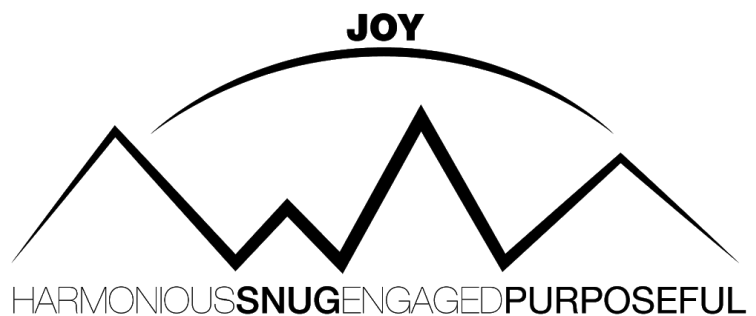




## **Family Handbook 2025-2026**

16740 Keystone Boulevard  
Parker, Colorado 80134  
303.840.6119  
[www.rmaschool.org](http://www.rmaschool.org)  
RENAISSANCE MONTESSORI ACADEMY



## **Our Vision**

To be a community of learners that shape the future by cultivating compassion, empathy, initiative, self-confidence, perseverance, and curiosity in an authentic Montessori school.

## **Our Mission**

The Renaissance Montessori Academy is a Montessori school that awakens the spirit of the child and kindles a lifelong curiosity and love of learning.

## **Core Values**

**Joy** is how we want to feel as a community, how we want to engage with everyone.

**Harmoniousness** is how we respond to one another.

**Snug** is how we want each of us to feel when we are together.

**Engaged** is how we work together as a community.

**Purpose** is how we think and act within our community.

## **Our Philosophy**

Renaissance Montessori Academy (RMA) offers high-quality, Montessori preschool, and elementary programs. We are determined and committed to:

- Encourage family involvement and maintain open and honest communication between families, teachers, and administration.
- Provide a nurturing atmosphere where children learn to respect themselves, others, and the earth.
- Meet individual academic, social, and emotional needs while inspiring independence, self-care, and self-discipline.
- Facilitate curiosity by offering multiple, tiered level, engaging opportunities to discover and explore.
- Inspire children to utilize their unlimited potential and become enthusiastic, life-long learners.

## **Our History**

Renaissance Montessori Academy was founded in 1995 by a group of parents interested in starting a high-quality non-profit, Montessori preschool to feed into the Renaissance Charter School of Douglas County. Both schools started off in trailers working side by side until Charter School's building was finished. In 1998, the schools moved to the grounds of Renaissance Charter School, now the home of North Star Academy. Soon after, Renaissance Montessori Academy, previously known as Renaissance Child Development, Inc., became a stand-alone Montessori primary program and purchased the land where the school now resides. Working with the wonderful staff and families enrolled at the time, RMA was able to pay off the land and use it as collateral to build the beautiful building we now call home. In 2005, we completed construction. Since 2005, RMA has operated as an independent, non-profit traditional Montessori primary school. In 2019, RMA added Toddler and Me Montessori sessions which support our younger children who aren't yet able to join our primary program. RMA is exploring options for adding a full Montessori toddler program. In 2020, RMA made the decision to start an independent, Montessori elementary program that is now thriving. RMA is still exploring the option of becoming a Charter as well as the possibility of adding a Montessori Middle School Program or Montessori Toddler Program.

## **Welcome Letter**

2025-2026 School Year

Dear RMA Families,

Thank you for choosing the Renaissance Montessori Academy (RMA). We are glad that you are part of our community.

As part of your continued enrollment and to help answer most questions concerning the school and its programs, please read and use this Handbook as a reference. If you have any questions or concerns that aren't covered in this Handbook, speak with your child's lead teacher or other administrative staff.

At times, we may need to update or add to our policies due to licensing changes or other requirements. When this happens, RMA will either send out a fully updated Handbook or an addendum to the Handbook.

Our regular business hours are 7:30 am to 5:30 pm, Monday through Friday. The administrative team works on different schedules to do their best to accommodate families. If you need to make an appointment with the administrative team and aren't available when we are, please let us know and we will be happy to arrange to meet with you during your available time.

For ease of reading, this Handbook refers to the parent or parents of a student. The term parent includes biological, adoptive, foster, and all other adults who have legal guardianship of a student.

Thank you again for joining our community and supporting the Renaissance Montessori Academy by being aware of and following the required policies. We hope to see your child(ren) grow at our school for years to come.

Sincerely,

The Renaissance Montessori Academy Team

# **I. BUSINESS**

## **General Admissions**

Our school is open to all children from 2 ½ years through Elementary. RMA does not discriminate based on race, ethnicity, color, national origin, gender, gender identity, sex, sexual orientation, religion, disability, or family makeup in the administration of its enrollment and educational policies. Enrollment priority is given to current students and siblings of students, staff children, and children with Montessori experience.

Once an application is received and all fees or dues are paid, the child and family are put into a waiting pool. Children are enrolled based on the needs of the school and to balance the enrollment structure of individual classrooms.

## **Enrollment Offer**

When a family is contacted by the school and offered placement for their child, they are given a three (3) day decision window. If the family chooses to accept the offered placement, the non-refundable program and operations fee of \$500 is due within three (3) business days to secure enrollment. Should the family proceed with enrollment, all other monies due will be invoiced and due prior to its start date. Should the family later choose not to enroll, all paid monies are forfeited.

## **Student Files**

We require the following forms to ensure a complete student file:

- Enrollment Contract
- Enrollment Acknowledgment
- Health Policy Agreement
- Parent Handbook Acknowledgment
- Immunization Record
- Annual Health Appraisal Form (Physician signature required)
- Emergency Card
- Developmental and Social History
- Observation Guidelines and Confidentiality
- Sunscreen Permission
- Walking Permission

Updated forms are completed annually. We may need other forms on a case-by-case basis.

## **Calendar Year**

The School Year Calendar is distributed prior to or with the enrollment packet. All enrollment contracts are continuous in conjunction with the school calendar. This means that families no longer need to re-enroll their child(ren) each academic year. Families are automatically enrolled until you exercise the opt out option that includes a 30-day disenrollment notice. The Calendar is subject to change due to unforeseen circumstances.

By agreeing to the handbook, you acknowledged that you received RMA's school year calendar. It is recognized that RMA may not be open on all dates set forth in the school calendar for reasons including but not limited to weather, licensing requirements, health requirements, inability to use the facilities, or other unforeseen circumstances. There will be no deduction in tuition for holidays, in-service days, illness, absences, or unexpected closure days.

The Renaissance Montessori Academy operates on a 10-month academic of school year calendar and a 12-month calendar that includes summer camp. RMA understands that unforeseen circumstances may change the calendar. If we need to physically close the school, RMA will make every effort to offer Virtual School and at home support for all families within 5 business days of the physical closure.

## **Summer Enrollment**

The RMA school year typically ends in May. If you want to withdraw your child prior to May, you must provide RMA with 30-day written notice of withdrawal. If you are interested in joining RMA for summer camp, you may use a separate summer camp week-by-week contract agreement for the weeks of your choice. This contract is typically available in the spring.

## **School Hours during the months of August 2025 through May 2026:**

Before School	7:30 AM to 8:00 AM
Full Day	8:00 AM to 3:30 PM
Half Day (Primary only)	8:00 AM to 11:30 AM
After School 1	3:30 PM to 4:30 PM
After School 2	4:30 PM to 5:00 PM
After School 3	5:00 PM to 5:30 PM

Four day per week schedules are Monday to Thursday or Tuesday to Friday only (Primary Only)

## **School Hours during the months of June and July 2026:**

TBD

### **Drop-off and Pickup Times**

RMA is open no earlier than 7:30 am and no later than 5:30 pm, Monday through Friday. Parents may not enter the building or attempt to drop off children prior to 7:30 am.

The morning work cycle is vital to the success of each student and supports the necessary continuity for learning. The work cycle begins at 8:00 am in every classroom. Please help us by avoiding late drop offs and early pickups during this period. Please have your child at school no later than 8:30 am unless you've made prior arrangements with your child's lead teacher.

Pick up time for the school day is 3:00 to 3:30 p.m. Most children are on the playground at 3:00 and enjoying outside time. Please feel free to pick up closer to 3:30 to allow your child to spend this time outside.

### **Program Hours**

RMA's standard operating hours are Monday through Friday from 7:30 am through 5:30 pm in August through May and TBD in June and July. It is your responsibility to abide by RMA's facility hours.

### **Late pickup**

Children are to be picked up the end of their contracted program. If a child is still present after their contracted pick-up time, an RMA staff member will start calling the child's parent or guardian who normally picks up the child and continue to call emergency contacts until someone is reached by phone. If no one responds, an RMA Administrator will be notified. If after 2 attempts at calling all emergency contacts with no answer and it is after 6:00 pm, the staff member must call Emergency Services.

Whenever a family is late picking up their child, they will incur a charge that will be due on their next invoice or within 30-days whichever comes first. RMA uses ELV to keep track of children at school and when they are dropped off and picked up. There is a late fee of \$20 for the first time a child is picked up late and a \$40 fee for subsequent late pickups. Emergencies will be taken into account.

### **School Closures**

For school closures, please see this year's school calendar available on the RMA website, at the front desk, or we can email it to you upon request. RMA follows Douglas County Public Schools (DCPS), Colorado licensing, Douglas County Health Department, and the Colorado Health Department for any weather-related closures like snow days as well as other unforeseen closures. There may be factors that force RMA to close without prior notice. RMA will communicate through texts, emails, and social media posts regarding what time RMA will open during delays, close during early dismissals, or be fully closed for a specific time frame. There is no deduction in tuition for holidays, in-service days, illness, absences, or unexpected closure days. Tuition is not prorated. Full and timely payments due are expected during closures.

### **Annual and Summer Tuition**

RMA's tuition is voted on by the Renaissance Montessori Academy Board each year. Changes to tuition or other dues in the middle of a school year are rare, but they are still possible. RMA makes reasonable tuition, and fee increases on an annual basis. Please see this school year's tuition and dues information sheet available on the RMA website, at the front desk, or we can email you upon request.

## Program Changes

Parents can choose their child's program on their contract prior to enrollment and annually at reenrollment times. RMA allows for one program change during the re-enrollment period, free of charge. Any additional program changes made during this contracted school year are subject to a \$50 program change fee. You must submit all program changes in writing at least 30 days prior to the change. The first day of the program change must happen on the first weekday of the month. Program changes are limited to availability in each community according to current RMA staffing and staff to student ratios. RMA reserves the right to deny a program change based on the above stated reasons.

## Drop-in Care

We understand that on occasion, families need to add care hours to their child's day. For these times, we request 24-hour notice and drop-in fee payment will be due with the next invoice or within 30 days whichever comes first. RMA reserves the right to refuse a drop-in due to staffing, ratios, or other restrictions. Drop-in only applies to children currently enrolled in the RMA. Drop-in rates and fees will depend on the needs for the individual. Please ask the administration for a drop-in form.

<input type="checkbox"/> 11:30 am to 3:30 pm	\$60	Add half a day to one day
<input type="checkbox"/> 8:00 am to 3:30 pm	\$150	Add one whole day
<input type="checkbox"/> 8:00 am to 11:30 am	\$70	Add one half day
<input type="checkbox"/> 7:30 am to 8:00 am	\$10	Add one day of Before School
<input type="checkbox"/> 3:30 pm to 4:30 pm	\$40	Add one day of After School 1
<input type="checkbox"/> 4:30 pm to 5:00 pm	\$20	Add one day of After School 2
<input type="checkbox"/> 5:00 pm to 5:30 pm	\$20	Add one day of After School 3

## Application Fee

The fee of \$50.00 is non-refundable and due upon acceptance of enrollment. This fee goes toward holding the wait pool space for your child.

## Annual Program and Operations Dues

The annual \$500.00 fee is non-refundable and due upon acceptance of enrollment and annually by June 1 or the first business day of June. This fee goes toward the annual upkeep of the RMA building, classroom materials, and administrative tasks.

## Credit Card Payment Fees

Parents may elect to pay tuition by credit or charge card instead of an electronic bank debit (ACH) or check. To cover the cost of processing a credit or charge card transaction, and pursuant to section 5-2-212, Colorado Revised Statutes, RMA will impose a processing surcharge of 4% to cover the fee RMA pays its processor or service provider to process the transaction. RMA will not impose a processing surcharge on payments made by cash, a check, or debit card.

## Tuition Payment Schedule

Tuition is due by the 1<sup>st</sup> of each month, proceeding through the month of enrollment. For example, the tuition payment due on January 1 is for February enrollment. Tuition not received by the 15th of the month is assessed at a late fee of \$15. If payments are not made, RMA has the right to refuse to admit the child(ren) to class. If any family is more than 60 days overdue on a tuition payment, with no attempt to make alternative arrangements with RMA Administration, RMA may disenroll the child(ren) from RMA with a 24-hour notice. Any disenrolled family is still responsible for paying the past due fees and any additional fees pursuant to the disenrollment process. RMA may pursue all legal or equitable remedies available.

The first month of tuition for students enrolling mid-year may be pro-rated according to the student's transition start date in accordance with the above payment schedule. As RMA's tuition is based off of a 10-month school year where on average there are 18 contact days per month, RMA will use the equation:

Prorated Start Date Tuition Credit = (monthly tuition/18)\*(number of missed contact days in the month of enrollment)

RMA is a non-profit organization and dependent on tuition funds to pay employees' salaries and operating expenses. Thus, in accepting a student for enrollment, RMA assumes expenses which are not reduced by the student's absence or withdrawal. As a result, tuition is due regardless of a student's absence, illness, or withdrawal, or any closures due to vacations, holidays, weather, or other emergency related school closures.

## **Emergency Absence**

If a student is absent for emergency reasons, the family may apply for an emergency tuition discount or early disenrollment. Emergency Absence decisions are made at the discretion of the RMA Administration. The Administration in consultation with the Executive Committee of the Board of Directors has the authority to grant an Emergency Absence discount off the regular monthly tuition for that child for up to two months, thereby retaining the child's position in the classroom.

## **Continuous Enrollment**

Subsequent school year tuition, dues, and calendar announcements take place in the spring prior to the new school year. The continuous enrollment contract allows for the family's automatic enrollment. Each year, RMA is required to complete the mandatory annual forms for your child including health appraisal and immunizations, Family Handbook acknowledgment, and emergency card. You can complete most of these through Early Learning Ventures. All monies associated with continuous enrollment are invoiced.

## **Termination of Enrollment**

It is a goal of RMA to make the relationship between the school and each family and their child(ren) a positive and rewarding experience. We expect parents to uphold RMA standards for open, direct, and respectful communication between parents and staff members of RMA. We make every effort to provide the best possible care and educational setting for each individual child. However, we also realize that problems may arise that are not solved satisfactorily by all parties. RMA reserves the right to terminate enrollment if necessary. Reasons for termination may include but are not limited to the following:

- A. Payment of tuition or fees is more than 60 days overdue.
- B. Medical appraisals, immunizations, or other paperwork are not current as required by the State of Colorado.
- C. Violations of schedule contracts or center hours, including late pickups.
- D. Improper, including threatening or unprofessional, parent conduct with students, staff, or another parent.
- E. RMA is unable to meet the developmental, emotional, physical, or other needs of the student after making reasonable accommodations in accordance with the Americans with Disabilities Act or as identified in an IEP or IFSP.
- F. A student's industry, progress, conduct, or influence on or off campus is not in keeping with RMA's standards and objectives.
- G. The student's behavior is harmful or threatening to other students or staff.
- H. Parents and/or Student fail to support or abide by RMA's standards of conduct, policies, rules, and regulations currently in effect or as amended from time to time,

## **Contract Termination**

The parent or guardian may cancel, in writing, with at least 30 days written notice with the last day of child's scheduled attendance falling on the last weekday of the month of the request. Parents are responsible for the tuition for those 30 days regardless of the child's attendance at RMA during that period. Should parents fail to give notice of contract termination, they are responsible for the full amount of tuition.

It is understood that if the parents opt-out after June 1 and before the first day of school, they agree to pay or not have refunded the annual program and operations fees and all expenses in the collection of any outstanding balance.

It is understood that if parents opt-out after the first day of school, they agree to pay or not have refunded the first month's tuition and all expenses incurred in the collection outstanding balance.

## **Non-Discrimination Against and Accommodation for Individuals with Disabilities**

RMA is committed to providing quality developmental education for each individual student. As part of that commitment, RMA complies with all applicable laws prohibiting discrimination in enrollment and participation against students and parents with disabilities. RMA does not exclude any student or family from the full and equal enjoyment of its program based on the student's disability, or the disability of the student's parent or another individual associated with the student, unless the student, parent, or other individual poses a direct threat to the health or safety of themselves or others at RMA, or unless the required modifications impose an undue burden on RMA or would fundamentally alter the nature of RMA's services. RMA also provides reasonable accommodations for students and parents as appropriate in accordance with applicable laws.

Families of a student with disabilities are encouraged to submit a request for reasonable accommodation as far in advance as possible to allow RMA adequate time to consider the request and to work with the family to obtain any medical or other documentation that is necessary to consider or provide the requested accommodation. Depending on the type of disability and the requested accommodation, such documentation may include:

- A Medical Management Plan detailing all necessary care for the student's medical and/or behavioral management and signed by the student's physician and parents.
- Any other health-related documents deemed relevant by the student's physician.
- A list of emergency contacts, which include the student's physician, available by phone each day that the student is attending RMA.
- Information regarding use and disposal all equipment, medicines, medical supplies, food, and other materials or supplies provided by the student's parents that are not otherwise regularly provided by RMA and are necessary to meet or comply with the student's Medical Management Plan and any other health-related documents provided by the student's physician.
- Written authorization to undertake steps indicated on the student's Medical Management Plan, such as administration of medication or performance of other medical tasks.
- A general release and waiver of liability for care in a form required of all students as a requirement of attendance, signed by the student's parents, which releases RMA and its agents from liability stemming from any action relating to the care of the student.

Parents are responsible for keeping documentation up-to-date and for informing RMA immediately of any change in the student's disabilities, needs, and/or health. Successful participation and accommodation of children with disabilities depends on an active, cooperative relationship and ongoing communication between the parents and RMA.

## **Tax Exempt Donations**

RMA is an independent, nonprofit school and relies on philanthropic support from the community to continue being the best school possible for the children we serve. Donations to the school are tax-deductible, contribute directly to program improvement, and are greatly appreciated. RMA participates in the Colorado Child Care Tax Credit Program. With this, if you donate to RMA, we will provide you with the DR 1317 Colorado Tax Form. You can use this when you do your taxes, and you should receive a 50% credit on your taxes for the amount you donated. So, if you donate \$1,000 to RMA, you should receive a tax credit of \$500.

## **ENROLLMENT TERMS**

1. **Acknowledgement of Risk:** It is understood that any child enrolled utilizes the traditional Montessori Method and materials. These materials include items made from wood, metal, glass, clay, and ceramics. The community also includes items that are small enough to swallow or inhale. These traditional Montessori materials include the Pink Tower, language objects, math beads and counters, rice for pouring, and beads for sorting. You accept that these materials are present in your child's environment and that your child may interact with these materials throughout the course of the day. Furthermore, you understood that each classroom and environment has a teacher who is trained on the proper use of these materials.

Elementary children enrolled utilize both traditional classroom Montessori Method instruction and community outings and field trips (going out). You consent to your child's participation in outings and field trips with RMA and participation in certain neighborhood walks and optional activities in which your child wishes to participate. RMA will endeavor to keep you fully informed of the scope of activities in which your student will participate and to any exposures that may occur. In connection with the field trips and activities, your child may experience hazardous conditions out in the community, such as changing weather conditions, disease, inadvertent contact with animals, contact with other adults and children, varied travel conditions, bodies of water, tall climbing structures, insects, food (i.e., unseen peanut residue left on a picnic table or swing at parks), and other hazards. By agreeing to the Family Handbook, you and your child can ask questions of RMA regarding the field trips and the activities you wish to have your child participate in. You and your child voluntarily assume the risks associated with the field trips, activities, and any hazardous conditions related thereto, to the full extent allowed by Colorado Revised Statute Section 13-22-107. In consideration for RMA permitting your child to engage in field trips and activities, your child and you hereby release and forever discharge RMA, and its owners, employees, volunteers, agents and representatives from all demands, claims, actions, causes, suits, proceedings, assessments, penalties, judgments, expenses (including attorneys' fees), losses, damages, liabilities and costs (collectively Claims) based on or arising from injury, loss, damage, or death to you and your child, or injury, loss or damage to any property owned by you and your child,



which is caused by or sustained in connection with your child's participation in the field trips or activities including negligence in training, maintenance, care, supervision, conditions to which my child is exposed and/or supervision of the other participants. You and your child agree to abide by and follow any instructions given or rules established by RMA regarding the field trips and/or activities. You and your child shall indemnify, defend, and hold harmless the RMA releases for any such claims, as well as for any claims relating to the actions of students including, without limitation, any property damage or injury to a third person.

2. **Consent to Medical Care:** Parents hereby consent and grant to RMA, its teachers, and staff the authority to seek, obtain, approve, and provide any medical treatment for your child, which in their judgment is necessary for the health and well-being of the child while participating in an RMA program or activity. You give permission to secure emergency medical or surgical treatment for the child and to transport the child to appropriate medical facilities, if necessary, while attending and participating in an RMA program or activity. You further agree to release and hold harmless RMA, its teachers, and staff from any claims or damages which may arise from reasonable efforts by RMA personnel to protect the health and well-being of the child as authorized above.
3. **Policy Agreement:** Parents agree to comply with the rules, regulations, and policies specified in the Family Handbook or addenda issued by the school.

## **II. FAMILY/SCHOOL PARTNERSHIP**

### **Communication**

We value open communication with our parents. You are your child's first teacher, and you know them best. If a question or concern arises, please bring it to the person or persons who can accurately answer it or serve to resolve the problem. In most cases, your first line of communication is your child's lead teacher. While we encourage our parents to build relationships with all adults caring for their children, please go first to your child's lead teacher with all concerns and questions. Our lead teachers will typically respond within one business day, unless on vacation or otherwise detained.

If the lead teacher is unable to answer your question or you are not satisfied with the response, please contact the Administration. Regardless of the situation, please be mindful that open communication is the key to our success. We are professionals and will act as such, even in the face of conflict. In no way will we ever bring the children into a conflict that may occur concerning our policies, programs, or their implementation.

### **School Communication**

RMA sends regular email updates covering issues of importance to all families within the school.

### **Family/Teacher Conferences**

All families are invited to attend two conferences with their child's lead teacher during the school year. Conferences take place in fall and spring. During these conferences, parents can discuss progress, concerns, and review developmental reports prepared by the teachers. In Elementary classroom, the children often lead their own conferences with their family, through the guidance of the teacher.

If you are unable to meet at the conference times, please work with your child's teacher to find a time that works for everyone's schedule.

We value partnering with our parents. Please call our attention to any area of concern so that we can fully meet your child's needs. Please contact your child's lead teacher with any questions regarding your child's development and education.

### **Classroom Observations**

You are always welcome to schedule a visit throughout the year. In the event of a health and safety concern, RMA will limit how parents may visit the school. To visit a room, please contact the lead teacher and make an appointment.

During your observation time you are welcome to observe your child and other children in the classroom. If the teacher agrees, you may also interact with your child or other children in a purposeful and specific activity. The teacher may ask, or you may want to interact with your child outside of the classroom. If so, RMA will help you find a safe space to interact with your child outside of the room so as not to interfere with the rest of class.

## **Volunteer Hours**

RMA requires every family to volunteer for a minimum of 20 hours per school year or 10 hours per semester. We offer families numerous opportunities to volunteer to work the required hours. If a family chooses not to volunteer, is unable to volunteer, or if short of volunteering hours at the end of the semester, you can give a \$25 per hour donation to RMA instead. Documentation of volunteer hours is the responsibility of each family in coordination with the RMA Administration.

## **Volunteer Participation and Confidentiality**

Anyone who volunteers at RMA must comply with all licensing, health regulations, and rules as well as any rules, procedures, and laws that are in place at RMA from other regulatory or law enforcement agencies, the RMA board, RMA administration, accrediting bodies, or other agencies. This includes volunteers.

RMA has a confidentiality policy to insure confidentiality and protect the privacy of children, families, and employees of RMA. We respect the individual dignity of children, families, volunteers, and employees and always protect them in accordance with all applicable laws.

Do not divulge any information about children, families, or employees to anyone other than persons who are authorized to receive such information. This policy extends to both internal and external disclosure of information.

Volunteers' responsibility to maintain the confidentiality of information learned about children, families, volunteers, and employees extends 24 hours per day, 7 days per week, regardless of how or where you obtained the information. Failure to maintain confidentiality and to protect the privacy of children, families, volunteers, and employees may result in job-related consequences as well as potential civil liability for RMA and the individual employee.

In the transaction of school business many volunteers and observers are entrusted with confidential information. Such information is for school use only, and you must treat it as such. At no time can you discuss or give information gained in carrying out duties to any unauthorized person. Should you have a concern regarding RMA, you have the responsibility to use the appropriate venues for speaking about your concerns.

## **Montessori Curriculum Overview**

Our curriculum in both the Montessori classroom and studio is based on authentic Montessori pedagogy with influences from Reggio Emilia pedagogy and best practices in education.

RMA designed the Primary Community to meet the needs of the 2.5 to 6-year-old and the Elementary Community to meet the needs of the 6 to 12-year-old. Classes are composed of mixed-age classrooms to allow for cognitive stimulation while also meeting each child's social needs. The purpose of our program is to enrich and promote the further development of each child's natural curiosity and enthusiasm for learning. Each class has a wide variety of materials for hands-on exploration and trained staff that facilitate a child's trust in themselves through risk-taking, further questioning, and skill development.

Our curriculum provides basic knowledge as well as integration with real-life experiences and is implemented with respect to varying learning styles and natural human development. Our Primary curriculum is divided into six primary areas:

1. Practical life: Primary children develop order, concentration, coordination, and independence through work such as spooning, lacing, pouring, buttoning, polishing, washing, dusting, and sweeping. In elementary, practical life also emphasizes grace and courtesy in interactions with others.
2. Sensorial: Primary children enlarge their field of perception, develop fine motor skills, learn to reason, and think critically. In elementary sensorial area of the classroom helps children clarify, classify, and understand the world around them.
3. Language: Primary children develop language through key lessons in reading and writing, functions of words, and word study. In elementary, all students work on writing and reading.
4. Math: Primary children learn similarities, one to one correspondence, quantity, cardinal and ordinal numbers, counting, place value, decimal system, concrete concepts of all four math operations, and geometry. In the 3<sup>rd</sup> year of primary, children learn to memorize, especially math facts, and move to abstraction of math concepts. In elementary the children work on fractions and decimals, the four math operations into the millions, and abstraction of math concepts.

5. Cultural: Primary children learn political and physical geography and cultural awareness. In elementary, children delve deeper into the world around them. They explore customs, clothing, food, housing, and languages around the world.
6. Science: Primary children learn and explore our world through physical and life science. In elementary, children explore astronomy, motion, sound, and energy.

These areas each have defined expectations of competency. These expectations align with Montessori educational standards. Our curriculum follows Montessori Philosophy while taking into consideration Colorado State Standards and Expectations. RMA assesses these standards yearly to maintain excellence and competitiveness within today's society.

Educational process: RMA's educational process is the greatest difference between Montessori and traditional education.

Educational Continuum: Following the individual needs of the child is the hallmark of Montessori education. Each child moves through the curriculum according to demonstrated competency within any given skill. The goal is to enhance a vibrant relationship with learning that fosters individuality in balance with competency of skills.

Integration: Learning is the act of making connections. Each student is exposed to a myriad of ideas and facts in life and in school. Our integrated curriculum builds a structure for organizing this information and provides connections that are applicable in real life. RMA teaches all the cultural, science, fine arts, and social-emotional skills in this manner. By giving students the structure of organization and guiding them through the concepts of categorization, logical thought, and basic skills, we free them to make connections on their own. The making of these connections spark vitality and joy in learning. This is the building of life-long learning.

Assessment: RMA uses a variety of educational assessments. We use these assessments to develop and communicate individual education plans as well as to assist RMA in remaining thorough in our educational practices. Our assessment methods were chosen based on their alignment with Montessori pedagogy as well as their ability to empower the parents to engage in developmental support of their children. Assessments are conducted by teachers and administration with specialized training in observation and developmental milestones of young children.

Observations: We observe all students for demonstrated competency and understanding of specific cognitive, social, emotional, and physical skills. We record this type of assessment via anecdotal notes that keep a running record of the teacher's observations of the child over time.

Developmental Evaluations: RMA only uses this evaluation when we require more information for the staff to meet the individual needs of a student. We use the assessment for identifying any special needs in the areas of physical, language, mathematical, reading, and social-emotional development. We do not administer tests without written permission from the parents. RMA may need outside professionals to perform these tests. Any extra fees for testing are the responsibility of the parent. Through partnership with the family, RMA works to refer parents to the best resources in the community for developmental evaluations or support. RMA does not use norm-referenced testing, standardized testing, or published instruments as a means of assessment.

## **RMA Assessment Policy**

Observation and assessment are a necessary part of a strong educational setting and a requirement for accreditation. The purpose of assessments is to ensure that children are developing on an age-appropriate trajectory and, if a child is not, to identify information and resources to support the child and family. The procedures used for assessment at RMA are defined above. Any other procedures would be subject to written consent from the parent. Results of assessments will be shared with parents in order to make a cohesive plan for student support.

1. A child is only assessed by RMA staff who have an ongoing and established relationship with the child.
2. Observations occur while the child is working in their classroom or playground setting.
3. Confidentiality Procedures:
  - a. Assessment information is kept in the locked student files in the main office and only shared with the child's assigned teachers, administration, and parents, unless the parents expressly permit access to another individual.
  - b. Administration and teachers use this information to inform curriculum and inclusion.
  - c. Parents or legal guardians have access to any assessment document upon request.
4. Parent involvement is key to the assessment process. We encourage parents to:
  - a. Share their observations of their child with the teachers.

- b. Share your thoughts regarding assessment methods that best meet your child's needs.
  - c. Inform the teacher/school on any important cultural or linguistic factors in the child's life.
  - d. Attend all conferences and meetings the teacher requests.
  - e. Request additional conferences or meetings when needed.
  - f. Ask questions about the teacher's assessments of their child.
  - g. Always follow up with a specialist when RMA recommends it.
5. All assessments and communication will:
- a. Focus on the child's strengths and interests.
  - b. Focus on including the child in the learning environment with the least possible restrictions.
  - c. Be delivered to parents in a comfortable and confidential setting and in a manner that is sensitive to family culture and values.
  - d. Include information on the child's progress.
  - e. Inform teachers on curriculum planning for inclusion.
  - f. Inform RMA on potential program improvements.

## **Student Recommendation Letters**

Please give your child's lead teacher adequate time and notice to complete letters of recommendation for your child to move on to another school. We ask that you are respectful of the teacher's time and limit the number of letters you request from the teacher. Teachers may be unable to honor last-minute requests for letters or other evaluations of your child. Teachers are required to send recommendation letters or forms directly to the new school. These letters and forms are not available to parents.

## **Custodial and Noncustodial Parents in the Schools**

Expectations of parents who are going through a separation or dissolution or have already completed the same:

- Parents must provide the school with any court order or legal process showing the rights of natural parents or other individuals. You must provide the most current and complete court order or legal process and most recent court order concerning the child. Please provide updated and amended versions to the school as soon as possible. The school reserves the right to require certified copies or equivalents.
- Parents are expected to adhere to appropriate conduct and appropriate communication. The school and its employees will not play favorites with parents. Do not use the staff to harass or otherwise annoy or bully another parent or family member. Parents should not attempt to put their child's teacher or other school staff in the middle of their disputes in any way.
- Parents must not cause a disruption at school or with the school's administration or staff. RMA may ban individuals from the school or have other appropriate restrictions placed on their communications and interactions with the school and its personnel. School is not the place for parents to settle private disputes or to compensate for their inability to visit with their child off school grounds. Our obligation is to focus on the child and their educational experience.

### **Rights of Natural Parents:**

- RMA presumes parents on a child's birth certificate are the natural guardians to their child. Appropriate legal orders or legal process may rebut or overcome this assumption.
- Parents are jointly and individually responsible for the support, care, nurturing, welfare, and education of their child.
- Neither natural parent is presumed to have a right to custody or decision making over the other parent, absent appropriate court orders, or legal process.
- Separation or divorce does not change the legal rights of the parents, unless there is a court order or legal process defining those legal rights. The school does not recognize and has no obligation to comply with less formal documentation such as notarized statements or informal agreements.

### **Rights of Custodial Parents:**

- The school will reasonably cooperate with parents in complying with court orders, such as recognizing the rights of the primary physical custodian. However, parental compliance with court orders is not generally the responsibility of the school and parents are expected to adhere to appropriate conduct and appropriate communication.
- The parent who has primary physical custody of a child during the school year is presumed to have the right to make day-to-day decisions for the child, such as emergency card information, who picks up the child from school,

or whether the child can participate in a field trip. You may rebut or overcome that presumption by appropriate legal orders or legal process.

- The school is not responsible for enforcing or policing visitation or parenting time schedules. In the absence of an acceptable schedule and full cooperation and appropriate communication by parents, the school will expect that, upon the end of the school day, the child will return to the location where he or she came from that morning, and any visitation or other arrangements shall occur off school grounds. The school will assume that whichever parent or documented pick-up person is there to pick up the child they are allowed to do so.

#### Rights of Noncustodial Parents:

- Parents who do not have legal or physical custody still retain certain rights, unless a court order expressly states otherwise.
- Noncustodial parents may, upon appropriate notice and request, meet with their child's teacher and other school staff, may obtain a copy of school academic records, may chaperone on field trips at the school's discretion, and may arrange to receive parental communications from the school, unless there is a court order or appropriate legal process stating otherwise.
- The school retains the right, but is not obligated, to notify the custodial parent anytime the noncustodial parent requests information from or asks to meet with school employees or participate in school activities.
- Stepparents, grandparents and other individuals have no direct right to receive information about a student or discuss a student with school employees, unless they have legal guardianship or permission from the legal custodian. Additionally, they may not register or withdraw a student unless they have legal guardianship.

### **The RMA Board**

Our Board consists of parents, educators, and members of the business community who govern our school. We post the names and positions of the new Board Members after they are voted on and accept board roles. The by-laws, meeting agendas, and minutes of each meeting are available for your inspection. You are welcome to attend Board meetings. Please ask the office for the date of the next scheduled meeting.

## **III. GENERAL POLICES AND PROCEDURES**

### **Security, Arrival, and Departure**

For the safety of all children and state licensing requirements, RMA requires a full signature or unique ELV code from an authorized adult when you drop off and pick up your child. We give you authorization when you complete your enrollment forms or by completing an Authorized Pick-Up Form at the front desk indicating the date and who is picking up your child.

RMA will not release a child to anyone who is not on the child's authorized pick-up list or does not have an Authorized Pick-Up Authorization from their parents or legal guardian to pick-up their child.

All persons authorized by a child's parent or legal guardian to pick up a child on the date specified on the Authorized Pick-up Form must present a valid photo ID to the front desk for verification.

### **Attendance**

We take attendance in each classroom multiple times each day. Parents are required by Colorado State Law to provide drop-off and pick-up times with their personal electronic code check in on our electronic platform.

Attendance is taken and documented periodically throughout the day at times that include but are not limited to during morning work cycle, prior to recess, during recess, at lunch, before, during and after an outing, during afternoon work cycle, at the start of after school, during after school transitions, and at 5:30.

Arrival Time: RMA school day begins at 8:00 am each morning. The drop-off window is from 8:00 to 8:30 a.m. It is vital that children arrive on time and be ready for school each day. If you know in advance that your child will be late, please let your child's lead teacher know in advance.

## **Student Health Policy**

Agreement to abide by the terms of RMA's Health Policy is a condition of enrollment at RMA.

RMA uses a combination of "how sick is too sick", recommendations from the state and local health departments, as well as recommendations from our school health consultants as guidelines for determining illness, symptoms, and contagious outbreaks. With these supports, an illness, symptom, and contagious outbreak document will be provided to families separately from this handbook and updated regularly to take into consideration the changes in illnesses throughout each season and year. If you have not received this document, please ask the RMA Administration to provide it to you.

### **Excluding Children**

Staff are responsible for observing children at drop off and throughout the day for signs of illness. If a child arrives at the facility or school with signs of illness that require exclusion, they may not be accepted. The child may return to child care or school based on the requirements in How Sick is Too Sick, the Infectious Disease Guide, or as directed by their health care provider or public health professional.

#### If a child becomes ill at school

Our main goal is to maintain the health and safety of every child enrolled at RMA. When a child becomes ill at school, we will consider the needs of the ill child as well as the health and safety of the other children and staff of RMA. You or an emergency contact must pick up your children within 45 minutes of receiving a call from the school. Information will be recorded on an illness log when children are sent home due to symptoms of illness that require exclusion.

While the ill child is still at the school, we will provide them with a comfort area. The comfort area may include:

1. A cot with a disposable pillow and a clean, disinfected blanket
2. Dim lighting
3. Reduced noise and relaxing music, if child prefers
4. Tissue box
5. Fresh water

To ensure the health and safety of other children and staff, an ill child is isolated from other children as much as we can while in a comfort area. At all times, RMA will remain compliant with Colorado State Licensing as well as Colorado Department of Health Rules and Regulations. This includes but is not limited to, always maintaining ratio while children are present in the school and ensure no child is left unattended (7.702.45), as well as ensure the front desk and front door are staffed appropriately to allow for safe entry into RMA (7.701.33 F 8,9).

- When there is an extra staff member as well as an administrator, we will move the child to a room and provide a comfort area away from other children. An extra staff member or administrator will care for the child until a guardian or other emergency contact can pick up the child.
- When there is an administrator but no other extra staff member available, we will move the child to a comfort area behind the front desk with the administrator caring for the child until a guardian or other emergency contact can pick up the child.
- When there are no administrators or extra staff available, we will move the child to a location in the classroom away from other children, provide a comfort area, and a staff member will watch the child and maintain appropriate ratios for all the children in the classroom until a guardian or other emergency contact can pick up the child.

Once the ill child is picked up, the comfort area is disinfected and staff who were caring for the ill child will follow appropriate health maintenance practices in accordance with OSHA.

### **Contagious illness Protocol**

The control of contagious diseases depends in large part upon parent/guardian cooperation. Parents must keep students home when they are ill or contagious so that they do not expose others through direct contamination (coughing, sneezing, talking, sharing items). Students must be asymptomatic for a period of at least 24 hours, or have a note from a physician indicating that the student is no longer contagious, before returning to school.

Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun. Nits may persist after treatment, but successful treatment should kill crawling lice. Head lice can be a nuisance, but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice.

Please also notify RMA immediately if your child has contracted a contagious disease, including but not limited to COVID-19, measles, MRSA, meningitis, pertussis, Tuberculosis, Hepatitis A, pink eye, and varicella (chicken pox). An email will be sent home to families in the class, and those who share the classroom and/or common spaces, identifying the contagious disease but not the student afflicted.

Colorado law requires RMA to report certain diseases and conditions to the Colorado Department of Public Health and Environment for surveillance and disease control purposes. For more information about diseases and conditions that must be reported to the state, please visit <https://www.colorado.gov/pacific/cdphe/report-a-disease>.

## **Immunization Policy**

Colorado law requires all students to be vaccinated against certain diseases unless they have a medical or non-medical exemption on file with the school.

Accordingly, please provide a copy of your student's most recent immunization records to RMA. If a student does not have the minimum number of doses of the required vaccines, RMA will directly notify the parents in person, by phone, or by mail. Within 14 days of such notification, the parents must obtain the required vaccines, or make an appointment to receive the required vaccines, or provide a completed medical or non-medical exemption form.

If a student has not been vaccinated for medical reasons, parents must provide a medical exemption form, signed by a licensed physician, advanced practice nurse or delegated physician assistant, to RMA. The signed medical exemption form needs only to be provided once.

If a student has not been vaccinated for non-medical reasons, such as for religious or personal reasons, parents must provide a non-medical exemption form to RMA, signed by a licensed physician, advanced practice nurse or delegated physician assistant, or by a parent following completion of the Colorado Department of Public Health and Environment's Online Immunization Education Module. Parents must submit the non-medical exemption form to Compositive Primary on an annual basis.

If a child is not fully immunized and a case of the infectious disease happens at RMA, the children who aren't fully immunized must stay home for a period of time determined by the school's health consultant and or health officials. During this time, families assume all responsibility for tuition and fees regardless of the child's attendance.

## **Allergy Awareness Policy**

Nuts and other high allergens like shellfish, eggs, and dairy are often present in the lunches, snacks, and food prep activities at schools. RMA has adopted an Allergy Awareness Policy to support the education and safety of all the children enrolled. The purpose of allergy awareness is to support children who may experience anaphylaxis due to food or other causes and to minimize the risk of exposure of allergens to these children. RMA makes every attempt to minimize risk of allergy contamination for children with food allergies. However, there is always a risk of contamination.

For any child who may have an allergy, RMA requires an Allergy Care Plan that is created for the school with the child's parents and health care professionals and that is approved by the school nurse.

### **Awareness:**

The top eight food allergens are milk, eggs, fish, crustacean shellfish, tree nuts, peanuts, wheat and soybean. Many foods contain allergens that you might not even realize. For example, Nutella contains hazelnuts, many breakfast bars, cereals, cookies, and crackers contain nuts or are created in facilities that could contain nuts. We will help children who bring in or eat high risk allergy foods wash their hands and face prior to working with other materials in the classroom. We thoroughly clean the area where the children eat. If your child eats foods with high allergens prior to coming to RMA, we ask that you help them or remind them to wash their hands and face before they get into the car.

We require parents to:

- Purchase shared snack foods that do not contain nuts and that are made in nut-free facilities
- Place a note on your child's lunch or verbally let the lead teacher know if your child's food contains nuts or other foods if there is an allergy in the classroom
- Inform the school if your child has or develops an allergy

We require staff to:

- Be aware of children with allergies in the classroom and the signs and symptoms of an allergic reaction

- Be willing to support the children in an event of an allergy exposure
- Always have at least one trained staff member certified in giving emergency medication at RMA
- Keep children who bring in food that contain an allergen away from children who are allergic during mealtimes
- Stay vigilant during mealtimes
- Read snack and baking ingredients and provide children with allergies alternative choices if necessary
- Read ingredients of classroom supplies such as, soaps, lotions, oils, cleaning products, polishing products to make sure they are free of nuts and other allergens

Children will:

- Be reminded to not share food they bring from home
- Wash hands before and after mealtimes

## **Visitor Policy**

RMA parents and/or guardians may visit the facility at any time. Other visitors are welcome to visit with an advance appointment and must sign-in and out at the front desk. When visiting, all guests to the school will be required to provide a state issued photo ID (i.e., driver's license) and be under the direct supervision of staff and faculty.

RMA reserves the right to refuse entry to visitors that it deems inappropriate in its sole discretion.

## **Confidentiality**

Except as otherwise required by law or as provided in this Handbook, before sharing information about a student with other relevant providers, agencies, or other programs, RMA will obtain written consent from the student's parents.

All physical files for children are stored in a locked cabinet in the school. Any files uploaded on Early Learning Ventures (ELV) are password protected and secured by ELV. These uploaded documents are specifically meant for Colorado State Licensing to review as needed to ensure RMA stays compliant.

## **Observation Confidentiality**

As a parent, you can observe your child's classroom. RMA will provide a seat in an area of the room that gives you a good view but helps you remain as unobtrusive as possible. Please refrain from initiating any conversation with the staff and children during your observation. The Montessori work cycle is a time when our teachers are guiding the children to make choices about their work and giving the children lessons. They must be able to focus without interruptions. If the children try to carry out a conversation with you, please re-direct them by telling them that you are here to watch them work. Please do not encourage them with extra questions or comments.

In the transaction of school business and observation of a classroom, many observers are entrusted with confidential information. Such information is for school use only. After your observation, please bring questions, comments, or concerns directly to the lead teacher or administration. RMA values the safety and privacy of our children. Never post information gained from an observation to the public on any social media.

## **Video Viewing and Technology**

RMA may occasionally show children an age-appropriate video associated with a scientific or cultural theme they are studying.

In elementary, RMA uses computers and other technology, from time to time, to enhance the educational opportunities for all students enrolled by learning keyboarding, software applications, internet research options, and various topics related to technology.

The use of any RMA computer is considered a privilege and not a right. Therefore, students must agree to the following policies in order to have the privilege to use them. Use of an RMA computer or the internet is governed by the policies in this Handbook, in addition to the guidelines presented in this section.

All internet use is strictly for academic purposes only. Academic purposes do not include chat rooms, Instant Messaging outside of RMA's closed Microsoft Teams, or any type of internet-based games that has participants unknown and unvetted. Additionally, students may not:

1. go to any chat rooms or related sites
2. download any programs, pictures, games, or music



3. look at or attempt to look at inappropriate web sites
4. go to music, game, or joke sites
5. manipulate or attempt to manipulate the network in any way
6. move hardware from one computer to another without teacher permission
7. horseplay around the computers
8. work on computers without staff supervision
9. consume food or beverages or chew gum while on the computer.

From time to time, teachers may allow exceptions to these rules, with administrative approval. These include watching age-appropriate videos that may not be directly tied to the curriculum.

### **REASONABLE SEARCHES - NO EXPECTATION OF PRIVACY**

RMA reserves the right to conduct reasonable school searches consistent with applicable law. All students and families are hereby on notice they may be required, without further notice and upon request, to submit to a search of personal possessions and property, personal vehicles parked on School or client property, and work areas. This includes lockers, files, vehicles, desks, cabinets, workstations, packages, handbags, briefcases, lunch boxes, pockets, and other personal possessions, as well as personal mail sent to the school. All spaces on the school's property or under the control of the school remain subject to search even though a parent uses such spaces or considers the space to be private. Students and families are expected to cooperate in the conduct of any search or inspection. RMA considers refusal to cooperate with a reasonable search by the school as a voluntary withdrawal by the student.

### **CAMERAS/PHONES/RECORDING DEVICES**

Due to the potential for issues such as theft, invasion of privacy, harassment, and loss of productivity and learning time, students may only bring or operate a camera, phone or recording device on the premises when the use is specifically school-related, and the device is known to the teacher. The teacher may hold the device in an open basket or ask the child to keep it in their backpack or cubby if needed. This will allow for emergency use, but also allow for fewer distractions when the device is not needed. Parents may not use cameras or recording devices on the premises unless approved in advance. Students may use the RMA office phone in emergencies and RMA will use texting for emergency messages to parents.

### **Body Safety Awareness**

RMA helps to facilitate each child's independence in toileting, dressing and changing clothing. It is for safety of the child, that the child should be the one to initiate assistance.

- Adults offer verbal cues to support the child and talk to them through the situation.
- When it is apparent that "hands on" help is necessary, the adult will first verbally ask the child if they need help. If they say "yes" and agree to have the adult help them, the adult will tell the child what they are going to do before they take action.
- If possible, RMA will have another adult in attendance. If this is not possible at the time, the adult will tell a team member that they are assisting a child. Leave the door open. Check back in with the team member when they return.

Body Safety is also about helping the child have respect and ownership over their own mind and body. There are many steps to this and each employee will be able to attend trainings specific to Body Safety. A few requirements:

- We never tell a child a secret or expect a child to keep a secret and we never tell a child we will keep their secret. We may instead have surprises, and surprises are always meant to be shared at some point.

### **Behavior and Care Policy**

RMA's behavioral and care guidelines center on respect. In searching for ways to help each child's academic ability, social-emotional health, self-esteem, and ability to respect others, we strive for a calm and satisfying environment. Children learn from observing other children, adults, and through adult guidance. The adults help foster healthy and happy interactions. In any circumstance of negative interaction, we strive to support the children in the most positive manner. This may include redirection, discussion, grace and courtesy lessons, and adult modeling. Each child is an individual, and every circumstance is regarded individually; however, anytime a circumstance creates unsafe conditions, due to, but not limited to persistent, challenging, or dangerous behaviors with a student, RMA will take steps to ensure the child's behavior is addressed in a respectful and supportive manner. Any time a child needs instruction or support

beyond the abilities of the teachers or RMA administration, we will take steps to ensure we address the challenge in a respectful and supportive manner.

1. The lead teacher will observe the child, have observation notes, and log any incidents that occur. Observations and logs could come in the form of reports, emails, Montessori Compass Notes, or other documentation.
2. The lead teacher will set up a meeting with the administration. The administration will observe and make any recommendations and modifications that RMA can accommodate.
3. The lead teacher will meet with parents to inform them about the observations and modifications. Teachers will seek partnering with parents. We request parental support to RMA by offering advice, sharing observations from the home environment, and setting up recommended modifications in the home.
4. The lead teacher will continue to observe the child and keep a log of these observations.
5. If the behavior or other challenge continues, we will set up a meeting with parents, lead teacher, and administration. The team will work together to implement a support plan that is strengths-based and aimed at ensuring the child's inclusion whenever possible. The plan may include:
  - a. Further classroom modifications
  - b. Classroom support
  - c. Action Plans for the child
  - d. Bringing in an early childhood Mental Health Consultant or other outside specialist
  - e. Other supports for staff, teachers, families, and child as necessary to avoid removing the child from learning

If any part of the support plan includes costs or modifications beyond RMA's ability to accommodate, the parents are required to incur the expense.

6. If a child is working with a specialist, during or outside of the RMA school day, parents are expected to inform the child's lead teacher and RMA administration. RMA requests partnering with the child's parents, specialist team, teacher, and administration to fully support the child. This may include team meetings, emails, or sharing of evaluations or observation notes.

## **Bullying and Peer Conflict Resolution**

RMA is committed to creating an open and respectful environment where all children feel comfortable and supported. During the Elementary years, children become more socially aware, and their interactions with others increase. Due to the navigation of this new awareness, conflict can arise. This conflict is part of the typical learning of self-control and developing a sense of personal space. When a conflict becomes serious, RMA will investigate and respond. The RMA Elementary Program works with children to prevent bullying and other dangerous or persistently challenging behaviors. Children are given lessons and teachers model emotional understanding especially toward negative feelings, problem solving, conflict resolution, self-advocacy, self-expression, empathy, and emotion understanding as essential tools in all interactions.

**Bullying** is a willful, conscious desire to hurt, frighten, or threaten.

RMA takes allegations of bullying seriously. Bullying is not only a serious offense but one in which a child is developmentally capable of carrying out the actions. RMA will investigate each allegation of bullying and respond appropriately. Responses may include, but are not limited to, collaborating with families, mental health professionals, and administration to create an action or support plan. Excessive and repeated bullying on the part of teachers, students, or family members may result in removal from the program.

Peer conflicts occur occasionally at RMA, and each incident is responded to depending on the circumstances. For most conflicts, children are encouraged to work together, with teacher interventions, to establish a resolution. If this conflict continues or a resolution is not established, further actions are required and may include but are not limited to collaborating with families, mental health professionals, and administration to create an action or support plan. Excessive and repeated conflict on the part of teachers, students, or family members may result in removal from the program.

## **Bringing dangerous items to school**

Dangerous items may include, but are not limited to:

1. Weapons or items that could be used as a weapon
2. Lookalike weapons
3. Alcohol
4. Drugs
5. Spray paint
6. Stolen items

RMA understands that often children are unaware of the seriousness or harmful nature of the item. RMA will investigate each allegation and take action as necessary. If a child uses any item in a manner that is seriously threatening or can cause injury to themselves or others, RMA reserves the right to take immediate action of contacting the police or social services, without prior family knowledge.

## **Student Interaction in Elementary**

As children age, monitoring their interactions for safe, age consistent play becomes even more important. This monitoring extends to all aspects of the RMA elementary experience, as described elsewhere in this handbook. RMA's obligation as a mandatory reporter extends to abuse perpetrated by children and is described elsewhere in this handbook. For these reasons, RMA encourages parents to be aware of the boundaries of appropriate developmental play. If requested, RMA will provide a list of helpful developmental books and other resources to parents and will offer training as much as possible. In addition, RMA discourages one-on-one child unsupervised activities and strives to create interruptible interactions when one-on-one interactions are unavoidable.

## **Children's Clothing**

RMA makes every attempt to help children manage their personal belongings. Please label all items your child brings to school. Please do not send any objects with your child that are considered a choking hazard (this includes coins). Choose clothing for school that is comfortable and promotes independence for your child. Please do not have children wear clothing with cartoon character designs or flowing pants or sleeves that can get caught on equipment. Please provide your child with appropriate weather clothing every day. If your child does not have proper clothing, they cannot go outside. RMA will make every attempt to properly outfit your child for you so that they can play outdoors. During chilly days, all children will wear coats outside. All children need to have hats for either sun or weather protection that remain at school.

## **Meals**

Children fare best in school when their bodies are provided with a balanced breakfast before coming to school and a series of smaller nutritiously balanced meals during the day. Please help your child begin their day with a healthy breakfast before coming to school. Children enrolled in before school may bring breakfast to eat in the classroom. Teachers can only reheat food items; they cannot prepare them. We will save any breakfast item not eaten before 8:00 a.m. and give it to the child to supplement their morning snack or lunch if requested.

Please make sure any snacks and meals provide balanced nutrition for children, including protein, carbohydrate, fruits, and vegetables. Each child's parent or guardian provides snacks and lunches, unless otherwise indicated by RMA. Celebrations, events, or fundraiser lunches are some examples.

A balanced diet of very small servings of food works best for most children. We are happy to reheat meals, if necessary. Please do not send juices, soft drinks, candy, or sugary desserts.

## **Naps**

Social Services for the State of Colorado requires that all children under the age of 5 be offered a 30-minute rest period during the afternoon. Each child has an option to use a cot to keep them off the floor. The older children may lay quietly and may listen to a chapter story or calming music or can-do quiet work in a dimmed environment. They may sleep if they desire, but it is not required.

Younger children who take a nap daily are given a quiet place with a simple short story during rest time. They are not required to sleep, but they are required to rest quietly for 30 minutes before getting up to work quietly in the room while others sleep. Please provide a small blanket and a crib sheet. If the parents are unable to provide these, the school will provide the items.

## **Cubby Bins, Pets, and Personal Items**

Each child has a cubby bin and hanger to store boots, coats, and outdoor gear. Please limit the number of personal items to the apparel that your child brings from home. This must all fit in your child's cubby bin. Please do not bring backpacks. We do not have sufficient room once children start wearing winter apparel.

RMA requests that children wear clothing to school that is easily washable and wearable. During the normal day with handwashing, practical life, cooking, experiments, creating art, crafting, outdoor play and more, your child's clothing will get dirty and heavily used.

In Primary, children bring sound of the week items on show and tell days only. They need to demonstrate the sound of the week that the class is studying, not the letter the item starts with.

Please do not allow your child to bring unnecessary items from home. This includes jewelry, money, candy, and toys. Their presence is distracting to our classroom environment as well as a choking hazard. We ask that you respect our learning environment and teach your child to do the same. Student safety is of utmost concern to all RMA staff. RMA has specific toys and activities we use during the outside period.

Parents may not bring pets into school without prior permission.

## **Sunscreen**

Parents must apply sunscreen to children before arriving at school. It takes a minimum of 30 minutes for sunscreen to become effective and it is vital in our climate to offer this protection to students. We will re-apply sunscreen to children or, for children 5 and over, we will observe your child applying their own sunscreen after every 6 hours and after naps or washing of the child's face. Parents may choose to bring their own sunscreen or protective clothing or use RMA's provided sunscreen. Parents may provide a labeled bottle of sunscreen with a minimum SPF of 30 for your child that remains at school.

## **Holiday Parties**

RMA is fortunate to have students of diverse racial, ethnic, religious, and cultural backgrounds. We consider this a special opportunity to provide valuable learning experiences. Families are welcome to arrange a seasonal celebration, cultural circle or book reading during gathering time with their child's lead teacher.

Please note, RMA does not subscribe to or promote any specific religious belief. Instead, we encourage respectful conversations and embrace our wondrous diversity.

## **Birthday Parties**

We love to recognize and celebrate life's milestones with each student.

For birthdays at RMA, we may invite the following:

- We ask Families to provide baking or food-prep ingredients to the school.
  - The child can bring a cake mix and the ingredients the day of or day before their celebration. No frosting.
  - The child serves treats to their friends during lunch or snack time.
- The classroom will hold a celebration of life during group time for the child honoring each year of their life and celebrating the year to come. We invite parents to bring one picture for each year of the child's life.
- The family may choose to donate one Montessori appropriate book or a plant to the classroom in honor of the child.
  - If the family chooses to donate a book, the teacher will read the book at group time.
  - If the family chooses to donate a plant, the child may choose where to put the plant in the classroom.

## **Walking Protocol for Primary**

RMA is in a neighborhood that has multiple destinations including parks, businesses, organizations, and more within walking distance. RMA children, with the supervision of RMA Staff, may walk to these destinations without prior written notice to parents.

## **Outings, Going Outs, and Community Walks for Elementary**

Elementary will include community walks as a part of their weekly curriculum, weather permitting.

1. Staff must maintain the 1:15 ratio (adults to children)
2. Child Safety:
  - a. Staff stop at every intersection to look for vehicles prior to crossing the street.
  - b. Staff act quickly in any situation to ensure the safety of all the children.
  - c. Staff notifies the administrative office when they are leaving and provide the following information:
    - i. What time they left
    - ii. What time they expect to return
    - iii. Names of all children and staff participating in the walk
3. Equipment:
  - a. First Aid Kit
  - b. Cell phone
  - c. Water
  - d. Classroom Emergency Folder or ELV access

Outings and community walks are an excellent opportunity for the children to get fresh air, learn about their community, develop knowledge of pedestrian safety, and enhance their vocabulary.

RMA is in a neighborhood that has multiple destinations including parks, businesses, organizations, and more within walking distance. RMA children, with the supervision of RMA Staff, may walk to these destinations without prior written notice to parents.

## **Field Trip Protocol**

RMA often does field trips with children and needs family volunteers to help. We announce a field trip by either newsletter, email, family folder, or signage. If you want your child to participate in the field trip, you must complete a field trip permission form. That form states:

- child's name
- child's birthdate
- contact information in case of an emergency
- illness, allergy, or other care plans or concerns
- date and time of field trip
- location of field trip
- how children are transported to the location

If you sign up as a driver or a chaperone you must follow the following:

- All drivers must provide a current driver's license and insurance information with minimum personal insurance of \$100,000 Bodily Injury/\$300,000 per Accident/\$100,000 Property Damage. The volunteer's insurance is the primary insurance to respond in the event of an accident or loss
- All vehicles used in transportation of children must meet the following requirements:
  - fully enclosed
  - regular vehicle maintenance
  - full tank of gas
  - properly maintained tires
  - no cracked/broken windows
  - functional locks, seat belts, windows, and brakes
  - every adult attending the field trip must have a fully charged, functioning cell phone with them for the duration of the excursion
  - every car must have a first aid kit
  - all drivers must adhere to state law regarding speed limits and other safety measures set forth
  - every child must have a car seat or booster seat that is appropriately sized for them and meets all state and federal requirements for safety
  - no child may ride in the front seat of a vehicle
  - no child may ride in a car seat that is not properly installed
  - each student is assigned a designated car and will ride in that vehicle both to and from the excursion
  - changing of seat assignments is NOT permitted

- RMA will notify any family not attending the trip which adult oversees their child and what vehicle the child is riding in as well as contact information for the chaperone/driver
- drivers must follow the designated route to and from the event as directed by the lead teacher
- no stops are permitted unless an emergency warrants it
- Safety Measures for Drivers and Chaperones
  - At the following intervals throughout the trip, we take attendance:
    - prior to leaving school
    - upon arriving at the designated site
    - at lunch or group snack time
    - prior to departing with the assigned drivers
    - upon arrival back at the school
  - Each student is assigned a specific adult who will monitor that child
  - Teachers will provide the drivers and chaperones with a map of the driving route, detailed descriptions of meeting places and times, and any other safety information.
  - For support during the field trip, one staff member is designated as the Safety Staff. This person takes attendance, carry an extra first aid kit, have access to emergency cards and medications, and be designated to support children in need
  - Each child must wear an RMA field trip t-shirt to so we can easily identify the RMA group
  - Prior to any child departing for the day, they must check in with their lead teacher and be signed out
- Children who are late to RMA and their class is out of the building on a walk or a field trip, are placed in the administration area, or with another age-appropriate class until their class returns. If no one is available, or if we cannot meet ratio or supervision, the child must return to the care of the family.

## **IV. EMERGENCY PROCEDURES**

### **Emergencies – In General**

In the event of an emergency RMA's plan is as follows:

1. Emergency identified
2. Secure the building
3. Call 911
4. Establish COMMAND Center
5. Give emergency assignments (Crisis Manager, Communication, Attendance)

In the case of an emergency, school staff members stay with all the children until a parent or guardian can pick them up. We have exit plans located in every room.

#### Evacuation:

In case of fire or other need to evacuate, children on the main level of the building exit through each environment's outside door, following the sidewalk around the building as necessary, through the gate on the parking lot side of the playground, down the sidewalk that borders the playground, and into the protected gated area on the north corner of the playground at the conjunction of the streets entering Renaissance Montessori Academy. The studio or children in the Multipurpose Room exit from the environment, follow the ramp up to the corner of the parking lot and through the gate to the playground area of North Star Charter School. Each teacher must check attendance for her classroom and show the green OK sign when all children are accounted for. We re-enter the building when we receive permission to do so.

#### Tornado or other weather-related event:

All the children go down the stairs into the basement by classroom. Teachers must check attendance to be certain that all children are accounted for. Tornado drills will be conducted during the tornado season.

#### Shelter:

This is used for an event where children should be kept away from windows and together. Children will go to the closest area of the build that is window free and gather together as a group. Teachers will keep the children quiet and engaged but not moving and sitting down.

#### Secure Perimeter:

This is used for an event where children must remain inside the building, no one will be allowed to come and go from the building, all outside doors will remain locked, but children and staff may continue with a normal indoor schedule. A staff member will check and if necessary, lock all outside doors. No one will be let into the building or be allowed to exit. Children and staff will continue with regular inside work, until the lockout is lifted, or another procedure is put in place (lockdown, evacuation, or shelter in place)

#### Lockdown:

This is used for an event where children must remain hidden, quiet, and possibly mobile. Children will remain in a group with their assigned staff members. Depending on the situation, each staff member will make a judgment to either keep the children hidden or move them to another location. Lockdown drills will be a crucial part of knowing the best course of action to take. Once a Lockdown is lifted, the reunification protocol will take place.

#### Reunification Protocol:

Reunification protocol will take place when an emergency and unusual situation happens and the children and staff have been moved to one or multiple offsite locations, the building is not suited for children or staff to be in, or another situation that requires children to only be dismissed to a legal guardian.

The reunification protocol will include a central area for children and caregivers to stay until they are picked up by a legal guardian, a check in desk or area, a separate room for adults to receive further information or comfort and other areas as deemed necessary for the situation or as necessary for emergency personnel. At the check-in desk, only those carrying appropriate identification and who are legal guardians of a child, may pick up a child. Once this is verified, a staff member of RMA will gather the child and bring them to the guardian. Before the child leaves, the runner and check in desk will check the guardian's identification and child's name again. Documentation of who has picked up children will be kept.

#### Further Emergency Information:

For all of these procedures, please see more information for individual environments posted in each environment.

Injured Child: After staff gives emergency first aid or we call emergency specialists, all efforts are made to reach parents first, then your emergency contacts. It is imperative that your child's Emergency Card is updated regularly to reflect any changes. Please note that within 6 months of full-time employment, all staff are trained in advanced first aid, infant & child CPR, and standard precautions. Emergency kits are available in every classroom.

Lost Child: If a child becomes separated from their group, either on school grounds or while on an excursion, parents and the police are notified immediately. At least one staff member is assigned to search and assist the police, while other staff remain with the group to ensure their safety.

Minor Accident Policy: In the event of a minor accident, staff members complete an accident/illness report form. A copy of this is sent home to the parents and the original is signed by the parents upon release of their child. This parent signature represents receipt of information regarding the accident.

Children with Disabilities: In the case where a child has a disability that limits the child's ability to safely follow any of the previous emergency plans, RMA will create an individual plan for this child. We will inform any adult working with this child of the plan.

Children with Emergency Medications: During emergency situations, children who require emergency medications will have an adult with them who will carry and be available to administer all emergency medications as necessary.

### **Medication Policy**

As per directed by Colorado medication standards, RMA will only accept medication, both prescription and over the counter, for emergencies, short-term treatment purposes, and long-term care like diabetes. Your child's doctor must sign a Medication Administration at RMA form. This is in addition to the doctor's prescription.

1. No medication of any kind is dispensed without the doctor's permission, and the Medication Administration at RMA form is completed by the doctor. This includes OTC (over the counter) medication for treatment or prevention that is administered orally or topically. Please check with your child's health care provider to see if you can arrange a dosage schedule outside of school hours.

2. Parents or guardians must deliver all medications to the administration area, where they are stored out of reach of children; emergency medications (Epi-Pen, Inhalers, etc.) are safely stored with the class for immediate use. Please notify your child's lead teacher when you deliver the medications to the Administration area.
3. Parents or guardians must provide all student medications in the original container with all packaging, inserts, and include an Rx Label for prescription medication.
4. Nebulized medications, inhalers, and emergency injections (EpiPen) require an Individualized Health Care Plan, Asthma, and/or Allergy Plan. Please check with the Administration for access to these documents.
5. All medication must remain in the original container bearing the original label that shows:
  - a. Child's name
  - b. Physician's name, telephone number and signature
  - c. Date authorized
  - d. Name of medication and dosage
  - e. Time of day to give medications
  - f. Route of medication
  - g. Length of time to give the medication
  - h. Reason for medication
  - i. Side effects or reactions to watch for
6. Special instructions
  - a. Children may not transport medication to and from school. This includes medication left in a backpack or lunchbox.
  - b. Any medication error is documented on a Medical Error Report and reported to the child's parents, nurse consultant, Director, and health care provider (as appropriate). Poison Control is notified if any medication is given to the wrong child or there is an overdose of medication.

## **Weather**

RMA aligns with Douglas County Public Schools regarding changes in programming due to weather. This includes school closures, late starts, and early departures. Check Channel 9 News, RMA's Facebook Page, and/or your email concerning the school's closure status.

Winter weather event: In the event of a winter weather event that becomes a state/county emergency during school hours, parents are called at their workplace or their home to come and pick up their children.

Excessively Hot Weather: The school will remain open if air conditioning in the building remains functional. If keeping the building at a comfortable temperature becomes impossible, parents are contacted to pick up their children.

Inclement Weather and Outdoor Time: Children participate in outdoor time twice a day unless excessively hot or inclement weather prevents it. Children will play outside in snow if they have weather appropriate clothing, and the temperature is at or above 20 degrees. Children will play outside in the summer in the mornings and late afternoons if the weather is at or below 90 degrees. Please see the main office for a detailed schedule of the permitted lengths of outside time in accordance with the temperature. Children will never go outside if there is lightning or a tornado warning.

We believe that children need fresh air, sunshine, and gross motor movement activities out of doors. During inclement weather we uphold a policy of maintaining physical comfort as well as physical safety from the elements. This includes ensuring that children are dressed appropriately for the outdoors and watched diligently for any signs of negative effects of the weather (from overheating to frostbite and excessive sun exposure). RMA will take children outside every day regardless of weather, temperature, or other factors, if children are dressed appropriately, and the weather is not deemed a safety risk. In unstable weather which includes lightning and high air pollution, children do not go outside.

## **Weather Guidelines**

Children need fresh air, sunshine, and gross motor movement activities out of doors. During inclement weather we uphold a policy of maintaining physical comfort ability as well as physical safety from the elements. This includes ensuring children are dressed appropriately for the outdoors and watched diligently for any signs of negative effects of the weather including overheating, excessive sun exposure, and severe cold.

Children will not go outside or come in immediately when there is a high level of air pollution, thunder is heard or lightening is seen, or the weather is too severe.



We must encourage children to wear a hat every day. In cold weather the hat should be used to keep the child warm and on warm days the hat should be brimmed to keep the sun off of the child's face.

The clothing and weather policy is as follows:

- Below 18° or if the wind chill factor is below 18°
  - Children may not go outside
- 18° to 31° or if the wind chill factor is 18° to 31°
  - If it is Dry
    - Children may be outside for 20 minutes; wearing hats, mittens/gloves, and zipped coats
  - If it is Snow Covered or Muddy/Wet, and/or Snowing or Raining
    - Children may be outside for 20 minutes; wearing hats, mittens/gloves, zipped coats, snow pants, and boots
- 32° to 39° or if the wind chill factor is 32° to 39°
  - If it is Dry
    - Children may be outside for 30 minutes; wearing hats, mittens/gloves, and zipped coats
  - If it is Snow Covered or Muddy/Wet, and/or Snowing or Raining
    - Children may be outside for 20 minutes; wearing hats, mittens/gloves, zipped coats, snow pants, and boots
- 40° to 45°
  - Children must wear hats, mittens/gloves, and zipped coats
- 45° to 60°
  - Children must wear coats
- 60° to 65°
  - Children may wear long sleeves or coats
- 65° to 75°
  - Children may wear their indoor clothing without a protective layer, unless it is needed for sun protection
- 75° to 90°
  - Discretion must be taken for the length children are outside, but generally, children may be outside for 30 minutes
  - At the first sign of the first child being in distress from the heat, the whole group must come inside
- 90° to 95° or heat index of 90° to 95°
  - Children may be outside for 20 minutes
- 95° and above, or a heat index of 95° or above
  - Children may not go outside

## **V. CHILD ABUSE REPORTING AND INVESTIGATION**

### **Reporting of Abuse and Neglect**

Under the Student Protection Act of 1987 (C.R.S. § 19-3-301) in the Colorado Children's Code, RMA is required by law to report any suspicion of abuse and neglect. The Child Protection Act defines abuse, child abuse, or neglect as an act or omission in one of the following categories which threatens the health or welfare of a child: skin bruising, bleeding, malnutrition, failure to thrive, burns, fractures, subdural hematoma, tissue swelling, or death; any case in which a child is subjected to unlawful sexual behavior; any case in which a child is in need of services because the child's parents, legal guardian, or custodian fails to take the same actions to provide adequate food, clothing, shelter, medical care, or supervision that a prudent parent would take; or any case in which a child is subject to emotional abuse.

If at any time a staff member reasonably suspects that student abuse has occurred at RMA, it is the responsibility of that staff member to immediately report or to make a report of this suspicion to the local county department of social or human services or the police department. If at any time a staff member reasonably suspects that student abuse occurred away from RMA, it is the responsibility of that staff member to report or make a report of this suspicion to the county department of social or human services or the police department where they believe the incident occurred. Below is a general description of the procedures taken in the event of suspected abuse by the family, a staff member, or another person.

1. Staff will document unusual cuts or bruises. If there is a question, another staff member is asked to give their opinion. All comments relating to cuts, bruises, abuse, or neglect are documented, as well as unusual behavior and comments made by the student.

2. If staff has a reasonable suspicion that abuse or neglect has occurred, it is reported as described above. Due to this mandated state policy, we suggest you tell us of any accidents or unusual cuts or bruises.
3. Upon receiving a report that an employee, parent, student, or other third party associated with RMA is suspected of student abuse, RMA may, but has no obligation to, take any or all the following actions in its sole discretion:
  - a. Alerting the alleged victim or victim's parents of the accusation; provided, however, in the event the parent is the suspected perpetrator, RMA may choose not to notify the parent.
  - b. Removing the suspected individual from the premises.
    - i. In the case of an employee, by terminating the employee or by placing the employee on administrative leave either with or without pay, at RMA's sole discretion.
    - ii. In the case of a student, by expelling the student or suspending the student from school and refunding any tuition paid by the parent for such period of suspension.
  - c. In the case of a parent or other third party, by prohibiting such person from entering the premises, to the extent possible.
    - i. Investigating (or designating a third party to investigate) the allegation at a time and in a manner deemed appropriate by RMA.
    - ii. RMA may investigate the allegation regardless of whether the local county department of social or human services or any other authorities or regulatory agencies investigate the allegation. RMA may, during its own investigation, consider the outcome of any investigation by the local county department of social or human services or any other authorities or regulatory agencies, but the results of such third-party investigation are not considered conclusive. RMA will advise the alleged victim, or their parent, if the victim is a student, and the individual accused of perpetrating the abuse, of the conclusion of the investigation conducted by RMA, to the extent appropriate. At the conclusion of the investigation, RMA will take appropriate action.

Except as otherwise stated in this policy, all information regarding any alleged or actual incidents of abuse, including without limitation, the names of the victim, the alleged perpetrator, and the person who made the complaint, are kept as confidential as possible, conveyed only to those people with a who need to know. In the event the investigation concludes that the allegation is founded, RMA may disclose the name of the perpetrator to the staff members, the parents, and other third parties, as required or advised.

All staff members of this school are fingerprinted, and their backgrounds are checked by the state or FBI (if not living in Colorado for more than 2 years). RMA requires this before employment.

It is not the staff's role to investigate suspected abuse – only to report it. People who make a good faith report are immune from civil and criminal liability. Additionally, the law provides for the protection of the identity of the reporting party.

To report abuse and neglect, please contact Douglas County Child Protective Services at 303-663-6270.

## **Comments and Complaints**

Any questions or complaints regarding RMA or its policies and practices should be directed to the Executive Director or the President of the Board of Directors. It is your right to file a complaint with Douglas County Human Services (contact information below) if RMA does not follow state and federal regulations. Licensing ratios are kept in accordance with current childcare licensing requirements.

Douglas County Department of Human Services  
4400 Castleton Court  
Castle Rock, CO 80109  
303-688-4825

Also, for your reference, below is the contact information for the Colorado Office of Early Childhood.

Colorado Office of Early Childhood  
1575 Sherman Street  
Denver, CO 80203  
800-799-5876

## **VI. Waivers**

It is understood that Renaissance Montessori Academy, a Colorado nonprofit corporation (RMA) is a fully licensed childcare center as well as a private school and may operate according to state licensing, health regulations and the orders set forth by the government officials, the RMA Board, and other agencies.

The License requires RMA to comply with the health and safety rules and procedures outlined in the Colorado Rules and Regulations, The Colorado Health Department Child Care Rules, as well as any and all amendments, special statements, orders, and emergency protocols. It is understood that RMA is only responsible to maintain compliance with such Regulations, and that no statement has been made by RMA which may be construed as a guarantee regarding the health or safety of children, families, volunteers, or staff, including, without limitation, exposure to or transmission of COVID-19 and/or any other illness or disease.

It is understood and acknowledged that any child's, family member's, volunteer's, staff member's participation in the childcare and schooling provided by RMA is for a benefit and convenience, and based on sole, voluntary, and unbiased discretion. It is further understood that RMA may from time to time offer activities, crafts, exercise, educational, or other similar activities (collectively, "Activities") in which children, families, volunteers, staff members, may participate. It is understood that it is not a requirement to participate in these Activities.

It is also understood that RMA and/or its agents and employees shall not be liable for any claim or potential claim for damages or other benefits in connection with any injury or illness suffered or contracted by my Child in connection with participation in the childcare services, schooling services, or Activities provided by RMA. It is agreed to indemnify and hold RMA and its parents, subsidiaries, divisions, past and current affiliated entities and successors, insurance carriers, partners, officers, agents, managers, employees, representatives, board members, attorneys, and assigns, in their official and individual capacities, harmless for any injuries sustained and any illnesses contracted by me, my family, or my Child in connection with RMA's provision of childcare services or Activities.

It is agreed that a child's parent and family are in the best position to assess and understand the health and physical condition of the Child and of themselves, and it is the parent/family's responsibility to consult with a physician prior to and regarding participation. By signing the contract, agreeing to the Handbook, and submitting a health appraisal, participants at RMA affirm that they and/or their child(ren) are fit and healthy enough to participate in any Activity and will refrain from engaging in such Activities if they are not physically fit enough to participate. By agreeing to the Handbook, one further waives any claims for personal injuries arising out of participation in these Activities. The family and participants assume all liability and take full responsibility for their actions, safety and welfare, and for their Child's/Children's action, safety and welfare.

By entering this Full Release and Waiver, the parent has not relied on any oral or written representation or statement made by RMA or its agents and employees, other than what is set forth in this Full Release and Waiver. Any revocation of this Full Release and Waiver must be in writing and delivered to RMA prior to participation in a specified Activity.