

New Leaf PRESCHOOL

Parent Handbook

Updated January 2025



Welcome to New Leaf Preschool

Welcome to the New Leaf Preschool community! We are honored that you are considering our school for your child's most impressionable years. We look forward to a rewarding school year with you and your child(ren). Please read and reference this handbook throughout the year as it will answer many of your questions about the philosophy, policies, practices, and procedures of New Leaf Preschool. We will also provide numerous resources and family information sessions throughout the school year, both in person and as Brightwheel documents for you to reference.

This policy handbook has been developed as a resource for informational purposes. The following policies and procedures may be adjusted as necessary and families will always be advised of any changes or revisions if they arise. Our partnership is a pivotal component in your child's success at New Leaf Preschool and our goal is always to provide clear and thorough communication.

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Foreword from the Head of School

So you're exploring education options for your child, or perhaps you're captured by the Montessori Method; we may already be more alike than you know! My name is Paige Christoff. I am the Founder and Head of School at New Leaf Preschool and a mother to three girls with an undeniable passion to do what I can to make the world a better place. I hold a bachelor's degree in Environmental Design from the University of Wisconsin- Green Bay, and have over 10 years of experience in the Education field.

I believe whole-heartily that providing a Montessori & Nature-Based preschool option for students right here in the Green Bay Area is my calling. Although I sometimes feel the mountain is too steep I step back knowing that the climb will be worth it for my children and the community! The Montessori Method has fascinated me from the very beginning, but the day that I traveled to visit a school and see it in action was the day that I felt a sense of clarity like never before. I have been researching and better aligning my Preschool to the methodology ever since, and have been seeing huge improvements in the attitudes, academic, and social/emotional growth of our school's young students.

But we're not just another Early Childhood Education center, I can promise you that. Every aspect of our school was challenged and looked at from multiple angles before being solidified to ensure it best serves every single student that enters our doors. If we are going to do everything like other schools what would be the point after all? New Leaf Preschool's Curriculum focuses on the whole child through the highly researched, hands on Montessori Method and nature-based learning. Hands-on learning is a proven and exciting way to keep students more engaged and increase retention. Naturally New Leaf Preschool, through the use of the Montessori Method, curates critical thinkers, problem solvers, & self-motivated learners and will be adaptive to meet the needs of each student individually.

Our curriculum enables students to make sense of the world around them without gaining skills at the expense of actual knowledge through practice real-world community based learning. Our holistic approach to learning examines all avenues that will affect lifelong student success including each child's academic skills, such as math and literacy skills, and also their social, emotional and cognitive skills through individualized education. A minimalist environment free of technological distractions aids in calming students mind and body and enables them to focus on the lessons and material at hand. Students will be allowed, nope, actually encouraged, to get dirty, make mistakes, and safely learn through trial and error.

We are more than honored that you are entrusting us with such an important role in your child's life! As a mother I am relieved, and as a founder I am inspired and driven to empower students and partner with families. Mahatma Gandhi once said, "You must be the change you wish to see in the world.", and I have never felt more charged up to create change!

Mrs. Paige Christoff
Paige Christoff
Head of School
New Leaf Preschool

School Contact Information

Main Office:	920-455-0292
Fax Number:	920-455-0289
School Address:	360 Ams Ct, Howard, WI 54313
Email:	administration@newleafpreschool.com
Website:	https://newleafpreschool.com

Daily Bell Schedule

Before School Care	6:30am-8:00am
Doors Open	7:40am
Classes Begin	8:00am
Student Dismissal	3:15pm
After School Care	3:15pm-5:00pm

Administrative Directory

POSITION	NAME	EMAIL
Secretary	Mrs. Freeborg	contact@newleafprepacademy.org
Head of School	Mrs. Christoff	
Head of Preschool	Ms. Benzshawel	administration@newleafpreschool.com
Administrator	Mr. Christoff	matthew.christoff@newleafpreschool.com

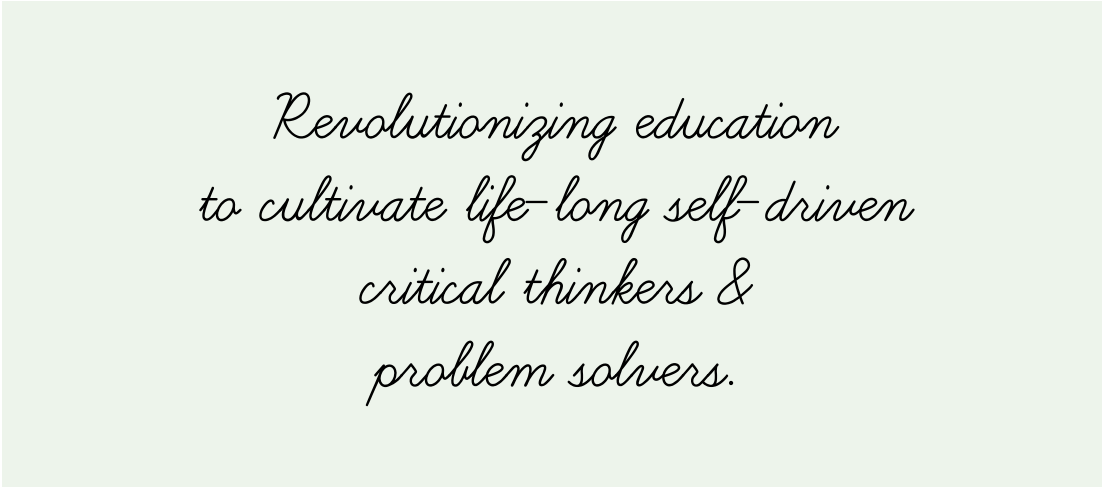
Introduction

Welcome to New Leaf Preschool! We look forward to watching and assisting your child learn and grow in a positive nurturing atmosphere.

Mission

New Leaf Preschool provides a safe and self-directed environment for children to learn and grow to their full potential through enriching experiences! Our Preschool incorporates nature-inspired, self-directed learning environments, Montessori curriculum taught by qualified and passionate teachers, Nature-based learning, healthy and organic food, and an eco-friendly toxic-free environment. Every aspect of New Leaf Preschool was meticulously planned with your child's best interests in mind! Our exceptional teaching guides and prepared studios cater to each child's individual needs and help them grow and expand mentally, emotionally, and socially at their own pace. New Leaf Preschool places a great deal of importance on assisting each child in understanding their importance as a steward of the environment and participating member of their community.

Vision



*Revolutionizing education
to cultivate life-long self-driven
critical thinkers &
problem solvers.*

Background of Montessori

Maria Montessori was an Italian physician educator, and innovator, acclaimed for her education philosophy, The Montessori Method, which builds on the way children learn naturally. In 1896 she graduated as one of Italy's very first female physicians. Maria's early medical practice focused on psychiatry. She later developed an interest in education, attending classes on pedagogy and immersing herself in educational theory. Her studies led her to observe, and call into question, the prevailing methods of teaching children. Eventually Dr. Maria Montessori Utilized scientific observation and experience gained from her earlier work with young children designed unique learning materials for children, many of which are still in use in Montessori classrooms today, and created a classroom environment that fostered the children's natural desire to learn.

The Montessori Method was established through scientific observation and stresses the development of a child's own initiative and natural abilities. With more than 300 public schools in the United States using the Montessori Method, 150 of them being charter schools, there is a great deal of support for the method's success. Our curriculum is based on the highly researched Montessori Philosophy and will help children to develop through a holistic, whole-child approach to create confident leaders, problem solvers, and self-driven successful individuals! Many successful & accomplished CEOs, business leaders, artists, and innovators

received education in Montessori Schools, and often credit their success in part to the methodology. This includes people such as Larry Page and Sergei Brin, the founders of Google; Jeff Bezos, the CEO of Amazon; Grammy Award-winning artist Taylor Swift; inventor Thomas Edison, and Jimmy Wales, the founder of Wikipedia. Even Harvard credits Montessori as an essential building block for success in later life!

Mixed-Age Groupings (4K Primary Only)

The Montessori Method utilizes 3-year age groupings based on the scientifically observed sensitive periods. Age groupings are based on the Planes of Development as identified by Dr. Maria Montessori. Multi-age groupings enable younger children to learn from older children and experience new challenges through observation; older children reinforce their learning by teaching concepts they have already mastered, develop leadership skills, and serve as role models. Because each child's work is individual, children progress at their own pace; there is cooperation rather than competition between the ages. This arrangement mirrors the real world, in which individuals work and socialize with people of all ages and dispositions. Academic rigor and an emphasis on group work in Elementary classes promote collaboration and community. And the complex, outward-facing activities such as service learning projects undertaken by adolescents in Secondary classrooms help students become empathetic, peaceful, resourceful, independent, and kind.

In our Emergent Toddler, Toddler & Emergent Primary rooms mixed-age groupings are incorporated for special activities and outdoor time. Students are not in mixed-age groupings as it allows us to individualize schedules for young students during this rapidly developing time in a small class size.

Sensitive Periods

As defined by American Montessori International "A child in a sensitive period is believed to exhibit spontaneous concentration when engaged in an activity that matches a particular sensitivity." During a child's sensitive period they become intrinsically motivated and exhibit increased concentration as they work towards physical and biological independence, mental independence or social independence. By honoring children's sensitive periods our trained teachers will excel at assisting children to develop a deep love of learning based on their strengths and interests as associated with their observed biological developments.

Planes of Development

The theoretical underpinning for Montessori's approach are the Four Planes of Development. At each plane, the associated human tendencies and characteristics inform how to best prepare an environment for optimal learning. As described by Dr. Maria Montessori, "I have found that in his development, the child passes through certain phases, each of which has its own particular needs. The characteristics of each are so different that the passages from one phase to another have been described by certain psychologists as 'rebirths'" (The Four Planes of Education, page 1). Maria observed four distinct periods of growth, development, and learning that a human being progresses through: ages 0 – 6 (the period of the "absorbent mind"); 6 – 12 (the period of reasoning and abstraction); 12 – 18 (when adolescents construct the "social self," developing moral values and becoming emotionally independent); and 18 – 24 years (when young adults construct an understanding of the self and seek to know their place in the world). Cohesive with the methodology, our studio age-groupings correlate with the Planes of Development.

Work Cycles

A work cycle, or work period, is a one and a half to two hour long uninterrupted period of work in the morning. The last hour of the work period is usually when children are most likely to choose challenging work and concentrate deeply. The Montessori characteristic of work-cycles,

meaning long interrupted periods of work time as determined by the American Montessori Society, allow students to break through false fatigue and tap into deep concentration and understanding that is disrupted in traditional public school settings due to many transitions through the day. Furthermore, the interdisciplinary Montessori approach, made possible by work cycles, gives students a deeper sense of their purpose and the world's interconnectivity. During the work cycle students will be receiving small group or individual work presentations, choosing works, and working at their own pace. Children are expected to choose challenging work, do their best, and record goals and work progress in their work plans, as developmentally appropriate. During the work cycle teachers, often referred to as guides in a Montessori setting, are presenting work and observing students. Observation in a Montessori setting is a crucial component which allows teachers to individualize work across all subject areas based on the observed needs, struggles, interests and accomplishments of students.

Freedom within Limits

Given the freedom and support to question, to probe deeply, and to make connections, Montessori students become confident, enthusiastic, self-directed learners. They are able to think critically, work collaboratively, and act boldly—a skill set for the 21st century. Montessori environments are carefully and thoughtfully designed to encourage children to move about freely and choose their own work, within reasonable limits of appropriate behavior. This concept of freedom within limits enables children to exercise their own free will while ensuring that their chosen activities are respectful of others and their environment, working as responsible members of their studio community. They learn, through practical exercise, that actions have consequences, and many rights come with inherent responsibilities. Students have the opportunity to develop independence through the freedoms and responsibility they are given within our studios, as developmentally appropriate. From simple, loving interactions, and through lessons in practical skills and independence, Montessori students learn to take care of themselves and their environment and to be helpful to others. They wash tables, organize shelves, prepare their own meals, and assist younger children. In addition to mastering real-life skills, they come to see themselves as valued members of the community.

By and large, the skills of most Montessori children are on par or above the academic skills of other children. Often, children from Montessori environments exhibit maturity above that of their peers. This is generally because Montessori students have been given the opportunity to make independent choices early on within the context of a multi-age peer group. Additionally, Montessori students tend to exhibit strong citizenship and leadership skills. They are accustomed to being responsible and contributing members of their communities. Generally, teachers in other environments appreciate the children's or adolescents' leadership skills and self-motivation and are impressed by their independent learning, organization, and time management skills. Carrying the Montessori Method with them, these learners thrive.

Delegation of Authority

Our administrative structure is as follows:

New Leaf Preschool
Head of School, Paige Christoff
Head of Preschool, Amy Benzshawel Emergent Toddler-Primary (4K)
Teachers & Support Staff

Goals and Objectives

- To foster and inspire a love of learning through the use of hands on Montessori teaching methods and enriching experiences
- To help children develop their self confidence through the existence of a positive nurturing environment that encourages persistence
- To promote the use of manners and enhance children's values through hands on experiences
- To develop a strong academic foundation
- To develop and refine life skills which will establish independence
- To Empower self discipline
- To create a clear set of studio expectations to encourage responsible safe behaviors and freedom within limits
- To empower students as stewards of their environment and active community members

Core Components

1. Self-Directed
 - Student driven education with guidance from instructors and the prepared environment
2. Child Centered
 - Interest and developmentally prepared environments and lessons
3. Hands-On
 - Montessori and Nature based manipulative and labs to allow for touchable tangible learning through trial and error
4. Individualized
 - Fully Individualized education for each student
5. Nature-Based
 - Integrating the natural world to bring concepts to life for a solid understanding of the world around us
6. Holistic Approach
 - Examining holistic practices and implementing for best educational outcomes
7. Environmentally Conscious
 - Creating a solid understanding of how we affect our planet and working together to establish practices that are environmentally friendly
8. Community Based
 - Engaging in Service Learning to serve as active members of our community
9. Natural Health Focused
 - Implementing health and wellness teachings rooted in natural holistic practices
10. Fundamental/ Conservative
 - Focused on building a strong foundation, grounded in proven methodology while limiting mainstream distractions in the educational environment
11. Unconventional/ Non-con-formative Ideals:
 - Redefining the Status-Quo, evaluating every component of our model for best educational outcomes

Admission

Children may begin attending New Leaf Preschool once they have turned 12 Months old. Studio Transitions are limited to annual transitions based on development and age on September 1st. Parents will receive no less than a two-week notice when their child will transition to the next studio as well as a handout which will indicate any changes that will accompany their new studio. Our teachers will have a sit down meeting with each other to discuss the child entering/exiting their studio and any specifics they may need to know to ensure we are providing for each Child's individual needs and dispositions. It is important that

we work as a team to ensure your child has a good first experience in a school setting. Handouts and information will be distributed on how to assist your child with the independence they crave in the home and school environment during drop off and pick up as well as to communicate openly with your child's teachers or administration should questions arise.

Emergent Toddler Studio

Our Emergent Toddler Studio is for children who are 12 months by September 1st, and are developmentally ready to begin in a preschool program. Students must be ready to take only one nap throughout the day, should be crawling or walking, needing only 1-2 daytime bottles maximum, must be stable with support for standing diaper changes, and ready and willing to begin working on establishing their independence. In our Emergent Toddler Studio, diaper changes are given every 2 hours, or as needed. No pusses will be given or bottles in replacement of meals.

Toddler Studio

Our Toddler Studio is for children who are two by September 1st, and are developmentally ready for age appropriate studio structure and independence. Students must be ready to be taking only one nap throughout the day, and ready to begin working on establishing their independence. In our Toddler Studio we will work on potty training with every student. Please review the potty training process for further information to ensure you are willing and able to help us with potty training your child.

Emergent Primary Studio

Your child must turn 3-years-old by September 1st of the school year and be completely toilet trained in order to be admitted into our Emergent Primary Studio. Potty training is a developmental milestone which also enables vast independence for a young learner. This includes fully going to and from the restroom without assistance. The teacher(s) may not assist your child in wiping themselves. He/she may guide your child through the steps and provide direction but may not physically help your child to wipe.

Primary Studio

Our Primary program is for children age 4 by September 1st who are potty trained. Our Primary Program is a mixed-age 4 & 5-year-old Montessori program in which we emphasize outdoor learning and nature-inspired activities while preparing your child for Lower Elementary. Montessori experience is preferred but not required for students entering this cycle. Our classroom is set up so children can be independent learners. More advanced works are introduced as children become developmentally ready. Academic areas of study include Practical Life, Sensorial, Language Arts, Mathematics, Science, Culture, History and Geography.

As a well-researched and proven component of the Montessori Method students will experience long 2-3 hour work periods where they can take time for full understanding of the multi subject material being presented. One work period will take place in the morning and one work period in the afternoon, separated by interdisciplinary studies, lunch and recess.

Additionally, our holistic approach to learning examines all avenues that will affect lifelong student success including social, emotional, and cognitive skill development. A minimalist environment free of technological distractions will aid in calming their mind and body and enable them to focus on the lessons and material at hand. Uninterrupted work-time is another hallmark of the Montessori philosophy that is incorporated in our program and gives children the time they need to focus on a task until they feel it is complete. With low teacher to child ratios

students can safely learn through trial and error. Teachers will complete observation-based progress reports to ensure that students are meeting and exceeding all state teaching standards and conferences will be held two times each school year so that parents have a solid grasp on how their child is progressing. Additional enrichment activities will also be offered on a regularly scheduled weekly basis and include yoga, gym, art, music, cooking & nutrition. All aspects of our curriculum will be carried out in a toxic-free, natural-minded environment with very limited use of technology.

Curriculum Overview

New Leaf Preschool Guides plan activities, works, and provide children with a prepared studio featuring a variety of traditional Montessori materials, hand-made naturally-derived materials and curriculum alongside enriching hands-on experiences. Sensory-based and self-directed learning through the Montessori Method and nature exploration are major components of our program. Montessori Method and nature exploration are major components of our program. We celebrate the uniqueness of each child and allow children to develop at their own pace. We “follow the child” by observing them and tracking the progress which enables us to modify lessons and materials to best suit their interests and skill level to create an individualized lesson plan for each student. In addition to this program your child will enjoy various enriching classes and activities such as music & movement, art, nature walks, gardening, cooking classes, and American Baby Sign Language. Areas of study include:

- Practical Life
- Sensorial
- Language Arts
- Mathematics
- Science
- Culture
- History and Geography
- Fine Art

Toilet Training Process

The most essential factor in a successful and low-stress toilet learning experience is a family/teacher partnership that supports the child. Research indicates that children cannot successfully learn how to use the toilet until they are physically, psychologically, and emotionally ready. Many pediatricians say that most children under 24 months of age are not physically capable of regulating bladder and bowel muscles.

Positive toilet training occurs after children show signs of physical control or awareness of their bodily functions and when they demonstrate an interest or curiosity in the process. We are committed to working with you to ensure that toilet learning is carried out in a manner consistent with your child's physical and emotional abilities and your family's concerns.

We are excited to help your child work towards independence and transition to toilet use in an environment designed to set them up for success. Both you and your child must be ready to begin this process and understand that there are multiple essential milestones toward total independence within the restroom and consistent toilet use. Toilet training will be a journey in which we follow the child's cues.

When teachers notice multiple signs of toilet training readiness at school, parents will be notified and expected to work with their child's teachers to aid their child in success. If you have questions about your child's readiness, please ask their teacher. We are always here to help and work as your partner, and toilet training is no exception!

When to Begin

1. You are ready and excited to start the toilet training process with your child.
2. Your child is excited and has shown interest in toilet training and signs of readiness. (See below)
3. You are dressing your child in clothing that will set them up for success. They cannot be dressed in onesies, rompers, overalls, etc.
4. You are prepared to provide plenty of extra clothing, including shoes and socks.
5. You are willing to wash your child's cot mat everyday.
6. You have read the guidelines below.
7. You are going to communicate with your child's teacher on a daily basis about your child's progress.

General

Toilet Training is a process. Children should be working on multiple skills throughout the process beyond using the toilet including dressing & undressing, sitting, coordination and washing their hands. Using the restroom should be a calm and un-rushed process as it provides a great opportunity for learning these skills and more! Children should not be rewarded or punished for toilet training. Instead, by working as a team we will help your child to develop their own intrinsic drive and motivation towards the independence of being toilet trained!

Child Readiness

Signs that the child is ready to start the toilet training process may include:

1. Child is excited or showing interest in the toilet
2. Child is trying to rip off their diaper
3. Child tells you or indicates that they have to go "potty" either during or after the fact
4. Child is hiding when they are having a BM. Hiding shows that the child consciously understands they are having a BM
5. Child's diaper is dry for long periods of time

Language & Phrasing

Starting as infants parents should do their best to communicate physical interactions before they occur. Communications should include asking to pick up your child and indicating when you will change their diaper. Communication during these processes will ensure that your child is surrounded by rich language and can start to develop an understanding of words and their associated actions. In particular parents should talk and explain the entire process as they are changing their child's diaper. The language associations formed during this process will build a strong foundation for potty training.

Example: I am going to take off your diaper now and wipe your privates because you pooped. The wipe is going to be cold but I will clean you up quickly so you can return to playing.

Example: It is time for your diaper to be changed, I am going to bring you to the changing table.

Phrasing and language should remain positive in the restroom and when changing your child as we want potty training and entering the restroom to be correlated as a positive experience. Discussing odors and other negative language in the bathroom can have a negative impact on the toilet training process.

Skip the "Yes or No" Questions

Parents should only ask questions when giving their child acceptable choices. Asking questions is a great way to give your child a say in situations where they may feel uncomfortable or out of

control. It is never okay to ask a child a question when they do not have a choice or say in the decision, so please be mindful to only ask intentional questions.

Example: Do not ask "Do you want to go to the bathroom?" Instead ask, "It is time to go to the bathroom, would you like to skip or hop there?"

Example: "First we need our changing supplies, do you want to grab the wipes or diaper?"

Standing Up Changes

At New Leaf Prep Academy we do all diaper changes without BM in the standing position. Standing diaper changes help children to acclimate children to many of the motions associated with using the restroom independently. While the child is getting their diaper changed they will hold on to the wall or standing bar to safely stabilize themselves while their diaper is being changed. Students will be walked through the process verbally and given independence, when sanitary to do so, for items such as gathering their diaper and changing materials and pulling their pants up and down when they are capable of doing so.

Clothing

All clothing and other belongings, which are brought to school, should be clearly labeled with your child's name. A supply of clothes for changes should be sent at the beginning of the year and checked regularly to ensure an adequate supply. Children work with materials in the classroom that may result in their clothing becoming soiled or wet, sometimes more than once a day as part of our sensorial approach to education. They appreciate the option of changing into clean dry clothes on their own. Please check regularly if your child needs clothing replenished & ensure you are keeping seasonally appropriate clothing in your child's locker.

Establishing independence is another important component of our program requiring spare clothing, this includes within the restroom. All children need to be dressed in clothing that they can successfully get on and off. Clothing that prohibits independent dressing is not allowed. Prohibitive clothing includes onesies, overalls and rompers. Instead students are to be dressed in tops and bottoms that can easily be pulled on and off with little to no teacher help.

Routine

When your child is starting to toilet train it is important that they have a consistent toileting routine every day. For success, rather than sending your child to the bathroom every twenty or thirty minutes, a routine where they are escorted to the restroom at the same times throughout the day is ideal. Children will always be allowed to use the restroom when they indicate the need to do so.

Example: before meals, after nap, before heading outside.

Process

Children should be as involved as possible in the toileting process. They should be helping gather their needed supplies, undressing, wiping etc. The more involved they are the more successful they will be. Children want to feel involved and in control of the situation. Parents should be actively engaged in the process and help their child reach each toilet training milestone.

Consistency at Nap Time

Once your child starts wearing underwear, the use of diapers and pull-ups should be discontinued, including during nap time. Using diapers and then underwear at different parts of the day is not consistent for the child and sends mixed signals. Once the child is awake we have them go to the restroom right away, and ask that the same practice is implemented at home. This should be part of their consistent routine.

Nighttime is the exception to this rule. It takes children longer to be dry throughout the night. Typically children being dry 3/4 times in a week shows that they are ready to wear underwear at nighttime.

Once you have started putting your child in underwear you should avoid putting them back into diapers, even if they have little success at first. Please do not get discouraged. Remember your child's teachers are here to help guide you through this new process.

Service Learning (4K Primary Only)

The Service Learning component at New Leaf Prep Academy uses Maria Montessori's mandate to empower children to become agents of change, and our personal mission to create global citizens. The goal of the service work we do at all levels at NLPA is to promote the development of lifelong lessons in empathy, hard work, and cultural awareness, while giving students a sense of belonging to a community.

Montessori education includes a large focus on peace education and authentic learning. Service Learning fits squarely within this philosophy. As defined by the National Service Learning Partnership: Service Learning is a teaching method that engages young people in solving problems within their schools and communities as part of their academic studies or other type of intentional learning activity.

Service learning at NLPA will start with the question, "How can I be of service?" and calls each student to identify and develop their personal talents, abilities, or interests, and to use those to meet the needs of another. Involved in this process is self-reflection, an awareness of the needs within their community, education about those needs, an understanding of how their actions can make a difference, and a willingness to extend themselves in service.

Our Service Learning program at NLPA will begin at the earliest age, and grows in scope and formality as our students near graduation. Beginning in our Primary Studio our acts of service will happen not only within our studios, but within our NLPA community and our local communities. Below is a list of activities that may go towards students service learning hours:

1. Caring for the School Garden
2. Tutoring Peers
3. Assisting in Other Studios
4. Picking up Trash
5. Serving Food at the Community Pantry
6. Packing Food for Feed my Starving Children
7. Attending a Mission Trip for any Non-Profit
8. Volunteering at the Library
9. Volunteering at a Fundraising Event
10. Volunteering at a Church
11. Volunteering at a Nursing Home
12. Assisting Elderly
13. Beautification Projects
14. Walking Foster Dogs/Volunteering with the Humane Society
15. Assisting at the Homeless Shelter

Arrival & Departure

If your child is attending only program they are to arrive between 7:40 am and 8:00 am each morning. If your child is attending before and after program care they are to arrive no later than 7:30 for breakfast, or by 8:00am for the start of program.

Preschool parents, **including 4K Primary parents**, are required to park in the parking lot, and walk their child to their classroom. Once your child is escorted to their classroom, by a parent, please make a connection with your child's teacher indicating that your student is at school for the day.

Preschool parents, **including 4K Primary parents**, are required to park in the parking lot, walk inside to their child's studio, and pick them up at their studio door. Your child's teacher will make a connection with you indicating that you have picked up your student.

Children are expected to arrive at school on time. It is a distraction to the class and makes it difficult for your child to transition into the school day when they do not arrive on time. Parents should call in the morning whenever their child will be out for the day, and let the office personal know as soon as possible for longer term absences.

Please do not allow your child(ren) to enter or leave the building unattended or open gates or doors. You must accompany your child at all times until you leave them in the care of their teacher and they are in their studio. We are not responsible for them during pick up and drop off.

Parent Cell Phone Usage & School Rules

The times you spend in the school dropping off and picking up your child are the primary windows of time we have to communicate with you about your child. It is so important that your child has your full, undivided attention, as pick up and drop off may be emotionally straining on your child. These times provide an excellent opportunity to begin a positive relationship with school attendance and demonstrate healthy, respectful, uninterrupted transitions. We ask that parents are not on their cell phones at any time within the building. It is important that your student(s) have your full attention during pick up and drop off. This is a great opportunity to ask your child about what they plan to do for the day or what they did accomplish. It is also important that we set an example of respect for our school rules, our child's teacher, and the needs of others. To make the best use of these opportunities, we ask that you NOT use your cell phone at any time while at school. If you arrive to pick up while using a device, a staff member will ask you to finish your call before picking up your child.

Our hallways do get crowded during drop off and pick up times so it is important that your students stay with you at all times until they are checked in with a teacher. It is a major safety concern for them to be walking/running the hallways unattended. We also ask that children do not touch door knobs or open doors on their own. The teachers enforce this rule throughout the day as a safety precaution so we ask that you enforce this during drop off and pick up times as well.

Lastly, we ask parents to have students respect the school/classroom rules during this time. Please do not allow your students to run or yell within the hallways or touch things that are not theirs. We ask that you enforce respect for the school environment and for others by honoring all school rules while in the building.

Authorized & Unauthorized Pick-up

Your child will only be released to you or those persons you have listed as alternate approved pick-up individuals. If you want a person who is not identified as an approved individual to pick-up your child, you must notify us in advance, in writing via Brightwheel. Your child will not be released without prior written authorization. The person picking up your child will be required to show a picture ID as verification. Please notify your pick-up person of our policy.

In order to safeguard your child we will need copies of any court ordered custody agreements. Without a custody agreement, we are not able to prevent the release of your child to a parent.

If a child has not been picked up after closing and we have not heard from you, attempts will be made to contact you, and we will attempt to reach emergency contacts.

Right to Refuse Child Release

We may refuse to release children if we have reasonable cause to suspect that any person picking up a child is under the influence of drugs or alcohol, or is physically or emotionally impaired in any way that may endanger the child. To protect your child, we may request that another adult listed as an emergency contact or approved pick-up individual, pick-up the child or we may call the police to prevent potential harm to your child. Reoccurring situations may result in the release of your child from the program.

Pick-Up Policy

Each child must be picked up by their legal guardians unless prior notice is given and the individual picking up your child is on the approved pick-up list on file in the office. Children are expected to be picked up from school on time. Late pickups are disruptive to our studio routine, and often create anxiety for the child who is picked up late. Children who are attending only Program are to be picked up at 3:15pm, and children who are staying at New Leaf Preschool for full days are to be picked up no later than 5:00pm. Children who are not picked up on time will be charged a late fee of \$10 per 5 minute interval, or any fraction thereof, per child.

Daily Attendance

Attendance will be kept in each studio. When students arrive late or leave before the end of the day parents are responsible for letting their teacher know about late drop-off or early pick-up via Brightwheel.

Regular, punctual attendance is necessary for your child to receive the full benefit of the Montessori Program and is vital for your child's development. Parents should notify the office no later than 8:30am if a child is unable to attend school. You may call the front office, message via Brightwheel, or mark your student absent in Brightwheel. Children are expected to arrive at school on time. Late arrivals are disruptive to the classroom and make it difficult for the child arriving late to transition into the school day. Children who are rushed and arrive late may not be in the right frame of mind to begin their activities. If arriving late, parents should not enter the classroom and should do their best not to disturb the students/teachers already in the classroom. Parents do however need to ensure that the teacher has acknowledged their child's attendance.

For safety reasons, the school office will contact families with students who have not arrived by 8:30am with no notice of absence.

Clothing Policy

Children should come to school dressed in clothing that is comfortable and allows for large motor activity. Please consider that the children will be involved in many hands-on activities using paint, glue, etc. and spend a large majority of their time outside exploring. Please dress your child with the understanding that they may get dirty. All clothing and other belongings that are brought to school should be clearly labeled with your child's name. If you do not wish to label items directly on the tag please label with a piece of masking tape. Your child's teacher will check their supply of clothes regularly and send home a notice if they need

additional items. If your child brings home clothes to be laundered please send a new set of clean clothes in their place the next day. Any soiled clothes will be placed in your child's locker in a plastic bag to be taken home and laundered. Please ensure you are keeping seasonally appropriate clothing in your child's locker as we do spend a lot of time outdoors.

Clothing: Emergent Toddler, Toddler & Emergent Primary Studios

Shoes

Children must wear hard sole shoes with grips to prevent slipping, and as a safety requirement to protect their feet from injury. Children's shoes should also set them up for independence. Although we will practice tying regularly within the studio it is a more developmentally appropriate option for children to come in slip on shoes or shoes with velcro rather than laces. Children must wear closed toed shoes with a back strap for safety, and shoes must be worn at all times for a safe and quick exit in case of an emergency or fire drill.

Independent Dressing

Students may not wear rompers, onesies, or similar one piece attire as it disrupts the potty training process and independent dressing in our Toddler studios. Students in Primary studios (3K & 4K) may begin wearing these items if they do impede their ability to dress independently.

Outdoor Clothing

We do a great deal of exploring the outdoor environment and therefore require that a pair of rain boots and a yellow Tuffo Muddy Buddy Coverall also be present at school during all months when there is no snow on the ground.

Hats

Hats and hoods are not permitted to be worn within the school. Students are expected to remove hats and keep them with their personal belongings upon entering the school.

Personal Expression

Personal expression is permitted within the guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, items will be removed from the educational setting.

Clothing: 3K Emergent Primary

Indoor Shoes

All students are required to have closed toe shoes with a back strap or closed heel. No flip-flops, or slide on shoes will be permitted.

Beginning in our Emergent Primary studio students will be required to wear indoor shoes. Approved indoor shoe details will be included on each student's yearly supply list. All indoor shoes must stay onsite for the duration of the school year in your child's locker.

Indoor Shoe Procedure

Emergent Primary (and older) students are required to change into their indoor shoes upon arrival to school prior to entering their studio. Street shoes should be stored in the bottom of

the students locker. Indoor shoes should also be worn in the fenced outdoor work environment. The outdoor work environment will be swept and kept clean for this reason.

Dress Code: 4K Primary

Our Dress code works to create a safe educational environment that embraces modesty and limits distractions beginning in the Primary studio. For clothing related limitations in our Emergent Toddler, Toddler, and Emergent Primary studios please see the clothing sections above. Sections labeled all studios also pertain to all students that attend New Leaf Preschool. Students should come to school dressed in clothing that is comfortable and allows for full-body activity. Please consider that students will be involved in many hands-on activities, and spend a large majority of their time outside exploring, serving within their community, and may get dirty.

All clothing and other belongings that are brought to school should be clearly labeled with your child's name. If you do not wish to label items directly on the tag please label them with a piece of masking tape. If your child brings home clothes to be laundered please send a new set of clean clothes in their place the next day. Any soiled clothes will be placed in your child's locker in a plastic bag to be taken home and laundered.

Additionally we ask that students come in clothes that are not distracting to themselves or peers. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

What Stags Wear:

	PERMITTED	NOT PERMITTED
TOPS		
FEMALE BOTTOMS		
BOTTOMS		
OTHER		

*Image represents our 4K Primary Dress code, details are also outlined below.

Indoor Shoes

All students will be required to wear a pair of indoor shoes when they are in their studio. Approved indoor shoe details will be included on each student's yearly supply list. All indoor shoes must stay onsite for the duration of the school year in your child's locker.

Indoor Shoe Procedure

Students are required to change into their indoor shoes upon arrival to school prior to entering their studio. Street shoes should be stored in the bottom of the students locker. Indoor shoes should also be worn in the fenced outdoor work environment. The outdoor work environment will be swept and kept clean for this reason.

Rain Boots

We do a great deal of exploring the outdoor environment and therefore require that a pair of rain boots also be present at school during all months when there is no snow on the ground.

Tops

1. Solid color, no graphics or logos (other than the NLPA school logo)
2. T-Shirt, polo, blouse or similar
3. Shirt straps must be 2" wide, no spaghetti or narrow straps
4. Shirts must have full coverage of torso including midriff

Male Bottoms

1. Solid color, including denim
2. No rips, cuts, holes or tattered clothing
3. Can be pants or shorts
4. No Leggings- tight fitting pants with no back pockets
5. Shorts must have no less than a 4" inseam

Female Bottoms

1. Solid color, including denim
2. No rips, cuts, holes or tattered clothing
3. Can be pants, skirts, shorts, or dresses
4. No Leggings- tight fitting pants with no back pockets, unless under a dress or skirt
5. Dresses, skirts, shorts and skorts cannot be shorter than the tips of the students fingers with relaxed shoulders

Accessories

Primary- 6th Grade: No makeup

Primary- 6th Grade: No fake nails

No headbands with horns or ears or that are otherwise distracting

No Hats, scarves, gloves, sweatbands or sunglasses

No more than 2 piercings per ear. Jewelry and piercings must be small and discreet. Facial piercings are not permitted

Hairstyles

Should reflect moderation and careful grooming. Examples of inappropriate hair styles:

hair that is unkempt or dirty

hair that is not a natural color

Hats

Hats and hoods are not permitted to be worn within the school. Students are expected to remove hats and keep them with their personal belongings upon entering the school.

Personal Expression

Personal expression is permitted within the guidelines. If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or

presents risk to themselves or others, they may be removed from the educational setting.

Dress-Up Days

All dress-up days are completely optional for students. If students do choose to participate we ask that all dress code criteria is met except for the solid color requirements. Specific Dress Code criteria for Halloween will be clearly communicated with families.

School & Studio Rules

- Walking feet are to be used indoors and up/down steps, with exception to the Gymnasium
- Indoor voices are to be used at all times when inside school
- Hands to yourself, no aggressive behaviors will be tolerated
- Respect classmates and do not disturb those who are working
- Respect others personal belongings
- Use manners at all times
- Take care of your studio by using works for their intended purpose and cleaning up after yourself
- Respect school grounds
- Do not touch doors or gates, they are to be opened by adults and teachers only.
- Help us to enforce the rules at pickup & drop-off

New Leaf Core Rules

All New Leaf School rules stem from 3 main rules which are hallmarks in a Montessori classroom:

1. Respect for oneself
2. Respect for others
3. Respect for the environment

Outdoor Rules

All outdoor rules stem from our 3 core rules: Respect for oneself, respect for others, respect for the environment.

1. Chalk must stay on the sidewalk, and may only be used on the sidewalk.
2. Students are not allowed in any construction areas, parking lots, or out of teacher view.
3. Equipment must be used for its intended purpose. (including jump ropes)
4. No hanging on the soccer nets.
5. Hands are to be kept to yourself.
6. Items are to be put away after use, only take out one item at a time.
7. Teachers are responsible for ensuring all items are picked up and returned inside.
8. Rocks are to stay on the ground.
9. Stumps should not be moved.
10. Sand & sand toys stay in the sandbox.
11. Mud kitchen items stay by the mud kitchen. Dirt may be used, sandbox sand may not.
12. Only Primary and above students are allowed on the climbing dome, limit of 3 students.
13. The hammock chairs are for sitting, 1 person at a time.
14. One person at a time on the slack-line. If you fall off, go to the back of the line to try again.

Guiding Behavior

Student's behavior will be guided by setting clear limits and rules within the school and classrooms. Students may always work freely within the consistent rules of their classroom. We will talk with students about expected behaviors and model those behaviors consistently for them. We will state positively what children can do and undesirable behavior will be redirected to another activity when possible. Behavior management will be for the purpose of helping

children develop self-control, self-esteem, and respect for the rights of others. Students are redirected to safe physical activities and are involved in a discussion about safety concerns, when necessary. Students will utilize a work plan to ensure that they have proper direction to keep engaged with material that is meaningful for their academic success and development.

When a student is distraught, teachers will work to calm and comfort the student, in ways that are appropriate for his/her age and personal disposition. If the redirection is unsuccessful students will take a break from working freely within their classroom to evaluate their behavior. This break will be used to remove a student from a situation that has gotten out of control before they can hurt themselves or others. When used, the break time will immediately follow the behavior. Teachers will speak with the student about why the behavior was unacceptable, and what else s/he might have done or said instead.

We recognize that no single technique will work with a student every time. If a student exhibits unacceptable behavior, teachers will request a conference with parents to consider how to deal with the behavior. If the behavior continues, administration will determine further actions. Actions that are aversive, cruel, humiliating, and actions that may be psychologically, emotionally, or physically painful, discomfiting, dangerous or potentially injurious are absolutely prohibited at New Leaf Preschool. Prohibited actions include spanking, hitting, pinching, shaking, slapping, twisting, or inflicting any other form of corporal punishment on the child; verbal abuse threats or derogatory remarks about the child or the child's family; physical restraint, binding or tying the child to restrict the child's movement or enclosing the child in a confined space such as a closet, locked room, box or similar cubicle; withholding or forcing meals, snacks or naps; punishing a child for lapses in toilet training. These forms of punishment will never be used, even at a parent's request.

Supervision of Children

The student to teacher ratios are as follows:

Age	Teacher	Children
0-2	1	4
2	1	6
3	1	9
4-5	1	17 (in a 6/11 4 to 5 year old ratio)

Take Home Folders: Emergent Toddler-Emergent Primary

Children will each have a green take home folder located in their white metal file folder shelf in their studio. Your child will place this folder into their backpack on Friday of each week. It is the parents responsibility to empty this folder over the weekend and return the folder to school empty in their backpack/locker on Monday. Please have your student bring their black folder into the classroom at the start of program time. Artwork, studio announcements and other important paperwork will be present in this folder.

Take-Home Folders: 4K Primary

Each student is required to use a plastic folder for a take-home folder. Your child will place this folder & planner into their backpack at the closing of the school day. It is the parent's and student's responsibility to empty this folder each evening and return it to school empty or with completed forms in their backpack/ locker. Artwork, classroom announcements and other important paperwork will be placed in this folder.

Birthdays: Emergent Toddler-Emergent Primary

Birthdays are very special for our students and we enjoy celebrating them at school! Since New Leaf Preschool places a strong value on healthy and organic options it is important that birthday treats also reflect this. If you plan to bring in a special treat to celebrate (which is completely optional) we do need to be made aware at least a week in advance and snacks must meet the following criteria:

- Must be a healthy option with a fruit or vegetable
- No Corn Syrup in ingredient lists
- Should contain limited refined sugar
- No artificial colorings or preservatives
- Apples or Dairy must be Organic

Examples: Ants on a Log, Organic Apples & Peanut Butter, Chocolate Covered Bananas, Fruit or Vegetable Pinwheels, Fruit Popsicles, Trail Mix, Chips & Humus... etc. Please ask for a handout from the office if you would like a printed copy of our Birthday Treat Guidelines.

Birthdays: 4K Primary

Each Primary and Lower Elementary child is celebrated with a "Birthday Walk", a Montessori tradition, in which children take a walk around the representational sun one time for each year of life. You will be asked to assist your child by selecting photographs from each year of their life and helping them prepare a written history of milestones reached and fun times had during each year. The photographs and milestones will be shared with their classroom and displayed for the week. Birthday treats that follow the guidelines below are welcome but not required.

New Leaf places a strong value on healthy and organic options so it is important that birthday treats also reflect this. We recommend that birthday treats are not pre-packaged and it is a snack that the students can prepare together. Your child will be the "chef" for snack time and teach the rest of the class how to prepare their special birthday treat. Desert type items such as cookies, cakes, ice cream, brownies, or other dessert type items will not be permitted. If you plan to bring in a special treat to celebrate (which is completely optional) we do need to be made aware at least a week in advance and snacks must meet the following criteria:

- Must be a healthy option with a fruit or vegetable
- No Corn Syrup in ingredient lists
- Should contain limited refined sugar
- No artificial colorings or preservatives
- Apples or Dairy must be Organic

Examples: Ants on a Log, Organic Apples & Peanut Butter, Chocolate Covered Bananas, Fruit or Vegetable Pinwheels, Fruit Popsicles, Trail Mix, Chips & Humus... etc. Please ask for a handout from the office if you would like a printed copy of our Birthday Treat Guidelines.

Personal Electronic Devices

Personal cell phones, smart watches and other wifi/bluetooth enabled devices will not be used or kept on person at New Leaf Preschool. Students are highly encouraged to leave both items at home. Staff and students will not be allowed to wear smartwatches on our school campus, or any type of similar device with wifi or bluetooth technology. Students are allowed to only wear analog watches.

If students wear or bring their cell phones, smart watches, or wifi/bluetooth capable devices to school with them, they will be asked to remove, power off, and secure items in their locker or

backpack. If a student continues to bring these items to school and policies are not followed, teachers will confiscate the items and they will be placed in the office for parent pick up only. Cell phones will only be permitted on a case by case basis within studios or for use on special projects requiring the use of a cell phone such as a community project requiring video media

Inclement Weather

Any extreme weather closings will be announced via Brightwheel and WBAY. If a two hour delay is called doors will open at 9:40am with school starting at 10:00am.

Starting the School Year

At New Leaf Preschool, our emphasis begins with the development of strong, warm, trusting relationships. The first days of the year are filled with new experiences, people and expectations. We try to make this adjustment period as smooth and comfortable as possible. We ask parents to work with the teachers and school in creating a bridge between home and school and to help your child establish trusting relationships with their new teachers, by staying consistent with our school rules & routines.

Meet your Teacher Night

At the beginning of each school year Children & Parents will have the opportunity to meet their Teacher, see their studio and drop off any personal belongings that will be kept at school

Separation

Helping children to comfortably say goodbye to their parents is a key component of the program and may be a big step for many of our little learners. In order to ease the process, parents and teachers must work together to create a bridge between home and our school and openly discuss the process. The building of a relationship between parents and teachers is the foundation for the child's positive experiences in school. For this reason, we ask parents to visit your child's new studio and attend the "Meet the Teacher" event with your child. During this time, their teacher will ask questions to enable them to better know their child before the school year and full separation begins. Parents must say "goodbye" to their child and tell him/her when they will return. Parents may NOT "sneak out" in order to prevent the child from crying during separation. Although the crying may make the goodbye harder on parents it is a symbol of their healthy attachment to you, and it is healthy for children to fully understand what is going on and be able to express their emotions. Leaving without saying goodbye to your child will also cause them to fear any possibility of unexpected departure and does not support the trust that you are trying to build with your child. It is also important to establish a routine when saying goodbye to your child. A routine with a clear goodbye helps children understand what to expect and become comfortable with saying goodbye. With that, we ask that parents say goodbye to their students at the studio door. The student's teachers will greet you both at the door.

Child Guidance

New Leaf Preschool is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community.

Children's behavior will be guided by setting clear limits and rules for children. Children may always work freely within the consistent rules of their studio. We will talk with children about expected behaviors and model those behaviors consistently for them. We will state positively what children can do, and undesirable behavior will be redirected to another activity.

Children will be given a wide variety of age-appropriate activities to choose from and will be given the attention they need before they demand it. Behavior management will be for the purpose of helping children develop self-control, self-esteem and respect for others. Children are redirected to safe physical activities and are involved in discussion about safety concerns, when necessary.

When a child is distraught, staff will work to calm and comfort the child, in ways that are appropriate for the child's age and personal disposition. This may include acknowledging their fear, sadness, or conflict; distracting them by offering them a drink or redirecting them to another activity; or talking calmly with the child about how he/she is feeling.

Children are guided to treat each other and adults with helpfulness according to their own developmental appropriate needs. We believe in positive intent and that every human does the best they can with the tools they have at any given moment. When children demonstrate unsafe or unhelpful behaviors, adults use their skill set to help children develop alternative helpful and safe tools. This often comes in the form breathing, describing/naming/and acknowledging the child, providing choices, role playing and any other skill the adult may deem helpful in the moment.

Notification of Unhelpful or Unsafe Behaviors

If a child's behavior/circumstance is of concern, communication will begin with the parents as the first step to understanding the child's individual needs and challenges. We will work together to evaluate these needs in the context of our program. On rare occasions, a child's behavior may warrant the need to find a more suitable setting for care. Examples of such instances include:

- A child appears to be a danger to others.
- Continued service could be harmful to, or not in the best interest of the child as determined by a medical, psychological, or social service personnel.
- Undue burden on our resources and finances for the child's accommodations for success and participation.

Daily Routine

In our Emergent Toddler Studio we follow students cues until children turn 2 years old.

Emergent Toddler, Toddler, and Emergent Primary Studio's Overview

- 6:30am-8:00am- Before School Program
- 8:00am-3:15pm- Toddler & Preschool Programs
- 3:15pm-5:00pm- After School Program

Daily Schedule Breakdown

- 6:30am-8:00am- Before Care
- 7:00am-7:30am- Breakfast for before care students
- 7:40am-7:50am- Drop-off
- 7:50am-8:00am- Preparing for the day
- 8:00am- Program time begins
- 8:00am-8:30am Morning Meeting
- 8:30am-10:00am Work Cycle
- 9:30am- Morning Snack
- 10:00am-11:15am- Outdoor Exploration
- 11:15am-11:30am- Closing Meeting
- 11:30am-12:00pm- Lunch
- 12:00pm-2:30pm- Nap or Rest time

2:30pm-3:00pm- Afternoon Snack
3:00pm-3:15pm-Closing Meeting
3:15 pm- Pick-Up/Dismissal
3:15pm-5:00pm- After Care

Daily Routine - 4K Primary

Daily Schedule Breakdown

7:40am -7:50am- Drop Off
7:50am -8:00am- Preparing for the day
8:00am-8:30am- Morning Meeting
8:30am-11:15am- Work Cycle
9:00am -10:00am - Morning Snack
10:30am-11:15am- Possible Morning Special
11:15am-12:00pm- Recess
12:00pm-12:45pm Lunch
12:45pm - 1:00pm - Clean up/ Transition
1:00pm-2:45pm- Rest Time
2:45pm-3:15pm- Closing Meeting/Dismissal
3:15pm- Pick-Up/Dismissal
3:15pm-5:00pm- After Care

Progress Reports

New Leaf maintains a progress report via the Transparent Classroom software on each student. Children are never graded, or compared to each other, rather reports show the individual growth of each child through written narratives and portfolio samples.

Student Work Plans (4K Primary Only)

In place of planners students utilize work plans as a tool to ensure that they are actively setting goals and working on meaningful challenging work across all subject areas. These will be used consistently and filled out by students every day. Work plans will go home on the last day of the week, in your child's take home folder. Your child's teacher will ensure that your child is utilizing their work plan in a consistent manner as a tool to set goals, challenge themselves and develop intrinsic motivation.

Conferences

Parent teacher conferences are held twice each school year. Once in the Fall and once in the Spring. Parents may request a conference with their child's teacher at any time throughout the year.

Communication with Families

It is important that we communicate regularly concerning the needs and interests of each child. We offer parent-staff conference opportunities at least 2 times per year to discuss students growth and development and adjustment to school. If there are issues or concerns that need to be discussed, parents should arrange with us a convenient time to talk. To foster communication on a regular basis, New Leaf provides scheduled conferences, written newsletters (4K ONLY), an online parent resource center, 2 pictures per week on Brightwheel, daily conversations, and a school application Brightwheel. It is a teacher's responsibility to actively communicate with all of their student's families. It is our hope that as a school we will over communicate with parents rather than withhold information. When classroom behaviors need to be corrected that do not fall within the discipline matrix, teachers are required to reach out to parents to work together to correct the behaviors, or assist the student.

Student-Led Conferences (4K Primary Only)

A student-led conference is a meeting to share a student's current level of performance and to set goals for future learning. The student-led conference—which includes a student and a family member—adds to the traditional parent-teacher conference, giving the student ownership over presenting his or her work and setting goals for future growth.

Student-led conferences exist on a continuum from students being present at the conference to students leading every element of the conference. Ideally, the student speaks for the majority of the conference, curates his or her work in a portfolio, and reflects on data from the work and standardized measures.

Mandatory Student-Led Conferences will be held once per year and will be a major component in enabling student growth and self-reflection.

Locker Policy

School Lockers are the property of New Leaf Preschool. Lockers are made available for use in storing school supplies and personal items necessary for use at school, but lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an educational disruption or which are forbidden by state law or school rules. The use of the locker does not diminish the school's ownership or control of the locker. The school retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

1. LOCKS: Locks are not allowed on lockers. If a personal lock of any type is used on a locker the lock will be cut off and parents will be liable for any costs associated with removal.
2. USE: Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules. Any illegal substances, any stolen items, any obscene material, that are banned by school rules or regulations are prohibited. Students will be expected to keep their lockers in a clean and orderly manner. Students cannot share lockers. Anything found in a locker will be the sole responsibility of the person to which the locker is assigned. Students may never step inside, hide in or enter lockers.
3. ELECTRONIC DEVICES: Cell phones or other electronic devices should not be brought to school unless necessary. Devices **MUST** be turned off, may not be used throughout the day, and must remain in the student's backpack, unseen. If electronic devices such as a cell phone are seen or heard they will be confiscated for the remainder of the day and will be treated as contraband. Necessity of the item at school will be evaluated.
4. LOST OR STOLEN ITEMS: New Leaf Preschool cannot be held liable for any personal items that are lost or stolen. Students are expected to respect personal and school property at all times and are never to open another student's locker, even with permission.
5. AUTHORITY TO INSPECT: The school retains the right to inspect lockers to insure they are being maintained in accordance with all school locker rules. All inspections of student lockers shall be conducted by a member of the administrative staff. We reserve the right to confiscate the locker contents.

6. DISPOSAL OF CONTRABAND: All contraband confiscated from lockers may be disposed of by the principal or designee as he or she deems appropriate, including return to the proper owner or place, use as evidence in a student discipline proceeding if possession of the contraband constitutes grounds for suspension or expulsion, delivery to the appropriate law enforcement officials for purposes if possession of the contraband constitutes evidence of a crime, or destruction.

7. INVOLVEMENT OF LAW ENFORCEMENT: The principal, or head of school may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required: to identify substances which may be found in the lockers, or to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs which may be located in the lockers.

- If a law enforcement official requests to inspect a student's locker or its contents, the principal or head of school shall require the production of a search warrant before allowing such office to inspect.
- If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf of or in the place of such official, the request shall be denied.
- The principal may cause a locker inspection to be performed for school purposes if information supplied by the law enforcement officials gives rise to a reasonable suspicion that a locker or lockers contains contraband.

8. PROPERTY: Any vandalizing of the lockers will not be tolerated and will be prosecuted to the fullest extent of the law. Parents may be liable for any costs incurred for damages to lockers. This includes kicking, hitting, slamming, defacing, using graffiti, bending/prying/jamming, and other such abuse which is not allowed.

9. LOCKER CLEANING: Nothing in these rules shall affect members of the staff, who at the direction of a supervisor, clean out lockers from time to time in accordance with a general housekeeping schedule, or the locker of the student no longer enrolled in the school. School staff may open a student's locker at any time if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

10. APPLICATION: Nothing may be glued, taped, or affixed to the inside or outside of the locker. This includes stickers. Students may only use magnets for application of photos, etc. inside lockers only. Approved locker tags are the only item that can be applied to the outside of the locker and may only be done so by studio teachers and must be applied with masking tape or magnets.

11. SHELVES: Locker shelves are encouraged for organization and are included on school supply lists.

12. WET ITEMS: A piece of carpet or a plastic bin is placed in the bottom of each locker. This carpet or plastic bin is not to be moved and must cover the whole base of the locker's interior to avoid rusting. Wet items are never to be placed on the top shelf of the locker. Large wet items should be hung and small wet items should be placed in the plastic tub.

13. BULKY ITEMS: Items should never need to be held in the locker for the door to close. Bulky items this large will cause the door to jam and are not permitted.

14. PUBLICATION OF RULES: A copy of these rules shall be provided to each student and his parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

Outdoor Time

We believe that the outdoor environment is just as important as the indoor space. Not only is it healthy for children to get fresh air it aids in the development of social and gross motor skills which help to strengthen a child's body and mind. While outdoors children will have the opportunity to participate in at least 15 minutes of teacher-led physical activity. Children will also be allowed free time for large muscle and gross-motor development on a variety of developmentally appropriate fixed play equipment and portable equipment (such as balls and tricycles) to allow mastery of balance and coordination & peer engagement. Our outdoor area also seeks to give children a place to explore and learn about nature through sensory experiences. Alternative large muscle indoor activities in our Gross Motor Studio will be offered when weather does not permit going outside.

On the third infraction a child is missing an item, we result in a phone call from the Preschool Coordinator or Assistant Head of School. All students will go outdoors twice daily when weather permits, so dress your child appropriately for the weather. The children may be kept indoors during inclement weather such as any of the following:

- Heavy rain- Children should be going outside in light-normal rain for 15 mins
- Temperatures above 90 degrees F.
- Wind chills of 0 degrees F. or below for children age 2 and above
- Wind chills of 20 degrees F. or below for children under age 2

Nutrition

New Leaf Preschool provides breakfast, morning snack, lunch & afternoon snack to all children in attendance at the times identified in the daily schedule. Children will eat family style and will be allowed to serve themselves beginning at 2 years old. As caregivers we make sure the food we provide is healthy, nourishing and understand that it is a child's role to decide whether and how much to eat. Mealtimes will include meaningful conversation and will promote social interaction, encourage good table manners, and develop sound nutritional habits. Our staff model healthy eating behaviors in the presence of children, eating the same foods as children and refraining from eating or drinking unhealthy foods in front of children. Children will be expected to clear the table once they are 2 years old. We have a 4 week rotating menu that features organic and nutritious meals and snacks that meet USDA Guidelines. All food is prepared onsite in our school kitchen. No child will ever go longer than 3 hours without nourishment.

Food Allergies & Special Dietary Needs

If your child has food allergies parents must notify the center in writing, and provide a doctors note indicating the allergy. Food allergies will be discretely posted in the studio and the kitchen. In most cases we can accommodate food allergies but substitute items may need to be provided depending on the Allergy.

If the school can not accommodate a child's food allergies parents will need to provide snacks and meals. Snacks and meals must follow the Nutrition Program Guidelines. If meals and snacks are not following our nutrition guidelines a conference with parents will be held.

Bugspray & Sunscreen

New Leaf Preschool will apply sunscreen and bug spray that is supplied by parents to students on an as needed basis, up to two times per day. As a natural minded school we do not allow bug sprays containing DEET and highly encourage mineral sunscreen. New Leaf Preschool only applies bug spray & sunscreen between the months of June-August.

Illness Policy

We are not authorized to care for mildly ill children. Children who are ill are not to be brought to the center. This includes any children who have received fever reducing medication within the last 24 hours. The following are examples of children who are ill:

- A temperature of 100.4 degrees F. or higher.
- Vomiting or diarrhea has occurred more than once in the past 24 hours
- A contagious disease such as chicken pox, strep throat or pink eye
- An unidentified rash
- Has not been on a prescribed medication for 24 hours or continue to have symptoms of illness
- Has a constant, thick colored nasal discharge

If a child should become ill or seriously injured while at the school, parents will be contacted immediately. Sick children will be isolated within sight and hearing and made as comfortable as possible. Children should be picked up as soon as possible, within 1 hour. If the child is not picked up within one hour, the emergency contact person on the child's enrollment form will be called.

Children may return to school when they are fever and symptom free, have been appropriately treated, or have been given medical approval to return to child care. Children may not attend school the next day unless they have a doctor's note indicating otherwise. We will follow procedures on personal cleanliness and communicable diseases stated in licensing rules and the guidelines for exclusion of children from child care as adapted from the Division of Public Health.

Injuries

Safety is a major concern in child care and so daily safety inspections are completed inside and outside the school in order to prevent injuries. First aid will be administered by a trained caregiver in the event that your child sustains a minor injury (e.g., scraped knee). You will receive an incident report outlining the incident and course of action via an incident report. If the injury is a head injury, produces any type of swelling or needs medical attention, you will be contacted immediately. Our center is equipped with a first aid kit meeting the state regulations.

In the event of a serious medical emergency, the child will be taken to the hospital immediately by ambulance, while we will try to contact you or an emergency contact.

Biting

Biting is a normal stage of development that is common among toddlers – and sometimes even among primary students. It is something that most young children will try at least once. When biting happens, our response will be to care for and help the child who was bitten and to help the biter learn a more helpful skill. Our focus will not be on punishment for biting, but on effective behaviors that address the specific reason for biting. Notes will be written to the family of the child who was bitten and the biter's family. We will work together with the families of each to keep them informed and to develop strategies for change.

Medication Policy

New Leaf Preschool will administer only prescription medications as long as parents have completed the Medication Authorization form. We will not administer any over the counter medications. Medication will not be given to lower a fever.

All medicine must be in its original container, bearing the label with child's name, dosage and administration directions. Additionally, prescription medication will bear the name of the doctor and pharmacy. It will be stored in a medication box that is inaccessible to children. Medicine requiring refrigeration will be kept in a covered, labeled container in the refrigerator.

We will not exceed the age-related dosage on the label of any medication without a written doctor's authorization. If a dose is missed we will not double up. You will be notified and the missed dosage will be documented in medical log.

Emergency Medical Treatment

If there is a need for emergency medical treatment, 911 will be called. If it is a life-threatening situation, with no time to consult the child's file or parent, the child will be taken to Prevea Howard Health Center, 2793 Lineville Rd. Green Bay, WI 54313 or St. Mary's Hospital Medical Center, 1726 Shawano Ave, Green Bay, WI 54303. Should an ambulance be needed, parents will be responsible for any costs. Parents will be contacted as soon as possible after contacting 911. All staff will have training in infant and child CPR, AED and first aid. First aid supplies will be stored in each classroom.

Insurance & Requirements

New Leaf is covered by liability insurance which provides coverage that meets or exceeds the amounts specified by licensing rules or law as applicable. Staff will maintain classroom attendance records recording children's arrivals and departures as they occur to ensure an accurate, on-going accounting of the children's whereabouts at all times. Comparison of the attendance record to the actual children in care will occur at each transition and frequently throughout the day.

Screen Time

Cohesive with recent brain research screen time is not available to students in Emergent Toddler-Emergent Primary Studios.

Limited screen time is very important in regards to the development of children. For this reason, students are only allowed to watch age-appropriate short educational segments when they are cohesive with the teacher's lesson plan and material can not be shared in an alternate manner. Teacher implemented screen-time must be approved by the Assistant HOS.

On the very rare occasion that screen time is available to students it is aligned with the content of our curriculum, is brief, and is teacher-directed. Students in older studios will have screens and technology available when it is necessary to learn. This will include use for research projects, typing, and testing.

Screen Time at Home

For children to succeed at New Leaf Preschool we highly encourage no screen time for students under two. When screen time is available it should be limited and monitored at home especially in regards to social media, violence, and overstimulation. It is important that screen time is closely monitored to ensure that children are only exposed to content cohesive with your families own personal values and the values of New Leaf Preschool. We encourage that an

adult is present during screen time to discuss and help their child understand the information that they are gaining through television, videos, and commercials so that it can be used as a tool for learning.

Restroom Accident Protocol (3K & 4K Primary Studios)

New Leaf Expectations

It is crucial that 3K & 4K students are fully potty trained when entering the 3k &/or 4K studios. Potty training is used as a sign of developmentally readiness to enter a full day preschool program. New Leaf's definition of fully potty trained is a student being able to communicate their restroom needs, use the restroom independently without any assistance (including wiping) and having a few to zero accidents throughout the school year.

When Accidents Occur

If a child has an accident is up to the student to successfully change into new clothing with no teacher assistance. The teacher will ensure that they have clean clothes to change into and will help clean up any mess that happened on the floor. It is then up to the student to clean themselves up and change into a clean pair of clothing. If the mess is too large for the child to clean up the student's parent will be called to help. Teachers will never shame or punish a student for having an accident.

Frequent Accidents

If your student is having more than one accident in a two month period a meeting will be held with the student's parent's. If your student has two or more accidents that require a call home, a parent meeting will be scheduled. A plan of action will be made at the parent meeting to help the child become successful in the restroom. New Leaf will never shame or punish a student for having an accident. New Leaf will also not use incentive charts to help potty train the student.

After the Plan of Action

If/when a plan of action is made the student has 2 weeks to become successful in the restroom. If the student is unsuccessful then enrollment will have to be discontinued.

Lost & Found

With so many children working on their independence skills it is sometimes difficult to keep track of clothing and other belongings. It is important that each article of your child's clothing and all personal belongings is clearly labeled to prevent losing items. A lost and found area will be located in the office. Items that are not claimed after a reasonable amount of time may be kept for school use or donated.

Holidays

There is a non-denominational Christian religious component to our program and we feel that values and manners are of utmost importance. We offer mealtime prayers, and celebrate religious holidays. We celebrate the following occasions: Christmas, Thanksgiving, Easter, New Year's Day, Memorial Day, Independence Day, Columbus Day, & Halloween.

Field Trips

Parents will be notified in advance of any field trip requiring the use of a vehicle. A form outlining the date, time and destination of the field trip will be given to parents. No child may participate in a field trip without the signed permission form from parents. Children who are

unable to attend a field trip will be given the option to stay home or remain at the center under staff supervision only if possible

Show & Share

During the school year there may be pre-scheduled show and share days. If your child would like to bring a toy/item from home to share with the class please be aware of the following guidelines:

1. Toys/items may not promote violence in any way (no weapons or figures holding weapons)
2. Children can only bring one toy/item for show and share
3. Toy/item must be small enough to fit in their locker
4. Toys may not be electronic
5. There will be designated time for children to share and play with their toy/item. Please help us by making this understood and placing their item in their locker at the start of the day.

Primary Star of the Week (4K Primary Only)

Primary Students will get the chance to be recognized as the star of the week once each school year. Information will be sent home with families 2 weeks prior to their special week outlining the details of this special week which may require bringing photos of a timeline of life, or bringing in items from home. A Family member of our star of the week will be invited to eat lunch with our star and participate in closing meeting or a special studio activity.

Concealed Weapons

New Leaf prohibits firearms, ammunition and other potentially dangerous items on our premises. Premises - means the tract of land on which the School is located, including all buildings and structures on that land. New Leaf does not allow concealed weapons to be carried on persons (any person or employee entering the building), or on the premises of New Leaf. If a person is found to be in noncompliance with this regulation they will be asked to vacate the premises. If a person should refuse to vacate the premises the local authorities will be contacted.

Parental Access to School

If a parent or other authorized person arrives to pick up a child and that person appears to be intoxicated or under the influence of drugs, all reasonable steps will be taken to prevent the person from leaving with the child, including offering to call a cab or another contact person. While staff cannot legally withhold a child from the legal guardian, we will not hesitate to call the local authorities if we feel the child is in danger. Parents have full access to review their child's records. If a parent requests access to their school records please direct them to the office.

Helpful Adult Behavior

All children and families will be treated with respect and dignity. In return, we expect the same from all of our families. We will not tolerate hostile or aggressive behavior toward our staff. If this occurs, we reserve the right to ask for a later conversation. If repeated offenses occur we may ask the family to remove your children from our program.

Smoking

Smoking is harmful and does not align with our school's holistic approach to education. The poisons in secondhand smoke are especially harmful to young children's developing bodies,

therefore the indoor and outdoor school environment are non-smoking areas at all times. The use of tobacco in any form is prohibited on the center's premises.

Volunteers & Chaperones

We highly encourage parents to volunteer with NLP as often as their schedule allows.

All school volunteers are expected to abide by reasonable procedures that have been established to ensure they are cohesive with our school vision and mission, as outlined in the volunteer handbook. A signed Volunteer Handbook must be on file in addition to demonstrating proof of identity to enable NLP to run a background check.

Visitors shall wear a badge while on the school grounds or while acting on behalf of the school. It is imperative that the volunteer handbook is read and reviewed in its entirety and requirements are properly executed. The volunteer handbook can be accessed on our website under the resources tab or a printed copy can be provided by the office.

If a volunteer fails to follow policies included in the Volunteer Handbook future volunteer work may be declined by NLP both on or off campus.

Wis. Act 88 prohibits a registered sex offender from visiting school premises (any school building, grounds, recreation center, athletic field, or any other property used or operated for school administration) without notification to the Superintendent and/or designee.

a. EXCEPTIONS to notification:

Voters; if that individual's polling place is a school facility.

Non School sponsored activities.

Parents; Notification is only required annually each school year, when a child is first enrolled or when the parent/guardian is first registered as a sex offender, whichever is first.

What to Bring

Please refer to each classroom's welcome letter, or your enrollment packet, for what to bring. Please label all items brought from home with your child's name (i.e., clothes, water bottles, winter gear, etc.) to prevent items from becoming misplaced or lost. We are not responsible for lost or damaged items. Cot mats and soiled clothing will be sent home on an as-needed basis for laundering and should be returned to school the next day.

Toys/Treasures from Home

Please do not allow your child to bring unnecessary items from home. This includes money, snacks, and toys. Their presence is distracting to our classroom environments as well as may be a choking hazard. We ask that you respect our learning environment and teach your child to do the same, by leaving all toys and treasures at home.

School Supplies

Personal items needed for school are included in the enrollment packet. Students in the Emergent Primary & Primary Studio must also purchase school supplies at the start of each school year. School supply lists are included on our website.

Nap Time

Parents and teachers will work together to support the developmentally appropriate nap needs of each child. A consistent nap time routine is crucial to our studio success. Parents will be expected to have a consistent bedtime routine at home to aid in their child's success at school. Children will be asked to stay on their cot during rest time from 12:30pm-2:30pm. We

will not wake children at the conclusion of rest time but will discuss with parents if their child is consistently wanting to sleep much longer than 3:00pm or if they are tired throughout the day.

Children in the 4K Primary Studio will be going to a nap room during rest time. 4K Primary students are welcome to wake after resting for 30 minutes and engage in appropriate activity options.

Christmas Concert

New Leaf Preschool will host a Christmas concert every year. Parents and relatives will be encouraged to attend to support their Student's progress at New Leaf Preschool and celebrate Christmas through prepared songs, dances & fine art.

Moving Up Ceremony (4K Primary Only)

At the closing of each school year students who have completed and are graduating a cycle will participate in a moving up ceremony to honor and celebrate their accomplishments. These ceremonies will celebrate students graduating from Primary (5K), Lower Elementary (3rd grade), Upper Elementary (6th grade) and Secondary (8th grade) cycles. Moving up ceremonies are celebrated as a community of all student supporters including their peers, family, and friends. This is a great opportunity to celebrate all that they have accomplished through their school years thus far and acknowledge their hard work! Students who are participating in the ceremony are welcome to wear patterns on the day of the ceremony. Caps and gowns will be worn by Secondary NLPA graduates.

Moving Up Day (Emergent Primary 3K Only)

One of the hallmarks of an authentic Montessori school is the "three-year cycle." We are very excited to honor age-grouping where students remain in the same program with the same teachers for multiple years to progress as Youngers to Middlers to Olders, beginning next school year! There are many benefits to multi-age grouping. Here are a few:

- Allowing for students to learn from and be leaders for each other across years
- Enabling lessons to be given to small groups of mixed age students, which allows each individual child to be met where they are in the curriculum, rather than assuming that a whole grade is at the same level in every subject area
- Allowing for long-term, trusting relationships to develop with teachers over three years

Near the end of the school year students will get the opportunity to experience moving into a new studio, reflective of the cycle they will be joining next school year. They will have the opportunity to meet peers, build relationships and it is a great opportunity for students to experience their first day within their new studio, as students only transition to a new room every two to three years.

3K Primary Students-	Move into a Primary Studio
5K Primary Students-	Move into a Lower Elementary Studio
3rd Grade Students-	Move into an Upper Elementary Studio
6th Grade Students-	Move into a Lower Secondary Studio

Invoices & Forms

Each family will have any important forms put in their student's take home folder or emailed through the Brightwheel application. Should you have any questions please don't hesitate to ask your teacher or the office.

Payments will be made through your students Brightwheel account. Receipts will be provided at the end of each year and can also be accessed in Brightwheel. If you need assistance accessing Invoices please see the office.

Enrollment Forms

We are required to keep the following forms on file for each child enrolled at New Leaf Preschool:

1. Admission Application
2. Enrollment Contract
3. Health History & Emergency Care
4. Emergency Contact Form
5. Authorization Form
6. Financial Agreement Form
7. Health Report
8. Immunization form or copy of immunizations
9. Children Under Two Detail Form (Only for children under 2)
10. Parent Handbook Acknowledgement
11. Walking Trip Form
12. Onsite Pets for each Studio

Enrollment Process

#1 Determine if we Could be the Right Fit

Take a look at our website, read through our Parent Handbook, and review our rates to determine if you feel our school could be a good fit for your family!

#2 Enrollment Questionnaire

All families interested in enrolling their child must first fill out the Enrollment Questionnaire. This questionnaire helps us to determine if our school is a good fit for your family and aligns with your family values and needs for your child(ren). Please fill out the Enrollment Questionnaire, below.

#3 Waiting List

Families who have added a child to our waiting list and seem to be a good fit based on their questionnaire responses will be contacted in the order submissions were received based on studio availability. Due to demand we are currently only doing tours when we have foreseeable openings in your child's studio. When openings become available we will contact you at least 2 week before the opening is available to schedule a school tour.

#4 School Tour & Interview

Families who are contacted for a school tour will have a minimum of 2 business days to schedule a tour before we call the next family on our waiting list. We do require that all families take a tour of our school before securing their child's enrollment. All families are required to go through an interview process to ensure your family will be a good fit for New Leaf Preschool. We are more than happy to answer any questions you may have during any point in this

process to ensure our school is a good fit for your child. We will do our best to cover all school information but please feel free to bring a list of questions.

#5 Enrollment

You will receive a congratulations letter from New Leaf Preschool if your student is accepted into our school. Spots are not secured until families have a completed enrollment contract on file, completed Google Enrollment Document and have paid the applicable registration fee and tuition. 1 month of tuition is due to hold the spot and 1 month is due on the first day of enrollment.

Enrollment Agreement

A child is officially enrolled in the program when the school has received and accepted enrollment application and registration/field trip fees. Enrollment in all programs is binding. Parents are responsible for tuition for the duration of the signed enrollment agreement regardless of the amount of time the child attends the school. All fees and tuition are non-refundable and non-pro rated. It is your responsibility to notify the school when there is any change in the information provided on these forms.

Provisional Acceptance

All children enrolled are accepted into the program with the understanding that if the teacher/school feels the program cannot meet the child's needs, the staff and parents will explore alternatives together.

Withdraw or Discharge

Enrollment is an annual commitment and parents are required to pay all non-prorated tuition and fees associated with their child's program and service selections.

Should New Leaf Preschool decide to terminate a child's enrollment, the parents will be notified verbally and in writing. All outstanding fees must be paid.

NEW LEAF PRESCHOOL

Parent Handbook Acknowledgement

I have read and agree to all guidelines & rules indicated in the parent handbook.
I acknowledge that the parent handbook can be accessed at any time by going to:

www://NewLeafPreschool.com

Child's Name (First & Last): _____

Parent's Name (First & Last): _____

Signature: _____ Date (mm/dd/yy): _____

Last Updated: January 2025