



MELROSE
CONTEMPORARY EDUCATION FOR PRESCHOOL

Mission Statement

Melrose Preschool strives to bring a blended educational environment to the community of young children. Our love of children is woven with the philosophies of the Reggio Emilia Approach and Conscious Discipline to create just the right combination for a developmentally appropriate early childhood experience.

At Melrose we value:

- **A hands on Reggio Emilia Approach**
- **The hearts and minds of our children**
- **Guidelines of Conscious Discipline**
- **Cultivating Family and Community**

We are licensed by the Department of Children and Families
License number: C04DU-1236



Reggio Emilia Approach

The Reggio Emilia Approach Melrose feels that teaching the child takes place at home and school. Reggio Emilia schools should feel like an extension of the home and we hope our school feels that way to you. The environment is the third teacher. The adult is a mentor and guide. Probably the most well-known aspect of the Reggio Emilia inspired approach is the Hundred Languages of Children. This belief states that children use many different ways to show their understanding and express their thoughts and creativity.

Conscious Discipline

When a child is having a difficult time following directions, developmentally appropriate guidance techniques are used. Melrose has a large love for Conscious Discipline, created by Dr. Becky Bailey. This program does not use time-out, but a "Safe Place" for children to go to instead. This allows the child to self-regulate. We teach breathing techniques for children to calm their bodies. Through Conscious Discipline our staff teach the children how to communicate respectfully with one another, ask for a toy kindly and wait patiently. We give the children tools for coping skills and how to be respectful to one another. Our staff will be trained in Conscious Discipline every Fall & Spring as well as continual

refreshers during the year. We will also be providing a parent workshop twice a school year to allow parents to reinforce the Conscious Discipline skills at home. We take Conscious Discipline very seriously and know it's benefits for long term appropriate behavior. Their website has many parent resources and free printables for your "Safe Place" at home. Our Conscious Discipline Workshop this year is Saturday, September 21, 2019. Join us from 9am - 12pm. It is mandatory for one parent from each family to attend the workshop each year. Going to the workshop twice a school year is helpful, as children grow quickly and need continuous guidance. If you feel this method is not the right fit for your family, then Melrose will respect that. However, that could result in not attending our school.

www.consciousdiscipline.com

Non-Discrimination

Melrose Preschool admits children and families of any race, religion, color, national and ethnic origin to all the rights, privileges, programs and activities made available to students at the school. A multicultural, anti-biased curriculum is offered that explores a variety of religions and beliefs found in our community. We teach our children to love one another and have an open heart to all friends. The Melrose campus is a no judgement zone.



Melrose Preschool

Director: Amanda Mattsson

Amanda.Mattsson@melrosejax.com

Assistant Director: Angie Velasco

Angie.Velasco@melrosejax.com

Building Resource Teacher: Patti Moody

Patti.Moody@melrosejax.com

Co-founders: Amanda Mattsson & Patti Moody

Office Hours

8:00 am to 4:00 pm

Monday through Friday

(Melrose staff is not able to answer emails, texts or phone calls on the weekends or evenings.)

Student Hours

Our school is open to students from 8:30 am to 4:00 pm

How to contact the office

Email: info@melrosejax.com

Landline: 388-0606

School Cell: 524-3321 *(available to text)*



Hello Melrose Families!

Thank you for choosing Melrose Preschool for your child. We're excited to begin another year sharing our love of education with the Jacksonville Community. There are many new events and ideas coming your way this year, as well as keeping with some of our tried and true traditional activities. We are thankful for our school families and we couldn't have achieved this wonderful accomplishment without the love and support from you all. We cherish the memories and look forward to a positive year.

We wish you well,
Melrose Staff Family

Admissions & Enrollment

We are so happy you have chosen Melrose as the right fit for your child's Early Education. We strive at Melrose to be educators and prepare your child for the world that lies ahead. Melrose begins admission with ages 12 months through Pre-K 4. We offer a 2, 3 or 5 day program to fit the needs of you and your child. Melrose does not offer the VPK program for 4 year olds. Our Pre-K program is tuition based and does not test annually. Any changes you'd like to make in your child's schedule must come through an email or updated on the form we sent out in your summer packet. Changes may not occur from the end of July - after Labor day. This gives us time to concentrate on planning our class rosters and focus on the students.

Melrose reserves the right to reject enrollment for a student if we feel we are not the right fit. Melrose can also terminate a student contract at any time we see fit.



Melrose COVID-19

Policies & Procedures

Melrose strives to keep our school campus clean and safe for everyone. It's a huge priority for us to keep everyone healthy, and we plan on doing our best to keep Covid away from Melrose. Here is a start to our COVID-19 policies and procedures for our 2020-2021 school year. Please note that these policies will continue to evolve as we all learn more about this disease. After reading our Melrose Covid Protocols, we hope you feel safe having your child at school with us. We know this is scary for everyone and we all process events differently. Thank you for your continued support and patience during this tough time. We look forward to continuing a great school family friendship with everyone, no matter if you stay or feel the need to leave. If you have any questions about our COVID policies please let us know how we can help.

1. Parents and visitors will have limited access inside our school campus. We will continue having 3 ways to drop off and pick up your child from school. You will be able to sign up for one of two carpool lanes or a park and walk up area. By having 2 carpools and a walk-up, this allows for better segregation of the children in large groups. It also helps that we have the 1pm & 4pm pickup options.
2. We are excited to be going paperless on many things for the new school year. This will help eliminate germs being passed back and forth. We have our new Procare Connect system we can't wait to use on a daily basis.. Teachers will all have tablets in the classrooms for quick updates. Parents will need to download a free app to gain access to your child's daily information. *This system will eliminate the paperwork from your child's daily reports, signing child in/out & covid screenings and so much more. Everything will be digital.*
3. When your child is signed in each morning, you will be prompted with a daily covid screening. Melrose staff will continue doing the same screening as well. This will include temperatures being taken and questions such as, Have you noticed a fever or COVID symptoms? Have you been exposed to covid? Etc.
4. Melrose will continue to require adults on campus to wear a mask or a clear face shield while around the children and/or inside the building.



5. As much as Melrose strives to use eco-friendly cleaning products like Thieves and Vinegar solutions, we will be using something stronger occasionally. We will continue to clean classrooms and day-to-day items when the children are present using Thieves and Vinegar. No harsh chemicals will be used when a child is present in the classroom. However, we will be going back to allowing staff to use Lysol type spray, ONLY at the end of the day when children are not present in the classroom. Melrose will also be using an extra sanitation product 1-2 times per month when the children are not present. It will be a product such as or similar to *PHENO D*. This is a disinfectant release fogger. They would be set off in the classrooms on Fridays allowing for the school to air out before children return. Melrose will try to use this product when the school is closed for either a 3 day weekend or a longer holiday break.
6. As most of you from summer camp know... We do have a hand sanitizer that is used in the classroom with children & adults. Parents are required to sign a permission form stating it is okay for Melrose to use hand sanitizer on your child. Of course, we continue using soap and water to wash hands, but having the hand sanitizer as an extra precaution is a great way to keep germs at bay.
7. Melrose has purchased air filters for our classrooms and common areas; with 2 filters having been donated by a school family. This is a '3 in 1 Purifier" that includes: (1) Pre-filter, (2) Activated carbon filter and (3) A True HEPA filter. This will help clean and sanitize the air as well as help eliminate allergens.
8. This summer Melrose has assigned a basket of toys to each class to take outside. We have found this very helpful to maintain cleanliness and cross contamination of classes. The garden toys for each class have enough for each child to at least have one toy. They are sanitized after each use and only used for one specific class.
9. DCF and State regulations have allowed us to resume our normal ratios, as well as have an assistant between 2 or more classes. However, we will continue to keep classes separated when possible. This will be for any type of small event and/or out in the garden or running place. At times, groups may have to pass each other during transition times around the campus.



Below, we'd like to answer specific questions that we have received. We referred to the Center for Disease Control (CDC) for some answers.

What will Melrose do if the following occurs:

1. What if a student, teacher or family member has a positive COVID case?

- a. Unfortunately, we will have to close the school and quarantine for 14 days. With most of our student and staff population being in various parts of the school, we would not be able to isolate where the virus originated.

2. What will happen if a child in a classroom tests positive for covid?

- a. The answer would be the same as above. Melrose would need to close for a period of 14 days, so children could quarantine for 14 days or provide negative Covid-19 test results.

3. If a staff member needs to be tested for COVID will they be able to be at work?

- a. No, they will not be able to return until we know they are negative.

4. If Melrose needs to shut down for 2 weeks due to COVID, will I need to pay tuition?

- a. No. Although it would be a strain on our staff and business...we understand it would be a strain on everyone involved. So, if tuition was already paid for the month, it would be prorated for the following month. (i.e. If you paid tuition for October, November would only be ½ tuition)

5. What happens if someone answers "yes" to the question that they have been around someone who has tested covid positive? Will that child/staff member be required to stay home for 14 days or provide a negative test?

- a. If you can provide a negative test, a child can resume schooling. But, if you have been in close contact with someone with COVID-19, the following applies from the CDC:



- b. Close contact means you were within 6 feet of a person with COVID-19 for at least 15 minutes and NOT wearing the proper PPE.
- c. You should stay at home and self-quarantine for 14 days, starting from the most recent day that you were possibly exposed to COVID-19. Self-quarantine means staying home, monitoring yourself, and maintaining social distancing (at least 6 feet from others at all times). You should remain in a specific room separate from other non-exposed people and pets in your home, and use a separate bathroom, if possible.
 - i. If you need to be around other people or animals in or outside of the home, wear a cloth face covering. This will help protect the people around you.
 - ii. If you need support or assistance with self-quarantine, then your health department or community organizations may be able to provide assistance.
 - iii. Self-quarantine helps slow the spread of COVID-19 and can help keep your friends and neighbors healthy.

6. What if someone in our household is in the medical field and works closely with COVID patients or in a hospital?

- a. We feel if you work closely with COVID patients in a hospital, but wear proper PPE gear, then you are doing your part to keep yourself and family safe.
- b. We ask that any medical staff who work with COVID patients, notify administration, so we are on the same page. We feel this is a different circumstance and your child will be able to attend school.
- c. If anything were to change about your job or you were more exposed to COVID, not allowing you to attend work, then your child should not be at school.
- d. You should notify Melrose administrators as soon as changes occur.

7. If we choose to withdraw our child, would we be able to place him on the waiting list to start later in the year? How many children are currently on the waiting list?

- a. If your child is withdrawn from Melrose, you would be able to re-enroll at any time, provided there was an opening in their age group. If there were no



openings, we would place your child on a waitlist. With the uncertainty of the Covid-19 Pandemic, we have no way to foresee what the waitlist would look like at any given moment.

8. Are there any protocols if a staff member or a family travels outside of Florida?

- a. Not at this time. However this could change if the direction of the disease changes.

9. When will Melrose notify school families of a positive case?

- a. Parents often wonder why there is some lag time between us finding out information and notifying families with new information. Here's why: We like to do our research, investigate information and come up with a plan before possibly alarming people, jumping to conclusions or making the wrong choice in our decision making. This allows us to confidently email you with correct information. We will be emailing immediately with information of closure, if someone tests positive for Covid-19. Of course, everything is open to change during this learning curve. (i.e. If we find out at 8pm on a Monday night, we will notify all school families that we will be closed effective immediately, which would be Tuesday.)

10. If my child has a stomach bug, sniffles/runny nose, or even a common cold, how long should they remain away from school?

- a. To err on the side of caution they must remain at home for a **minimum of 48 hours**. Some of these symptoms have now been associated with COVID-19.

During a 14 day quarantine/closure, Melrose would provide deep cleaning services for each classroom and common areas. This would ensure that your children would come back to a clean environment.



Melrose Student File & Needs

It is important to us at Melrose that we stay in compliance with the Department of Children and Families (DCF). When your child's file is not complete or up to date, this brings points down on our final inspection checks. Melrose needs all parents/guardians to stay on top of your child's paperwork. Each family has a Procare Portal, log in with your email. You will find expiration dates for you to be held accountable for your own child.

- If you are in need of a copy of your child's birth certificate, immunizations, physical or any other forms, Melrose will charge **\$5 per copy to your Procare account**. This will help us pay for the ink/paper being used as well as a staff member taking the time out of the day to complete the job. Thanks for understanding.

Forms required to complete your child's file

1. FORM A - Completed Family Questionnaire
2. FORM B - Application - signed by both parent(s) or guardian(s)
3. FORM C - Signed Tuition Contract - signed by both parent(s) or guardian(s)
4. Copy of Birth Certificate
5. Florida Shot records with an expiration date OR Exemption
6. Current school physical - good for 2 years from the date of physical
7. Parent Permission & Release form
 - a. This form has several signatures needed by the parent/guardian enrolling the child(ren). Not limited to the following.
 - b. Signed and dated stating you have read the Melrose Parent handbook
 - c. Signed Permission/Emergency Medical/Release Form
 - d. Signing your child up for carpool/walk up
 - e. Signature stating you've read the following 3 DCF forms. All 3 DCF forms located as a PDF on our website, under "Programs & Resources" down tab "Parent Form"
 - i. Influenza form - signed and dated
 - ii. "Distracted Adult" Flyer (DCF requirement)
 - iii. "Know your Childcare Facility" (DCF requirement)

What does your child need at school?

LABEL everything with FIRST & LAST name!

ALL children should keep the following in their cubby, at all times:

1. 2 -3 changes of clothes (**underwear too**), ALL AGES
2. Rain Boots or waterproof shoes (such as crocs)
3. Rain jacket - to keep at school
4. Reusable fork and spoon

ALL children should dress appropriately for school, at all times

1. Safe shoes daily! Easy for running, playing outside & that your child can get on and off themselves. **No little girl high heels or sandals with unsecure backs. This includes flip flops. Children are not able to run in these shoes. No jewelry.**
2. Please do not bring your child's favorite piece of jewelry or allow them to wear necklaces that are too tight around their necks.
3. Your child should be dressed in weather appropriate clothes daily. If not, we reserve the right to make the change, to keep your child safe.
4. Melrose likes to get messy. Do NOT send your child to school in their "Sunday best" clothing item. We have times that children do not wear shirts to cover clothing. Melrose is NOT liable for any outfits

stained at school. Dress children in clothes meant to get messy and have FUN in!

If your child stays at school from 9am-1pm, ALSO bring the following:

1. Everything should be kept in a backpack or small bag that is easy for the child to learn independence and carry alone. Melrose requires the child to carry the backpack, if they can.
2. Healthy Morning snack - fruits, veggies or protein
3. Refillable Water bottle - with easy to use lid & non leaking top - No Glass! No Juice!
4. Healthy Lunch, in a lunch box

If your child NAPS at school

1. If they drink milk or take a bottle, bring in a mini cooler, to keep chilled. Melrose cannot heat it up or store in the refrigerator.
2. A lovey or stuffed animal, if needed. Only to be used at **nap time or comfort during the day in the Safe Place. Otherwise, it must stay in backpack.**
3. Child size sleeping bag with attached pillow or small nap mat with sheet, blanket. Nothing adult sized or bulky, we do not have storage.



Things your child MAY NOT bring to school

with the exception of an event or show and tell day

1. ANY TYPE OF TOY.... Baby Dolls, Barbies, etc... Cars, trucks etc... Toy Weapons, Superheroes etc...
2. Dress up clothes or costumes.
3. The items above cause many issues at school with the child and other children. Melrose has many toys to play with and your child can save those special toys and costumes for at home.
4. When this happens your child's toy will be kept in the office & can be picked up in the afternoon. Melrose will also change your child out of the costume into another outfit.
5. If the class is having SHOW & TELL that is a great time to bring an item. We also have designated days for dressing up.

Children's Supplies... Label, Label, Label

When an item is misplaced - but properly labeled, we know exactly whom to return it to!

Label and supply the items below for the proper care of your child:

1. DCF requires that **FIRST and LAST names be on your child's water bottle or milk cup**. If it's not on there, we will write it on with a Sharpie. If DCF finds a bottle with no name - we WILL get cited.
2. Again, you will need 2-3 sets of clothing/underwear in the backpack every day. WE GET DIRTY! And... we garden.... And children have accidents. Let's just be prepared.
3. Diapers and Wipes (if not potty trained or if training)
4. Necessary medications (refer to Medications section)
5. Your child's teacher may also request slippers or slipper socks to wear.



Communication

We have several ways for you to “be in the know” about your child’s school. As well as how to communicate with Melrose Teachers and Administration. We feel if we are open with each family, then you should respect us and communicate with us. Melrose Administration, not just your child’s teacher needs to be aware when your child is sick, going out of town etc. It is our job to keep them safe and knowing this information helps us get through our day. It is also required by the Department of Children and Families for us to know your child has not been left in a car or forgotten at home.

Ways to Stay in Communication @ Melrose!

1. Parent Handbook & paper Calendar
2. Procare Connect - Digital daily reports/updates, photos and videos, class calendar
And much more for each child’s needs.
 - a. Download the app for helpful & easy communication with teachers and admin.
3. Once a month (or more) Email newsletter
 - a. Gmail Accounts often end up in “promotions” folder
4. Private Facebook Parent Page: “Melrose Parents”
5. Website Calendar - melrosejax.com
6. White board & Bulletin Board outside your child’s classroom
 - a. Helpful when parents are allowed inside regularly again.
7. Signs posted in the school building
 - a. Helpful when parents are allowed inside regularly again.
8. Verbal communication with teacher or Administration



Ways to communicate with Administration & Staff

You will be given the **email address** of your child's teacher, in the Welcome letter (handed out at Orientation). School email address is listed on the second page of this handbook. A helpful hint is that all staff at Melrose have a school email account. The email addresses are, firstname.lastname@melrosejax.com. Please let us know of any immediate concern through email. We are told several things in 1 day and it is hard to keep track. That being said, email is always best. Emails will be replied to Monday-Friday only with a turnaround time of 48 hours, on weekdays.

**** If our staff babysit for you on weekends, we understand you may have their phone number. However, parents are NOT allowed to TEXT our staff at any time about issues related to Melrose. If your child is out sick or having an issue in the classroom, then it must be communicated through Melrose email accounts. Melrose Administration needs to be informed as well. It is highly inappropriate to text our staff on during work hours, in the evenings and weekends, when it concerns the classroom or your child at school.**

1. Email! Email! Email! Info@melrosejax.com - Emails to any Melrose staff member will be replied to Monday-Friday only with a turnaround time of 48-72 hours, on weekdays.
 - a. Please note, sometimes it takes us longer to respond to emails. A day in the life of Melrose Administration includes a variety of things. Sometimes emails that are not an emergency will have a longer turnaround time. This is not always the case, but we ask for your patience as we are running a school and keeping your children safe.
2. Melrose responds to emails between the hours of 8am-4pm, Monday-Friday.
3. On weekends, Melrose Staff only respond to emergency emails. If emailing on a weekend please allow 48-72 hours for a weekday response.
4. If you email during a school break or holiday, please allow at least up to 72 hours for a response after returning to the office - Unless of an emergency. To maintain the privacy of the staff, texting is not allowed with teachers and aides.
5. Texting our Melrose School Cell phone - number listed on page 2
6. Melrose will not respond to Facebook or Instagram messages promptly. That is not an efficient form of communication for us. We prefer an email, call or text to the school cell.
7. During school closures, Melrose is unable to respond to emails. Allow 48-72 hours for us to return your email. If we find it to be an emergency, we will respond sooner.



Procare Connect App

Melrose is excited to begin using a new parent/family communication app. All of our lead teachers will have access to an Amazon Fire tablet, which will allow them to easily send notifications and messages to each family. Here are a few expectations for this new app.

- Every adult picking up or dropping off should have the app downloaded onto their phones. OTHERWISE, you will need to know the pin code to sign the child in/out each day.
- If you do not have the app, you will not receive notifications about your child's class activities or how your child's day was.
- Melrose will invite all parents to join the app and your profile will give you the pin to access the account on our school tablets.
- Melrose will be using a QR Code each day for adults to sign children in/out. You should have your phone readily available during pickup & drop off.
- The app has many wonderful features and we are anxious to learn about them all. A few of our favorite things so far are:
 - ◆ Daily Reports - all ages will receive this
 - ◆ Lesson/activity plans
 - ◆ Class calendar
 - ◆ Photos and videos
 - ◆ Digital sign in/out
 - ◆ SO MUCH MORE!
- Teachers will have time throughout their planning periods to update information. Our teachers will not be expected to have your child's full daily report completed until 5pm each day. Many of our staff work full time and their planning is from 4:15-5pm.
- If your child has an incident report you will have to sign a paper form at pick up. This is for us to keep on file, per DCF requirement.



Melrose Tuition Contract

Financial agreement & Written Notice

Once you have enrolled with Melrose and signed out Tuition Contract, that means you have agreed to our terms. After being accepted as a Melrose student and paying enrollment fees - you are required to fulfill your commitment by following through with tuition and attendance. If you fail to comply; you will forfeit your child's spot. **If your August tuition is not paid by August 5 - or you have not communicated with us, your spot will be filled.**

If you need to move or feel like Melrose is not the right fit for you, we need a 30 day written (email or letter) notice. There is no refund for early withdrawal. If you choose to leave **without a thirty day notice**, you are still obligated for the following month's tuition.

1. If at any time you choose to leave Melrose with or without any notice, and still have an outstanding balance on your account you will have thirty days to pay the outstanding debt.
2. If we do not have any communication from the person(s) that have signed the tuition contract, we will continue to charge your Procare account, till there is a zero balance.
3. If it is necessary and we see fit, Melrose will relay your information to our Collections Agency. At that point you are responsible for the debt owed to Melrose, as well as a 35% collections fee.
4. If you leave Melrose Preschool with an outstanding balance, your child's portfolio will be held until the balance is paid in full.
5. In the unfortunate case of a permanent school closing, we will give at least 30 days written notice prior to any changes in our agreement.



Tuition

The Items below were on the contract you signed, as well as located on our website. Review our tuition options: Ages 12 months - 4 years old

A **full month of tuition** is needed for 10 months (August 2020 - May 2021). If you would like to pay Bi-Annually or Annually, you may do so.

Our Pre-K 4 class is NOT VPK, we are a tuition based Preschool while preparing your child for Kindergarten.

	Half Day Option A 9 - 1	Half Day Option B 8:30 - 1	Full Day Option C 9 - 4	Full Day Option D 8:30 - 4
2 day Tues/Thurs Toddlers - 3's only	\$315 - Monthly \$3150 Annually	\$336- Monthly \$3360 Annually	\$432 - Monthly \$4320 Annually	\$455 - Monthly \$4550 Annually
3 day Mon/Wed/Fri	\$426 - Monthly \$4260 Annually	\$460 - Monthly \$4600 Annually	\$516 - Monthly \$5160 Annually	\$550 - Monthly \$5500 Annually
5 day	\$533 - Monthly \$5330 Annually	\$590 - Monthly \$5900 Annually	\$707 - Monthly \$7070 Annually	\$763 - Monthly \$7630 Annually

Early Drop-Off

Need occasional drop in WITH 24 hr notice only. If you need Early Drop-off on a Monday, you must let us know by 4:00 on the Friday before.

\$ 5.00 8:30-9:00

Melrose Fees

\$150 Enrollment Fee - Due at time of Enrollment - Non-Refundable

\$125 Supply Fee Ages 1 year - 3 years - Due at time of Enrollment - Non-Refundable

\$150 Supply Fee Pre-K Students - Due at time of Enrollment - Non- Refundable



Family Discount -Tuition

10% discount for 2nd child

15% discount for each additional child in the same immediate family

- Please note our sibling discount is not valid during summer camp

Tuition FAQ

1. When is tuition due?
 - a. Tuition is due on the 1st of the month. It's late after the 5th.
2. When & What is the late fee?
 - a. If paid after the 5th of each month - the late fee is \$5.00 per day. Yes, if the 5th falls on a weekend and was not paid before the due date, you will be charged a fee. Melrose will add the late fees to your family procure account.
3. Why do we pay tuition if we're not in school, such as August & December?
 - a. Tuition is based on an annual amount that we break down for your convenience. This is based on the *school year*: August to end of May. Even though people are not in the building, during Holiday Breaks - expenses still exist. Just a FEW of our bills - Rent, JEA, Health Insurance, Liability insurance, Fire Security, janitorial, garbage waste and supplies are just a few items that are due even when the school is closed.
4. Do I have to pay monthly?
 - a. Many families choose to pay monthly, some pay twice a year and others pay in full when school begins.

How do we pay tuition?

Every Family has a **Procare, Tuition Express Account**. Each Family is required to turn in a tuition Express form, to give Melrose permission to withdraw tuition from your checking/savings account or credit/debit card each month.

1. Melrose DOES NOT accept personal checks or money orders - for tuition, enrichment classes or any extras
2. Credit/Debit Card - with a 5% fee. Melrose only accepts Visa & Mastercard



How do we login to Procare, Tuition Express?

1. Myprocare.com
2. Use the email address you gave to Melrose on enrollment form
3. Create your own password
4. BAM! You should be into your family portal
5. From there you can -
 - i. Pay your balance with credit/debit
 - ii. Print Invoices
 - iii. See when your child(s) paperwork expires
 - iv. Update your address or phone number if something changed

Other Fees

1. RETURNED ACCOUNTS: A charge of \$25.00 will be assessed for any returned insufficient fund fee, plus an additional late fee of \$5.00 per day until payment is made in full.
2. COURT FEES: Should it become necessary to go to court over non-payment of fees owed, court & attorney fees will be added to your bill.

Melrose Carpool & Walk Up

For maximum safety, please follow our drop-off and pick-up system. During the designated times, staff is on duty to usher students to and from cars.

- Early Morning drop-off times, Monday—Friday: 8:30 – 8:40 a.m. When arriving after 8:40, you will be directed into the carpool lane.
- Regular Morning drop, off times, Monday-Friday: 8:55-9:10. If your child is in the 3 & 4 year old carpool or walk up and you are after 9:10, you must park and walk them to the front door.
- Mid - Afternoon pick-up times, Monday—Friday: 12:55-1:10
- Late - Afternoon pick - up times, Monday-Friday: 3:55-4:10



Directions for Carpool - Pick up & drop off

- Refer to map at the bottom
 - ◆ **Lane #1 - Green Lane** - Toddlers/Two's & Siblings with 1 older and 1 younger
 - Line begins from St. Johns Ave, right onto Euclid, after school parking lot.. Then the line will form on the side of the school building. Children will exit the car in front of school, on Melrose Ave, with a Melrose employee.
 - Wait at the corner of Melrose & Euclid, until directed that it is your turn to move forward.
 - Melrose staff will guide you to the next available turtle, by showing you number's 1-5 on with the staff members fingers.
 - Sibling ex: If you have a toddler & 3 year old. This is your carpool.
 - **RAIN PLAN** - This lane will not change, please be patient as we will be moving a bit slower to be safe. Please help your children buckle once they are in the car.
 - ◆ **Lane #2 - Blue Lane** - Three and Four year olds
 - Running Place, on side of school building
 - Line begins from St. Johns Ave. Make a right BEFORE the church, that will lead you onto a driveway. You will go under the awning and your child will exit the car, with a Melrose employee at the gate to the running place.
 - **RAIN PLAN** - If it is raining in the morning the teachers will have children exit under the church awning.
 - **RAIN PLAN** - If it is raining in the afternoon (1pm or 4pm) pick your child up in the GREEN LANE. Please be patient as we will be moving a bit slower to be safe. Please help your children buckle once they are in the car.
- Your child's car seat should be placed on the side Melrose staff open the door.
 - ◆ **Lane #1** - Passenger side
 - ◆ **Lane #2** - Driver's side
- The adult dropping off must have the **Procare Connect App downloaded** an account created before the 1st day of school. You will need this each day to sign your child in/out.
- If a grandparent/friend/babysitter does not have the app, then they must know the family pin for signing the child in/out. Located in your family Connect profile.
- Melrose prefers each parent to have the Procare connect App downloaded, so you can sign in using our QR code.
- **You should have your phone accessible during carpool or walk up, to sign your child into school.**
- Staff will unload/load the children from the car
- Stay in our car if you only have 1 child getting in/out on the side where Melrose staff are located.



- More than 1 child?
 - ◆ Only get the child out or buckle child in, when their seat is near the road.
 - ◆ The BEST option is to unbuckle them and allow them to get out on the "safe" side where Melrose staff are located.
 - ◆ Therefore, unbuckle your child, make sure they are with a staff member and get back in your car.
- Your child's things should be located on the floor of the car, under their feet. They may not be in the front seat. Melrose staff need to reach them quickly.
- When lining up, do not block the sidewalk or impede traffic..
- At pick-up while cars are lining up, students are called by name via walkie talkie..
- Students wait in the lobby or in the running place until the car is at the front of the line.
- A staff member brings your child to the car. You may not walk to the front of the school and do not need to get out unless helping child #2 or #3.

Guidelines for all drivers to follow

- Do not use your cell phone during drop off or pick-up
- Stay in your place in line. Pay attention to your place in line. Do not change lanes.
- When parents move ahead of the line, it messes up the system staff work hard to organize.
- Melrose staff will tell you where to park in the lanes.
- Please be patient—the system works, and it's safe and efficient.
- Do not leave your car for any reason.
- Carpool lanes are meant to move quickly. When Melrose staff has left your car, please exit the lane slowly and immediately.
 - ◆ The carpool lane is not a time for applying sunscreen, finishing breakfast, doing your child's hair, chatting with a friend or giving them an afternoon snack.
 - ◆ If your child is out of the car or loaded in and buckled, you must leave the carpool lane.
- If you need to talk with a staff member, you will be asked to park outside of the lane and walk up. You will have to wait till the carpool is over. We need all staff members to participate in end of day procedures.



Pick-up name cards

- Melrose will provide a place card for each family, after labor day.
- Cards will be color-coded by age, for us to easily spot & have your child ready to go
- When you enter the drive lanes, have your name card visible through the **front windshield**. The card must be in place until your child is in the car.
- Carpools must display names of all students to be picked up or use a carpool name that all members recognize.
- Write your child's name clear and large if you do not have the Melrose place card with you. Black or blue thick markers or typed are the best options.

Pedestrian & Bike entry

8:55-9:10am, 12:55-1:10pm, 3:55-4:10pm

- The only pedestrian entrance is located in the back of the school.
- Park in the back parking lot and walk your child to the gate, where a Melrose staff member will be located.
- You will sign your child in before leaving. Do not drop off a child(ren) without a staff member knowing they are present.
- Do not ride bicycles in the parking lot. If student bikes need to stay on campus, they must be locked up outside of the wooden gate.

Change in your child's pick up location or someone new picking up?

- You must give us a **24 hour EMAIL notice** if your child will be in a carpool lane instead of walk up or walk up instead of carpool.
- The email must be sent to Admin & your child's teacher, so we are all aware of the change.
- Melrose is unable to change your child to a new location the day of.
- If you are adding someone to your pickup list, please allow **24 hours** for us to update your child's information.

Car seat transfers

- Drivers, not the drop-off or pick-up staff, are responsible for coordinating car seat transfers.



- Car seats can be left in the lobby of the front of the school.
- The driver must retrieve and install the car seat before up pick-up time
- You may not be in the carpool lane while installing a carseat.
- Park across the street from the front door, install and then get into the carpool lane.

Late for Pick-Up or Drop off?

- Students arriving after 9:10, must be taken to the front door of Melrose. This is for ALL ages and even if you are a walk up.
 - ◆ Therefore, you must park and walk up to the front of school.
 - ◆ Adults must have on a mask.
- Students not picked up by 1:10 or 4:10
 - ◆ Your child will be waiting in the front lobby
 - ◆ Fees will apply to being late

Picking your child(ren) Early from school

- Children may not be picked up between the hours of 12:30-1 or 3:30-4. We are busy preparing for the end of day and carpool.
- If you need to get your child early, it must be before those times AND you must call ahead, so your child is ready.
- It is helpful to schedule an early pickup through email and giving Admin a 24 hour notice.
- Your child will be picked up at the front of the school.

Punctuality

Melrose feels that since you, as parents have high expectations for us as educators, then we also have high expectations for you. Melrose is not a Daycare setting and does not allow for children to be “randomly” dropped off at school. Not being on time to your child’s class is disruptive to everyone involved. It not only takes away learning time from the students who arrived at school when they should, but it causes distress on your child.



1. Our doors open for 9am drop off at 8:55am. This gives you 10 minutes to get your child to class on time.
2. Our doors open for 1pm pick up at 12:55pm. You are late after 1:10. This gives you 15minutes to pick your child up promptly.
3. Melrose will not allow families to be late in the mornings or afternoons. Fees will apply for picking up late
4. If you have a scheduled appointment that morning and will not arrive till after 9:30am, we need email notification 24hours in advance.
5. If you arrive between the hours of 9:05 -9:30, your child will wait in the office until the teacher is done with Morning meeting or the first activity. Which means they will miss out on the activity and daily lesson or in some cases Studio.
6. Use your Procare Keyless Entry code to get in and out of the school outside of those times. Keyless entry information listed below. If you start school after Labor Day - please allow 2 weeks to receive your code.
7. A staff member will be at the front door only from 8:55-9:10, 12:55-1:10 and 3:55-4:10.
8. **If your child has been up since the middle of the night... do not bring them to school. It is not a healthy decision for your child. Every child should have a minimum of 8 hours sleep per night.**

Afternoon Pick-up

When parents are able to enter the building again.

One of our goals at Melrose Avenue Preschool is for your child to have the best early childhood experience possible! When you pick your child up, they may want to show you an activity they explored that day; a piece of art they created; or maybe introduce you to one of their new friends. Be there for them. It's also a great way for "brief" communication with the teacher. Our teachers have many obligations in the afternoon, so please be respectful of their time. If you need to speak with a teacher about a concern, arrange a conference time that is convenient for you both. Also, please note that if you arrive to pick up your child midday and we are in the middle of a fire drill, here is where you can find your child. We report to the staff parking lot that is adjacent to the running place and garden.



Late Pick-up

These **fees will be added to your Procare account**. By signing that you've read this handbook, you also acknowledge that we will charge the fees when late. Fee's are listed PER CHILD.

Half Day (1:00 pick-up)

Between: 1:10 - 1:20	\$ 5.00 late fee
Between: 1:20 - 1:30	\$10.00 late fee
After 1:30	\$ 1.00 per minute

Full Day (4:00 pick-up)

Between 4:10 - 4:20	\$5.00 late fee
Between 4:20 - 4:30	\$10.00 late fee
After 3:30	\$ 1.00 per minute

Late picking up when child is sick

If your child is sick and you are called to pick him/her up: You need to come within 20-30 minutes. Pick up over 30 minutes: charged \$ 1.00 per minute late fee. When Melrose has your child sick in the office for over 30 minutes it does make it harder on our day, especially if your child is throwing up or very sick. They also are just ready for their Dad or Mom to come and get them.

When your child is late to drop off or pick up, this is what is happening:

1. Your child is considered late after 9:10am.
2. He/She is entering a room where children are already engage in activities, therefore, it may be more difficult for your child to adjust to the situation.
3. It's teaching disrespect of a teacher's time.
4. You are teaching your child that it's okay to be late.
5. Children may be frustrated if they missed a key part of their day. Such as picking a favorite job or hearing a story.
6. It is important for our classrooms to stay on a schedule as much as possible to keep the children feeling safe!



How to drop off your child - When adults are able to enter the building.

However, due to COVID-19, adults are unable to drop off children at the classroom.

WHAT IS NORMAL? It's normal for your child to have some fears and misgivings about being away from you. Children, like adults, need time to get used to new situations. Try to prepare your child for the changes as far in advance as possible. Discuss any concerns. Talk about some of the new people your child will meet and the new things your child will do. If you are enthusiastic, soon your child will be too.

At drop off be patient and take time with your child. Make sure they are greeting the teacher as they enter. If the teacher is with another student, be patient with her, as she will not forget about your child. Classrooms can be hectic first thing. Give your teacher a moment to make sure she has greeted everyone. Many teachers save a deeper connection time for Morning Meeting.

Here are the steps for a smooth drop off.

1. Give your child the expectation you cannot stay long in the class
2. Have your child walk into school and all the way to class with his/her backpack.
 - a. This will give them the feeling of ownership
3. Greet your teacher when you arrive. 2 choices - High Five or Hug
4. Your child needs to pick out his/her snack & put it on the tray with a water bottle.
5. Assist your child with putting lunch box and backpack in their cubby
6. Walk your child to the floor or table game with class.
7. Tell them good-bye and do your favorite I Love You Ritual - Butterfly Kiss? Pound? Fish? - 2 choices
8. If your child is having a hard time separating, walk them to the Safe Place. The teacher will give them some alone time and check on them shortly. Most times children need a moment alone before joining a group.
 - a. If the teacher is already in the Safe Place with a student that needs guidance, she will call for a second set of hands.
9. When you say you are leaving the room, make sure you don't go back. That will make your child feel anxious.
10. If you still aren't comfortable, stand outside the door where they can't see you and listen.
11. Then you can text our school phone (cell number on page 3) and ask how they are doing.



Enter & Exit with Procare Keyless Entry - When adults are able to enter the building.

However, due to COVID-19, adults are unable to drop off children at the classroom.

Each family will receive a 4 digit code to use in case you need to enter the building when a staff member is not present. This should not be shared with anyone except immediate family. Only adults may push the green button. CHILDREN MAY NOT PUSH THE GREEN BUTTON! When you allow a child to push the green button on exiting - you are teaching them how to leave and that is not safe.

How to work the push to exit button & Procare Keyless entry...

1. Push the green button and then push the door open at the same time.
 - a. Children are in charge of pushing the DOOR
2. The code can be used from: 8:30 - 4:15, Monday - Friday.
 - Step 1: Push START
 - Step 2: Enter 4 digit code
 - Step 3: Pull OPEN

Visitations

Melrose Preschool has an “open door” policy. Parents have access at all times to all areas used by children. The only limitations to this policy are:

- 1. Due to COVID-19 policies Melrose is unable to have parents inside the building on a regular basis. Subject to change based on COVID-19. Email Administration if you need to be in your child's classroom for a certain reason.**
 - a. Melrose is happy to allow 2 parents to meet a class outside in open air, if celebrating a birthday. Must be scheduled in advance and adults must wear a mask.
2. Parents that do not have legal visitation rights or are not on enrollment form will only be allowed with documentation.
3. Many times seeing a parent can disrupt the child’s daily life could cause anxiety. Children act differently when parents are around.
4. So, although visiting the school is acceptable, we respect the right to advise certain situations.
5. This also includes staying for over 5-10minutes in your child’s classroom at drop off. Melrose does not recommend the “kiss and go” or “sneaking out” methods at



drop off. But, staying for a long period of time will give your child more anxiety when you do leave.

Melrose Parent Teacher Group - PTG

Melrose is very excited to have a Parent Teacher group. This group is going to be a way for the parents, administration and children to all be on the same page with events and other awesome things happening at Melrose. We are excited to announce our Chair Members.

- | | |
|---|--|
| 1. President: Heather Buckman | 5. Diversity Chair: April Dominguez |
| 2. Vice President/Secretary: Stacy Maurer | 6. Technology Chair: Eric Christensen |
| 3. Events Chair: Stephanie Christensen | 7. School Campus Chair: Ashli Nixon |
| 4. Events Co-Chairs: Anna Merkel & Marilyn Wells | 8. Parent Ambassador Chair: Julie Bohn-Howard |

POSITION	JOB DESCRIPTION
1 President	→ Develops PTG goals in conjunction with Melrose administration, oversees all board activity, main liaison to Melrose administration, coordinates meetings
2 Vice President/ Secretary	→ Works with the President to develop and implement PTG goals, keeps record of all funds received and paid out.
3 Events Chair * = Level of involvement	→ Responsible for the two main events - Fall Festival and Annual Fundraiser - and any other smaller events such as community gatherings. → Manage committees for each event <ul style="list-style-type: none">◆ Photo Day *◆ School Family Picnic *◆ Fall Festival ***◆ Thanks and Giving Breakfast **◆ Auction **◆ Holiday Musical Program ***



	<ul style="list-style-type: none">◆ Farm Animal Visit *◆ Springfest: Art Show ***◆ Teacher Appreciation Week**◆ Pre-K Graduation *➔ Coordinate with Volunteer Chair for volunteers➔ Work with an assistant or a committee as needed➔ Report to PTG President
4 Events Co-Chair	<ul style="list-style-type: none">➔ Works in conjunction with Events Chair to help plan and execute our two main events (Fall Festival & Silent Auction) and all smaller events. All events are listed above.➔ Plan and execute internal community building events and initiatives such as:<ul style="list-style-type: none">◆ Parent Nights◆ New Family Welcomers◆ And more! (ex. Support groups, trainings, Military group, Stay at home parent etc)➔ Responsible for donations needed throughout the year, including auction items for the annual fundraiser. Also responsible for researching and applying for applicable grants.➔ Lead donation drives at school:<ul style="list-style-type: none">◆ Ben's Place in December◆ Heart Cart in February
5 Diversity Chair	<ul style="list-style-type: none">➔ Melrose strives to embrace a diverse community and teach diversity to our young children. We feel they should grow into loving children and learn about cultures.➔ Works with Melrose administration and a small group of volunteers to continuously address and improve on Melrose's commitment to diversity.
6 Technology Chair	<ul style="list-style-type: none">➔ Assists in tech-related needs, including help administering online bidding with the annual fundraiser, assistance with school devices and maintaining PTG emails.



7 School Campus Chair	<ul style="list-style-type: none">→ Responsible for helping to identify and implement small campus beautification projects. Works with development/gifts chair to obtain any donations needed for the campus (ie items for the garden, etc)→ Head all projects for campus beautification→ Lead Garden Days in the Spring→ Coordinate with Volunteer Chair for volunteers→ Work with an assistant or a committee as needed→ Report to PTG President
8 Parent Ambassador Chair	<ul style="list-style-type: none">→ Works with Melrose administration to ensure that all volunteer slots are filled throughout the year and reminds volunteers prior to each event. Main point of contact with the Parent Ambassadors Volunteers and ensures that the parent ambassadors are fulfilling their obligations.→ Manage all Class Parents - 22 adults→ Be knowledgeable of school events→ Communicate expectations for <p><u>Class Parents</u></p> <ul style="list-style-type: none">◆ Assist teachers for class parties/events and find more parents to help if needed◆ Supply/ask parents for needed supplies◆ Organize pet care (ex. Who will care for them over breaks; special treats)◆ Celebrate teacher's birthday◆ Coordinate any independent parent or class events offsite◆ Shutterfly - Calendar & sending messages to other parents

Classroom Ambassadors:

These volunteers will help the teacher at a variety of times: Class parties, special projects, connecting with classroom families and miscellaneous activities. If you



have the time to participate - your child's teacher will be very grateful! This is a commitment from August - May.

Within the first few weeks of school, Melrose PTG will begin smaller subcommittees under the other groups listed above.

Volunteer Hours at Melrose:

Melrose does require all school families to have 10 hours of volunteer time on our school campus. With our Reggio and Conscious Discipline Philosophies families are a large part of the learning of the children. Family cooperation and participation is important to have at Melrose. If you are looking to join a certain group listed above, come join us at one of our PTG meetings. Dates coming soon!

MELROSE DAY-TO-DAY

We are a play-based preschool and encourage as much play as possible. PLAY is a child's work. It's when they discover, explore and learn about new things. It builds critical thinking skills as well as developing social and emotional skills. Creativity can soar when children are given the opportunity to discover on their own. However, we prepare your child for the next level of schooling.

Typical Daily Activities

Daily activities are organized by the lead teacher. The assistant helps execute the ideas smoothly. The lead has planned a schedule that is smooth for the day-to-day activities to happen. Keep in mind that periodically this schedule changes.... That's what working with kids does! The list is not limited to the following: Music, Art Studio, Exploration time at Discovery Stations (Science, Math, Literacy, Math), Outside play and Gardening, Story time, Snack and Lunch.

Reggio Documentation

The Reggio Emilia Approach believes it is best to organize your child's art and experiences through documentation. When your child begins at Melrose, a portfolio will be started for them. This will be a wonderful item for you to cherish for years to come. Because we are a school that does not believe young children should be tested - our portfolio documentation will show your child's progress through photos,



artwork and teacher observations.

Student observations

Teachers' observations are done on a daily basis. This gives the teacher the chance to create new and exciting activities, based on the children's interests. be made throughout the year by your child's teacher. Each year, you will have the opportunity for a parent/teacher conference to discuss your child's progress. If the teacher sees a need for a conference at any time during the year, she will contact you.

Melrose Post Office

Melrose encourages literacy with all ages. Want to write a sweet note or draw a picture to your child? Our PreK 4 Students have a fun job every school year. They are in charge of delivering our mail. Simply make something small at home or in our Post Office. Put your child's name and class number on the letter. Place delivery into our giant black mailbox. Our Melrose Postal Service will deliver a few times a week. This Post office is located to the left of our Piano in the Family Room.

Cross Training

Some days you might see staff members that you don't recognize. We try to cross train our staff (mainly the assistant) to make sure they

understand the variety of job duties within our school and allow them to work with other age groups. This also helps with peer training. This brings more connection within the school, giving staff members the chance to know the names of all our students.

After School Protocol & Respect

We LOVE the fact that your children feel safe at school; have fun and don't want to leave! But with that we need to figure out a good balance. Therefore, you may visit on school grounds **till 1:30pm**. After 1:30, our campus is reserved for Stay & Play students. If you choose to stay, then you must obey our guidelines and precautions.

1. Students and parents may not gather on the front porch or sidewalk in front of the school after 1:15pm. This does not make it safe for anyone entering & exiting the building.
2. "The Running Place" (named by students) is the large fenced in area. Children may be here SUPERVISED, till 1:30.
3. ***There is no digging in the Running Place, unless it is in the sandbox.*** This is an area for open ended play time and where we play sports.
4. There should be no urinating outside on the school grounds.

5. You must clean up your own mess - trash, leaving backpacks etc..
6. Parents may not bring umbrellas or any extra play equipment for the 20minute period.
7. If children want to visit the chickens, they need Adult Supervision.
8. Parents are not allowed to let the chickens out of the coop.

Looping Up

Being a Conscious Discipline school, we believe in making students feel safe and comfortable. We make every effort to have our teachers loop up with their class each year. Although this is an ideal situation, it doesn't always happen. We feel sometimes teachers aren't ready to move up and sometimes teachers like the age group they previously had. There are many things we take into consideration when assigning teachers to a classroom and many things can happen right before school starts. This is the reason we wait until Orientation to have our "teacher reveal."

Hank Mattsson our Calming Canine

Another way we support your child's emotional wellness is with our "Calming Canine". Hank is the resident, black & tan, mini dachshund that you will see roaming around. There is quite a bit of research showing

the positive effects that animals have on human behavior. Just petting an animal can raise serotonin levels (the happiness hormone) and calm emotions. Hank has recently been certified as an Emotional Support Animal (ESA) and (sometimes) wears a handsome vest designating this certification! He is certified by the U.S. Animal Registry. Hank is typically found basking on the front steps, exploring in his jungle in front of school, barking at the dog across the street or sleeping in the office. Hank is a sweet boy and enjoys scratches on his back and belly rubs. If your child would like to pet Hank, an adult must be present. Hank does not like his tail pulled, to be kicked or hit. If you are uncomfortable with having Hank at Melrose or are allergic to dogs, please talk with the administration right away. By acknowledging that you have read the parent handbook you are also stating you are comfortable with Hank being on campus.

Melrose Animals

We love having pets of all kinds at Melrose. We also have a number of other animals that live in the classrooms. Please be aware of these animals in our environment. It's an amazing way to teach our children responsibility and care of pets.

Parents and students are not allowed to let any of our animals out of tanks or homes. A staff member must do this



for you. This includes all animals listed below.

Occasionally our animals do change, due to the circle of life, so be sure to check out the list in our "Parent Corner" more frequently. Currently we have:

- Buddy the red-eared slider turtle & his Fish Friends
- Coconut, Hedgehog
- Hank (#2) the bearded dragon
- 2 crazy chickens!

Meals - Snacks - Cooking

Snack and lunch are great opportunities for learning. We will explore healthy foods, manners and table conversation during these times. Great for building vocabulary.

WE ARE A PEANUT FREE FACILITY.

This is very important due to the fact that many people are allergic to peanuts. Peanut allergies are a serious matter and it is typically airborne.

No Peanut Butter or Peanut products. Check out WOW Butter, Sunbutter, Soynut Butter, Almond butter & other nut butters if your child likes a PB & J. We DO allow cashews.

NUTRITION

Since food and nutrition are important components of a child's development, Melrose Preschool emphasizes fresh and natural foods such as fresh fruits and vegetables, whole grain breads, cheese, protein and non packaged items for the entire lunch. Melrose does not allow lunches that are full of

processed foods, Lunchables, and foods with preservatives and additives.

LUNCHES

All children are required to bring their own lunch. Children's lunches should contain:

1. **Pack finger-foods - Foods that are difficult to eat, are frustrating**

for children and cause them to put them aside.

2. They will eat their “healthy” food first.
3. Lunches must include a protein, dairy, fruit or veggie.
4. **Save treats for home.** This includes, cookies, candy of any kind and junk food. That’s what makes it a special treat. Children are not allowed to bring treats to school. If sent to school our staff will not allow the child to eat the sweet item. These are saved for special occasions, such as class holiday parties. It is best to limit the sugar. Everything done in moderation, is helpful for a young child’s growth.
5. **Do not send juice boxes or juice in cups.** Water is the only option we allow at school and is the healthiest choice to hydrate your child.
6. Melrose does **NOT allow** small pasta/rice or messy sauces. Such as spaghetti and red sauce.
7. Young Toddlers, the students turning one from summer-Fall may bring milk for meal time. Melrose does not refrigerate milk. Be sure it is packed in a lunchbox to keep cool. Toddlers may also bring milk for nap time.
8. Be sure your child’s food is not cut too small which makes it harder for them to eat at school. It should be cut at an appropriate and safe size for them to eat.
9. **Keep a fork and spoon in your child’s classroom so they have one at all times. We will not**

supply forks & spoons. It’s not healthy for our planet.

SNACK TIME

1. Send a healthy snack for your child to have mid-morning. Fresh Fruit, hummus and carrots, celery & almond butter, olives etc...
2. Granola bars are not always healthy. Become a label reader with your child! It’s part of their education.
3. Snack items should contain **LESS than 10 grams of sugar.**

FOOD CONTAINERS

Melrose Preschool is always trying our best to be “green”.

1. It is best to use reusable containers when possible!
2. Remember to **LABEL** the containers! Sharpies are great for labeling, as well as: “Mabel’s Labels”
3. **Glass containers are not acceptable;** too many breakages have occurred. It also makes your child’s bag too heavy for them to carry. If you choose not to use plastic - metal or reusable bags are another option.

SPECIAL DIETS

Please inform us if your child has a special dietary need. Dietary needs



must be recorded on your child's enrollment form.

Each class will be cooking 2-3 times per month as a classroom project. At this time, due to CDC recommendations, we are unable to do most of our cooking projects. Classes will hopefully resume this in the middle of the year, but we feel the spread of food items is not sanitary during COVID-19.

We respect each and every healthy dietary need or choice. Melrose tries our very best to meet all dietary needs, however, there are times our staff are unable to meet these needs. Sometimes teachers would like to do cooking projects involving a variety of ingredients. Our teachers are required to give the family with a dietary need 24-48 hour notice if cooking in the classroom or a special event is happening. It is the job of the parent to bring in a substitute item for the child, if they choose. Otherwise, the child will still be able to participate in the activity of cooking and preparation. Parents are also required to provide a substitution for dietary needs for any type of class parties we have at Melrose.

BIRTHDAY Celebrations

Parents are welcome to prepare special birthday treats for your child's

birthday. A few **Do's and Don'ts** for Birthdays on campus:

1. COVID-19 Birthday Celebrations-parents are unable to come into the classroom.
2. **DO** share in your child's birthday celebration. 12:15-12:30pm with the class. In one of our 4 outdoor learning environments. Due to COVI-19, only parents (2) are allowed to join in the celebration and they must wear a mask.
3. Unfortunately, a four hour school day **doesn't** provide enough time to conduct a "party" for your child. NO treat bags, piñatas, balloons and games for your party at school.
4. **DO** invite the entire class to your child's weekend party. We don't want any hurt feelings. **Don't** expect Melrose staff to hand out your party invitations. Our main focus are the children and day-to-day lessons.
5. **DO** give the teacher 24-48 hour notice, if you are bringing in a healthy treat. This allows plans to go accordingly and possibly inform a family with dietary needs.
6. **DO** bring these birthday treats, 1 for each child, in class. Due to COVID-19 and CDC recommendations, only store bought items that are individually wrapped or in an unopened package may be brought to school. Healthy muffins, yogurt with fruit toppings, 100% fruit popsicles, or Pirates Booty..



7. **DON'T** bring sweets - cakes, cupcakes, ice cream of any kind, cookies or candy.
8. If there is a child in the class with a dietary need please let the teacher know 72 hours BEFORE you will be bringing in a treat. This will give the parents of the child with allergies a chance to bring a separate treat.

CLASS PARTIES & COOKING PROJECTS

Melrose loves to celebrate the little things! All classes have several little parties throughout the school year. Children love to have an excuse to have a party. Melrose feels sweet treats done in Moderation is a safe option for students. Special occasions are a fun time to have options that everyone enjoys. Some examples for parties we allow our teachers to have throughout the school year.... Not limited to the following.

1. Pizza parties - with a fruit and veggie - and healthy juice too

2. Cookie Decorating Parties - fun in December and Valentines Day

All parents must approve they want their child to participate. If the parent does not want to have their child eat the items, they need to provide a substitute option.

Parents need to remember if the class is talking about a specific topic the teacher will want to plan a cooking project around the topic. This coincides with our Reggio Emilia Curriculum. The majority of the year they need to be healthy options. However, we will approve staff to cook a sweet item a few times a year. Ex: Class talking about Winter and Cold weather - makes homemade Ice Cream. If the parent does not want the child to eat the item, they should bring in a substitution. Again, sweets in moderation is safe and fun for children

Health & Safety Practices

COVID-19 Health Precautions

COVID-19 rules & regulations are listed in the first few pages of the parent handbook. You may also view them on our school website.

Medical Emergencies

In the event of a medical emergency, we will first call 911, then the parents or guardian will be contacted as soon as possible. If the parent/guardian cannot be



reached, the directions on the enrollment form will be followed. In the event that IMMEDIATE medical attention is required, we will use Wolfson Children's Hospital. If you have a preference other than what is listed, we will try to accommodate you, if possible. All accidents and illnesses are recorded on a monthly health and accident report.

Diapering

Melrose allows diapers or cloth diapers for children. Melrose does not allow Pull-ups. Diaper changes are scheduled for every 1.5 to 2 hours. In addition, a child will be changed when needed. Parents will provide diapers and wipes. Diaper cream will need a medication form when used. Hands will be washed before and after diaper changes. The changing mat is sterilized, with thieves' solution after each use. Soiled diapers will be disposed of in a trash can and then into the dumpster outside the building.

Potty Training

Melrose starts potty training at 2 years old and when the parent is ready. We will work with parents/guardians to initiate potty training with the individual child. In order to be successful in this training, it is important that **both parents and staff are consistent** in their techniques. Cleanliness and hand washing will also be emphasized in the training process. Children are NOT allowed to wear PULL-UPS during the potty training process. Pull-Ups are too similar to a diaper when your child is potty

training and should only be worn during nap/bed times.

- Children should wear underwear during the process. Make it fun and let them help you pick out a style.
- Parents are required to bring in 4-5 change of clothes for your child during this time. If they are wearing shoes with socks, you should also provide an extra pair of shoes/socks.
- If your child is sent home with wet clothes, be sure you send more clothes to school the next day.
- Failure to provide your child with extra clothes/underwear etc... might lead us to putting your child in a diaper. We are unable to provide extra clothes everyday.
- Four-Five accidents per day, may be due to your child not being ready to start potty training. Your teacher might ask to try again in a few weeks.
- During the process your child will need to wear a diaper during nap time.
- Children MUST be potty trained before going into the 3 year old classroom.



HAND WASHING & HAND SANITIZER

Hands will be washed before and after meals, before and after bathroom use, after nose blowing or wiping, after handling an ill child, and after playing outside.

Due to COVID-19, Melrose will be using hand sanitizer extra times throughout the school day. A signature is required for us to administer this on your child's skin. Refer to the parent permission & release form to approve this for your child.

TOYS & EQUIPMENT

Toys & equipment will be sanitized daily, weekly or as needed, by the teachers and staff. Melrose does NOT clean with bleach, lysol or harsh chemicals. Toys are cleaned with soap and water, Thieves or Vinegar/water solution. In the case of a large sickness outbreak, the classroom is cleaned extra thoroughly.

FIRE DRILLS - LOCK DOWN DRILLS - WEATHER DRILLS

Practice drills will be conducted a minimum of once a month and recorded on a record sheet provided by the state fire Marshal and DCF. Evacuation procedures will be posted on the wall next to classroom exits.

FIRST AIDE TRAINING - ACCIDENTS & INJURIES

First Aid will be administered to a child needing care.

1. Melrose is not legally allowed by DCF to pull out splinters, apply medication or neosporin.
2. Each accident will be recorded on an Incident Report form. Parents MUST sign the form the DAY OF the incident. DCF states if the document is not signed the day of it is invalid.
3. Melrose will keep a copy in the child's file, if parents want a copy we are able to do that.
4. Melrose will call the parent if a child hits their head, has a large bruise or needs to be notified of a situation. Melrose will also call the parents if a child has had a bite or has bitten another child.
5. Melrose will call 9-1-1 before the parents if there is an emergency such as a seizure or immediate urgency is needed. Melrose will call the parent(s) if a child hits their head, has a large bruise or needs to be notified of a situation.
6. DCF requires ALL staff on sight are CPR/First Aid certified.
7. **The staff of Melrose Preschool is obligated to refuse release of the child to any parent or guardian who appears to be under the influence of drugs or alcohol. Authorities will be called.**



REPORTING CHILD ABUSE

Florida State Law and Licensing requirements states that child care facilities are required to report immediately to the police or the Department of Children and Families, any reason to suspect child abuse, neglect, or exploitation. We are not obligated to inform parents/guardians of this report.

MELROSE WELL CHECK SCREENING

Children will be visually screened as they arrive at the school. If a child exhibits signs of illness, it will be determined if the symptoms indicate the need for exclusion until remedied. In the event a child becomes ill and needs to be picked up, the child will be separated from the rest of the children until a parent arrives. If the child has bruises that the teacher notices, it will be helpful to know how they appeared. Parents should notify the child's teacher of bruises the child has first thing in the morning. This is helpful to the staff, so we are aware it is not a new bruise from school.

SICK CHILDREN & NON-ADMITTANCE

Your child will not be allowed to attend Melrose Preschool if he/she exhibits symptoms for exclusion within a 24-48 hour period prior to the child's admittance back to school. If your child is unable to participate in the

normal activities of the daily schedule, then your child must stay home. This means your child will be sent home if anything below is evident with your child.

1. Fever of 100 degrees or higher - we use a forehead thermometer
2. Due to COVID-19 precautions - children may not have a runny nose, cough or trouble breathing
3. Diarrhea three or more watery stools within the time frame at school
4. Vomiting on one or more occasions during school
5. A draining rash - Eye discharge or Pinkeye - Lice or Nits
6. Too tired or to participate in normal activities - Parents state the child "only slept for a few hours" or "didn't get a good night's sleep". We could ask you to please take them home or come and get them early. A child needs 8+ hours of sleep each night, to be comfortable and happy at school.

STAFF ILLNESS

1. Staff members who display signs of infectious illness will not be required or permitted to be in attendance. In that event, they will be replaced by a qualified substitute until their return.
2. Staff will be responsible for doing a COVID-19 screening every morning when arriving to work.



Adult Responsibility

1. Melrose Preschool is a NO SMOKING zone. Please be courteous and help us stay healthy.
2. Firearms are not permitted on the school campus unless you are a law enforcement officer.
3. You may not be under the influence of drugs or alcohol on campus, nor leave with a student.

MEDICATIONS - PRESCRIPTIONS & NON PRESCRIPTION

1. All prescription medications must be in its original container and properly labeled with the child's first and last name, date the prescription was filled, medication's expiration date, and legible instructions for administration, such as manufacturer's instructions or prescription label.
2. The parent/guardian will be required to fill out a medication release form prior to Melrose Preschool administering any medication. This includes diaper cream, inhalers, ointment or any other medications.
3. The following classifications can be given with written parental consent

only as to the dose, duration, and method of administration specified on the manufacturer's label for the age or weight of the child needing medication.

4. The following is a list of acceptable non-prescription medications that need authorization for Melrose to administer.
 - a. Antihistamines & Decongestants
 - b. Sunscreens
 - c. Non-Aspirin fever reducers/pain relievers
 - d. Anti-itching ointments or lotions, intended specifically to relieve itching.
 - e. Diaper ointments and powders intended specifically for the use in the diaper area of the child.
 - f. Homeopathic medicines for teething or allergies
5. A physician's authorization is needed for non-prescription medication that is not included in the above list, or if it is to be taken differently than indicated on the label or lacks labeled instructions.
6. All unused or expired medications will be returned to the parent or properly disposed of.

Melrose Procedure for children biting

Biting occurs when a child has trouble communicating their needs to teachers or classmates. Parents must communicate with the teacher and administration if your child bites you or a sibling at home. Failure to communicate with Melrose could make the situation worse. We need to know within 24 hours of the bite happening at home. Biting is a serious injury/event. It is distressing for all parties involved so we want to be clear on procedures for how bites should be handled in the classroom and our disciplinary policy for biting.

1. Teachers should be doing wellness checks daily for their students, and for teachers of Toddlers- Twos classes, these checks should include checking for bites over the body.

Classroom Biting Procedure

When biting occurs:

1. Staff are required to call Administration into the room and the Assistant needs to come into the room also. Therefore, making sure enough adults are present to handle the situation and continue leading the rest of the class.
2. In Conscious Discipline, we always go to the victim first. The Assistant then makes sure the affected area is cleaned and the child is cared for. Administration will call the parent(s) of the victim to let them know the incident happened.
3. Lead Teacher leads communication with the biter and Administration joins.
 - a. Take child to the Safe Place; look at other child's face (sad); discuss how biting is hurtful; bring in sign language if necessary; giving them two positive things they CAN do with their mouth (Ex: "We can eat with our mouths or blow kisses")
4. Incident Report must be completed for BOTH children (biter and bite), signed by parent SAME DAY or it is not valid, then handed in to Administration.
5. From this point on, any adults in the room must shadow the child. If an Assistant needs to run an errand, the child can go with them
6. Communicate with all teachers about the incident- the POD, studio teacher, etc. Explain how to handle,

and that they need to hover/shadow that child.

Melrose Biting Policy & Procedures

1. Melrose has this procedure in place for all children involved in the incident. Melrose feels having these guidelines will help the family of the biter, understand the seriousness of biting. A child biting does affect the entire classroom and is stressful for the children, teachers and parents.
2. When a child continues to bite for a long period of time and changes have not been made, Melrose sees that as a red flag in either the child's language or behavior management skills. You will be asked to seek professional guidance for your child.
3. When a family is willing to cooperate and work with the child at home, that does show Melrose that the family is on the same page. Both school and home should always be the same when it comes to this serious concern.
4. If a child bites within 30min-1 hours of being picked up from school you may not get a phone call first. Many things come into play before a parent is called.
 - a. Treating the victim first and making sure they are safe and okay.
 - b. Using Conscious Discipline Techniques on the child that had the bite. As well as observing the child, to find out more possible answers about the bite.
- c. Finding out exactly what happened for the biting incident to occur.
- d. Staff members writing up the incident reports, 1 for each child.
- e. Calling the family of the child who was bit first.
5. The Melrose biting procedure/plan is set in place from **August of one school year, till the beginning of August the following year.**
 - a. If your child misses school for any amount of time from August-August, the biting procedure will not start over.
 - b. If your child has 3 or more attempts at biting someone, during one school day, then that will be counted as 1 bite. An attempt means your child opened their mouth and leaned towards another child, before the bite happened. But, it was caught by the teacher.
 - c. If your child bites their sibling at school, that will count as 1 bite.
 - d. If your child bites a Melrose staff member, that will count as 1 bite.
6. First Bite - Conscious Discipline & Melrose Biting Procedure is sent home; parents are called.
 - a. Teachers must observe the biting child and detect when biting takes place (Ex. during transitions, when they're tired, wanting a toy, having trouble communicating verbally, etc.)
 - b. Teachers then need to use this information to create a prevention plan, along with

- constant shadowing and hovering
- 10. Second Bite - Continue hovering and preventing bites; Administration, teacher, parent meeting
- 11. Third Bite - Child is picked up immediately and cannot be at school for 24 hours. This is not to "punish" the child, but to give the child some connection time at home. As well as a little more time away from school.
- 12. Fourth Bite - Parent must seek medical help for the biting child (proof required)
- 13. Fifth Bite - Child is removed from Melrose immediately
- 14. ***More than one bite in a day results in immediate removal of the class and picked up from school.
- 15. Attempts in a day.....

Behavior & Emotional Management

If Melrose is having repetitive trouble with your child's behavior where it is disrupting the day to day of the classroom, then a Behavior Plan will be set in place. Teacher and Administration will observe the child in the classroom to decide on a plan.

Concerning behaviors are not limited to:

1. Behaviors to be concerned about:
 - a. Challenging behavior: not listening, running away, grabbing toys, throwing food etc.
 - b. Aggressive behavior: Rough play, hitting, punching, pushing etc
 - c. Biting
 - d. Learning Issues: Possible delay? Not grasping age appropriate concepts.
 - e. Trouble focusing: Short attention span for their age
 - f. Defiance, anger issues, argumentative, vindictive, screaming/yelling

Step 1:

1. Parents, Teacher and Administration will fill out an observation form to make sure we are all on the same page.



2. Conscious Discipline & Melrose Behavior Procedure is sent home; parents are called or email to be in communication.
3. Teachers then need to use this information to create a prevention plan.

Step 2:

If behavior has not changed and is consistent for 2 weeks, then the next actions will be set in place. Parents, Teacher and Administration will have a team meeting to discuss the further actions with the student. Melrose staff will strive to communicate fully during the two week period on how things are going. During this time Melrose needs full cooperation from the parents. If the parents are not willing to put the effort and follow Melrose and Conscious Discipline guidelines, then our school might not be the right fit for you.

Step 3:

When a classroom plan has been set in place, the child will have 10 school days with the new plan set in place. That is a full one month of Melrose working closely with your child. After the 10 school days, if the teacher is still having trouble and changes have not occurred, the child will be placed on probation. If the behavior is worse within the 2 week period or while on probation, your child could be asked to leave our school.

Probation

If your child has been aggressive towards other students and teachers, biting consistently or any other behaviors Melrose sees fit. Melrose will place your child on a two week Probation period. The probation period will not begin until after the above steps have been taken. If your child is placed on probation it is due to the fact that the changes our school has made and the steps we have taken, have not had any effect with your child. During the two week probation Melrose Staff will continue the plan that was set in place. Before or by the end of the two week period, if the behavior does not progress, then your child will be asked to leave. At the time, Melrose suggests your child seek more help with the behaviors your child is having.

School Expulsion

Melrose Preschool reserves the right to expel a school family based on the behavior or conduct of the **child or the adult**. We respect everyone's opinions, but certain



behaviors will not be tolerated. It's our job to keep our staff safe and your children safe. The job of our staff is to educate and teach your children. Our staff are not certified or trained to work with children who have larger needs. There are some behavioral needs that Melrose Staff are not capable of taking care.

The following behaviors are cause for expulsion:

- A child continuing to bite other children without any progress made over a long period of time. After also following our biting policy.
- A child's behavior that is violent, aggressive or uncontrollable by the teacher.
- An adult behavior that is disrespectful, aggressive or violent; We will not tolerate the use of physical or verbal abuse. Especially, if any of this behavior occurs in front of children.
- Adult behavior that bashes or disrespects Melrose negatively through the form of a social media outlet, such as Facebook, Instagram or Twitter.

In Conclusion

Melrose Preschool is looking forward to having you join our school family. We are thankful you have chosen our school for your child to grow and learn during the days they are at Preschool. We know we will give your child all the skills they need to continue into Elementary school years. We are excited to teach everyone more about our Reggio Emilia and Conscious Discipline Approach.

“Children need the freedom to appreciate the INFINITE RESOURCES of their hands, their eyes and their ears, the resources of FORMS,