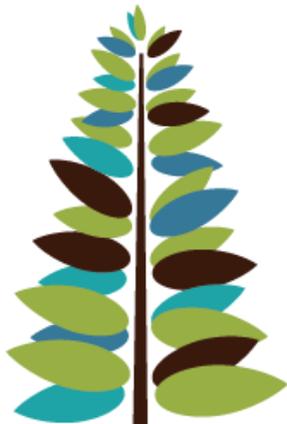


2020 Summer Camp Parent Handbook

Pinewoods Montessori School

June and July 2020



Pinewoods
MONTESSORI SCHOOL

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Pinewoods's 2020 Summer Camp

Our aim in Pinewoods Montessori's Summer Camp is to provide an authentic Montessori summer camp that serves our students while supporting parents during this uncertain time. It is important to us that the children's activity be enjoyable, thoughtful, challenging and rewarding, while maintaining a healthy, safe environment for all. This summer's Camp will look a little different from those of previous years. However, we are confident that our program, aided by Pinewoods' family community, can adapt and meet these challenges.

What is Changing?

- Camp classes are capped at **10 students per room**, plus two staff members (one of whom will float between classrooms).
- Drop-off and pick-up procedures will be modified to limit traffic through the building and to accommodate temperature checks, hand-washing, and other measures.
- Our health policy is being expanded from 24 to **72 hours fever-free**. We are also putting new guidelines into place regarding when children can return to camp after exhibiting certain symptoms. **See the Camp Health Policy for details.**
- Camp activities will need to limit the sharing of materials as much as possible. We will be implementing new procedures for cleaning and disinfecting materials and the environment. Primary campers will each be given a labeled pencil pouch with their own set of frequently used materials (pencils, scissors, colored pencils, markers, etc.)
- Our Pinewoods staff will be wearing masks, as recommended by the CDC during times when social distancing is impossible and when our groups are congregated in a small space. We will teach the children about masks and show them we are still the same nurturing and caring adults! We also encourage our students (above the age of 3) to wear masks, only if they feel comfortable and know how to do so; however, it is not a requirement that the children wear them.
- Camp hours are usually **8:30am - 3:00pm**, but we have decided to **stagger drop-off and pick-up to encourage social distancing and limit congestion.**

	<u>Drop-Off</u>	<u>Pick-Up</u>
Primary	8:20-8:35am	3:00-3:15pm
Toddler	8:35am-8:50am	2:45-3:00pm

What is Staying the Same?

- Joy Langley-Parsons will be teaching Toddler Camp and Jennifer Sewell will be teaching Primary Camp all summer. Maria Saavedra will be floating and assisting between the classes, following all necessary personal cleaning and safety procedures to limit the spread of germs between classes.
- We will spend plenty of time utilizing our wonderful playground spaces, as movement and social time are vital to our children. Outdoor learning activities will be utilized whenever possible, weather permitting.
- Even six feet apart, we make a great community and your children will have plenty of time to socialize. Expect singing, dancing, story times, outdoor play, and lots of art.
- Toddlers will nap in the afternoons and primary campers will have the opportunity to rest during the afternoon work cycle.

Cleaning, Sanitation, and Additional Safety Measures

Cleaning and sanitization have always been a priority at Pinewoods. We will be utilizing effective cleaning/sanitization practices more frequently to provide safe and healthy Camp environments.

- ❖ All families will be presented with a legal waiver to sign before the first day of Camp.
- ❖ All staff will participate in daily health checks at home and at school.
- ❖ Campers and staff will wash hands frequently for at least 20 seconds each time (upon arrival, before and after eating, in between activities, and after coughing/sneezing/blowing noses).
- ❖ We have a generous supply of cleaning supplies on campus.
- ❖ Spaces will be sanitized daily.
- ❖ Frequently touched surfaces and any shared equipment will be sanitized multiple times throughout the day.
- ❖ Materials will be sanitized daily and in-between uses. Each child will have a designated work rug, instead of group sharing.
- ❖ Campers will only interact with other campers in the same class.
- ❖ Campers will transition between the same playground and classroom/bathroom all day.
- ❖ We will keep each camper's belongings separate throughout the day.
- ❖ Campers are encouraged to bring their own full water bottle to school each day. Water fountain use will be discouraged, and only teachers will be permitted to refill water bottles.
- ❖ During lunch and rest times, campers will be spaced apart with ideally 6 feet between their faces.
- ❖ When the weather permits, we will open the windows of our classrooms during times when the students are indoors.
- ❖ We will prioritize outdoor activities in our camp schedules.
- ❖ Any nonessential visitors will be prohibited from our facilities and grounds.

Preparation for Camp

Daily Supplies to Send with your Child

- ❖ A cloth face mask IF your child is comfortable and has practiced wearing it, can put it on and take it off safely, isn't prone to touching their face more frequently with the mask on, **and is over the age of 3**. If the outdoor temperature is over 85 degrees, we will ask children to remove masks before playing outdoors to prevent any breathing/overheating dangers.
- ❖ Comfortable play clothes and closed-toe shoes suitable for outdoor activity. However, for safety reasons, this is to exclude crocs/croc-like shoes or sandals/flip-flops. Please send at least one full set of clothes in a gallon ziplock bag or similar on the first day of Camp, to be kept at school.
- ❖ Each student should be sent to school with a backpack and lunchbox. The lunch box should fit easily inside of the child's backpack.
 - Backpacks should be the right size for your child to carry independently, but should be big enough to carry their belongings to and from school every day without being too cumbersome.
 - Inside the backpack, please include a nutritious snack, a packed lunch, and a water bottle, all LABELED with the child's name.
- ❖ **For Toddler Campers and Children in Primary opting for rest time:** Nap items (a sentimental item, small fitted sheet, and blanket LABELED with their name in a bag) should be brought to camp **each week, which should easily fit in their backpack to conserve resources and space.**
- ❖ If your child is not toilet trained, please send in 5 diapers/pull-ups and a package of wipes, these items should also fit in their backpacks to alleviate multiple bags for each child.

Family Support

- ❖ Talk with your child before Camp about the importance of social distancing.
- ❖ Talk with your child before Camp about teachers wearing face coverings, the new health screening routines that will happen when you arrive at camp, and how you will say goodbye at the check-in table.
- ❖ Apply bug spray before arrival at Camp. (*We spray the playgrounds for mosquitos and ticks, but some extra protection may make your child more comfortable.*)
- ❖ Apply sunscreen, if you deem it necessary before arrival to camp. (*With all the newly added precautionary cleanings and rules we must follow, there will not be time or staff availability to help with putting the sunscreen on once the day begins.*)
- ❖ Support our Camp Health Policy, promptly picking up a child who is unwell (as determined by teachers and administration), and adhering to the Camp Health Policies below.

Camp Health Policy

The following policies were developed using CDC, NC DHHS, and the StrongSchoolsNC Public Health Toolkit requirements and recommendations to prevent the spread of COVID-19.

Children **MAY NOT** attend Camp if:

1. A parent/guardian suspects they might have COVID-19,
2. They have tested positive for COVID-19 in the last 21 days, or
3. They are awaiting results of COVID-19 testing, or
4. An adult or another child in their household has been in close contact with anyone in the three categories above.

Children who are experiencing any of the following COVID-19 symptoms **MAY NOT** attend Camp until:

1. They are **72 hours fever-free without fever-reducing medication**,
2. **10 days after the onset** of one or more of the COVID-19 symptoms listed below,
3. **3 days after symptoms** below (including cough and/or shortness of breath) have begun to resolve:
 - Fever (100.4 F or higher)
 - Diarrhea/constipation
 - Chills
 - New cough
 - New loss of taste or smell
 - Muscle Weakness/Lethargy
 - Shortness of breath or difficulty breathing (please seek medical assistance)

Children who are experiencing any of the following symptoms **MAY NOT** attend Camp:

- Subjective signs of fever or other illness such as unusually flushed cheeks, fatigue, extreme fussiness, chills, shivering, sweating, headache, achiness, not eating or drinking
- Vomiting
- Unidentified Rash
- Thick white, green, or yellow discharge from the nose, eyes or ears (this is often indicative of an infection or conjunctivitis)
- Sore throat
- Contagious disease. Parents should call the school immediately if a student becomes ill with a contagious disease (such as influenza, pink eye, norovirus, strep throat, COVID-19, etc.), so we may be alerted to the symptoms and notify other parents of exposure. Please note: In the event of more than one student confirming diagnosis of a contagious illness, Pinewoods will consult the Center for Disease Control website (www.cdc.gov) and may make changes to this policy as necessary according to CDC recommendations.

Please alert Pinewoods immediately if a member of your household has been exposed to, or diagnosed with, COVID-19. *If you, anyone in your immediate family, your child, or someone outside your family in which you've had close contact with is confirmed to have COVID-19, then your child will not be allowed to return to summer camp for a minimum of 21 days and that is only after the person infected has confirmatory testing that proves they no longer have the virus.*

Reporting Absences: Please call the school or send us an email by 10:00am if your child will be absent. Notify the teacher by email at least 24 hours in advance of planned absences.

All health-related information will be kept confidential to protect your privacy, but we will ensure our own measures remain sufficient to maintain a safe and healthy environment. As medical information and Health Department guidelines are updated, this policy is subject to change.

A confirmed case of COVID-19 in camp (either a camper or staff member) will result in the immediate closure of all camps to allow for a thorough cleaning. Pinewoods will contact local public health authorities and will follow their instructions for notification and reopening. If there is a confirmed case of COVID-19 in a student's household(s), the family is required to report this to the Head of School. The Head of School will contact all families in camp to share that information while protecting confidentiality.

Camp Daily Routine

At Home:

- ❖ Take your child's temperature at home. *If the temperature is higher than 100.4F, your child seems otherwise unwell, or they exhibit one or more of the symptoms listed above, they may not attend Camp.*
- ❖ Ensure that your child has all supplies for the day, including a morning snack, lunch, a large water bottle, and a clean mask (if he/she fits the mask criteria and you want him/her to wear one). Apply sunscreen and/or bug spray if desired.

Drop-Off:

- ❖ Families will pull into the parking lot, park your car, and remove your child and their items from the car. Walk to the "Greeting Table," where you will check in each day and complete a daily health screening. The Greeting Table will be set up at the entrance to the playground, near the white fencing. If it is raining, the table will be set up outside the main entrance. If a line forms during drop-off, please stand 6 feet apart in line (cones will be placed to help mark distances). If the line is more than 3 families, please wait in

your car until the line has diminished.

- ❖ Each day upon greeting, you will be given a Child Health Screening form to complete and sign and, we will take the temperature of your child(ren) and record it. *Please note: All health information that is recorded will be kept highly confidential. Please do not leave until this step has been completed.*
- ❖ After the screening has been completed, your child's hands will be sanitized and they will be taken to the playground by Ms. Maria. ** We understand some children may initially have difficulty with separation and this new routine. We ask for your trust, partnership, and patience. If there is a particularly tough drop-off, please call the office in 30 minutes and we will check on your child and provide an update.*
- ❖ **If you will be more than 15 minutes late, please call the office to let us know.** *If we miss your call, please leave a message.*

Camp Curriculum:

- ❖ Morning activities will vary depending on the week's theme and may include outdoor exploration or other fun activities. Playground time is always provided (if the weather cooperates). Our teachers will provide opportunities during each day for active learning, playing, and quiet time.
- ❖ Snacks (brought from home) will be eaten individually mid-morning. There will be no food sharing, or group/communal snack.
- ❖ Following lunch and outdoor time, younger campers will have the opportunity to rest or nap; older children will engage in peaceful work.
- ❖ We will communicate the theme/activities for each week via email, as well as answer questions, offer direction, and reply to your inquiries if you need additional guidance and support. Caroline Carman (caroline@pinewoodsmontessori.com) will be the onsite camp contact for summer. Office Manager, Emily Bray, and Assistant Head of School, Jessica Winger, will be working remotely during summer camp.

Pick-up:

- ❖ Campers will be brought to the playground by 2:45pm to await pick-up. They will remain inside if it is raining. Please remain in your car. Once we see you, we will escort your child to the car. Please stay in your car until your child is brought to you. If possible, **please park in every other parking space, to leave space between each vehicle.**
- ❖ We kindly request that families exit the parking lot after your child(ren) are safely secured.
- ❖ If you are picking up at an earlier time, please call the office: (919) 644-2090 and we will bring your child to you.

- ❖ DHHS requests we limit the number of people in enclosed spaces as much as possible. We will only allow adults who are not staff members into the building in the event of an emergency. If you need to enter the playground areas, please wear a mask, practice social distancing, and wash your hands before entering.

FAQs

What if my child is unwell, but I don't think it's COVID-19?

Because of the variety of symptoms associated with COVID-19 (which include chills, diarrhea and vomiting in addition to the well-known fever, cough, and shortness of breath), we are taking extra precautions. Campers who have been sick may not return until they have been without symptoms for 3 days (72 hours) without medication for fever, 10 days have passed since the onset of one or more symptoms of COVID-19, **and** symptoms such as cough or shortness of breath have been improving for at least 3 days. See the Health section of this handbook for more details.

What about illness during Camp hours? Parents will be informed of any illness which may occur during Camp hours. When a student appears to be too ill to remain at school, or exhibits symptoms of COVID-19 (fever, cough, etc.), the school's administrator or a teacher will contact the child's parents or the emergency contact person designated by the parents. Children will be moved to a quarantine room and remain at school until a parent or guardian picks them up.

Will masks/face coverings be required?

Pinewoods staff will always wear masks when in close proximity to each other or the children indoors. At any age, the effectiveness of a mask depends on the ability of the person wearing it to reliably wear, remove, and handle the mask in accordance with CDC guidelines. We also encourage our students (above the age of 3) to wear masks, only if they feel comfortable and know how to do so; however, it is not a requirement that the children wear them.

Will there be any change to Camp fees? What about cancellations and refunds?

Camp prices are \$285 for Toddler per week and \$280 for Primary per week. Please plan to pay invoices on the first day of Camp or the day before Camp begins. If we need to cancel entire Camp weeks due to the COVID-19 pandemic or due to an illness in our community, we will refund Camps accordingly. *If we need to cancel any part of camp or delay the start of Camp, fees for the cancelled time will be refunded in full. Refunds questions and requests should be directed to the Head of School.*

What if my absence is due to illness?

Families with confirmed or suspected COVID-19 should stay home and consult their physician. DHHS requires that potential COVID-19 cases be excluded from Camp for 10 days

from first symptoms and 3 days (without medication) from last fever and 3 days after symptoms (such as cough and shortness of breath) begin to improve.

How can I help as a parent or guardian?

These procedures and safeguards will be a new experience for our children. Talking about what to expect can ease their transition to this new-for-now normal. You can also help by practicing standing 6 feet apart at home, modeling and practicing wearing a cloth mask without touching it or your face, and taking the daily health screenings seriously. We will do our best to implement our new procedures and policies smoothly, and we appreciate your partnership and support as we navigate these new routines together.

How much communication can I expect?

We will send weekly emails to announce themes, activities, and other Camp information. In addition, the office will communicate with you directly should there be any updates on the COVID-19 situation that might have a direct impact on Camp operations.

Does this cover everything?

The one constant of this pandemic has been its constant state of change. These policies reflect the regulations and guidelines set forth by our licensing agency and the State of North Carolina as of June 2020. We will continue to evaluate the situation and adapt our policies to incorporate best practices.

Parent/Guardian Acknowledgment

For two-parent/guardian families, we request that both parents/guardians sign this form.

I have read and understand the information contained in the Pinewoods 2020 Summer Camp Guide, including procedures in place to mitigate risk of exposure to COVID-19. I also understand that in any group setting, there is a risk of transmission, and will not hold the school liable in the event of infection.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

Additional Pinewoods Policies

Immunizations

Medical/Health forms and required immunization records signed by a physician must be given to Pinewoods school administrators at the beginning of each school year. According to the North Carolina State Immunization Law, public and private schools are required to obtain a certificate of immunization for all children enrolled in K-6th grade programs on the child's first day of attendance. **A student cannot be admitted to class without these completed records 30 calendar days after the start of the school year. Pinewoods Montessori School accepts religious and medical exemptions as required by state law.**

Pediculosis capitis (Head Lice) Policy

Pinewoods Montessori School's policy and guidelines regarding lice are based on prevention, proper treatment, effective screening and reasonable environmental interventions to reduce the risk of re-infestation.

If live lice or nits are seen or suspected by staff, we will proceed as follows.

1. The student will be removed from the class environment and brought to the main office.
2. The parent or guardian will be called to pick up the child. It is the responsibility of the parent or guardian to pick-up the child before the end of the school day so that proper treatment may begin.
3. It is the responsibility of the parent or guardian to seek medical advice/prescription medication/over-the-counter treatment if needed.
4. In efforts to minimize the spread of head lice, Pinewoods will notify all parents in the classroom(s) where the infestation occurred.

The student may return to school 12 hours after treatment has been completed.

Medication

If your child is to be administered prescription or over-the-counter medication during school hours, the medicine must be clearly labeled with the child's name and dosage and must be supervised by a Pinewoods faculty/staff member. Parents must also complete and sign a "Medication Release Form" before the medication can be administered. All medication must be in the original container from the pharmacy (not sent in plastic bags in lunch boxes, etc.) and must be handed directly to the staff with the written and signed "Medication Release Form." Parents are responsible for signing the medication sheet available in the Office to give permission to our staff to administer medication. Under no circumstances will any medication be administered without written permission.

Allergies and Dietary Sensitivities

The school must be informed of any food or medicinal allergies your child may have. Our primary concern is your child's safety, and we must ask that you take responsibility for keeping

us informed of your child's allergies and the severity of them. There are 3 things we require in cases of allergies:

1. List all allergies on your child's summer camp registration.

If your child requires an EpiPen at school, it should be in a clear plastic bag with your child's name and a card with all necessary medical information: doctor's name and phone number, address, insurance company and number, hospital preference and the best emergency contact number(s) for you as the parent.

Although we will always do our best, we cannot be expected to know the exact nature of an allergy and its severity unless we have ongoing and current information from you.

If your family or your child has a specific dietary restriction (gluten-free, dairy-free, vegetarian, vegan, etc.) it is the responsibility of the parent/guardian to inform Pinewoods administrative staff and the child's teacher. In most cases, a plan can be worked out between the child's teacher and the family in order to accommodate dietary restrictions/sensitivities.

Please keep us informed if allergies/dietary sensitivities change. *If a severe food allergy is brought to our attention, we reserve the right to change this policy to protect the health of our students.*

Food and Water Policies

In summer camp, children are asked to bring a snack each day in a labeled container. We ask that you please send in a snack that will sustain your child (whole grains, protein, fruits and/or vegetables).

We highly recommend children bring enough water to school each day. Please label all water bottles that are sent to school with your child's first and last name. Should water run out, we will refill water bottles using the filtered bottle filler station near the toddler entrance.

Campers must bring lunch to school each day. Please label your child's lunchbox with the first/last name. Please pack appropriate portions of healthy foods from the four food groups: whole grains, vegetables and fruits, dairy, and protein. We do have microwaves in our classrooms and are able to reheat food (60 seconds or less). **No sodas or candy will be allowed for snack or lunch.** The teacher will ask the child to return such items to snack or lunchbox to be eaten at home.

Emergency/Injury

Every family enrolled in summer camp must complete emergency contact and health information as part of camp registration. All student medical records are kept confidential and only available to pertinent staff members.

Injuries and contact with parents:

- In case of a serious bodily/dental injury or emergency, you will be contacted immediately, and your child will be transported to the hospital of your choice.

- If your child suffers a minor injury at school that could possibly warrant a doctor visit, we will contact you so that you can make the decision as to what next steps should be taken. If your child receives a minor injury that does not warrant a doctor visit, you will be notified when you pick up your child.
- If there is a bump or injury to the head, we will contact you.
- If your child has a physically visible injury that is caused by another child, we will notify both sets of parents and send home an incident report that has been filled out by the teacher.
- If a minor injury occurs within 20 minutes of your child's dismissal, we will notify you at pick-up.

Rules and Discipline Policy

Pinewoods has rules established for the safety and security of all. All classes have three basic ground rules:

- We treat ourselves, each other and the environment with respect.
- We maintain an atmosphere of peacefulness.
- We resolve our problems with words.

We teach the children these rules and the consequences to these rules. The consequences are:

- A reminder to the child(ren) about the rules
- Separation from an activity
- Loss of a chance to participate in an activity

In cases of physical or verbal aggression/inappropriate language teachers will work collaboratively with parents to address the behavior so that it does not continue. Teachers will notify parents if concerns or issues arise with their child during the day and how they were addressed. Pinewoods teachers will partner with parents to help each child learn appropriate strategies and techniques for dealing with frustrations and anger.

The staff works to set forth clear limits and boundaries and remain consistent in the practice of these boundaries. Children are given the reasons for the limits. When necessary, we redirect children to more acceptable, appropriate activities and types of behavior, acknowledging that one of the most effective ways to change behavior is to provide a positive alternative for children. Helping a child use acceptable words to deal with frustration or resolve a conflict is done directly and by example.

In cases of **repeated** physical or verbal aggression, inappropriate language, and/or bullying the following steps will be put into place:

1. Teacher will request a meeting with parent to discuss behavior and a plan of action to address the behavior.
2. If the behavior continues, the parents, teachers, and Head of School will meet to discuss a plan of action with a time frame in which the behavior must improve.

3. If the behavior does not improve within the allotted time frame, then parents, teachers, and Head of School will meet to discuss possible discontinuation of the child's enrollment at Pinewoods.
4. Head of School will present case before Board of Directors who will make the final decision for withdrawal of student and the financial obligation of the family.

It is our hope that each child's experience be a positive one and for both the parents and staff to agree that this is the best environment for the child.

In case of destruction/damage to school or other persons' (child or staff's) property that can be reasonably repaired/cleaned the following steps will be put into place:

1. Teacher will notify parents and the child will be asked to clean or aid the teacher in repairing what has been damaged.
2. If such behavior happens again, there will be a clean-up day at school. The parents and teachers will agree on a list of items for the child to clean/repair (not during school hours) to help maintain a clean and beautiful classroom. If the offender of the damage is not known, there will be a clean-up day held on a Saturday morning for the entire class.
3. If the behavior happens a third time, the child's family will be asked to replace any and all items that have been damaged or provide the funds for the school to replace the items.
4. After all the steps have been taken and a child is still choosing to damage property, the parents, teachers and Head of School will meet to discuss whether the child will continue at Pinewoods.

In case of destruction/damage to school or other persons' (child or staff's) property that cannot be repaired/cleaned without incurring expenses, the child's family may be required to provide the funds to the school to replace or repair the items.

Biting Policy

While biting is considered a normal stage in childhood, it can disrupt a peaceful classroom environment. Pinewoods Montessori School staff takes action to reduce the number of biting incidents.

If a student bites another child, the biter will be removed from the group. We will take note of the biting situation and talk to the child about the incident in an age appropriate way. For children ages 3 and up, it is Pinewoods policy to always notify the parents of the child who has bitten and the parents of the child who was bitten. This will be done while keeping names of the children involved in the incident anonymous - no names will be mentioned to either set of parents. For students younger than 3, biting is more common and communication will take place after more than one biting incident in a day.

If blood is drawn at the site of the bite, parents will be asked to take the child who has bitten home for the balance of the school day. Both sets of parents will be notified, while providing anonymity for each child. If blood is not drawn at the site of the bite, and it is a first time biting offense for the child, the child will be spoken to by both the teacher and an administrator. Both sets of parents (of the child who was bitten and of the child who bit) will be notified, while providing the children involved anonymity.

If blood is not drawn at the site of the bite, but it is a subsequent offense, the child will be sent home for the balance of the school day. Both sets of parents (of the child who was bitten and of the child who bit) will be notified, while providing the children involved anonymity.

If a pattern develops with multiple infractions, the Head of School, parents, and teachers will partner together to construct an appropriate plan of action.

Personal Possessions

Please do not allow your child to bring toys from home. For camp, if your young child has a special “lovey” that he or she needs for security that will be acceptable, **please pack this item in your child’s backpack.** Accessories such as necklaces, bracelets, and rings should not be worn to school (unless serving a developmental need and prescribed by a professional). They are often a distraction in the classroom and cause children distress if lost or misplaced.

Child Abuse/Neglect Policy

No child shall be subjected to any form of abuse or neglect by Pinewoods staff.

Child Abuse:

Occurs when any child less than 18 years of age whose parent or caretaker inflicts (or allows to be inflicted) a physical injury by other than accidental means which causes a substantial risk of death, disfigurement, impairment of physical health, or loss or impairment of a body organ; or who creates (or allows to be created) a situation in which there is substantial risk that one of the above events will occur; or who commits (or allows to be committed) a sex act upon a child in violation of law; or who allows (or allows to be created) serious emotional damage to the child and refuses to permit, provide for, or participate in treatment; or who encourages, directs, or approves of delinquent acts involving moral turpitude committed by the child. (N.C. General Statute 7A-517)

Child Neglect:

Occurs when any child less than 18 years of age does not receive proper care or supervision or discipline from his/her parent or other caretaker; or has been abandoned; or is not provided necessary medical care or other medical care or other remedial care; or lives in an environment injurious to his/her welfare; or has been placed for care or adoption in violation of law. (N.C. General Statute 7A-517) Any allegation of abuse or neglect on the part of Pinewoods staff is to be reported to the Orange County Department of Social Services and the Orange County Police Department for investigation. (N.C. General Statute 7A-544) If Pinewoods staff suspects child abuse or neglect they are required by law to report their suspicions to the Department of Social Services and the Police Department of the county in which the child lives. (N.C. General Statutes 7A-543)

Community Referrals:

Durham County Department of Social Services (919) 560-8600

Orange County Department of Social Services (919) 968-2000

Confidentiality

Professionals who work with young children are entrusted with sensitive information about individual children's development and their families. Such information will be held in strict confidence and will not be discussed with other parents or anyone outside of Pinewoods Montessori School unless the school is granted express permission in writing.

All medical/health information, including daily screenings of campers and staff, will be kept secure and confidential.

Parking Lot Guidelines

At Pinewoods Montessori School, it is part of our mission to ensure a safe, peaceful setting. Part of the Montessori philosophy includes Grace and Courtesy, which young children learn by observing those around them.

- Cars are to be driven slowly (5 mph or less) within the parking lot. Children are sometimes difficult to see from the driver's perspective. Driving slowly is one of the best preventive measures for safety in the parking lot.
- Children should hold hands with, or walk close by, an adult and avoid running. Please make sure that children are not leaving the front exits without a guardian accompanying them.
- Please walk on our designated walkways or sidewalks when possible.
- As our lot is small and does not have the capacity to accommodate all of our families simultaneously, drivers are to be considerate at drop off and pick up times, and must limit parking time to what is only necessary for your child(ren) to arrive at school in a timely fashion or to safely leave the campus.
- Be considerate of people backing in and out of parking spots and entering and exiting the parking lot. If a car is waiting for a space, please do not pass it, instead wait for the car to move into the spot and then proceed.
- Park in designated areas only. The disability parking spaces may be used only by persons authorized with the appropriate tag/placard pursuant to North Carolina General Statute § 20.37.6. At times, there may be a "Reserved" spot designated for individual(s) who won the spot for the following school year during our annual silent auction. This space is only to be used by the winning bidder(s) of the space. The two spaces next to the dumpster are designated for our neighbors and are not for our use during the business day.

These rules are set in place to ensure the safety and well-being of all of our children, staff, families, and community.

Code of Conduct

At Pinewoods, part of our mission is to create a peaceful and respectful community environment for all families. In order to maintain an orderly, respectful and secure educational environment for the students and staff of Pinewoods, it is essential that all parents and visitors

to our buildings be aware of their responsibilities and adhere to the following expected code of conduct.

No person shall:

- Injure/harm (emotionally or physically) any other person or threaten to do so.
- Damage or destroy school property or the property of a staff/community member.
- Disrupt the orderly conduct of classes, school programs or other school activities.
- Use abusive or improper language when communicating with school board members, school employees, parents of students, students, or guests of the school.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libelous, obstruct the rights of others, or are disruptive to the school program.
- Intimidate, harass or discriminate against any person on the basis of race, color, creed, national origin, religion, age, gender, sexual orientation or disability.
- Enter any portion of the school premises without authorization or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles.
- Possess, consume, sell, distribute or exchange controlled substances, or be under the influence of them on school property or at a school function.
- Possess, consume, sell, distribute or exchange alcoholic beverages or be under the influence of them on school property unless during a school-authorized event for adults only.
- Possess or use weapons in or on *school property or at a school function, except in the case of law enforcement officers.
- Violate any federal or state statute, local ordinance, or policy while on school property or while at a school function.

The Board of Directors reserves the right to terminate the enrollment contract(s) if a parent/guardian has violated the code of conduct as stated above.

*"School property" is defined as all company-owned or leased buildings and surrounding areas such as sidewalks, school's building, playgrounds and playfields. "Weapons" include firearms, explosives, knives (switchblade knife, gravity knife, or any knife with a blade longer than 3 inches) and other weapons that might be considered dangerous or that could cause harm.

Grievance Policy

If a parent has a significant grievance regarding his/her child in the classroom setting:

1. The parent will request a meeting with his/her child's classroom teacher to discuss the areas of concern. The meeting will be held as soon as possible after the request is made. If there is no satisfactory resolution of the concern or disagreement:

2. The parent or teacher may request a meeting of all parties with the Head of School. A meeting will be held as soon as possible after the request is made. If this meeting does not result in a satisfactory resolution:
3. A third meeting will be held between the parent and a self-chosen representative, the classroom teacher, the Head of School, and a chosen Board representative.

Following this meeting, a decision will be rendered by Pinewoods Montessori School Corporation in regard to the concern/disagreement and the child's enrollment status at Pinewoods. This decision will be communicated to the parent in a timely manner through the Official Board email. Pinewoods Montessori School Corporation reserves the right to acquire legal counsel and pursue the matter in a court of law.

Non-Discrimination Policy

Pinewoods Montessori School supports equitable educational access and is committed to maintaining an environment where students, staff, and everyone associated with the school is treated with dignity and respect. It is the School's policy not to discriminate based on race, color, national origin, sex, gender identity, sexual orientation, disability, religious affiliation, cultural observance, or political affiliation.