



# **Montessori Children's House of Laramie**

## **Policies**

Approved June 21, 2017

Modified March 19, 2018

## **Mission**

The Montessori Children's House of Laramie is a private, non-profit preschool committed to providing an authentic Montessori experience.

Our mission is to educate and develop the whole child by nurturing a love of learning, positive character, and peace within each student.



## Table of Contents

Section 1. Enrollment Policy .....	1
A. Tuition .....	2
B. Registration .....	3
Section 2. Behavior and Discipline Policy .....	3
Section 3. Attendance Policy .....	4
A. Arrival and Departures .....	4
B. Absences.....	5
C. Illness .....	6
D. Major Accidents .....	6
E. Medication Policy .....	7
Section 4. Emergency Plan .....	8
Montessori Children’s House of Laramie Important Contacts .....	8
Emergency Contacts .....	8
Evacuation.....	8
Shelter-in-place .....	9
Fire Drills .....	9
Snow Days .....	10
Section 5. General School Policy/Parent Handbook.....	10
A. What to Bring to School.....	10
B. Meals .....	11
C. Toys .....	12
D. Birthdays .....	12
E. Sunscreen .....	12
F. Toilet Training and Accidents .....	13
G. Visits to the Children’s House .....	13
H. Parent Involvement .....	13
I. Parent and Community Volunteers .....	14
J. Parent Workshops .....	14
K. Field Trips .....	14
L. Other.....	14
Section 6. Privacy Policy .....	14

Section 7. Tobacco and Firearms Policy.....	15
Section 8. Personnel Policies .....	15
A.    Employment of Head of School .....	15
I.    Qualifications .....	15
II.   Selection and Appointment .....	15
III.  Renegotiation of Head of School Contract.....	15
IV.  Evaluation.....	15
V.   Suspension or Dismissal of Head of School.....	16
VI.  Substitute Teachers.....	16
VII. Salary .....	16
VIII. Payroll Distribution.....	17
IX.  Basis for Fractional Pay or Deductions .....	17
X.   Background Checks .....	17
XI.  Other Job Expectations.....	17
B.    Employment of Teaching Assistants.....	17
I.    Qualifications .....	17
II.   Selection and Appointment .....	17
III.  Normal Hours of Work.....	18
IV.  Overtime Work.....	18
V.   Wages .....	18
VI.  Payroll Distribution .....	18
VII. Terminations.....	18
VIII. Criminal Background Checks .....	18
C.    Other Employee Benefits .....	18
I.    Workers’ Compensation.....	18
II.   Health-Life Insurance .....	18
III.  Travel Expense .....	18
D.    Leave Policy.....	19
I.    Sick Leave .....	19
II.   Professional Leave .....	19
III.  Parental Leave .....	20
IV.  Personal Leave.....	20
V.   Other Leave .....	20
VI.  Bereavement and Funeral Leave .....	20

VII. On-the-Job Injury Leave.....	20
E. Drug-Free Workplace.....	22
F. Sexual Contact Between Employees and Students or Sexual Assault by Employees Upon Students.....	22
G. Communicable Diseases .....	22
Section 9. Grievance Policy and Procedures .....	23
A. Parent Grievance Policy.....	23
B. Board Grievance.....	23
C. Staff Grievance Policy .....	23
Section 10. Financial Policies and Procedures .....	24
A. Invoicing.....	24
B. Incoming Payments .....	25
C. Spending/Reimbursement Procedure .....	25
D. Bank Reconciliations Policy .....	25
E. Record Retention Policy.....	26
F. Physical Security.....	26
G. Approvals for Payments Policy.....	26
H. Check Signers.....	26
I. Hourly Payroll.....	26
J. Financial Planning and Reporting Policy .....	27
I. Budgeting Process .....	27
K. Internal Financial Reports .....	27
L. Operating Reserve .....	28
Section 11. Gift Acceptance Policy .....	28
Section 12. Conflict of Interest Policy .....	29
Montessori Children’s House of Laramie.....	31
Annual Conflict of Interest Statement .....	31

## Section 1. Enrollment Policy

Montessori Children's House of Laramie (MCHL) determines the target number of students in each class based on the recommendations of the Head of School, and the physical capacity of the learning space.

- **Parent Commitment to Montessori Education** The parent and child are highly encouraged to visit the school for a pre-enrollment meeting (which may include a tour, observations in the classrooms, and meeting with the Head of School and child) to ensure the program will meet the needs of the child and to better understand the philosophy and program. Parents will also have the opportunity to attend parent education events offered throughout the year.
- **Maturation Level** The child must be able to participate and substantially benefit from this program without risk to self or other children and must also be emotionally capable of participating in the classroom activities. The child must be toilet trained. These assessments will be made by the Head of School.
- **Age** Children attending MCHL must be no younger than 3 years old and no older than 5 years old on September 15<sup>th</sup> of the year enrolled. MCHL reserves the right to waive this requirement at the discretion of the Head of School.
- **Gender** Montessori classrooms function best with a balance of age and gender. MCHL's Head of School will consider age and gender to ensure balance in the classroom.

Parents and guardians (hereafter referred to as parents) interested in enrolling their children with MCHL are encouraged to familiarize themselves with the Montessori Method. The Montessori Method focuses on the whole child to best support your child's social, emotional, and academic development.

MCHL reserves the right to deny enrollment to anyone.

Montessori Children's House of Laramie offers full day (7:30-5:30), school day (8:30-3:00) and half-day learning (8:30-12:00), five days a week, excluding federal holidays. MCHL reserves the right to limit the number of half-day slots.

Children attending MCHL must be no younger than 3 years old and no older than 5 years old on September 15<sup>th</sup> of the year enrolled. MCHL reserves the right to waive this requirement at the discretion of the Head of School.

Children must be toilet trained.

Times and days may not be split between children.



## A. Tuition

**Fees & Payment Dates:** Tuition will be determined by the board of directors.

For those enrolling prior to the new school year, an enrollment deposit will be required for each student in the amount of a full month's tuition. The first half of payment will be due June 1. The second half of payment will be due July 1. This deposit will be applied to tuition payments for the last week in August (first week of school) and the remaining portion of the month of May. For those enrolling within the school year, no deposit is necessary, and tuition will be paid on a monthly basis.

Tuition will be due on the first of each month, excluding August and May.

Tuition is a lump sum amount, payable at the specified rate in monthly installments. Individuals are obligated to pay the monthly installments regardless of vacation periods, sick days, conference days, early withdrawal, or a decision to withdraw child prior to the last scheduled day. The Montessori Children's House of Laramie requires 30 days' written notice of any intent to remove a child from the school or lower a tuition package or the family will be financially responsible for that 30-day period.

**Discounts:** MCHL will allow a 5% discount to families paying a full school year's tuition in one total payment paid in August or two equal payments with one paid in August and the other paid in January.

Should any family that has paid tuition for a full year in advance decide to withdraw their child from MCHL or change their tuition package, 30 days' notice must be given. After 30 days' notice, tuition will be reimbursed for any remaining months during the remaining school year and the family will forfeit the 5% savings gained from payment.

Should MCHL not be able to provide childcare for an enrolled family who has paid for the full school year, the family will be reimbursed their payment in a prorated manner, receiving back monies for any month during which their child has not been permitted to attend.

If two children of the same household are enrolled in the same school year at MCHL, a 10% discount in tuition is available for the child with the lesser tuition, if at least one child is enrolled in school day or full day. In the case where the tuition is equal, one child's tuition will be discounted at 10% if they are enrolled in school day and/or full day.

**Penalties:** Payments not received within 10 days of the due date will be assessed a 10% late fee (finance charge). Any checks returned for insufficient funds will be assessed a \$30.00 return check fee. Montessori Children's House of Laramie will charge 20% interest for any tuition that remains unpaid after the end of the month for which it was due and for each month thereafter. Families are obligated to pay all reasonable costs of collection and/or enforcement of the tuition policy, including costs and reasonable attorney's fees. Any student whose tuition is not paid within 20 days of the due date will not be allowed to continue at the Montessori Children's House of Laramie until the account is paid in full or payment arrangements have been made with the Director.



## **B. Registration**

Registration will begin approximately the third week in March of each year. Currently enrolled students will have first priority for enrollment and must inform MCHL of intent to return by the annual enrollment date, otherwise the spot will be forfeited. MCHL will do all we can to ensure students of currently enrolled siblings are able to enroll as well.

There is a registration fee of \$50 which must be received within one week of MCHL receiving an application. If not received within one week, the spot will not be reserved. Once a child is enrolled in the program, and a place is reserved, the school will deposit the registration fee for that child. The fee will be applied to that child's first full tuition payment in September. A preschool application is not considered complete without this payment.

## **Section 2. Behavior and Discipline Policy**

We strive to develop and refine self-discipline, independence and intrinsic motivation within each of our students. Together with parents, we work to guide children toward these social and emotional goals by means of: building conflict resolution skills, nurturing a peaceful community, teaching grace and courtesy, and providing a balance between freedom and limits within the classroom.

MCHL Code of Respect:

1. Respect yourself: Treat yourself with kindness.
2. Respect others: Follow the leaders' instructions. Respect each other by keeping hands, feet, and objects to yourself. Use kind language. Do not interfere with each other's work and each other's opportunity to learn.
3. Respect the environment: Treat materials and the learning environment appropriately and with care.

At MCHL, we do not use external rewards and motivation (such as stickers, awards, and treats), but rather, we strive to tap into the child's internal motivation to learn and behave appropriately.

We do not utilize punishment in our classroom. We prefer methods that prioritize respect for the child, which might include:

- calm, gentle reminders about classroom expectations and behavior
- calm, respectful redirection of the behavior to another, positive behavior
- a series of choices so the child may play a part in his/her redirection
- distraction from the source of the problem
- ignoring the behavior, if and when appropriate
- guided, peaceful conflict resolution with other children



- natural or logical consequences of behavior

The following is a list of unacceptable behaviors for parents, guardians, employees, students and board members of the Montessori Children's House of Laramie:

- Intentional physical harm or injury to another person
- Intentional damage to school property or property of others
- Persistent interference with the ability of children to learn and play
- Intentional disregard of the Code of Respect

If any of these behaviors become extreme or repeatedly occur in students, we will follow with these actions:

1. The teacher will work closely with parents to establish a behavior plan tailored for the individual child to decide what steps can be taken to resolve the behavior.
2. If the extreme behavior continues, the child will be asked to leave for the remainder of the day and may return the next day.
3. If the extreme behavior continues despite every attempt to help the child, the child will be asked to leave the Children's House.

MCHL will strive to work with families to address behavior issues before the above three actions occur.

If any of the unacceptable behaviors listed become extreme or repeatedly occur in parents or guardians, we will follow with these actions:

1. The Head of School will work reasonably and in good faith with the parent to resolve the problem.
2. If extreme behavior continues, the parent will be asked to leave the premises and may return when the issue is resolved.
3. The Head of School will request a meeting with all parents and guardians of the child plus one MCHL Board member.
4. We reserve the right to discontinue services if the behavior continues.

## **Section 3. Attendance Policy**

### **A. Arrival and Departures**

All children will be signed in and out each day. Authorized adults who may pick up children from the Children's House must be listed on the form provided in your registration materials. If someone not listed on the form is coming to pick up a child, the Head of School must be notified before-hand to ensure the child's safe release to that adult.

All children need to arrive and depart within the timeframes listed below. Late pick-ups will result in a fee of \$15.00 for every 15 minutes after the pick-up time window. Parents are advised to call the Children's House as soon as possible when late arrival and/or late pick-up is anticipated so that preparations can be made.



**Arrival Times: Late arrivals disrupt learning. Please do your best to ensure your child is at school and ready to learn at 8:40.**

Full Day: 7:30 – 8:40am

Half Day: 8:15 – 8:40am

School Day: 8:15 – 8:40am

## **DEPARTURE TIMES**

Half Day: 11:45am – 12:05pm

School Day: 2:45 – 3:05pm

Full Day: No later than 5:35pm

It is the parent's responsibility to be prompt within these windows of arrival and departure times.

Parents are asked to park in designated parking area in front of MCHL or along the street if designated area is not available. Parking in the lot beside MCHL is to be used for longer term parking by parents or visitors during school hours (e.g., birthday party, attending to a sick child). Parents will walk their children into and out of the Children's House. When parents enter the school, please keep these grace and courtesy guidelines in mind:

- Speak in a calm and quiet voice;
- Stow cell phones away, on silent mode. Phone calls should be taken outside of the facility;
- Allow children to participate in their preparations for arrival and departure at their own pace;

Engage in socialization with other parents quietly, away from learning area.

## **B. Absences**

Childcare fees are based on enrollment (a reserved space), not on attendance. To maintain a reserved space, fees must be paid during the absence of a child due to illness, holidays, vacation, or for any other reason. Children's House does not offer any tuition discounts if your child does not attend.

If your child will be absent for any reason, please notify MCHL immediately. It is helpful for us to know if your child will not be coming to school. If there is planned vacation day(s) please give MCHL staff at least one (1) week notice prior to the dates your child will not be attending so we can plan staffing accordingly. Absences outside the Albany County School District #1 calendar shall be communicated to staff.



## **C. Illness**

Children who are not physically well won't fair well in a learning environment. They also may be contagious and pass their illness on to other children and teachers. Because of this, we are unable to accept children into our care if they are experiencing any of the following:

- Vomiting within the past 24 hours
- Body rash, lice or nits
- Diarrhea; 3 or more watery stools in 24 hours
- Thick mucus or puss draining from the eye(s)
- Swollen glands
- Unusual tiredness, lack of appetite, confusion or crankiness
- Contagious illnesses such as the common cold, influenza, stomach "flu", whooping cough, strep throat, hand-foot-and-mouth disease, etc.
- A fever of 101° F within the past 24 hours
- A fever of 100° F or more AND sore throat, rash, vomiting, diarrhea, earache or just not feeling well.

We appreciate a quick phone call from you if your child has fallen ill to inform us that your child will not be attending school that day, and so we can take measures to protect other children and staff.

If a child becomes ill while at school, the parents will be contacted to pick up their child immediately. A parent or other designated backup person must be available to pick up the child within 45 minutes.

A child sent home for the above reasons must be kept home for 24 hours after symptoms subside. MCHL may require that your doctor send us a note indicating that your child is under proper treatment and no longer contagious to other children before he or she is able to return.

MCHL reserves the right to temporarily deny any child admittance to the school for reasons of obvious illness, or to request early departure should symptoms become apparent during the course of the day.

If MCHL is informed by a parent that their enrolled student has contracted a communicable disease (contagious illness), MCHL will inform all families of that information within 24 hours.

## **D. Major Accidents**

The MCHL Head of School will assess the situation and decide whether the child needs to go to hospital by ambulance or whether the child can wait for the parent to come.

*If the child needs to go straight to hospital, the Head of School or designated staff member will:*

- Call 911 immediately;



- Administer first aid and/or CPR as appropriate;
- Call the parents/named contacts to make arrangements to meet at the hospital; and
- Accompany the child to hospital, taking along all relevant paperwork.

*If the child can wait for the parent to arrive, the Head of School or designated staff member will:*

- Contact the parent;
- Administer first aid as appropriate;
- Stay with the child to monitor them and make sure they are comfortable; and
- Explain to the parent, what has happened, and/or the symptoms being shown. It will then be up to the parent to seek medical advice.

In case of illness or accident it is necessary for us to know where you may be reached at all times. Parents must keep a current list of emergency contact information on record with MCHL at all times.

### **E. Medication Policy**

Medications both prescription and over the counter are rarely given at school; the only exceptions involve special or serious problems where it is deemed absolutely necessary by the prescriber (e.g., physician, nurse practitioner, or dentist) that the medication be given during school hours. The parent is urged, with the help of your child's prescriber, to work out a schedule of giving medication at home, outside of school hours whenever possible.

If medication is to be administered at school, all of the following conditions must be met:

1. A signed request from a licensed prescriber specifying the condition for which the medication is to be given, the name, dosage, route, side effects and specific instructions for emergency treatment must be on file at school.
2. A signed request from the parent must be on file at school.
3. Medication must be in your child's original, labeled pharmacy container.
4. All liquid medication must be accompanied by an appropriate measuring device.
5. A separate form is required for each medication.

All medications will be stored per manufacturer's instructions in a safety lock container; in an enclosed space that is inaccessible to children, or, if refrigeration is required, in a refrigerator separated from food in a sealed plastic container on the top shelf.

MCHL will keep a written record of all medication, including over-the-counter medication given to children. This record will include name of child, name of medication, date and time medication was administered, amount of medication given, and signature or initials of person administering medication. Notification of medication administration will be given to the parent on the day it was administered. Medications will not be used beyond the date of expiration and will not be stored on the premises when no longer needed.

## Section 4. Emergency Plan

### Montessori Children's House of Laramie Important Contacts

Name	Montessori Children's House of Laramie
Address	607 South 4 <sup>th</sup> Street
Number	
Primary Contact	Callie Plaxco
Emergency Kit Location	Kitchen
Number of Children	20

### Emergency Contacts

Fire/ Rescue (911)	Chief Dan Johnson	(307) 721-5331
Police (911)	Chief Dale Stalder	(307) 721-2526
Hospital	Ivinson Memorial Hospital	(307) 742-2141
Poison Control		800-222-1222
Local Emergency Manager	Aimee Binning	(307) 721-1815
Electric Company		
Water Company		(307) 721-5225
Insurance Provider	Ray Gallegos/USLI	(307) 823-6127

### Evacuation

In case of the need to evacuate our site, the following procedures will be followed:

Evacuation routs/exits:	<ul style="list-style-type: none"> <li>● Children will be cared for on the main level and will not be permitted in the basement.</li> <li>● Exits (all windows and doors are checked regularly to ensure opening):             <ul style="list-style-type: none"> <li>○ <b>Living room:</b> Windows</li> <li>○ <b>Bedrooms:</b> Windows</li> <li>○ <b>Front Hallway:</b> Front door</li> <li>○ <b>Kitchen/All season Room:</b> Back door</li> </ul> </li> </ul>
Evacuating Preschoolers	<ul style="list-style-type: none"> <li>● The Children will be evacuated via the nearest exit (front or back). The meeting place will be the parish prayer garden. If the prayer garden is inaccessible, children will meet on the corner of Sheridan and 4th Street.</li> <li>● In case of the need to evacuate through the windows, children will be placed out windows first, using any items available to place them on the ground.</li> <li>● Children and staff will be accounted for once safely out of the building.</li> </ul>

Notification:	<ul style="list-style-type: none"> <li>● Once all children are safely evacuated: <ul style="list-style-type: none"> <li>○ 911 will be called</li> <li>○ In the event of a gas leak 911 and/or the gas company will be called.</li> <li>○ Parents will be notified of the evacuation and the evacuation site location.</li> </ul> </li> </ul>
Emergency Kits / Information	<ul style="list-style-type: none"> <li>● Emergency kits will be placed in the kitchen and front hallway near the exits.</li> </ul>
Evacuation Site	<b>Laramie Montessori School</b> 608 South 4 <sup>th</sup> Street Laramie, WY 82070 (307) 742-9964

### Shelter-in-place

In case of the need to stay put due to a tornado or other notification from authorities (including active shooter) the following procedures will be followed:

Location:	Children will be taken to an interior space in the house. <ul style="list-style-type: none"> <li>● In the event of an active shooter, the Head of School will secure all of the doors and windows.</li> </ul>
Emergency Supplies:	<ul style="list-style-type: none"> <li>● Emergency Kits with snacks, toys, and water are stored in the kitchen and by the front door.</li> <li>● First aid kits are stored in the kitchen and beside the front door</li> <li>● Emergency contact sheets are kept with the supplies.</li> </ul>
Notification:	<ul style="list-style-type: none"> <li>● Parents will be notified once the immediate threat has passed.</li> </ul>

### Fire Drills

Fire drills will be performed at least once a month.

Fire Drills	Students are prepared in advance for the first drill of the year: <ul style="list-style-type: none"> <li>● The teachers explain why the school has fire drills and how loud the alarm is. Before the fire alarm is activated, the students learn which door is closest to them and are told that they can go out any door, though they must walk, not run.</li> <li>● When the alarm is sounded, teachers will help the students file out of the building, reminding them to be quiet and to walk.</li> <li>● The teacher will take roll. Staff also will be counted.</li> <li>● Staff will shut doors between rooms, once all students are outside.</li> <li>● A teacher will count how long the procedure takes.</li> <li>● All students are counted several times during the drill to make sure that all are present.</li> <li>● In the case of an actual fire, staff will call 911.</li> </ul>
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## Snow Days

Snow Days	MCHL follows the Albany County School District's procedure in declaring snow days, early closure or delayed opening. <ul style="list-style-type: none"><li>● Staff will sign-up for the School District alert system to be informed of closures or delays.</li><li>● Staff will attempt to post a notice on the school's website but such notice cannot be guaranteed.</li><li>● Staff will contact parents using the emergency numbers provided.</li><li>● In these circumstances, verbal permission will be accepted to send a child home with a friend if the school does not have a signed "Release to Non-Parent" and parent is unable to pick up the child.</li><li>● If no emergency contact can be made, staff will stay at the school with the remaining children.</li></ul>
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## Section 5. General School Policy/Parent Handbook

### A. What to Bring to School

#### **Backpack:**

Parents must ensure their child brings his/her backpack to school each morning so that any papers and items can easily be carried home. A backpack will also help keep our cubby space neat and tidy, contributing to a more beautiful, clean environment in which to learn and grow.

#### **Lunch box:**

For children attending the school or full day program, parents are asked to provide a healthy, balanced, complete lunch for him/her to enjoy with his/her peers. In order to develop healthy eating habits, we discourage an excess of sweets.

#### **Indoor Shoes:**

It is important that our Montessori learning environment is clean and tidy, without dirt tracked in from outside. Therefore, we ask that you provide your child with a pair of indoor shoes or slippers to be worn whenever they are inside the Children's House. These shoes will stay at school, in the child's cubby, and may only be worn indoors. The only exception is in the observance of a time-sensitive school evacuation (real or drill).

#### **Clothing:**

Children need to be dressed appropriately each day for preschool. Because we understand that children enjoy independence, we ask that their clothing be simple and practical, especially when considering fastening and unfastening for toileting.

Keep in mind that we engage in a variety of activities such as playing outside, painting, and

working with colored water that could result in a mess. While we do use aprons and smocks, there is always a possibility that clothing might be soiled. Therefore, parents are advised against sending children to school in nice or dressy clothing.

### **Extra Clothing Bag:**

Accidents happen and we want your child to be as comfortable as possible if this occurs. Each child is required to have a gallon-sized zip-lock bag with the following extra items of clothing (clearly printed with the child's name):

- pants/skirt/shorts
- shirt/dress
- underwear
- socks

If an accident does occur, the child's soiled clothes will be sent home in a plastic bag that day. Please be sure to check for soiled clothes and remove them from backpack before sending the child to school the next day. Refill and return the Extra Clothing Bag in a timely manner.

### **Winter Clothing:**

We will continue to play outside in winter's cold, snowy weather, so appropriate winter clothing for your child to change into during Laramie's colder months is required. Be sure to mark each article of clothing with your child's initials, as loose gloves and hats tend to get lost in the shuffle. Winter clothing should include:

- snow pants
- hat
- waterproof mittens or gloves
- warm jacket
- snow boots

### **Nap Sheets, Pillows and Blankets:**

MCHL will provide a nap mat for each school day or full day child to use during nap/rest time each day. Each child must have a fitted sheet, pillow, and blanket, placed in a durable, non-cloth bag, clearly printed with your child's name. Mats will be maintained and cleaned per DFS procedure. These articles must be taken home at the end of each school week to be washed and then returned at the start of the week.

## **B. Meals**

Sack lunches from home will be required for those attending "school day" or "full day" preschool. Students attending half days will not be having lunch at school. Healthy snacks for mornings and afternoons will be arranged via parent donations.

It is the responsibility of parents to notify MCHL if a child has a known food allergy and/or a



specific diet. A doctor's signed statement to put in a child's file is requested if applicable. Restrictions on the presences of allergens will be on a case-by-case basis.

### **C. Toys**

The Montessori environment provides a variety of materials and objects designed specifically for learning and exploration. For this reason, toys from home are not permitted at school. This includes dress up clothing, shoes or jewelry.

We do allow toys and other objects from home to be brought for "Show and Share" activities (as scheduled by the teacher), but these will only be available to the child during the appropriate and scheduled time.

Snuggle stuffed animals, blankets, and the like are permitted for children during rest and nap-time, but may only be used during the allotted time. At all other times of the day they will stay in the child's cubby.

### **D. Birthdays**

We celebrate birthdays with the traditional Montessori Sun Celebration Ceremony. Parents, family, and close friends are invited to come to school and help celebrate student birthdays. Please bring a small treat to share with other students, as well as pictures to tell the story of your child's life. A form will be provided to help facilitate this ceremony.

If your child's birthday is during a holiday or weekend, we will schedule the celebration as closely as possible to the actual date. If your child's birthday is in the early summer, we will celebrate in May, while later summer birthdays may be celebrated at the end of the school year.

If you host a birthday party outside of school for your child, please do not pass out invitations at school unless all children are invited.

### **E. Sunscreen**

Expectations for sunscreen application is provided via signed form by parent. Parents are required to provide sunscreen for the children which will be stored out of reach of the children. Parents must choose a sunscreen that blocks UVA and UVB rays. For any children for whom parents request a particular kind of sunscreen, that child must be provided with the sunscreen and have it labeled exclusively for that child's use only. If this is required due to an allergy, the adult applying the sunscreen will ensure the use of clean hands before application. All other sunscreen brought to MCHL will be used on all children for ease of application.

Sunscreen will be applied to children's exposed skin prior to sun exposure by the Head of School or other MCHL staff. Should outdoor activities be expected during the morning hours, parents will be asked to apply sunscreen to their children prior to arriving at the school. If children are outside in the sun for more than 2 hours, sunscreen will be reapplied.

To avoid the need for excessive amounts of sunscreen, parents are encouraged to dress their children in clothing that provides sun protection (e.g., hats, sleeves).

## **F. Toilet Training and Accidents**

Per DFS requirements, children attending MCHL must be toilet trained and able to complete all steps of using the bathroom.

MCHL understands that accidents do happen. In the case of an accident, a teacher will assist the child in cleaning up after themselves as per DFS procedure.

If accidents occur on a regular basis, the Head of School will talk with parents. The Head of School has full authority to determine if a child is not ready for preschool due to lack of potty training.

## **G. Visits to the Children's House**

Guests and visitors are welcomed and encouraged to come and observe the Montessori Children's House classroom. Watching a class in session is certainly a great way to learn about the Montessori Method and philosophy.

If you would like to visit, please schedule your observation ahead of time with the Head of School. Observations are available from the months of October to May, so that children may become comfortable in the new environment before visitors arrive.

Please follow these grace and courtesy guidelines when observing at the Children's House:

- Speak in a quiet, calm voice
- Do not interrupt a child who is working
- Be as unobtrusive as possible
- Sit in the specified "observation" chair shown to you (which may be moved around the classroom at will)

## **H. Parent Involvement**

Because the Montessori Method involves the whole child, we believe that a strong parent/school partnership is essential for your child's growth and education. We work hard to build and maintain this relationship between parents and teachers with the goal of a smooth transition between school and home for each child.

Communication: We welcome and encourage open communication between parents and staff at the Children's House. Parents are encouraged to express concerns, ask questions, or simply discuss their child's experience at the Children's House.

Direct these concerns or discussions to the Head of School. Arrival and drop-off time are often very busy and distracting, and are therefore not ideal for such conversations. However, phone calls and post-school hour conferences are welcome and may be scheduled at your convenience.

Conferences: Formal conference times are scheduled two times a year, in fall and spring. During these conferences, the Head of School will share information and discuss your child's progress at the Children's House. We hope that this conference will be a dialogue between teacher and

parents that further allows us to work as partners in your child's development.

Parent Library: Please take advantage of our small parent library filled with a variety of helpful books for you to peruse and read. We have a selection of books written by Maria Montessori about the method, books about Maria Montessori and her philosophy, as well as literature about parenting and child development that we hope are educational and inspiring to you. Books should be checked out to assist with accountability.

Newsletters: Each month, you will be given a newsletter filled with pertinent information about the happenings at the Children's House.

### **I. Parent and Community Volunteers**

Volunteers will be scheduled by the Head of School. Regular volunteers (participating more than one day/month) will be required to complete and pass a DFS background check. MCHL will not accept volunteers for the first 8 weeks of each school year to allow children to get adapted to the environment.

### **J. Parent Workshops**

MCHL will strive to provide at least one parent workshop per year. These will be focused on principles and practices that are specific to Montessori and/or complement the Montessori Method. Parents will be notified of their availability in advance for planning purposes.

### **K. Field Trips**

All fieldtrips will be walking-only and within the immediate neighborhood (e.g., walking to Undine Park or Albany County Public Library).

### **L. Other**

MCHL will not have a swimming pool, of any size, on the premises.

MCHL will not provide overnight care or plan overnight field trips.

Parents may obtain the facility's DFS complaint and compliance report by a written request to the Head of School.

## **Section 6. Privacy Policy**

In compliance with Wyoming state and federal laws student and teacher records are confidential. Files can be released only to authorized persons.



Files obtained or requested by the Wyoming Department of Family Services are open to public inspection. Portions of the record not available for public inspection include:

- Names and personal information of children or their relatives, and names of complainants;
- Personal information of all staff, such as but not limited to social security numbers, dates of birth, results of background checks, physician's statements; and
- Any information that is confidential by law.

Children's names, pictures, and any other information about them shall not be posted on social media sites without a parent's written permission.

## **Section 7. Tobacco and Firearms Policy**

Smoking or the use of any type of tobacco is prohibited on the MCHL property, both inside and outside. Firearms are also prohibited on the grounds, except in the case of on-duty law enforcement officials who are required to keep firearms on their person.

## **Section 8. Personnel Policies**

### **A. Employment of Head of School**

#### **I. Qualifications**

Among the most important qualifications for teaching assistants shall be ability perform the job, have appropriate training, experience, and professionalism.

#### **II. Selection and Appointment**

The MCHL Board of Directors shall select and appoint the Head of School. The Board shall consult with a selection committee regarding candidates and receive the selection committee's recommendations regarding the hiring of Head of School, as appropriate.

#### **III. Renegotiation of Head of School Contract**

The Head of School position will be offered to a qualified individual on an annual basis by the Board of Directors. The returning Head of School will be notified by April 1 regarding school year and/or upcoming summer session, employment. The Head of School shall notify MCHL by April 15 of the intent to retain the Head of School position for the following school year or for the summer session.

#### **IV. Evaluation**

The Head of School will be evaluated systematically by the Board to monitor how s/he is fulfilling his/her individual responsibilities in meeting MCHL's mission, to recognize employee strengths, to assist in improving employee job performance, and to make objective employment decisions. Evaluations will address each of the employee's major job-functions. The Head of School is expected to provide



performance evaluations to other MCHL staff to assist in improving employee job performance.

V. **Suspension or Dismissal of Head of Schools**

The Board of Directors may suspend or dismiss a Head of School, for any of the following reasons:

- i. Incompetency
- ii. Neglect of Duty
- iii. Immorality including, without limitation, engaging in conduct with a student which would be a violation of W.S. §§ 6-2-314 through -318, § 12-6- 101(a) or § 35-7-1036
- iv. Insubordination
- v. Physical incapacity to perform job duties even with reasonable accommodation
- vi. Failure to perform duties in a satisfactory manner
- vii. Inadequate performance as defined by children’s academic and social growth
- viii. Conviction of a felony
- ix. Any other good or just cause relating to the educational process

The Board of Directors may only suspend or dismiss a Head of School if all of the following have occurred:

1. The process to begin suspension or dismissal is initiated by a member of the Board of Directors.
2. Suspension or dismissal is approved by a majority vote of the Board of Directors at a Special Board meeting at which the Head of School has been given the opportunity to be present and to speak.
3. A Special Board meeting at which there is a vote to suspend or dismiss a Head of School is held at least 2 weeks after a written statement citing one of the reasons (Section 8.A.V.) for suspension or dismissal of a Head of School has been given to that Head of School. Staff (including the Head of School) and parents shall receive at least 48 hours’ notice of this board meeting.

VI. **Substitute Teachers**

If at any time the Head of School needs a substitute, the Head of School shall arrange it. The Head of School is responsible for calling substitutes as soon as possible. The rate of pay for substitutes shall be established by the Board.

VII. **Salary**

All salaries shall be determined by the Board

### VIII. Payroll Distribution

Salaried employees shall be paid on the last working Friday of each month. Employees will be paid 1/12 of their salaries each payday.

### IX. Basis for Fractional Pay or Deductions

For the purpose of figuring additions to salary or fractional year contracts, the pay shall be prorated based upon the number of days for a full-year's contract for that position. In the case of deductions, the deduction rate shall be based upon the number of days for a full-year's contract for that position.

### X. Background Checks

The Head of School must submit to a background check through the "Wyoming Central Registry of Abuse/Neglect." The cost of this check will be paid by MCHL. Costs for criminal background checks through the Federal Bureau of Investigation (FBI) and the Wyoming Division of Criminal Investigation (DCI) for Certified Professional Employees as part of the certification process will be paid by the employee.

To be recommended for employment, the Head of School must sign a notarized affidavit listing any substantiated report of child abuse or neglect that has been processed through the Department of Family Services. If the result of the background check is different than the information on the notarized form, then the Board may terminate the employee's contract (if the Board has already acted to employ the person).

### XI. Other Job Expectations

The Head of School shall:

- i. Not release any names or addresses of pupils or MCHL employees without written consent.
- ii. Refrain from using time during the regular school day, as defined in subparagraph vi. below, to conduct matters of personal business or interest, including using a mobile telephone for personal use.
- iii. Remain on the school premises during their scheduled work hours.
- iv. Not accept pay for tutoring, counseling, or otherwise working with students assigned to them during the academic year outside of his/her job duties.
- v. Ensure the classroom is prepared for each school day.

## **B. Employment of Teaching Assistants**

### I. Qualifications

Among the most important qualifications for teaching assistants shall be ability perform the job, have appropriate training, experience, and professionalism.

### II. Selection and Appointment

The selection and appointment of teaching assistants are the responsibility of the Head of School. The Board of Directors will work with Head of School regarding candidates and receive their recommendations regarding the hiring of personnel, if appropriate.

- III. **Normal Hours of Work**  
The work schedule for full- and part-time teaching assistants shall be established by the Board of Directors, working closely with the Head of School.
- IV. **Overtime Work**  
Work beyond 40 hours per week must be pre-approved by the Board of Directors and, if approved, shall be compensated in overtime pay at one and one-half the regular rate.
- V. **Wages**  
Teaching assistants shall be paid an hourly wage approved by the Board.
- VI. **Payroll Distribution**  
Teaching assistants shall be paid on the last Friday of each month.
- VII. **Terminations**  
Teaching assistants may be dismissed for inefficiency, incompetence, insubordination, neglect of duty, justifiable decrease in the number of positions, or any other good and just cause. The Head of School may suspend any assistant teacher for just cause. Dismissals shall be approved by the Board upon the recommendation of the Head of School.
- VIII. **Criminal Background Checks**  
All teaching assistants, substitutes, other staff must submit to all required Wyoming Department of Family Services background checks. In addition, MCHL may require background checks with any other agency deemed appropriate and necessary. MCHL will pay for the cost of the background checks.

## **C. Other Employee Benefits**

- I. **Workers' Compensation**  
As required by law, MCHL shall carry Workers' Compensation insurance with the Wyoming Division of Workers' Compensation. Should any employee who is covered by such insurance be injured while at work, s/he is entitled to file for benefits provided by the Workers' Compensation law. If an employee is placed on temporary total or temporary partial disability by the Workers' Compensation Division, MCHL will follow all applicable state and federal laws.
- II. **Health-Life Insurance**  
MCHL may provide a stipend for qualified employees to use to obtain health or life insurance.
- III. **Travel Expense**  
In the case of MCHL authorized trips for professional or school business purposes, it will be determined at the time of approval of the request to attend the activity whether or not MCHL will pay the employee's expenses. When travel is by means of the employee's car, the travel rate will be as established by the Board. Itemized expenses and receipts must be submitted for all travel paid by MCHL.

## **D. Leave Policy**

Personal and sick days may be used interchangeably by Head of School.

### **I. Sick Leave**

Sick leave shall be defined to include illness of the employee, or serious illness requiring bedside or household attention by the employee for spouse, child, son-in-law, daughter-in-law, parents (or foster parents), mother-in-law, father-in-law, grandfather, grandmother, grandchild, and sibling, or any other member of an immediate household. Sick leave shall also include temporary leave due to pregnancy, as verified by a medical provider's statement.

The Head of School will receive nine days of sick leave per year to be used in the year it is accrued. When the Head of School leaves MCHL, s/he shall not be entitled to payment for each unused day of accumulated sick leave. In the case of absence from work by the Head of School for any reason except approved leaves, deductions shall be determined as outlined in Basis for Fractional Pay or Deduction.

An employee may be required to furnish satisfactory medical proof of illness or disability. An employee may be required to furnish satisfactory medical proof that the employee is well and capable of fulfilling his/her job responsibilities.

After sick-leave and personal leave accumulations are exhausted, the employee will receive his/her regular salary, less the amount of the cost of his/her substitute's salary (current substitute rate) per school day for each day's absence until s/he returns to regular duty, or until the end of the contract year in which his/her sick leave and personal leave are exhausted, whichever comes first (if an employee does not need a substitute, the substitute rate for the general job classification will be used). When the sick and personal leave accumulation are exhausted, the employee shall be required to furnish a medical provider's statement verifying illness or disability before s/he is eligible to enter this phase of sick leave. When the employee on this phase of sick leave plans to return to work, s/he must submit a medical provider's statement certifying that the person is capable of performing his/her duties as assigned by MCHL. If the medical provider will not certify that the person is capable of performing his/her duties as assigned by MCHL, then this will be grounds for dismissal of a continuing-contract teacher (or any other employee). Any employee on this phase of sick leave must provide MCHL with monthly medical reports from a health care provider regarding the employee's capability of performing the duties assigned to him/her by MCHL. At any time during the above process, MCHL has the right to request examination of an employee by an independent medical provider.

### **II. Professional Leave**

The Board will appropriate funds to be budgeted for professional growth. MCHL funds shall support in-depth studies, staff development and individual requests that address MCHL priorities (e.g., thinking skills, authentic assessment, technology, cooperative learning 1993-97).

Leave of absence without loss of pay may be granted to employees to visit other schools or to attend state, regional, and national professional meetings. Such leave requests must be submitted in writing to the Chair of the Board of Directors and must be approved by the Chair of the Board of Directors. MCHL may include in its annual budget funds for a limited number of such professional meetings.

### III. Parental Leave

MCHL will also recognize other leave as dictated by state and local statute.

### IV. Personal Leave

The Head of School will receive five days of personal leave per year to be used in the year it is accrued. When the Head of School leaves MCHL, s/he shall not be entitled to payment for each unused day of accumulated personal leave. The scheduling of any personal leave must be approved by the Chair of the Board of Directors. If the Chair of the Board of Directors denies the use of personal leave, s/he will provide the employee with a written explanation of why it was denied. Personal leave shall not be used during the last two weeks of school or to extend an existing school-calendar holiday except in very important and unusual circumstances.

### V. Other Leave

Personnel may be absent from work without pay for reasons that cannot be postponed to a time when they are not scheduled to work. Such leave shall be for reasons not covered in other leaves and is subject to approval by the Chair of the Board of Directors. Deductions for such leaves shall be made on the basis specified previously under "Basis for Fractional Pay or Deductions."

### VI. Bereavement and Funeral Leave

Leave for not more than three (3) days without loss of pay or accumulated paid leave may be granted to an employee in the event of the death of the employee's spouse or the employee's or employee's spouse's child, parent (or foster parent), sibling, grandchild, grandparent, son-in-law, daughter-in-law, sister-in-law, brother-in-law, aunt, uncle, niece, nephew, or any member of the employee's immediate household. If more than three (3) days are needed, the Chair of the Board of Directors may grant the necessary days. These additional days will be deducted from the employee's sick-leave account. An employee may be granted a half-day of leave without loss of compensation or accumulated paid-leave for the purpose of attending the services and/or the funeral of an acquaintance. If a full day is needed to attend the services and/or funeral, then the employee will be charged a half-day of sick leave. Leave to attend the services and/or funeral of an acquaintance shall be at the discretion of the Chair of the Board of Directors.

### VII. On-the-Job Injury Leave

When an employee who is not covered by Wyoming Workers' Compensation is injured while fulfilling job responsibilities for MCHL, any absences from work as a result of the injury will not result in a reduction of the employee's sick leave account provided that the following occur and within the parameters defined below:

- i. The employee completes an "Accident Report Form" within two (2) work days of sustaining the injury (unless incapacitated, in which case the form should be completed as soon as the employee is able) and submit it to the Head of School. (Failure to file a claim

within the timeframe specified here will result in the policy's not being applied until the date the completed form is received by the Chair of the Board of Directors or immediate supervisor). By signing the form, the employee shall provide a release which authorizes MCHL to obtain records and/or information from prior or current health care providers;

- ii. MCHL verifies that the injury was a result of performance of job duties; and
- iii. A medical provider verifies that the employee may not go to work as a result of the job-sustained injury. After reviewing the "Accident Report Form" and any other relevant information, the Board Chair will determine whether or not the employee is entitled to leave under this policy. If the Chair of the Board of Directors disapproves the request for leave, the employee may appeal the ruling to the Board. For purposes of this policy, "on the job" means the employee is on MCHL property during the employee's workday as s/he performs his/her job responsibilities. "On the job" also includes an employee's travel for and performance of duties at required school-sponsored activities (such as field trips). "On the job" does not include transportation to or from work or participation at social or recreational events or any other event at which the employee has no duty to attend.

This policy will not apply to employees injured at work who sustain or prolong injuries through the natural aging process, normal activities of day-to-day living, intoxication by alcohol or drugs, or any unreasonable conduct in which a prudent individual would not engage. Aggravation of pre-existing conditions are not covered by this policy. This policy shall not cover any type of mental or physical illness claim resulting from exposure to illness, communicable disease, or stress-related health problems.

Any "lost wages and/or benefits" paid to an employee by a third party (such as any insurance company) for an injury resulting in an employee's use of this policy will be reimbursed by the employee to MCHL equal to the amount received from the third party (up to a maximum of the actual wages and/or benefits paid by MCHL). MCHL's responsibility to provide leave under this policy will terminate six months from the date of the injury or at the end of the contract-year, whichever is longer; any absence from work after such termination will be charged to the employee's sick leave, personal leave, or vacation leave account. The cost of medical care of health care provider's statements required by this policy shall be borne by the employee. Nothing in this policy shall be deemed to require MCHL to pay an employee's medical bill, insurance premiums, co-payments, or deductibles beyond what MCHL would pay for the injured employee under normal sick leave.

MCHL may require the employee periodically to obtain documentation from the medical provider indicating the employee's health status and/or ability to return to work. MCHL may require a second opinion from a medical provider of MCHL's choice at MCHL's cost. A statement from a medical provider may be required before an employee may return to work. Nothing in this policy shall be deemed an admission of fault by MCHL for any on-the-job injury or illness.

### **E. Drug-Free Workplace**

The unlawful manufacture, distribution, dispensing, possession, use, condoning and/or promotion of a controlled substance, as that term is defined in state and federal law, in the workplace or at any school-related event is prohibited. As a condition of employment, each employee shall abide by the terms of this policy and must notify MCHL within five (5) days of any criminal drug conviction for a violation occurring in the workplace or at a school-related event. Any employee receiving such a conviction will face disciplinary action by MCHL, up to and including dismissal or termination of employment. MCHL may require an employee with such a conviction to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health agency; law enforcement agency; or other appropriate agency.

### **F. Sexual Contact Between Employees and Students or Sexual Assault by Employees Upon Students**

Sexual intrusion and/or sexual contact (as defined in Wyoming Statute § 6-2-301, as amended) by an MCHL employee upon an MCHL student is prohibited, whether or not the student voluntarily submits or consents to the intrusion or contact, and whether or not the intrusion or contact causes serious bodily injury to the student. Violation of this policy will be grounds for immediate dismissal or contract termination.

### **G. Communicable Diseases**

Employment opportunities for employees who are infected with a communicable disease, such as Human Immunodeficiency Virus or Hepatitis B Virus, shall be protected. Having a communicable disease shall not be, in and of itself, a restriction to employment. The individual with a communicable disease shall be treated as any other employee with a disability. Adaptations, accommodations, or restrictions may be made on a case-by-case basis. It is the responsibility of county and state health officers and/or medical providers to notify proper authorities of the existence of a communicable disease.

Follow-up by MCHL is under the guidance of the State Health Department, the Albany County Public Health Officer, and/or the individual medical provider.

Employees are provided with training in the handling and cleanup of body fluids following the guidelines of the Albany County School District One Exposure Control Plan. Prevention of exposure-incidents and safety of employees is a priority.

Confidentiality regarding any communicable disease shall be maintained. Disease status is not disclosed to any third party without the consent of the employee. Records containing this information are kept separate from other employee records. The rights of the individual to privacy must be assured at all times.



## **Section 9. Grievance Policy and Procedures**

### **A. Parent Grievance Policy**

#### Concerns Involving School Personnel

A parent who has a complaint involving the Head of School or an assistant teacher must first address the issue with the Head of School and work reasonably and in good faith to resolve the concern.

If the parent and staff member are not able to resolve the dispute, the parent may contact submit the Chair of the MCHL Board of Directors in writing in attempt to resolve the dispute. Specifications regarding the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of an attempt to rectify the situation, and the requested solution must be shared. The Chair will, within five (5) school days, either address the situation with the Head of School or schedule a meeting in which the Head of School and parent/s can further discuss the situation.

If a parent's complaint involves the MCHL Board Chair, the parent must first address the issue with the Board Chair and work reasonably and in good faith to resolve the problem. The parent will need to contact the Chair in writing, specifying the details of the incident(s) giving rise to the complaint, including dates and approximate times, and the requested solution. The parent, Board Chair and an additional board member should schedule a time within five (5) school days of receipt of the complaint to discuss the concern in person. In the event that a parent complaint stems from the MCHL Board Chair, the Vice-Chair will assume Chair responsibility and an additional Board member must be present. In the event the parent and the Board Chair are unable to resolve a complaint and the parent wishes to bring the issue to the Board's attention, the complaint may be directed to the Board in writing. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. The Board will then consider the complaint and identify whatever action the Board deems appropriate within thirty (30) school days.

Violation History and Reporting: To obtain a violation history or report a complaint about this facility, please call the Child Care Licensor, Michelle Tucker, at [307-777-5151](tel:307-777-5151)

### **B. Board Grievance**

Parents or board members may submit a grievance regarding board policy to any board member in writing. Concerns that involve administrative practices or procedures should be addressed with the Head of School rather than the Board.

### **C. Staff Grievance Policy**

A staff member who has a complaint regarding another staff member must first address the issue with the other employee involved and work reasonably and in good faith to resolve the concern.



A staff member who is not able to resolve the dispute himself or herself may then raise the issue with the Head of School. The staff member should, within five (5) school days, discuss with the Head of School the issue, specifying the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of an attempt to rectify the situation, and the requested solution.

If a staff member's complaint involves the Head of School, the staff member must first address the issue with the Head of School and work reasonably and in good faith to resolve the problem. The staff member will need to specify the details of the incident(s) giving rise to the complaint, including dates and approximate times, and the requested solution.

A staff member should not direct complaints to the Board unless and until he or she has worked in good faith to resolve the issues with the other individual and with the Head of School.

In the event the staff member and the Head of School are unable to resolve a complaint and the staff member wishes to bring the issue to the Board's attention, the complaint may be directed to the Board Chair in writing. Complaints shall specify the individual(s) involved, details of the incident(s) giving rise to the complaint, including dates and approximate times, details of attempts to resolve the problem, and the requested solution. The Board will then consider the complaint and identify whatever action the Board deems appropriate within thirty (30) school days.

This policy does not confer upon any employee of the School any additional rights. Accordingly, the existence of this policy does not preclude the School from terminating any employee for any lawful reason even if the employee is pursuing the resolution of a grievance.

Additionally, this policy is not intended to discourage an employee from reporting to the appropriate individual(s) a legal violation committed by another employee and does not limit a school employee's right to appropriately report a legal violation committed by another employee.

## **Section 10. Financial Policies and Procedures**

The Montessori Children's House of Laramie's board members act as trustees of the organization's assets and must exercise due diligence to oversee that the organization is well-managed and that its financial situation remains sound.

### **A. Invoicing**

- Families will be invoiced ten days prior to when payment is due. To create invoices:
- Treasurer will enter invoice amounts into Quickbooks 20 days prior to when payment is due

- Bookkeeper will generate invoices in Quickbooks two weeks prior to when payment is due
- Staff will print invoices and send home with parents 10 days prior to when payment is due

## **B. Incoming Payments**

Tuition payments and all other payments will be recorded on **Cash Receipt Form**. **A locked drop box will be made available for parents to leave payments.**

### Cash Receipt Form Method:

- Multiple checks received within a day should be itemized on the back of the form (payee, check number, and amount) and the total brought to the front
- Fill in all form fields
- The completed form and checks will go into an envelope for bookkeeper
- Payments made in cash must be exact amount as no organizational cash will be left on the premises.

## **C. Spending/Reimbursement Procedure**

The Head of School has the authority to spend according to the approved budget. Check request forms are needed for all payments/checks. Bookkeeper will write checks and return to MCHL for mailing.

All expenses, including reimbursements, require voucher packets consisting of:

1. Invoice/bill
2. Check request form
3. Check receipt

### Check Request Form Method:

- Enter any invoice, receipt, or bill on the form
- Obtain approval signatures on the form
- When complete, put form and invoice/bill in the blue folder for bookkeeper (this is a voucher packet)
- Bookkeeper will return the blue folder with the voucher packet and the checks
- Check is signed and mailed

## **D. Bank Reconciliations Policy**

All bank statements will be opened and reviewed in a timely manner. Bank reconciliation and approval will occur within 30 days of the close of the month.

- All bank statements and cancelled checks will be opened, reviewed and initialed by the treasurer upon receipt.



- Once reviewed, bank statements will be submitted to the bookkeeper for reconciliation.
- The board chair will review and approve reconciliation reports by signing and dating the report in the upper right-hand corner. The board chair will review the report with the Head of School.

### **E. Record Retention Policy**

All accounts payable documents shall be kept for seven years. All other documents, excluding tax documents will be kept for three years.

- All accounting records will be kept in a secure file on MCHL premises.
- Filing will be done on a bi-weekly basis by the Head of School
- Financial documents will be archived for 5 years (unless payable documents, then seven) shredded by 8 years.

### **F. Physical Security**

The organization maintains physical security of its assets to ensure that only people who are authorized have physical or indirect access to money.

- Blank checks are kept with the bookkeeper and stored in a lockbox.
- Bank deposits will be made within one week of receiving payment.
- Payments will be stored in a lockbox, on the MCHL premises.

### **G. Approvals for Payments Policy**

All spending will be in accordance with the approved budget. Approvals on each **check voucher** will be made by board members and the Head of School.

- Expenses Under \$300: One signature, either board member or Head of School
- Expenses Over \$300 and Under \$1000: One board member signature
- Expenses Over \$1000: Two board member signatures
- No person may sign forms for check payable to themselves

The exception to these limits will apply to utility bills (phone, gas, electric, or city), or other monthly, pre-approved bills over \$100. Only the Head of School signature will be needed for check vouchers to pay utility bills.

### **H. Check Signers**

Signatory authority for the MCHL checking account will be assigned to the Board Chair, Board Treasurer and Head of School, assuming the check voucher approvals have followed these Financial Policies.

### **I. Hourly Payroll**

Payroll will be the last Friday of the month. Payroll for hourly employees will be assessed at the end of the day, on the Friday prior to the last Friday of the month (See payroll schedule

below). The Head of School and Board Chair will approve the payroll sheet for each hourly employee.

**Hourly Payroll Method:**

- Monthly pay sheets are submitted by the Head of School at the end of the day on the Friday, prior to the last Friday of the month
- Head of School checks the summation of hours and approves via signature at bottom of form
- Board Chair approves via signature at bottom of form
- Payroll sheets are placed in a designated folder for bookkeeper
- Bookkeeper returns the blue folder with the paychecks (unless direct deposit utilized)
- Check is signed and hand delivered to staff

## **J. Financial Planning and Reporting Policy**

### **I. Budgeting Process**

MCHL's annual budget is prepared and approved annually. The budget is prepared by the ad hoc annual budget committee. This committee is composed of the treasurer, Head of School, and other members per Article VII of the bylaws. The budget is to be approved by the Board of Directors prior to the start of each fiscal year. The budget is revised during the year only if approved by the Board of Directors.

- The budget will be reviewed in order to ensure the annual budget is an accurate reflection of programmatic and infrastructure goals for the coming year.
- The treasurer and board chair will present a draft budget to the board of directors at least 60 days prior to the end of the fiscal year.
- The budget shall contain revenues and expenses forecasted by month. A chart describing monthly cash flow shall be included.
- The Board of Directors will review and approve the budget by April 15 prior to the start of the fiscal year.

## **K. Internal Financial Reports**

- The treasurer is responsible for producing the following year-to-date reports monthly: Statement of Financial Position, Statement of Activities, Budget v. Actual and updated Cash Flow Projection.
- The treasurer reports to the full Board of Directors on a quarterly basis.



## L. Operating Reserve

- The amount of the operating reserve will be calculated each year after approval of the annual budget, and reported in regular financial reports.
- The operating reserve will be funded with surplus unrestricted operating funds. The Board of Directors may from time to time direct that a specific source of revenue be set aside for operating reserves. Examples may include one-time gifts or bequests, special grants, or special appeals.
- To use the operating reserves, any board member or the Head of School may submit a request to the Board of Directors. The request will include the analysis and determination of the use of funds and plans for replenishment. The organization's goal is to replenish the funds used within twelve (12) months.

## Section 11. Gift Acceptance Policy

This policy is intended to provide guidance related to the terms and types of gifts that may be accepted by MCHL. The policy specifically protects the interests of MCHL and its donors.

### **DEFINITIONS:**

**Cash** – All cash gifts will be accepted for general operating support unless specified by the donor.

**In-Kind Contributions** – In-kind contributions are goods and services provided by a vendor where no fee has been charged or the bill has been discounted more than a standard discount given to other customers/ clients. In-kind contributions may, where appropriate, be solicited and accepted by MCHL as a donation or as part of a fundraiser event.

### **RESPONSIBILITY:**

It is the responsibility of the Board Chair of the MCHL to oversee all development activities.

### **Professional Ethics and Standards**

MCHL will not pay a fee to any person as consideration for directing a gift to MCHL. In no event will a commission or finder's fee be paid to any party in connection with the completion of a gift to MCHL. No person shall receive percentage compensation for the production of gifts or donations directed to MCHL.

### **Confidentiality**

Information about donors and prospective donors is confidential. Donor request for anonymity will be honored. Donors or their designated representative will be consulted, and their approval will be secured before their gifts are made public.

### **Protection of Donor's Interest**

The interest of the prospective donor is of the highest priority.



Information related to a donor or prospective donor, including name, beneficiary name, gift amount, etc., shall be retained in strictest confidence. Only with the permission of the donor shall such information be discussed or used for public recognition, except as required for IRS reporting purposes. Confidential disclosure of “limited” personal donor information is permissible with donor approval, for volunteers, staff, and members of the MCHL Board in order for donor to be thanked, or to report back use of donation.

### **Valuation of Gifts**

In all gifts of tangible personal property, the responsibility for establishing fair market value will rest with the donor. MCHL will not assign value for such gifts. All donors will be obligated to obtain a valid, certified, appraisal as prescribed by the U.S. Internal Revenue Service.

## **Section 12. Conflict of Interest Policy**

Effective governance requires deliberate, thoughtful and unbiased decision-making by the board of directors and staff members. At the same time, the ability to make wise decisions for the Montessori Children’s House of Laramie (MCHL) is strengthened by each individual's personal and professional interests.

The board of directors and staff members have the duty of complete, undivided allegiance to the Montessori Children’s House of Laramie’s mission when acting on behalf of the MCHL. This duty requires that directors and staff members recognize and respond appropriately to any real or perceived conflict of interest.

A conflict may exist when a director or staff member participates in the deliberation and resolution of an issue on behalf of MCHL while the individual has or previously had other professional, business, or volunteer responsibilities outside of MCHL that could cause such individuals to address the issue with less than complete, undivided allegiance to MCHL.

Circumstances that may result in an actual or perceived conflict of interest include, but are not limited to:

- Employing a director or staff member, and/or a relative of a director or staff member as a paid consultant for a project;
- If a teacher or assistant negotiates childcare services off premises but during work hours in place of the child attending MCHL during those hours.

It is MCHL policy to deal with such conflicts in an open and direct manner. In accord with this

policy, all directors and staff members are required to disclose any actual or perceived conflict (to be recorded in minutes) and to remove themselves from participation in any related discussions or decision-making by MCHL.

If a person is uncertain of conflict of interest, the board chair shall determine whether a conflict of interest exists for an employee or others on the board. The board of directors shall determine whether a conflict of interest exists for the board chair.

A director or staff member may, if requested by the board or a committee of the board, provide factual information to assist the board or committee in its deliberations. A director or staff member may seek guidance from the board or a committee of the board as to whether a particular activity or relationship constitutes an actual or perceived conflict of interest.

A copy of this policy shall be provided to all current and prospective directors and staff members. The board chair shall be responsible for circulating this form to all members at an annual meeting. It is each board member's responsibility to review the content to verify and then report any real or perceived conflict of interest. The Chair of the Board will ask all members to disclose any real or perceived conflicts.

# Montessori Children's House of Laramie

## Annual Conflict of Interest Statement

I hereby affirm the following:

I have received a copy of the MCHL Conflict of Interest Policy. \_\_\_\_\_ (initial)

I have read and understand the Policy. \_\_\_\_\_ (initial)

I agree to comply with the Policy. \_\_\_\_\_ (initial)

I understand the MCHL is a charitable organization and to maintain its federal tax exemption, it must engage primarily in activities which accomplish one or more of its tax-exempt purposes. \_\_\_\_\_ (initial)

Disclosures:

- a. Do you have a financial interest (current or potential), including a compensation arrangement, as defined in the Conflict of Interest Policy with MCHL? **YES NO**

i. If yes, please describe it:

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ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest Policy? **YES NO**

- b. In the past, have you had a financial interest, including a compensation arrangement, as defined in the Conflict of Interest Policy, with MCHL? **YES NO**

i. If yes, please describe it, including when (approximately):

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ii. If yes, has the financial interest been disclosed, as provided in the Conflict of Interest Policy? **YES NO**

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Board member's signature

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Date

**CHECK VOUCHER**

Date \_\_\_\_\_  
Amount \_\_\_\_\_  
Due Date \_\_\_\_\_

**PERSON MAKING THIS REQUEST**

- 1. Name \_\_\_\_\_
- 2. Funding Instructions \_\_\_\_\_  
(example: General Fund, Grant, etc.)

**PAYEE INFORMATION**

- 1. Payee Name \_\_\_\_\_
- 2. Street \_\_\_\_\_ and/or P.O. Box # \_\_\_\_\_
- 3. City \_\_\_\_\_ 4. State \_\_\_\_\_ 5. Zip \_\_\_\_\_
- 6. Phone # ( ) \_\_\_\_\_ - \_\_\_\_\_
- 7. W-9 on file for payee? Y / N

**OTHER INFORMATION**

- 1. Purpose: \_\_\_\_\_
- 2. Special Instructions: \_\_\_\_\_
- 3. Business Office Should: \_\_\_\_\_ Mail Check to Payee  
\_\_\_\_\_ Notify ( ) when ready

.....  
ACCOUNTS PAYABLE ENTERING DATE \_\_\_\_\_

**DISTRIBUTION**

Acct. \_\_\_\_\_ \$ \_\_\_\_\_  
Acct. \_\_\_\_\_ \$ \_\_\_\_\_  
Acct. \_\_\_\_\_ \$ \_\_\_\_\_

TOTAL \$ \_\_\_\_\_

VENDOR NO.: \_\_\_\_\_ CHECK NO.: \_\_\_\_\_ DATE: \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**Authorized Signature:** \_\_\_\_\_

**NOTE: All Vendor supporting documentation must be attached to this form to process the check request.**



**CASH RECEIPT FORM**

**CASH RECEIPT**

**Date** \_\_\_\_\_

Received From \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Dollars \$ \_\_\_\_\_

For \_\_\_\_\_

HOW PAID	
CASH	
CHECK	
MONEY ORDER	

By \_\_\_\_\_



## LEAVE REQUEST

**Please complete this form and return to your supervisor for approval. Personal and vacation leave is to be requested in advance. If sick leave is taken, this form is to be filled out and turned in to your supervisor on the day of your return.**

Employee Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_

Dates: From: \_\_\_\_\_ through \_\_\_\_\_ Total # of Days: \_\_\_\_\_

Check type of leave taken:

  
  

Personal  
Professional  
On-The-Job Injury

  
  

Sick  
Parental  
Other - Please Specify

  

Vacation  
Bereavement

If applicable, complete the following:

Responsibilities will be covered by:

Substitute Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Directions for Substitute:

Lesson Plans are located \_\_\_\_\_

Daily Procedures, such as attendance, lunch orders, schedule, dismissal procedures are located:

\_\_\_\_\_

Comments: (such as individual modifications, parent volunteers...)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Signature of Employee

Please submit this form at least 24 hours in advance for approval.

\_\_\_\_\_

Approval Signature

\_\_\_\_\_

Date Approved

## TRAVEL REPORT

Name of Traveler: \_\_\_\_\_  
Dates of Travel: \_\_\_\_\_  
Grant to be charged, if applicable: \_\_\_\_\_

Auto Mileage:      *Total Miles Driven*      \_\_\_\_\_  
                         *Less Round Trip to School*      \_\_\_\_\_  
  
                         *Reimbursable Miles:*      \_\_\_\_\_ @ \$0.XX      = \$ \_\_\_\_\_

Meals and Incidentals Per Diem:      \_\_\_\_\_ days @ \$XX = \$ \_\_\_\_\_

Air-fare      = \$ \_\_\_\_\_

Train, bus, MBTA, Taxi      = \$ \_\_\_\_\_

Hotel      = \$ \_\_\_\_\_

Tolls/Parking      = \$ \_\_\_\_\_

Other (specify) \_\_\_\_\_ = \$ \_\_\_\_\_

**Total Expenses**      = \$ \_\_\_\_\_

**Less Advance Check # \_\_\_\_\_, if any** = \$ \_\_\_\_\_

**Amount Due Traveler**      = \$ \_\_\_\_\_

**Note:** If a balance is due back to the School, please attach a check to this Travel Report.

**Traveler's Signature:**      \_\_\_\_\_      **Date:** \_\_\_\_\_  
**Approved by:**      \_\_\_\_\_      **Date:** \_\_\_\_\_

**Note:** If above travel is incurred under a grant agreement, please indicate the grant name and amount to be charged as allowable grant expenditures.

**PLEASE ATTACH ALL RECEIPTS TO THE TRAVEL REPORT WHEN SUBMITTING FOR REIMBURSEMENT.**

