raised in the presentation of the grievance. Decisions shall be rendered on the basis of existing employee policies and procedures.
5. Any decision made pursuant to the conciliation procedures outlined above shall be final and binding on the parties involved if it is not appealed to the next level.
6. The term "days" shall mean days other than Saturday, Sunday, and legal holidays.

BEHAVIOR GUIDANCE STRATEGIES AND POLICIES

General Philosophy

Discipline in a Montessori environment is not imposed on the child, but rather, is created in the child when there is a blend and balance of freedom and structure. Maintaining this delicate balance is one of the foundations of the Montessori environment. The following rules of respect are an expectation of behavior by children, staff, and families / caregivers at Main Square Montessori:

1. Respect for self
2. Respect for others
3. Respect for materials, tools, and equipment
4. Respect for environment

The positive model of discipline within a Montessori setting is self-discipline, when concentration, focus, and independent learning occur without contention or interruption. Children are respected and misbehaviors are handled with the following positive responses:

- Redirect children and groups away from problems toward constructive activity in order to reduce conflict.
- Teach children how to use acceptable alternatives to problem behavior in order to reduce conflict.
- “It is always okay and natural to have all your feelings. At school we work to experience our feelings in a safe way in our community. You may _____ when you are upset.”
- The actions of a child are addressed, not the personality. “Johnny, you may not hit another child. It is unacceptable.” Generalizations (e.g. “Johnny, you are always hitting.”) are avoided so the child does not feel trapped by misbehavior stereotypes.
- Careful physical restraint (bear hug) is permitted when a child appears out of control. Single-handed grips usually evoke a defensive or destructive response, and are a violation of Minnesota Child Care Licensure Rule 3.
- Opportunities are provided for the child to express and define their feelings. Active listening will prevail even when the student seems entirely wrong.
- The adults in the environment set the tone for bringing the child into harmony by avoiding harsh words and sudden reprimands.

Main Square Montessori will practice behavior guidance by providing the children with challenging and absorbing activities and by treating them with dignity and respect. We establish clear and realistic limits that are developmentally appropriate and are enforced firmly and consistently. The school will take immediate steps to work with a child, along with the child’s family or caregiver, whose behavior is harmful to themselves or to the other children in the environment.

Unacceptable Behavior includes but is not limited to:

Inappropriate talk (swearing or sexual talk)	Demearing name-calling
Teasing or purposefully hurting feelings	Consistent noise-making
Disrespectful talk to any person	Hitting, spitting, or kicking
Aggressive play, or any form of guns or weapons play	Inappropriate sexual touching
Purposeful destruction of class materials or equipment	Biting
Disrupting another child’s work	

Interfering with health and / or safety of another

Behavior Reports and Behavior Plans

When a child engages in unacceptable behaviors, a behavior report will be filled out by the employee that observed the behavior. If a child engages in unacceptable behavior five or more times in a week, or eight times in two weeks, the Lead Teacher will reach out to the family to discuss how MSM and the family can work together to decrease the unacceptable behavior. If a child requires an increased amount of staff guidance and time, the lead teacher may bring their concerns to a staff focus group, the director, and / or work with the family to develop a behavior plan. If unacceptable behavior continues, dismissal from the program may be imposed.

Under no circumstance will a staff person ever:

- Resort to corporal punishment, which includes, but is not limited to rough handling, shoving, air or ear pulling, shaking, slapping, kicking, biting, pinching, hitting or spanking.
- Subject a child to emotional abuse which includes, but is not limited to, name calling, ostracism, shaming, making derogatory remarks about the child or child's family, and using language which threatens, humiliates, or frightens, the child.
- Yell at a child.
- Punish a child for lapses in toilet training.
- Withhold food, light, warmth, clothing, or medical care as a punishment for unacceptable behavior.
- Physically restrain or mechanically restrain a child, other than to hold a child when containment is necessary to protect the child, or others, from harm.
- Separate a child from the group, except within the rule guidelines.

Other adults are expected to treat children with the same guidelines when they are at MSM.

Separation from Group

Separation from the group is used only after less intrusive guidance measures have been tried and the child's behavior threatens the well being of the child or others in the program. A child who requires separation from the group will remain in a place where they can be continuously seen and heard by a staff member. After separation from the group, the child's returning to the group is contingent on the child's stopping or bringing under control the behavior that precipitated the separation. The child will be returned to the group as soon as the behavior that precipitated the separation abates or stops.



Children under 16 months of age will not be separated from the group as a means of behavior guidance.

If a child is separated from the group three or more times in a day, the child's family will be notified. If a child is separated five or more times in a week, or eight times or more in two weeks, staff and family will meet to develop a behavior guidance plan.

Biting

Biting is an unfortunate, but not unexpected behavior, that is impacted both by developmental and emotional factors. Biting is commonly categorized into three kinds of biting related to children's age and development. The types of biting are:

- Exploration: Children explore the uses of their new teeth and are unaware that biting will cause pain or an undesirable response from a caregiver.
- Cause and Effect: Children begin to realize that they have the power to do something that will impact their environment. Children are testing their independence and are not planning actions in advance.
- Power: At this stage, children find they do not have the language to express emotions and use aggression to gain the attention they desire.

Staff will observe a Montessori, child-centered approach in biting incidents and consider both the behavior of the biter as well as the safety of the bitten. When biting occurs, the Lead Teacher will inform families of the biting incident, either by phone or in person.

Bullying and Retaliation Policy

Main Square Montessori is a school founded on and directed by the principle of respect for the fundamental human dignity of each person. Therefore, bullying, retaliation, and disrespect will not be tolerated at Main Square Montessori. Any member of the MSM community who violates this policy shall be subject to disciplinary consequences. The school retains the sole discretion to determine whether bullying, retaliation, or disrespect have occurred and what the consequences should be. Depending on the specific circumstances and information gained through the investigation, the disciplinary consequences imposed by the school could include:

- Immediate dismissal, suspension or expulsion;
- Remedial action or restorative consequences,
- Restorative practices, such as a letter or restitution for damage;
- Mandatory cooperation with law enforcement, if needed.



Referral, Suspension, Expulsion, and Dismissal

Dismissal usually is a result of tuition default, failure to provide required records, and / or poor attendance. Referral may result when staff members are unable to support continued challenging behavior without the expertise of other specialists. Suspension can be the result if a child repeatedly harms property or threatens the physical safety of self, other children, or MSM staff. Expulsion of a child is a last resort and is only done in extreme circumstances when a child's behavior has continued to be threatening and disruptive to the community. Prior to expulsion, the Lead Teachers are responsible for trying several forms of redirection of behavior. The family and Lead Teachers must communicate and create a plan to try and help the child adapt their behavior to the environment. If the disruptive or harmful behavior persists, the child may be asked to leave the school.

SAFETY, HEALTH AND WELLNESS

Administration of First Aid

All Lead Teachers and Assistants will be trained in pediatric first aid and infant and child CPR.

During a medical / first aid situation the following procedures will be followed:

1. Certified person begins administering first aid
2. Second staff member assists as needed by calling emergency medical service, gather supplies, or helping lead first aid person
3. Third staff person clears other children from the scene and gains attention of the Director or other staff as needed.
4. Lead Teacher or Director will notify family of the situation.

In the event of a medical emergency requiring Emergency Medical Services:

1. Call 911 and follow the above mentioned protocol.
2. Children will be transported to Winona Health unless determined otherwise by EMS staff.
3. Available staff member notifies the Director immediately. In case the Director is not available, staff should notify the President of Cotter Schools.
4. Director or designated staff will notify the family immediately.
5. Staff will stay with the child at the hospital until a family member arrives.

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6. After the emergency has been handled, a DHS and MSM Accident Report Form should be completed with the Director.
 7. In the case of a medical emergency, no comments will be made to any outside party (including the press), except by the President.

Medical Guidelines for Staying Home or Leaving MSM

Please see COVID RESPONSE PLAN for up to date medical guidelines for staying home.

Below are the guidelines for deciding when children should stay home or be sent home from Main Square Montessori. No child should be brought to school that has exhibited any of the following symptoms within the last 24 hours:

- Fever over 100°F
- Stomach ache: Consult with family, or doctor if a stomach ache is persistent or severe enough to limit activity.
- Vomiting
- Diarrhea
- Colds: Staff and students with “heavy colds”, with hacking coughs, profuse nasal discharge, or discharge from eyes or ears should not come to Main Square Montessori, even if there is no fever.
- Open Draining Sores: If any of the following examples exist, children or staff must stay home or leave MSM; impetigo lesions that have not dried and / or staph infection.
- Sore Throats: If a sore throat is the only symptom, attendance is permitted. If white spots can be seen in the back of the throat, or if a fever is present, student or staff should remain home or proceed to health services for a throat culture.

If your child is ill, please call MSM and let us know. This information allows us to monitor the classroom for similar symptoms, and to plan for activities and staffing.

Child Illness, Notification of Family, and Separation from Group

Families will be notified immediately when a child becomes ill or injured while under the care of Main Square Montessori. A child is considered ill if they have any of the conditions listed above. The child will be cared for in an isolated area away from other children and comforted until an approved guardian arrives.

In the case that a child has not been immunized for legally valid family reasons, or medical exemption, a child must be separated immediately from other children if exhibiting signs of the



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non-vaccinated for illness. An example of this would be chicken pox. In this incidence, both the child with the virus and the child not vaccinated will need to be isolated in separate locations until the child leaves.

If the first family contacts cannot be reached, emergency contact numbers will be called and asked to pick up the child.

Communicable Diseases

In the case of a positive COVID test result, staff and families should inform the director at communications@mainsquaremontessori.org as soon as possible.

Families must inform Main Square Montessori of any and all communicable diseases within 24 hours when diagnosed by primary source of medical or dental care as having lice, scabies, impetigo, ringworm, chicken pox, or conjunctivitis (pink eye). Children are not permitted back in the classroom until a medical clearance or prescribed treatment is received. For lice, this includes a no nit policy.

Families will be notified, by either the director or the lead teacher, if their child has been exposed to one of the contagious reportable diseases listed above.

Medication

Staff at Main Square Montessori will administer medication only when written permission is received by the primary caregiver. All medication must be received in original containers with child's name and dose included on label. Primary medications should be dispensed at home. In case families need to occasionally leave medication at MSM (Tylenol, allergy medication, etc.), the family must authorize administration each time that medication is requested. This may be done via phone or email. Unused medication may only be returned in person, and directly to the family.

All medications, including insect repellents, and diapering products must be stored according to directions on the original container.

Vaccinations

As required by the Minnesota Department of Health, Main Square Montessori must have, or have access to, a record detailing your student's current immunizations or applicable exemption. Students will not be allowed to attend programming at MSM without proper documentation of immunizations. More information about vaccination schedules, immunization information and

materials may be found here:

<https://www.health.state.mn.us/people/immunize/basics/healthykidspar.html>

Sunscreen and Insect Repellent

Annually, the MSM Director will review current sunscreen and insect repellent practices outlined by the American Academy of Pediatrics. Families will be notified of the type of sunscreen and insect repellent MSM will use. Families will be asked to sign a permission form that gives staff permission to apply sunscreen and insect repellent as needed.

Car Seat Use

All children should arrive and depart from MSM in required car seat or restraint equipment. MSM follows state guidelines for car seat use when transporting children.

Toilet Training Philosophy and Procedure

Independence in toileting is one way that we assist children in the **Toddler** classroom. When the time seems appropriate, children will be encouraged to wear cotton pants that are provided by the school. When children wear cotton pants they can feel the sensations of elimination. Just as children naturally learn to walk and talk, they also learn to use the toilet independently. Each child's timetable must be respected, and there should be no pressure whatsoever to push a child too early.

Children in the **Children's House** must be able to use the toilet independently or be working towards this goal, as these environments are not licensed to regularly manage children in diapers or pull-ups. Each environment is equipped with a toilet and urinal which children have access to throughout the day. If a child is having challenges or experiencing regression, the child's family and Lead Teachers are encouraged to speak directly to develop a management plan to best assist the child.

Diapering / Cotton Pants Policy and Procedure

- Families using disposable diapers will be asked to provide diapers and diaper cream of their choice.
- A Medication Log Sheet and Family Authorization form must be filled out when using family-provided diaper creams.
- Diapers / Cotton Pants are checked and / or changed, at least, every two hours, after napping, or when diaper or cotton pants appear to be wet or soiled.



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- Any clothing that is soiled will either be laundered at MSM or placed in a plastic bag and sent home for laundering.
 - All diapers, wipes and authorized diapering products are stored in a cubby clearly marked with the child's name.

Naptime Procedures

Children in both the Toddler and Primary rooms who are in our care for more than 5 hours each day are required, by the Minnesota Department of Health Services, the opportunity to rest for 30 minutes each day. A child who has rested quietly for 30 minutes will not be required to remain on a cot or in a bed.

Nap time is usually between 12:00PM-3:00PM. Before and after naps, children will be offered a toilet or diaper change. When children wake, they are greeted and offered a toilet or diaper change. Quiet activities will be offered in the classroom that allow other children time to finish their nap and wake up.

Specific Naptime Procedures:

- Cots and cribs must be placed so there are clear aisles and unimpeded access for both adults and children on at least one side of each piece of napping and resting equipment.
- Cots and cribs must be placed directly on the floor, and not stacked while in use.
- Cots should be arranged in a head to toe fashion so children's heads are a minimum of three feet apart.
- Separate bedding will be provided for each child.
- Bedding, including blankets, will be washed weekly and when soiled or wet.

Food Service: Meals, Snacks and Treats

Healthy and nutritious food is a priority at MSM. Healthy breakfast, lunch, and snacks are provided by MSM and are included with tuition. Menus will be planned on a monthly basis and are available on the MSM website and in newsletters. Breakfast, lunch, and snack will comply with the USDA requirements.



Free and Reduced Lunch

MSM participates in the Children and Adult Care Food Program (CACFP) and the School Nutrition Program (SNP).

Nondiscrimination Statement:

The U.S. Department of Agriculture (USDA) prohibits discrimination against its customers, employees, and applicants for employment on the bases of race, color, national origin, age, disability, sex, gender identity, religion, reprisal and, where applicable, political beliefs, marital status, familial or parental status, sexual orientation, or all or part of an individual's income is derived from any public assistance program, or protected genetic information in employment or in any program or activity conducted or funded by the Department. (Not all prohibited bases will apply to all programs and/or employment activities.)

If you wish to file a Civil Rights program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, found online at http://www.ascr.usda.gov/complaint_filing_cust.html, or at any USDA office, or call (866) 632-9992 to request the form. You may also write a letter containing all the information requested in the form. Send your completed complaint form or letter to us by mail at U.S. Department of Agriculture, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410, by fax (202) 690-7442 or email at program.intake@usda.gov.

Individuals who are deaf, hard of hearing, or have speech disabilities and wish to file either an EEO or program complaint please contact USDA through the Federal Relay Service at (800) 877-8339 or (800) 845-6136 (in Spanish).

Persons with disabilities who wish to file a program complaint, please see information above on how to contact us by mail directly or by email. If you require alternative means of communication for program information (e.g. Braille, large print, audiotope, etc.) please contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). **USDA is an equal opportunity provider and employer.**

Allergies

Families are responsible for making MSM aware of food restrictions and allergies for their child. Documentation from the child's physician concerning food restrictions must be on file in Procure and in the child's confidential file in the office. It is the responsibility of the Director to ensure that each staff person who is responsible for care of a child with allergies is made aware of the



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child's Individual Child Care Program Plan, which is to include a description of the allergy, specific triggers, avoidance techniques, symptoms of an allergic reaction, and procedures for responding to an allergic reaction, including medication, dosages, and a doctor's contact information.

Safety and Supervision

All staff, at all times, will provide ongoing supervision and observation of children to ensure their health and safety. This includes making sure children are adequately prepared for activities inside or outside of the building.

EMERGENCY AND ACCIDENT PROCEDURES

All staff will receive regular training regarding emergencies, accidents, and injuries. All Lead Teachers and Assistants are trained in Infant, Child and Adult CPR and First Aid. In case of an incident requiring minor attention, First Aid will be administered and families notified. In cases requiring immediate medical attention, First Aid is administered and 911 is called. After calling 911, the family and physician will be contacted immediately. If an injury requires medical attention, our first consideration must be for the safety of the child. We will take whatever action is deemed necessary. Please remember to update the emergency contact information if it changes during the year. This is the only way that MSM staff will be able to get in touch with families or guardians during an emergency.

Tornado, fire, emergency shelter, unwanted intruder, and lockdown procedures will be practiced in accordance with MDE requirements.

Phone numbers for emergency medical and dental care, poison control center, fire department, health authority, and licensing division of the Department of Human Services are posted in each learning environment at MSM.

School Closings

Main Square Montessori may close due to inclement weather, such as a blizzard, for public health safety, or other emergencies. Cancellation information will be shared via phone or text.

Main Square Montessori will remain open, even if Snow Days or Late Starts are declared by District 861. In severe weather, or other emergencies, the President of Cotter Schools may close the school. In this case, families will be notified via text, email, or phone that the school is closed or will be closing.

CONTACT INFORMATION

Main Office	507-474-6246	communications@mainsquaremontessori.org
Director Marla Kuchler	507-474-1423	mkuchler@mainsquaremontessori.org
Dean of Academics K-6 & Mission Integration Jacque Paulsen	507-474-1423	jpaulsen@cotterschools.org
President Mary Eileen Fitch	507-453-5001	mefitch@cotterschools.org
Finance Director Pam Kimber	507-453-5014	pkimber@cotterschools.org
Toddler Community Lead Marla Kuchler	507-474-1345	mkuchler@mainsquaremontessori.org
Children's House Lead Ena Moats	507-474-1389	emoats@mainsquaremontessori.org
Toddler Community Room	507-474-1345	TOD@mainsquaremontessori.org
Children's House Room	507-474-1389	CH@mainsquaremontessori.org

APPENDIX

Maltreatment of Minors Mandatory Reporting

COVID Response Plan



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