



Parent Handbook 2021/2022

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Blooming Minds Montessori Preschool

Blooming Minds Montessori Preschool (BMM) was opened in October 2013 by Lynda Rushton (owner) and Maegan Brems (director) with just one classroom, one teacher, and six students. We have since grown and expanded into a school with five classrooms, a staff of 30, and about one hundred students.

It is important that parents read and understand this handbook before registering their child at BMM. The policies stated in the handbook serve as a policy of operation for parents, students, and staff members of BMM. Parents are expected to know and uphold the policies and procedures established in this handbook. BMM has the right to withdraw a student at any time for any reason they see fit.

Our Goal

Blooming Minds primary goal is to prepare each child for all walks of life. We provide interactive environments in which hands-on exploration engages the mind; interactive environments where learning becomes a process of self-motivated curiosity and discovery; interactive environments where children cultivate a lifelong love of learning along with the higher-cognitive brain functions critical for advanced problem solving and lifetime success.

Our Curriculum

Blooming Minds Montessori approaches education from the premise that children thrive when they become the lead participant in their acquisition of knowledge. When children can explore, they become interested, when they are interested, they become engaged, and when they are engaged the true learning happens. Fueled by their inner desire to discover, they become active participants in their education, and they take themselves further than any teacher could take them alone. Engaged children are self-motivated, joyful, excited, curious, capable, responsible, independent, confident children who learn that learning is fun and develop the skills to become life-long learners.

Children are exposed to many complex concepts at an early age through the use of the specially designed Montessori materials. These hands-on learning materials enable the child to literally see and explore abstract concepts. Freedom and spontaneity are a large part of the classroom, and it is productive because peace, order, and respect are upheld in the classroom community. Materials teaching art, science, language, math, practical life skills, music, movement, geography are offered throughout the classroom, and these materials are related and have thematic connections.

Our Mission

Blooming Minds Montessori will provide a safe, nurturing, and stimulating environment where children will be educated through enriching activities that prepare, embrace, and promote learning. Our preschool will help your child achieve their learning potential, while enabling their mind to bloom with socialization, knowledge, creativity, imagination, and the necessary skills needed for the foundation and success in future years of schooling.

As educators, we are here to provide a rich environment and to guide each child through this environment along his or her unique path of exploration, interest, engagement, discovery, and self-development.

1. Sick Policy

To keep our students healthy and school germ free, BMM follows a strict sick policy. A current health assessment form must be filled out and kept on file for every child. If a child is showing symptoms of a contagious illness or disease while at school, BMM will call the parent/legal guardian to pick up the child from school immediately (within 45 minutes). If the parent/legal guardian does not arrive within 45 minutes, BMM will contact the emergency contacts to pick up the child immediately (within 45 minutes). The student may not return to school for 24 hours after the symptoms have stopped. If a child has seen a Doctor and been prescribed antibiotics, the antibiotics must be taken for a minimum of 24 hours before returning to school.

These symptoms may include the following:

- A child is too ill or irritable to participate in regular school activities. (continuous crying that requires more attention than can be given in a group setting)
- A child has a fever above 100 degrees Fahrenheit (including the period of 24 hours after the onset of the fever) Parent will be notified of fevers ranging in the 99 degree zone, if the child is exhibiting any other symptom along with low grade fever the child may be sent home.
- A child is vomiting or has diarrhea at school or has had these symptoms within 24 hours.
- A child shows signs of a rash. (Please provide a doctor's note if your physician says the rash is not contagious.)
- A child is diagnosed or shows signs of pink eye or strep throat. A child may return to school 24 hours after beginning antibiotic therapy.
- A child exhibits respiratory issues such as breathing hard or fast, wheezing, the need for breathing treatments more frequently than 3 times per day, or any combination of these symptoms.
- A child has an unclear excessive mucous discharge from nose or eyes.

2. Medication

If BMM is expected to administer medication to a child while at school, the parent/legal guardian must fill out and sign a written medication permission form. Medication records will be maintained for 6 weeks.

The medication permission form shall include:

- (a) the name of the child,
- (b) the name of the medication,
- (c) written instructions for administration, and (d) the parent signature and the date signed.

The instructions for administering the medication shall include:

- (a) the dosage,
- (b) how the medication will be given,
- (c) the times and dates to administer the medication, and (d) the disease or condition being treated.

Parents must check in all medication with teacher or administration, including prescription and non-prescription medication. Creams, cough drops, cough medicine, and asthma treatments are examples of

medications that must be checked in and be secured from children. BMM may refuse to administer medication to a child if the process is too traumatic for the child or the child refuses medication.

3. Clothing

Every student must always have a change of weather appropriate clothing kept at school. If a child goes home in their spare change of clothes, a new spare set must be sent back the following school day. Children must come to school in clothing that is okay to get messy in- BMM allows children to play outside, play on the floor, work with water freely, and use a variety of art materials. It is encouraged that student wear clothing that they can manage on their own (elastic waist bands and Velcro shoes are great). Please avoid buttons, zippers, ties, and belts that they cannot manage independently.

Parents should label all clothing to avoid stockpiling lost clothing, particularly sweaters and jackets. If items are left in a lost and found area for longer than 14 days, they may be donated to a local charity.

4. Discipline

BMM has developed a discipline policy to ensure every child's safety and encourage a child's self-control. All staff is trained to follow the below disciplinary measures.

Positive discipline measures include but are not limited to:

- (a) positive guidance
- (b) redirection
- (c) positive behavior rewards (on a limited basis)
- (d) thinking time (brief removal from an activity where distracting behavior occurs)

Disciplinary measures will not include any of the following:

- (a) corporal punishment, including hitting, shaking, biting, pinching, or spanking.
- (b) restraint of a child by binding or tying.
- (c) use of abusive, demeaning, or profane language.
- (d) withholding of food, rest, or toileting.
- (e) confining a child in a locked closet, room, or similar area.

5. Termination of Enrollment

A 30-day paid notice is required to withdraw your child from Blooming Minds Montessori.

In the occasion that a student is due to miss a long period of time, the parent can choose to:

1. Forfeit the child's spot and re-enroll when the child is able to attend if there is an opening.
2. Continue to pay tuition while the child is not in attendance.

Enrollment may also be terminated if in BMM's sole judgment a parent or guardian behaves in a negative manner causing stress to the Blooming Minds community, fails to support BMM's program in its entirety, behaves in a manner that is uncooperative, or is in any way abusive to staff or administration. BMM reserves the right to terminate a child's enrollment if at any time BMM determines that a child's best

interest is not served or the child in some way hinders the best interest of another child or children in the school.

6. Protocol for Disenrollment

Our goal is to act quickly, thoughtfully, and thoroughly to communicate, address, and resolve concerns relating to students. Teachers and administration will attempt to work in a constructive manner to resolve problems before disenrollment. When a child's behavior poses an injury or threat of injury to self, other children, teachers, or staff members, parents may be called to pick up their child immediately, and disenrollment may be executed the same day.

When behaviors disrupt the classroom safety and/or productivity over time, teachers will provide data to administration. Examples of behaviors that warrant data include but are not limited to excessive and injurious biting; uncontrollable outbursts; excessive difficulty in adjusting to the classroom structure after a reasonable period of time, which may include an inability to independently work with Montessori materials and participate in circle times; eloping from the classroom; physical or verbal abuse inflicted on peers, teachers, or staff; ongoing refusal to comply with teacher directives. We typically warrant the following ideas for interventions of the behavior:

Step 1 – The teacher creates own behavioral plan to implement with the child if the child is having difficulties in class. Step 2 – If the teacher's plan is not showing results, teachers will meet with administration about the behaviors. Administration will place the child on Behavior Incident Reports (BIR's) that the teacher will have to fill out each time they notice a behavior. Step 3 – If the BIR's exceed 10, the teacher must set up a meeting with the parent(s) to discuss further action and set up a plan for school and home. Step 4 – If steps 1-3 fail, administration will consider dis-enrollment of the child and conduct a meeting with the student's parent(s).

7. Check in/out & Releasing Students Policy

Students must be checked in and out daily by an authorized adult. Only individuals who are identified in the enrollment paperwork may pick up students; BMM will not release students to anyone who is not a parent/legal guardian or not on the pickup list. To pick up a student, the individual must ring the bell, check in at the front desk, and present picture ID (name must be on the authorized pickup list of that child). Verbal authorization may be used in an emergency if the verbal authorization can be confirmed.

Drop offs must be a quick and easy routine, prolonged drop offs can be more difficult for the student. Students must be dropped off by 9am (unless the parent notifies BMM of a late drop off). Please avoid entering the classroom after 8:30am as class is already in session. Entering after class has begun can disrupt the other students, if you wish to speak with the teacher please make an appointment with the teacher or admin.

Parents &/or other authorized individuals picking up or dropping off **must** sign their child in and out through the brightwheel app every day.

8. Toilet Training

BMM supports, encourages, and helps with potty training. When your child becomes 2 years old (or showing signs of readiness) and moves into BMM's Wildflower's class, the teacher will begin working on potty training with your child. We support the Montessori Method of toilet learning- this includes stand up diapering, changing from diapers to cotton training pants, and teaching the child to become independent when using the toilet. Please see the "Toilet Learning" guideline brochure for full details. If your child is potty training, you are required to provide BMM with 5 changes of cotton pants, 5 plastic underwear covers, and 5 changes of clothes.

The state of Utah Health Department does not allow centers to rinse or wash soiled clothes due to accidents. The following is the rationale behind this rule- "Containing and minimizing the handling of soiled clothing so they do not contaminate other surfaces is essential to prevent the spread of infectious disease. Rinsing soiled clothing and placing stool in the toilet from the clothing increases the likelihood that other surfaces will become contaminated." For this reason, your child's soiled clothing will be sent home in a doubled plastic bag for washing. Students who are potty training are encouraged to only wear their cotton underwear, their plastic covering, and a shirt when potty training.

If your student becomes ready to move into our Sunflower Program and is not yet potty trained, they will have a 60-day period to become potty trained. If this does not happen within 60 days, the child may be disenrolled from the school.

9. Pick up and Drop off Policy

For the safety of our students, the doors always remain locked.

DROP OFF- We are **not** a drop-in center and follow a strict policy when it comes to drop off. Parents are expected to drop their child off in the 30-minute allotted drop-off period (8:30am-9am). The school day begins promptly at 9am and children who come later than 9am tend to feel like they missed out and can disrupt the rest of the class. We also have scheduled an employee to answer the door and help you during drop-off from 7am-9am; if you come later than this, someone may not always be there to help you. Our teachers are also there to welcome parents during the drop-off time and will not always be able to greet you when you drop your child off later than 9am. We follow this procedure because it is best for each child to be here on time to have consistency in their routines within their classrooms. *It is also required to clock your child in on the brightwheel app at drop off and pick up.*

We understand that sometimes parents run late or have appointments—with this in mind, we have allotted 3 (unexcused) tardy drop-offs for each family every 6 months. For a tardy drop-off to be excused, we will require a doctor's note or a note of legitimacy as per the reason why their child was late. If a family exceeds the 3 allotted tardies in a 6 month period, a fee of \$10 per tardy after that will be added to their tuition account. Chronic or habitual late drop-offs will lead to the disenrollment of your child.

PICK UP- Pick up is also carefully designed around what is best for the child. Children at this young age need routines and schedules- it is important for the child to know what is coming next. Our school day is scheduled to end at 3:30pm, there is a 5 minute grace period to pick up before late charges are added.

Student's must be picked up by 3:30pm unless your child is enrolled in the aftercare program. If they are in our aftercare program- you will need to pick them up at the time you have listed on the enrollment paperwork. Aftercare is provided at an additional charge. Chronic or habitual late pickups may result in disenrollment of your child.

10. Parent Visits and Camera Access

Parents are welcome to visit their student's class at any time. We ask that parents make arrangements with administration or the classroom teacher(s) so we can prepare the students for a visitor in the classroom. We also offer access to classroom cameras to parents through an app available on any smartphone. Camera access is \$25/month (and must be signed up with a 6-month subscription), this can be set up with an administrator. Cameras are secure and the logon information changes at random to keep it very secure. When this happens, BMM will try to give parents who have access the new logon information ASAP, but it is the parent's responsibility to call or email BMM's administration to receive the new information.

11. Conferences

BMM offers two Parent-Teacher Conferences per school year. Parents are required to attend at least one per school year, as we like to keep parents as up-to-date as possible with their child's progress. A parent can also request a private meeting to discuss a student's progress or other information with the classroom teacher(s) and/or Administration whenever they feel necessary.

12. Germ Control

BMM strives to keep the school clean and sanitary.

Hand washing will be stressed as a measure to help prevent the spread of germs. The following hand washing policies will apply school-wide:

- (a) All individuals will wash and scrub their hands for 20 seconds with liquid soap and warm, running water.
- (b) The use of hand sanitizers will not replace hand washing, except during off- site activities as needed.
- (c) Teachers will teach children proper hand washing techniques and oversee hand washing
- (d) Teachers and children will wash their hands upon arrival to facility, after using the toilet, before eating, upon returning from outdoor playtime, after wiping noses, after handling animals, and before and after food preparation.
- (e) Only single-use towels from a covered dispenser may be used to dry hands. We do not allow personal hygiene items, such as combs, hair accessories, and toothbrushes to be shared between children unless sanitized between each use. On occasion, teachers will do student's hair but will sanitize the brush/comb after the use. Indoor activity equipment and materials will be cleaned and sanitized daily or more often as necessary. Blankets, sheets, and worn clothing must be machine-washed weekly. Teachers will send home bedding & cups on Fridays to be washed over the weekend. Children should bring only one sheet and one blanket for nap time. Pillows & stuffed animals are not allowed.

13. School Shutdowns

Blooming Minds may be forced to shut down for the following reason(s)

1. Severe weather or natural disasters
2. Power outages (more than 2 hours without power)
3. School threat (in a lockdown case, students will not be released until lockdown is lifted)
4. Flood (in or outside of the school)
5. Fire (in or outside of the school)
6. Severe outbreak of sickness or communicable disease
7. Other disasters

If this happens, an email and text will be sent to all parents on the master email list. Parents should make sure that their email addresses and phone numbers (along with cell phone provider) are listed correctly on their student's paperwork. BMM has the right to shutdown school for any reason they see necessary.

14. Allergies

BMM allows all types of foods. If a student has an allergy, it must be listed on the enrollment paperwork so we can properly handle any food restrictions that apply.

15. Naptime

BMM requires a 2 hour nap or rest time for all students 3 years old and younger. Our Daisies Program will adjust to each infants napping schedule or needs. With soft music in the background, children will rest or sleep on their cots during naptime. Teachers may rub children's backs or rock them to help them fall asleep.

16. Evacuations, Lockdowns, and Drills

If Blooming Minds is required to evacuate, the entire school will evacuate to the Granger Medical Building North-West of BMM. Parents should have a plan in place for emergencies. If BMM is placed in lockdown, we will send an email to all parents on the master email list. Parents will NOT be allowed to pick up their child until the lockdown has been lifted. There will be monthly school-wide fire drills ran and a disaster drill ran every 6 months.

17. Birthdays and Holidays

BMM recognizes and celebrates birthdays, Martin Luther King Jr. Day, President's Day, Valentine's Day, St. Patrick's Day, Easter, Earth Day, Mother's Day, Father's Day, Independence Day, Halloween, Thanksgiving, Christmas, & New Year's. For birthdays, parents may bring a treat to school if desired if abiding by classroom allergies, but it is not necessary. Preferred treats are items such as fresh fruit, yogurt, fruit snacks, pencils, and erasers.

18. Lunch and Snacks

Parents/guardians are required to bring a packed lunch for their students to school every day. BMM will provide a morning, afternoon, and aftercare snack. If a parent forgets their student's lunch, BMM will put together a lunch for the student and charge the parent a \$5 "forgotten lunch fee". A reminder will be sent home for a lunch to be brought the next day. If your child requires milk, formula, or any other type of liquid besides water, you are required to provide it daily for your child. If there are known food allergies in a classroom you will be provided a notice of what foods are not allowed to be packed in your child's lunch or served in the classroom.

19. Outdoor Play

All students will have, at least, a 30-minute outdoor play period daily. Please make sure your child is dressed in clothing appropriate for outdoor play. We will check weather quality on a regular basis to avoid children's exposure to poor air quality. When weather temperatures are extreme, outside time is limited but students will still go outside. Teacher's will also take student's on nature walks around the school's complex.

20. School Closed Days & Childcare Days

BMM is completely closed for 17 days throughout the 12-month year (listed in red on the annual calendar). We are also closed for but offer childcare (listed in yellow on the annual calendar) for 12 days. Childcare days cost \$30 per day (\$25 for siblings) and parents must sign up in advanced for this service. There will be a deadline to sign up, parents must remove their child from this list on that deadline if they wish to cancel the childcare day. Students may not attend childcare days unless they are signed up in advanced, if a parent tries to drop off and the child is not signed up, they will be turned away. If a parent signs their child up for a childcare day but does not use it or cancel by the deadline, they are still responsible for paying for the childcare day they signed up for. Both closed and childcare days are subtracted out of the monthly tuition, so you are not charged for the days Blooming Minds is closed.

21. Items Needed

Please bring the following items for your child every week:

Infants:

- Diapers
- Wipes
- Change of clothing
- Blanket
- Crib sheet
- Bottle
- Binky (if necessary)
- Formula/Breast Milk
- BMM Backpack
- BMM Lunchbox

Toddlers:

- Lunch
- Diapers
- Wipes
- Change of clothing
- Blanket
- Crib sheet (to fit over cot)
- Sunscreen
- Water Bottle
- BMM Backpack
- BMM Lunchbox

Preschool:

- Lunch
- Change of clothing (weather appropriate)
- Blanket (child size only)
- Crib sheet (to fit over cot)
- Sunscreen
- Water Bottle
- BMM Backpack
- BMM Lunchbox

*All clothing should be labeled and then placed in a ziplock bag that is also labeled with the child's name. It will be kept in the child's cubby. All of the child's belongings should be labeled.

Items not to bring: Children should not bring pillows, electronics, toys, or diaper bags to school.

22. Billing Information

Tuition payments are due on the 1st of each month. A late fee of \$25 and \$10 per day until paid in full will be added to the account if tuition is not paid by the 15th of the month- if the payment is not submitted in full by the 1st of the following month, your child's enrollment will be terminated. If accounts are not current when your child leaves or is disenrolled from our program, we will give you a 30-day period to pay your balance in full or communicate with us to create a payment plan. If payment is not made in 30 days, BMM will send you to collections or small claims court. You will be responsible to pay all attorney fees if your account is sent to collections or small claims court.

Blooming Minds conducts school year-round, with summer months being optional. The annual tuition amount is divided into twelve equal installments with school closures already subtracted, which means a full monthly payment is due regardless of holidays that occur during a given month or children's absences due to illness, vacation, etc.

Payments can be made through the brightwheel app. All major credit/debit cards are accepted. You may set up auto withdrawals from a credit/debit card or bank account.

23. 2020/2021 Tuition

These rates go into effect on August 1, 2021.

Kindergarten 5-6 years		Monthly Rate	School Yr Annual Rate	Annual Year Rate
8:30-3:30	5 days	\$823.00	\$8,013.42	\$9,572.79

3-5-4.5 Years

8:30-3:30	5 days	\$787.00	\$7,662.89	\$9,320.28
8:30-3:30	3 days	\$505.00	\$4,912.27	\$5,876.36
8:30-3:30	2 days	\$364.00	\$3,549.00	\$4,231.50

2.5-3.5-Years

8:30-3:30	5 days	\$874.00	\$8,510.00	\$10,166.00
8:30-3:30	3 days	\$592.00	\$5,758.55	\$6,888.73
8:30-3:30	2 days	\$410.00	\$3,997.50	\$4,766.25

1.5-2.5-Years

8:30-3:30	5 days	\$906.00	\$8,821.58	\$10,538.21
8:30-3:30	3 days	\$598.00	\$5,816.91	\$6,958.55
8:30-3:30	2 days	\$433.00	\$4,221.76	\$5,033.63

6 weeks to 18 months

8:30-3:30	5 days	\$983.00	\$8,757.00	\$11,676.00
3:30-3:30	3 days	\$669.00	\$6,507.55	\$7,784.73
8:30-3:30	2 days	\$489.00	\$4,767.76	\$5,684.63

24. Fee's & Discounts

**All fees are non-refundable. If you register before January 1, 2021 you must pay activity and material fee in full, between January-May 2022 fees are ½ off.*

One-Time Registration fee (due upon enrollment): \$100 per student

Annual Commitment fee (due upon acceptance into the program or at re-enrollment time)

Daisies: \$75

Dandelions: \$75

Daffodils: \$75

Wildflowers: \$75

Sunflowers: \$75

Kindergarten: \$100

Annual Material Fee (due August 15, 2021):

\$100 per student

Annual Activity Fee (due August 15, 2021):

Daisies: \$50

Dandelions: \$75

Daffodils: \$75

Wildflowers: \$75

Sunflowers: \$75

Kindergarten: \$75

Summer Camp Fee (due upon acceptance into the program or at re-enrollment time):

\$50 per student

Sibling Discount:

10% off the total base tuition of the oldest child

Annual Payment Discount:

5% off base tuition

25. Early Drop Off/Late Pickup Fee's

An early/ late fee of \$1 per minute will be charged after the grace period:

School Day grace period is 5 minutes before 8:30 a.m. and after 3:30 p.m.

Extended Care grace period is 5 minutes before and after scheduled time.

In addition, if a child is picked up past closing time of 5:30pm, a \$25 surcharge will be billed after 5:30pm in addition to the late fee of \$1 per minute.

26. Summer Program

We will remain in session for the summer months for our annual Summer Camp. All policies/procedures, tuition, operating hours, and accepted ages remain the same for the summer months. Blooming Minds decides on a theme for camp each year and plans special visitors, water days, and activities for camp.

27. Extended Care

Extended care is available from 7:15am to 8:30am and from 3:30pm to 5:30pm. Parents need to enroll for this service in their student's enrollment packet. In order to plan for teacher ratios and create a quality program, parents must choose a consistent schedule. The flex plan allows extended hours to change from day-to-day. Extended care is a flat rate per ½ hour.

Extended Care Pricing

Hours per Day	Total per Month Full Time Schedules	Total Per Month Part Time Schedules
0.5	\$ 30.00	\$ 20.00
1.0	\$ 55.00	\$ 35.00
1.5	\$ 80.00	\$ 50.00
2.0	\$ 105.00	\$ 65.00
2.5	\$ 130.00	\$ 80.00
3.0	\$ 155.00	\$ 95.00
Flexible	\$ 180.00	\$ 110.00