

**Highland Community School**

**Program Handbook**

**2021-2022**

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| **Toddlers** |
| **CHECK** |
| **Before School** |
| **After School** |
| **Fun Day** |
| **Summer Camp** |

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**Welcome to Programs at Highland Community School**

We are delighted that you have chosen our school programs to provide for the needs of your child. You and your family are encouraged to visit our programs prior to the first day of enrollment to give our teachers, and your child(ren) an opportunity to meet and become better acquainted.

The Program Handbook has been written to describe our program, philosophy, policies, and all the practical details that go into making each day as successful as possible. Please carefully read this handbook and keep it for future reference. The staff at Highland Community School would be glad to address any of your questions or concerns.

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| **About Highland** | |  | | --- | | **The Highland Bill of Rights** | | **The Right to Physical Safety**  No one may ever use their hands, feet or other objects to physically hurt you.  **The Right To Emotional Safety**  No one is allowed to intentionally hurt your feelings to make you feel uncomfortable.  **The Right To Work in Peace**  Your work will only be disrupted when something more important is taking place and your attention is required. No one will be allowed to do things that distract you from getting your work done. | |
| **Mission Statement**  We are a community of diverse families and educators working together to offer quality Montessori education in a nurturing environment that enriches, empowers, and inspires children to reach their potential and encourages parents to become responsible for and involved with their children’s education.  **Vision Statement**  Changing the world by nurturing children and their families to be informed, compassionate, life-long learners who are a force for change in education, the community, and society. |

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| hcs | **Highland Community School**  1706 W Highland Ave, Milwaukee, WI, 53233  (414) 342-1412 | www.HCSMKE.org |

**Parent Board of Directors & Staff**

Highland Community School is an independent non-profit educational corporation chartered by Milwaukee Public Schools. Representatives from the parent body are elected to serve on the HCS Board of Directors.

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| **2021-2022**  **Parent Board of Directors** | |
| **President** | Brian Litzsey |
| **Vice President** | Rochelle Johnson-Bent |
| **Secretary** | Melissa Gibson |
| **Treasurer** | Devon Pittman |
| **Board Members** | Sheena Adams |
| Jason Evans  Amy Nelson Christensen Tresca Meiling  Carla Munoz |
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The Board of Directors is charged with the ultimate responsibility for financial, legal and strategic planning and policy issues. The Board ensures the school’s core values and mission are followed and the integrity of the Montessori philosophy within the school is upheld.

The HCS Board holds regular monthly meetings throughout the school year. All regular meetings of the Board are open to members, with the exception of executive sessions for confidential matters. Parents are encouraged to attend and participate. Approved minutes are on file in the HCS office for access by any member of the school.

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| **2021-2022 HCS Staff** | | | | |
| **School Administrators** | | | **Toddler Program Staff** | |
| **Executive Director** | | Tracy Williams | **Toddler Directress** | Betty Mayweather |
| **Program Director** | | Kathy Holschbach | **Toddler Directress** | Jamie Hohl |
| **Program Coordinator** | | Koren Dennison | **Toddler Assistant** | Porsche Rhodes |
| **Director of Finance** | | Amanda Taddey | **Toddler Assistant** | Latoya Dixon |
| **Bookkeeper** | | Ivorena Taylor | **Toddler Assistant** | Sarah Alvarez |
| **Accounts Receivable**  **School Information Manager**  **Parent involvement Coordinator** | | Qwandis Huggins  Brenda DeWindt  Elizabeth Gibes Andrejasich | **Program Substitute** | Christina Burton |
| **Children’s House Program (CHECK) Staff** | | | **Before & After School Program Staff** | |
| **Program Lead Teacher** | Mahogani Cheeks | |  |  |
| **Program Lead Teacher** | Audrey Hayes | | **Program Assistant** | TBD |
| **Program Assistant** | Maya Reed | | **Program Assistant** | TBD |
| **Program Assistant** | Hannah Moore | |  |  |
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\*For a list of all HCS staff, contact information and staff

e-mail addresses please visit our website (www.HCSMKE.org)

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| **Billing and Payments** | | | |
| **Highland Community School uses ProCare software to track billing and payments and child whereabouts. Parents are required to be registered on ProCare. Registering includes generating a PIN or a fingerprint ID which you will use to to check your child in & out daily, make payments & access your account statement. Setting up a ProCare account is quick and easy. Register as soon as possible in the Main Office.**  *Note: All adults who you have authorized as pick-ups are required to be registered as well.* | | | |
| **Weekly Rates**  All programs at Highland have set weekly rates for either school year or year-round students based on their ages. Days and weeks that programs are closed have been built into these rates.  **Monthly Billing**  All programs are billed on a monthly basis according to the number of weeks in a given month. There is no credit or deduction for days when the school is closed, except for the weeks covering winter, spring and end of summer breaks. (*See your program contract for monthly rates and billing schedule. Note: Monthly rates fluctuate yearly*.) All bills must be paid (*Including any additional fees incurred such as late pick-up fees)* prior to services rendered.  **Billing Schedule/Process**  Bills are posted 5-10 days before the 1st of the month. An email notification is sent to the email addresses on file when new monthly charges are posted. All payments (including WI Shares EBT Edge Card and parent portion) are due by the 3rd of the month (or the next business day if the 3rd falls on a weekend). Parent portion refers to any dollar amount not paid by Wisconsin Shares.  **Account/Statement**  Statements of all account activity are emailed after the close of the month. Please review statements and notify the bookkeeper as soon as possible if you notice any errors. Paper statements can be printed or mailed upon request. Note that statements will only show account activity from the 1st through the end of the given month and may not reflect charges or payments made after the close of the month.  At any time, you are able to view your balance by logging in to one of the six ProCare kiosks found throughout the building. At the kiosks you can view account activity and make payments via credit card. | | **Statement Inquiries/Payment dispute**  If you have questions regarding your statement, charges or balance inquiries please contact the bookkeeper directly. Families with delinquent fees will not be allowed to enroll/continue in any programs until past due fees are paid in full, unless special arrangements have been made in writing by contacting the office assistant.  **Split Accounts/Two Households**  Accounts are established for each parent-household upon enrollment. It is the parent’s responsibility to provide the school with direction regarding split fees between each parent-account. This must be provided in written form such as a court order or a written agreement involving the primary payer on both accounts. Highland Community School reserves the right to refuse parent agreements that our billing software cannot administer.  **Late Pick-up Fees**  Per Wisconsin State licensing all children must be picked-up by an authorized adult by the close of the program each day; there is no grace period.  If you are late picking your child up from any paid-program, you will be charged a **$10 late pick-up fee for the first 5 minutes AND $1 per minute thereafter.**  **Program Change Form**  Two weeks advance written notice must be provided using a Program Change Form in order to make any adjustments to your program contract including requesting one-week vacation time. These forms are available in the Main Office. Forms may be requested digitally by emailing the Program Director. Families are limited to no more than two changes to their program contract per year. | |
| **Billing and Payments (Continued)** | | | |
| **Absences**  Credits for school closings, breaks and holidays are already built into monthly rates. No additional credit will be given for days missed due to weather related closings, illnesses, holidays or other types of daily absences from programs.  **One Week Vacation**  Students attending contracted programs are entitled to one week of vacation from programs. A credit reflecting the week of vacation will appear on your statement. Vacation time must be taken in a full-week interval only; daily intervals that equal one week do not qualify. Vacation time may be used in the event of an unexpected absence such as illness (See Program Director.) Vacation time must be requested in writing, two weeks in advance, using a **Program Change Form**. | | **Termination of Paid Program Services**  On rare occasions, we have found it necessary to ask parents to make other arrangements for child care because we are unable to meet the needs of their children. Possible reasons for termination may be behavior that is harmful to other children, or the parent’s failure to complete required forms or pay program fees on a timely basis. Failure to remain current with program fees is grounds for removal from program.  **Withdrawal**  Upon withdrawal from a program, fees will be prorated, and a payment adjustment made. Withdrawal from a program requires two weeks written notice in the form of a **Program Change Form.** | |

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| **Payment Methods** | |
| **Cash, Check or Money Orders** are accepted in our main office or at the payment box located in the main office hallway. Please be sure to label all payments left in the payment box. | **Credit Card** (Visa, MasterCard, Discover) are accepted at all ProCare kiosks as well as over the phone by calling our main office. |
| **Automatic Withdrawals** are automatic payments from a credit card or bank account. You set the amount and frequency that works for you. To set up auto-payments, please fill out a **Credit Card Authorization Form** found in the main office hallway. Automatic payment authorizations expire at the end of each school year for your privacy and protection. Please be sure to update us as soon as possible if card or bank account information has changed. | **Online Payments via Tuition Express** are payments that can be made online at any time through Tuition Express (www.tuitionexpress.com). To register for online payments, please see the bookkeeper. Note that account activity cannot be viewed online and online payments cannot be made if there is automatic payment authorization already on file. |

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| **Wisconsin Shares** |
| All HCS paid-programs accept Wisconsin Shares. Wisconsin Shares is a child care subsidy program that authorizes the payment of a portion of childcare fees through a third party. Families using this program must hold a valid authorization to attend Highland Community School Programs before the child is allowed to begin the program. Parents participating in this program must add HCS as a provider 30 days prior to start date.  **Families eligible for Wisconsin Shares are responsible for keeping child authorizations current & making all payments including EBT Edge & their parent portion by the 3rd of the month (or the next business day if the 3rd falls on a weekend).**  **Provider number for all paid-programs at Highland Community School: E268468**  Please see Wisconsin Shares EBT/Payment agreement attached. |

**Program-Wide Policy**

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| **State of Wisconsin Licensed Group Child Care Center**  Highland Community School is a Wisconsin Licensed Group Childcare Center and follows Wisconsin Administrative Code DCF 251. A copy of DCF 251-Licensing Rules for Group Child Care Centers is available from the Program Director and in the school library. The license certificate is framed and hangs in the program hallway. The results of the most recent licensing inspection notice of any enforcement action, stipulations, conditions, exceptions or exemptions are posted on the bulletin board near the entrance to the toddler program. Highland is licensed to provide services year-round for 136 children from 14 months through 12 years Monday – Friday from 7am – 6pm. | |
| **Days & Hours**  A school year calendar including non-attendance days is provided in your registration packet and posted on our website (www.HCSMKE.org.) Additional copies can be found in the Main Office.  **School Wide Closings**  To align with our school calendar all programs will be closed during winter and spring break and the week before school begins in the fall.  Please see our school calendar for additional days off including holidays and Staff Professional Development days.  **Weather Related School Closings**  Highland Community School will be closed whenever Milwaukee Public Schools are closed. Watch or listen to local news channel for information.  **Classroom Supervision/Substitutes**  All children are cared for daily by the lead teacher, assistant, and our full-time program floating-teacher, to maintain consistency.  **Sign In & Out - ProCare**  All children participating in paid programs must be signed into the ProCare system using an electronic kiosk located throughout the main level. When you leave each day, you must also sign your child out using a ProCare Kiosk. We use ProCare for tracking the children’s whereabouts, billing, parent hours, etc. If you have not been registered with ProCare, please stop in the main office to do so.  **Attendance/Student Tracking**  Staff must ensure that parents sign their child in and out of the program with both an initial and the time they are dropping off or picking their child up from school. The program staff will do a head count of each child each hour during the school day and each half hour during the after-school hours. | **Authorized Pick up**  When you register your child, you should list all adults who have your permission to pick-up your child. Our staff will not release your child to anyone but those individuals. Please have patience with staff as we all get to know you and the adults who you have authorized to pick up, until our staff get to know you we will ask to see a photo ID.  If you send someone other than the people you indicated as “authorized to pick up” we will need a written note from the parent/guardian and we will ask to see a photo ID.  Each adult who is authorized to pick up your child will need to get registered with ProCare, so they can sign the child out of the program.  **Communication – Notes Home**  Every Friday, the school newsletter, *Notes Home*, will be e-mailed to all parents who provide us with an e-mail address. If you do not have access to email or would like a hard copy sent home with your child, please let the Parent Involvement Coordinator know. The aim of Notes Home is to help parents stay connected to the happenings at the school and to keep them up to date on changing policies and special events. Please take time each week to read your Notes Home and note upcoming events on your calendar. Additional copies of Notes Home are available by request from the Parent Involvement Coordinator.  **Transitions to New Classrooms**  When a child reaches their final months with their current program and will transition to a new environment, they will begin to visit their new classroom in the spring for one week and/or also visit the program classrooms for ½ hour increments during after school and through the summer program when adult to child ratios can be met. |

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| **Toys & Electronics from Home**  Toys from home are always an excitement; but they may be one that your child does not feel comfortable sharing with other children at school. For this reason, we ask that toys stay at home. Electronic devices such as video games, cellular phones etc. are not permitted while attending programs.  \*Electronic devices, pacifiers and sippy cups that come to school will be collected in the classroom and returned at dismissal.  **Screen Time**  The American Academy of Pediatrics’ Recommendations on Screen Time are as followed.   * Children under 2 should have no screen time * Children age 2 and over should watch less than 30 minutes per week at child care, and less than 2 hours per day total.   *Any screen time in our programs must be approved by the Program Director since it is not part of Highland Community School’s program curriculum.*  **Discipline**  All programs observe the Highland Community School Bill of Rights: The right to physical safety, the right to emotional safety and the right to work in peace. Staff members will work with children to cope with and understand their feelings and control them responsibly. Child safety is the most important concern of our program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by an authorized pick-up.  **Classroom Pets**  Our program classrooms currently have no pets. If any animals are added to any program classroom parents will be made aware via a letter or an email.  **Emergency Care**  While children may not drop into after school programs unexpectedly or on a regular basis we understand that sometimes situations arise when children must remain at school until their parent or guardian can pick them up. Emergency (day-of) care Is available to all Highland students K4-6th grade (not K3 students). This service can be reserved at the Main Office no later than 11:30am (as soon as possible) on the day of care. Payment for this service is due the same day and can be submitted at pick-up. | **Confidentiality**  HCS stresses the importance of protecting the rights and privacy of children, their families, and our teachers. No information about students will be given to any person unless a written request from a parent, a guardian, or an authorized agency has been received.  **Student Records**  Legal parents and guardians have the right to inspect and review any and all records, files and data directly related to their children. Parents/guardians who desire to review these records are requested to call the executive director to schedule an appointment to do so.  **Child Abuse Policy/Mandated Reporting**  All HCS staff persons are mandated reporters of Child Abuse and Neglect per State of Wisconsin Statues (HSS: 48.981). As such, they are required to report all suspected child abuse and neglect that they encounter during their professional duties. They must also report those situations in which they have reason to believe that a child has been threatened with abuse or neglect and that abuse or neglect is likely to occur.  **Bureau of Milwaukee Child Welfare.**  To report Child Abuse/Neglect: (414) 220-SAFE (7233) After hours’ number: (414) 220-SAFE (7233) |

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| Program Health Policy |
| Covid-19 “New Safety Guidelines”  Children who are sick require the special attention that being at home provides.   |  | | --- | | **Children will be sent home with any of the following symptoms:**   * Fever of 100 degrees Fahrenheit or higher. * Vomiting – within the previous 24-hour period. * Diarrhea – within the previous 24-hour period. * Draining rash. * Eye discharge or pink eye. * Fatigue or irritability that prevents participation in regular activities. * Sore throat. * Communicable diseases such as live head lice, ringworm, etc., which require treatment. | |  | | **Children may return to school when:**   * Vomiting & diarrhea have subsided for 24 hours. * Symptoms are decreasing. * They can tolerate full activities including outdoor play * They are fever free for 24 hours without medication. * There is no discharge from rash. |   **Children who are not well enough to go outside for playtime are not well enough to come to school. If illness occurs while the child is at school, the office staff will notify the parent. The child will be sent to the administrative office and cared for by the administrative staff until he or she is picked up. The parent is responsible for arranging for or picking up the child from school as soon as possible.** |
| **Communicable Disease Policy** |
| In the event of communicable disease, notices will be sent home with children who have been exposed. A doctor’s release may be requested upon the return of students who were absent due to a communicable disease and/or head louse. All communicable diseases will be posted on the bulletin board within the classroom for parent’s review. |
| Administration of Medication at School |
| Whenever possible the administration of prescription medication should be scheduled during non-school hours. However, when necessary, prescription and non-prescription medication will be administered to a student by HCS personnel. A parent or guardian ***must*** complete and sign an **Authorization to Administer Medication – Child Care Centers** (DCF-F (CFS-0059) form. A separate authorization shall be used for each medication and the dates and times of administration will be logged in the center’s medical log. |

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| **Toddler**  **Program Guide** |
| **14 months – 3 years** |

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| **Toddler Program** |
| **W**elcome to Highland Community School’s Toddler Community. The goal of the toddler program is to provide very young children with a learning experience away from home and parents, to foster self-confidence and a good self-image, and to develop a positive attitude toward learning. We have children in our program ranging from fourteen months to three years: a tremendous span of growth. This is a sensitive period for language and movement of all kinds. Our goals are to help our toddlers gain control of their bodies and their language and to develop their concentration skills; we will also open the door to language sounds and beginning math. It is our challenge to ensure that our environment grows with your child, providing them the tools they need to transition into the Primary Program (K3 – K5).  Young children take their first steps toward independence as they follow normal rhythms of eating, sleeping, and activity in a homelike atmosphere under the nurturing guidance of Montessori trained teachers. The power of speech develops as language is applied to every activity. Small motor skills and eye-hand coordination are developed through the use of beautiful blocks, puzzles, and other manipulatives. Indoor and outdoor exercise encourages the development of large motor skills. Books, art and music become important in the children’s lives as they learn to live and work in a community setting. Toilet learning is also an area of focus.  The Toddler classroom is geared to a toddler’s needs, readiness, development stage, and interest level. Materials are sized for children from 14 to 48 months and most of the activities in the room are designed for use by one child at a time. There are places to work, move, eat meals, nap, and use the toilet within the classroom environment.  The Montessori educator is focused upon the children during class, allowing them to explore the materials on their own and assisting only when it is absolutely necessary. The lead directress ensures that materials meet the needs and interests of each child in the program: sensorial, care of self, care of the environment, and art experiences are the focus. The assistants maintain the classroom environment. A ratio of one adult to every four to six children, depending on age range, is maintained. |
| **We offer an academic school-year program along with a more relaxed recreational summer program.** |

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| **Toddler Program** | |
| **Admissions**  Toddler admission occurs annually for the academic school year. Seats are available for the **year-round program** or the **school-year program**. Toddler admission is based on the age and gender of the child. This ensures balance within the classroom and makes certain the child-to-adult ratios are in accordance with state licensing rules. Applications are available on the school website or in the main office.  *If a seat becomes available throughout the year we notify families on the waiting list.*  **Requirements**  Children must be walking by the time they are admitted into the toddler program. Once they are accepted, toddler families must attend the new parent orientation or an individual orientation. A visit to the classroom will be arranged by the toddler directress for a special introduction between the child and the directress. This helps the child have a smoother transition when they begin the program. To participate in the program, children must attend five days per week and arrive at or before 8:30 a.m.   |  | | --- | | **Upon acceptance into the**  **Toddler Program, the following**  **forms must be submitted.**   * Highland Toddler Introduction * Child Care Health Report/signed by doctor * Intake for Child under 2 Years (when appropriate) * Child Care Enrollment * Day Care Immunization * Health History & Emergency Care Plan * Highland Registration Forms * Photo Permission Form * Highland Program Contract   (along w/ a &100 non-refundable deposit, first two weeks of payment or proof of childcare authorization) | | **Days & Hours**  The toddler school day program runs from 8:00am to 3:30pm daily. In addition to the school day program, we offer a before school program from 7:00am to 8:00am (included) and an after-school program from 3:30pm to 6:00pm (at an additional cost.)   |  |  | | --- | --- | | **Hours:** | | | **Before School** -  (INCLUDED) | **7:00am – 8:00am** | | **School Day -** | **8:00am – 3:30pm** | | *(Students must arrive before 8:30am)* | | | **After School -**  (ADDITIONAL) | **3:30 – 6:00pm** | | **Note: SUMMER SESSION: ALL PROGRAMS END AT 5:30 P.M.** | |   **School-Year Program**  Students enrolled in the school-year program do not attend summer programming. School year programming aligns with Highland Community School’s school year. Please see the school calendar for dates, breaks and days off.  **Year-Round Program**  This program operates year-round, it includes an academic school classroom atmosphere throughout the months when school is in session, it also includes automatic enrollment in the more relaxed & recreational summer program. Please see the school calendar for breaks and days off.  **Summer Session**  Toddler programming at Highland continues to operate when the school is no longer in session (summer break). HCS has two toddler classrooms which make up our toddler community, during summer session these two classrooms sometimes combine to one class based on enrollment. |
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| **Toddler Program** | |
| **Probationary Policy for Toddler Program**  Children enrolled in the Toddler program will be accepted on a one-month probationary basis. During that time the program staff, the director and/or the parents will be able to determine if the program is appropriate for the current individual needs of the child.  **Absences**  Parents must contact the school as early as possible if a student is going to be absent. Please provide us with whatever information concerning the absence is available at the time  **Toddler Dress Code**  We provide an environment where your child can do for themselves: to facilitate this we have found that dressing your toddler in clothing they can put on themselves is best: cotton pants with a simple elastic waist and shoes that have snap or Velcro shoes. Throughout the day students will be learning to paint, eat (without a bib), and explore all the joys the outdoors has to offer. For this reason, we ask that your toddler come to school in clothing that can be soiled or stained.  **Peanut free classroom**  Due to peanut allergies, we ask that parents not bring in products that contain peanuts or peanut butter. Other options are almond butter, sun butter (sunflower seed), soy nut and apple butters. Please feel free to speak to the directress if you have any questions or concerns.  **Lunches From Home**  Nutrition is paramount to young children especially toddlers, for this reason we ask that you provide a healthy lunch, low in salt and sugar for your toddlers. Foods that are too high in sugar and salt will not be served. If you have questions about what to pack for lunch feel free to ask us for recommendations. Staff sits with the children family-style to eat lunch so that they can model appropriate table manners and etiquette. The children are encouraged to eat using their eating utensils and clean up their area by themselves. During the meal period, the children and staff have a chance to talk about their meals, happenings and schedule of the day. | **Hot Lunch**  Hot lunch is available; however, toddlers do not qualify to receive free universal lunch. Toddler students who do not qualify for Wisconsin Shares will be charged $4.00 per meal **If your child is going to be tardy, please call the school before 8:30am to order a hot lunch.** If you do not notify the school before that time, you will be required to bring a cold lunch for your child. All meals provided by Highland follow USDA guidelines.  \*Hot lunch not available during Summer Session.  **Toddler Daily Routine**  As Montessorians we follow the children, and routines are something toddlers crave. For this reason, we stress to parents that being consistent and on time for drop-off and pick-up are key for successful transitions and for the program. We have a daily schedule that can be modified depending on the classroom climate and outside weather:   |  |  | | --- | --- | | **Toddler Daily Schedule** | | | **7:00am** | Before School Program | | **8:00am** | Arriving, making morning snack and morning work period begins | | **8:30am** | Inside free working time and Montessori lessons | | **10:00am** | Outside time if the weather is nice, if not - inside gross motor activity | | **11:30am** | Lunch and cleanup | | **12:30pm** | Nap & snack - we don’t force children to wake up at any specific time. | | **4:00pm** | After School Program | | **3:30pm** | Outside if weather permits. Otherwise inside for gross motor and small group projects. | | As the day comes to the end children may return to the classroom for small group work | |   The toddler classroom is a Montessori school program and as such, the children have a morning work period beginning at 8am. If children are consistently arriving late, they miss out on important lessons from the directress, which prepare them academically, socially & emotionally. If your child arrives late they will only be admitted into the program with special permission from the directress.  ***If you know you will be late, please notify the directress in advance.*** |
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| **Toddler Program** | |
| **Toddler Morning Arrival**  We begin and end each day with a greeting to you, the parent, and your child. Continuity and routine are very important to toddlers. They use sequence much the way we use a clock—to understand what happens next. We have a morning routine in place for our children and we find it beneficial if they do these activities as independently as they can.  **Morning Routine**:   1. As you and your child approach the building, ring the bell and wait to be buzzed in. As the door is unlocked, have your child walk by themselves rather than carrying them or using a stroller. This will take longer but will help with independence, comfort & separation. 2. As you enter the classroom hallway, help your child take off her/his outer wear and hang it up on her/his hook. 3. Now it is time to for your child to enter the classroom and be greeted by one of the directresses, with a handshake, or if your child is having a hard time saying goodbye, we will transfer from arms to arms. This is a good time to alert us to anything we should know about: a hard morning, late night, etc. Then say a clear “goodbye, I’ll be back after nap,” to your child.   We find that a quick, clear goodbye is easiest for most children. Separation is often a new experience for parents and toddlers. Sadness and reluctance are a natural part of this transition. Both you and your child experience it. Keeping a solid, steady morning routine before and during arrival to school will help tremendously, as knowing what to expect will comfort your child. Also, allowing your child to do as much of her/his arrival as they safely can by themselves (walking from the car to the school door, putting her/his lunch away, changing shoes by themselves, etc.) will make transitioning to school smoother for children.  **Toddler Dismissal**  This is our time to communicate about your child’s day. We keep a log of each child’s snacking, and toileting. This log is available at the parent’s request at any time.  **Reminder: Please sign your child IN & OUT**  **using an electronic ProCare Kiosk daily.** | **Food Program and Nutrition**  Nutrition is an everyday part of our program. Kitchen staff is required to attend mandatory food handling training annually. Menus are provided to cover the four basic food groups and varieties of food are served to enhance and develop a wide sense of taste. Currently our hot lunch program is provided through a contract with Milwaukee Public Schools. A monthly menu is posted outside of your child’s program classroom and the kitchen. Menus are also available for pick-up in the Main Office.  **Snack Rotation**  We would like to serve a morning snack for our students to provide them with an opportunity to practice their food preparation and grace and courtesy skills. **Parents are asked to provide items for snack on a rotating basis**.  **Allergies**  If your child is allergic to any food or requires a specially prepared diet, please let us  know. This information is shared with your child's teachers and the lunch staff to ensure that your child does not have contact with any of those items that they are allergic to and that they are eating only the things that their special diet allows. Allergies of individual children shall be posted in a prominent place in the food preparation areas and classroom.  **Outdoor Play**  Most toddlers are in a sensitive period for movement. They are learning to control and coordinate all their muscles: they need time outdoors to develop these gross motor skills. We will go outside every day that the weather safely permits in the morning and in the afternoon  **If the temperature with the wind chill factored in is below 20 degrees, toddlers will remain inside.**  If you are bringing your child back at the end of an illness, please be sure they are well enough to be outside. Children who are not well enough to play outdoors are not well enough to be at school.  Please send children to school in a warm winter coat, hat, mittens, boots, a scarf & snow pants in the Winter months. |
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| **Toddler Program** | |
| **Toilet Learning**  As Montessorians, we follow the children: we wait for each child to show an interest in using the toilet. At that point, we facilitate this interest to meet your child’s needs. Our language and affect are positive. Once your child can pull her/his pants up and down, has toileting language, and is aware of when they need to go, he or she is often ready to take the step to using the toilet regularly. When you feel your child is ready, we suggest that you move from diapers to the thick training underwear that are easy to pull up and down and allow your child to feel when they are wet. Many “pull-up” products are difficult to remove and are too absorbent.  Children are taken to the bathroom in groups throughout the day, so those that are learning to use the toilet can see the example of friends who have mastered the skill. If you are interested in learning more about toilet learning, we suggest the book *Toilet Learning* by Allison Mack (available at Milwaukee Public Libraries).  It is crucial for you as parents and us as caretakers to communicate how each child is using the toilet for toilet learning to be successful!  **\*Parents are responsible for supplying diapers, underwear, pull-ups for your child weekly or as needed. We have a limited supply of “emergency” diapers for all the children, so it is important that you replenish your child’s diapers, etc. when notified. \***  **Managing Crying/distraught children**  If a child is crying, fussy and distraught the staff will comfort the child by holding, walking or rocking them in a rocking chair until they have calmed down. If the child continues to cry for more than an hour and shows signs of distress the parent will be called to come and pick the child up.  **Field Trips**  Sometimes during the week, we go on walks throughout the community (usually just around the block). These are spontaneous events chosen depending on the class mood and the weather. The consent and emergency authorization form signed at registration gives permission for these walks. | **Conferences**  Parent/Teacher conferences are held twice a year (see calendar). For all new students, every effort is made to hold the first meeting between your child and the directress in their new classroom to make transitions into the toddler program smoother. Other conferences requested by staff or parents will be arranged as needed.  **Holiday Celebrations**  Halloween, Thanksgiving, Christmas, Hanukkah, New Years, Kwanza etc. are all recognized from a cultural point of view. Although we acknowledge all holidays, we offer no religious training. If your child comes from a cultural background that has a different New Year or holiday, please tell the director/directress and allow the child to share the event with the class. If, for any reason, you don’t want your child to participate in any celebration, please inform the school ahead of time so other arrangements can be made for your child. Parents are encouraged to participate in all programs and celebrations.  **Birthday Celebrations**  Toddlers often think that every day is their birthday and so we sing the birthday song often. When your child does celebrate a birthday, we will celebrate with singing and a snack. If you wish to provide a special birthday snack we suggest a healthy treat of fresh fruit or vegetables, small boxes of raisins, or muffins. Many of our parents wish to limit the amount of sugar in their child’s diet so we ask that you avoid bringing treats containing large amounts of sugar. Another way to celebrate birthdays, holidays, or children moving on to other programs is by donating a book in honor of your child. We can suggest appropriate titles, if you would like.  **Photos**  Photos are taken of children to share with the parents through Transparent Classroom, software used to track your child’s development, lessons, pictures, etc. Permission to use your child’s photos in our classroom, school website, Notes Home, etc. is provided using the **Photo Permission Form**. |
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| **Toddler Program** | |
| **Classroom Observation**  **Suspended until further notice**  We encourage you to observe the classrooms. In a Montessori classroom, we ask that you follow some simple guidelines to minimize interference in the children’s environment. (These guidelines are available from your child’s directress/director.) Seeing the children at work is to experience the Montessori philosophy in action. To make your observation more meaningful: look around the room and notice the amount and diversity of activity; the range of ages; the types of materials; the individual and group activity; and the interaction of the children. As you focus your attention on the teacher, notice his or her demeanor and the respect the teacher shows each child.  Also focus your attention on your child and the | succession of activities he or she engages in; look for signs of concentration, enthusiasm and self-satisfaction in each activity. As you focus on the classroom community, look for evidence of respect and cooperation. Our goal at Highland is for each classroom to be a vibrant, caring and engaging environment where individuals thrive and the sense of community flourishes. All parents can visit or observe their children at any time during our operating hours, EXCEPT if there is a court order preventing or denying the parent access to the child. It is important that you give your child time to adjust to their new environment before your first visit; therefore, we ask that you discuss your first visit with the Toddler Directress prior to visitation. |
| **Discipline**  Toddlers are learning what it is to be in this world, and sometimes they may display behavior that is unsafe or hurtful to others. It is our job to first model the behavior we expect them to have and then to use different methods to encourage that behavior in them. At Highland, we use the following techniques in the following order in situations where a toddler needs help with her/his behavior:  We first identify with our words what the toddler is doing (you are taking \_\_\_\_’s toy, she is upset: look at her face. You can see how upset she is.”)  Then we try to redirect the toddler to another material (you need to give the toy back to her so that we can do this other work), if that is not successful, we remove the object that is causing the problem or bring the toddler to another area of the classroom to cool down until they are ready to return.  We do not use time-outs for children under three years of age, but we do encourage toddlers to take a moment and a deep breath to calm them with the help of an adult.  As most toddlers are without language, often they resort to using hands to get their meaning across. If another toddler is hurt when this happens, we put all out attention on the injured toddler, and let the other child know that they hurt a friend and show them what they can do to make that friend feel better. We then remind them what we can do with our words or how we can touch friends gently to be kind to one another. | Biting is also a behavior that is common and normal for this age group, though not desired. Children at this age may bite out of a variety of reasons: curiosity, excitement, frustration. When a child is bit in our program, we call the parents of both parties to let them know what has occurred, we let the child who bit know clearly that biting is not okay, and it hurts friends. If the biting continues or the severity of the bites is a safety threat, then we may take other actions, such as removing the child who is biting from the program for a short time.  The school will not tolerate or permit the use of any abusive disciplinary methods such as, but not limited to, hitting/spanking, slapping, yelling, withholding food or curriculum enhancements, ridicule, embarrassment, or humiliation of a child by anyone in our school. These punishments are prohibited by school policy even if a specific parent’s philosophy may differ. Children may not be punished for lapses in toilet training and time-outs may not be used for children under the age of three. Please see the HCS Progressive Discipline Policy for more information.  It is our top priority to keep our children safe, and we will do everything within our abilities to help each toddler learn to treat friends with gentleness and kindness. |
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| **C.H.E.C.K**  **Program Guide** |
| **Children’s House Extended-Care Kids** |

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| **CHECK Program** |
| **W**elcome to Highland Community School’s Children’s House Extended Care Kids Program (CHECK)  Check is designed to provide consistent, quality care for our K3 students’ whose school day in their primary classroom ends at 11:30am. CHECK provides a nurturing and enriching experience in an environment designed to meet their needs and compliment their Montessori education, CHECK begins when the primary classroom school day ends.  Students enrolled in the CHECK program are picked-up from their primary classrooms at the end of their morning work period (11:30am) by program staff. Students enjoy a full recess, lunch-time, nap, group-time & opportunities for free play and socializing with their peers under the guidance of our caring and professional program teachers and assistants.  Highland currently operates two CHECK classrooms for parents needing extended care for their K3 students. Students will be placed in classrooms depending on each child’s schedule. One classroom is for students who will be going home at 3:15pm when the standard school-day ends for all students; the other classroom is available for children who are enrolled in the after-school-program (3:15pm – 6:00pm). **Space is limited.** |
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| **CHECK Program Guide** | |
| **Days & Hours**  CHECK program operates five days a week from 11:30am – 3:15pm. See the all school calendar for days off. As a wraparound program CHECK is designed to complement the child’s school experience. We ask parent’s to please be respectful of our schedule and to let CHECK program teachers know of any changes in your child’s schedule day to day such as if your child will be tardy (arriving after 11:30pm), absent or leaving early for the day (any time before 3:00pm).  **After School**  After School care is available for students who are contracted for this service from 3:15pm – 6:00pm daily. Highland has a limited number of seats available for after school at the K3 level. Enrollment is granted on a first come first served basis. Enrollment is not complete without completion of required childcare forms and payment.  **Toilet Training Requirements**  Children entering CHECK are required to be fully toilet trained and able to use the toilet independently. Each CHECK classroom has a restroom with stalls. Toilets are child-sized and staff members are always nearby for assistance when needed however, we do not provide toilet training or one-on-one support during bathroom time.  **CHECK Suggested Dress Code**  Please send your children to school in garments that they can put on and take off themselves as they use the bathroom independently at this age. Please do not send children in one-piece body suits or pants with complex closures as this will be a frustration for your child. CHECK students may not use pull-up style diapers while attending the program.  **Nap Time**  **Cots will be placed 6 feet apart to the extent possible**  Each day children will lay down for a nap, please send a small lightweight blanket, A crib sheet, and a simple stuffed toy to comfort your child. If we do not receive bedding from home HCS will provide a blanket and a sheet. Nap time items will be stored at school in the CHECK classroom and staff will launder bedding weekly. Per WI state licensing children are required rest for a maximum of 30 minutes, if a child does not fall asleep in that time they will be offered books or a quiet activity to work with until their classmates awake. | **Change of Clothes**  While we do require students to be fully toilet trained upon entering this program, accidents are normal at this age and our students do sometimes experience spills and other occasions which require a change of clothing. Please send your child with at least two complete changes of clothing. Children’s clothing is stored in a bin above their coat hooks. Check the bin regularly to ensure garments are weather appropriate. CHECK staff will send soiled garments home in a plastic bag. Staff will also attach a reminder at your child’s coat hook when we are running low on clothes or the clothing we have in your child’s bin is no longer seasonally appropriate.   |  | | --- | | **Items which should be in your child’s change of clothing bin at all times:** | | * 2 pairs of bottoms (pants or shorts depending on the season) * 2 tops (seasonally appropriate) * 2-4 pairs of socks * 3-6 pair of underpants | | **ALL CLOTHING ITEMS MUST BE LABELED** |   NOTE: These items are required for CHECK and are needed in addition to changes of clothing stored in primary classrooms.  **\*\*\*\*Parent Volunteer Opportunity\*\*\*\***  Laundering bedding for the CHECK programs counts towards your HCS parent hours! If you are interested in fulfilling your volunteer requirements by doing laundry regularly please see the Program Director.  **Drop-in Policy**  **HCS CHECK Program does not offer drop-in care. Children are expected to attend only on the days and programs for which they are contracted. Because HCS programs are typically fully enrolled we cannot accommodate children outside of their regularly scheduled contracted times.**  **In the event that a child who is not contracted to be in after care has not been picked up at 3:15 when the school day ends we will begin to contact parents/guardians followed by emergency contacts and adults you have authorized to pick-up as soon as possible.** |
|  | |
| **CHECK Program Guide** | |
| **Lunch**  When you sign your child into their primary classroom daily be sure to indicate whether they brought with them a cold lunch from home or are receiving a hot lunch from school. Simply write a **“C” for cold** or an **“H” for hot** in the lunch column beside your child’s name on their classroom attendance sheets. Classroom attendance sheets are used by the kitchen, office and program staff to ensure a lunch is ordered for your child.  **Hot Lunch**  All HCS students K3 and up have access to a free lunch program made available through MPS.In order to receive a hot lunch parents must request one either by: indicating on their child’s classroom attendance sheet (before 8:30am) or by calling the Main Office by 8:30am if the student will be tardy.  **You must call the office by 8:30am to reserve a lunch. Hot lunch requests occurring after 8:30am cannot be accommodated.**  **Recess**  We will go outside every day that the weather safely permits in the afternoon and in after school.  **If the temperature with the wind chill factored in is below 0 degrees, students will remain inside.**  Please send children to school in a warm winter coat, hat, mittens, boots, a scarf & snow pants in the Winter months.  If you are bringing your child back at the end of an illness, please be sure they are well enough to be outside. Children who are not well enough to play outdoors are not well enough to be at school.  **Reminder: Please sign your child IN & OUT**  **using an electronic ProCare Kiosk daily.** | |  |  | | --- | --- | | **CHECK Daily Schedule** | | | **11:30am** | Outside time if the weather is nice, inside gross motor if weather is inclement | | **12:15pm** | Lunch time & cleanup | | **12:30pm** | Rest period (nap) followed by arts & craft and work period | | **3:00pm** | Group time & free play | | **3:15pm** | Dismissal of children who are not signed up for the after-school program | |  | After School Program begins & afternoon snack is served | | **3:30pm** | Outside if weather permits or inside for gross motor and small group projects. As the day comes to the end children may return to the classroom for small group work | | **6:00pm** | All programs close | | **Note: During the summer all programs end at 5:30pm** | |   **Part Time Availability**  The CHECK program has a limited number of seats available. In order to staff and manage our programs effectively and offer families scheduling options - all seats in CHECK are FULL TIME only. This means children must be enrolled for the full week.  \*Because many parents do not require full week care we do offer Time-Share for a limited number of full-time seats. When registering your child indicate on your contract whether you will be using the program for the full week or choose between our two part-time options.   |  |  | | --- | --- | | **Schedule Options** | | | Full Time - Monday through Friday | | | **OR - Time Share** | | | Option 1 (3 days) | M,W,F (only) | | Option 2 (2 days) | T,TH (only) | | *\*Time share seats are limited and based on availability.* | | |
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| **Before School Program** | | |
| **Before School**  Highland offers childcare before school starting at 7:00am. For rates please see the attached **Rate Guide**.  Before school is a friendly and welcoming program for students who arrive at Highland before their school day begins. Breakfast is available to students in the before school program prior to breakfast service opening to the whole school.  Children enjoy playing board games, using materials, writing, reading and making artwork while socializing with their peers in program classrooms. Program staff will ensure children have collected all of their belongings before departing and that they arrive to their classrooms on time to begin their day. | | |
| **After School Program** | | |
| **Children’s House After School Program**  In our K4 & K5 after school learning environment, children will continue to develop independence after their school day through meaningful and rich play. Our after school programs are modeled to complement the Montessori classroom, children choose materials, which we refer to as “work”, freely and without restriction in a mixed-age group setting. In addition to independent work time this program offers baking lessons, daily art projects, after-school-snack, community circle time and outdoor play on our natural grounds.  **Elementary After School Program (Lower & Upper)**  Students participating in elementary after school programs look forward to spending time with their peers in a classroom setting with age appropriate games and activities. Our program staff provides a fun and engaging experience with opportunities to participate in clubs and sports. Children have access to our natural grounds during outdoor time and computers are made available for research and math homework (upper el only).  **After School Snack**  Included in after school programming, afternoon snack is provided daily. Menus are posted outside of program classrooms, outside of the kitchen & copies are available to take home in the Main Office. Please check out the menu regularly; parents are welcome to send an alternative snack from home.  **Schedule**  Highland offers flexible scheduling options for after school, designed to meet the needs of our families. See the chart below to choose a schedule option that works best for your family. See the **Rate Guide** for current rates.   |  |  | | --- | --- | | **After School Schedule Options for K4 through 6th Grade** | | | **Early After School** | 3:15pm – 4:00pm | | **Late After School** | 3:15pm – 6:00pm | | **Emergency Care** | Must be reserved in advance |   If you are late picking your child up from any paid-program, you will be charged a **$10 late pick-up fee for the first 5 minutes AND $1 per minute thereafter.** | | |
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| **FUN DAY Guide** | | |
| **Fun Day**  When Highland Community School is closed due to Records Days or Parent Teacher Conferences, HCS offers full-day childcare programming called Fun Days for students K3 through 6th grade.  Fun day includes a school-spirit theme, cooking or baking projects, arts & craft activities, group games, outdoor play and sometimes a field trip!   |  |  | | --- | --- | | **Fun Day Schedule** | | | **Before Care** | 7:00am – 8:15am | | **FUN DAY** | 8:15am – 3:15pm | | **After Care** | 3:15pm – 5:30pm |  |  |  | | --- | --- | | **Daily Schedule** | | | **7:00am** | Before Care opens | | **8:15am** | Breakfast snack is served | | **8:45am** | Activities, games & free play | | **11:30am -12pm** | Lunch (cold lunch only) | | **12pm – 12:30** | Recess | | **1:00pm** | Activities, games & free play | | **3:15** | After Care begins, snack served | | **3:30** | Outdoor play if weather permits | | **5:30pm** | After Care closes | | **FUN DAY PROGRAMS CLOSE at 5:30PM** | |   **Registering**  Fun Day Registration forms are available year-round in the Main Office. Parents or guardians must fill out one form per child and include payment in full with submission of the form. See the **Fun Day Registration Form** for rates.  Registration is not complete without payment. Seats will not be held without payment.  **Before and After Care**  Before and After care are available on Fun Days at an additional fee. Children who are already contracted to attend before or after care will not be billed in addition to the Fun Day rate. Note: After care closes at 5:30pm. | | **Lunch**  Hot lunch is NOT available for Fun Days. All students must bring a lunch and beverage from home. Left-overs or food that needs to be warmed is welcome, classrooms are equipped with microwaves. Microwave use is limited to no more than 1 minute so please send fully cooked food items as the lunch schedule does not allow for extended microwave use.  **Field Trips**  **Suspended until further notice**  Sometimes children age 4 and up will take a field trip on these days. We sometimes travel to MPS owned farms, go sledding in Milwaukee county parks or take nature walks. Field trips will be advertised on Fun Day flyers which are posted one week before the fun day(s). If a child is registered for a fun day that includes a field trip please send a cold lunch that does not require warming.  **Withdrawing**  If you have already registered for Fun Day but need to cancel you may do so using a **Program Change** **Form**, available in the Main Office.  **Late Pick-up Fees**  Per Wisconsin State licensing all children must be picked-up by an authorized adult by the close of the program each day; there is no grace period.  If you are late picking your child up from any paid-program, you will be charged a **$10 late pick-up fee for the first 5 minutes AND $1 per minute thereafter.** |
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| **SUMMER CAMP Guide** | | |
| **The Goal**  The goal of our Highland Community School Summer Camp Program is to offer high-quality childcare in a friendly welcoming environment where children are free to learn and grow naturally. Our caring and well trained staff will ensure that campers participate in enriching and challenging experiences and activities daily, both on our natural grounds and out in our community. Our camps give children experiences and memories that last, while taking full advantage of the best season in Wisconsin - Summer!  **Children’s House Summer Camp**  Highland offers 10 fun-filled educational weeks of summer fun! Parents can register their child(ren) for the full summer, or pick and choose weeks throughout. We offer a different theme each week with games, activities, stories, songs and more.  **Elementary Summer Camp (age 6-10)**  Most weeks two different themed camps will be available so that parents can customize their child’s summer experience. Highland elementary camps are interactive and engaging, children will explore the city both walking and on the city bus, enjoy our natural grounds and socialize with their peers in a friendly, relaxed environment under the guidance of HCS program staff.  **Registering**  Summer Camp registration opens in the Spring; HCS will display posters and send digital communication via Notes Home and the school website when registration opens.  **What to Bring**  Children should be ready to be active, get messy and have fun! Campers should come to camp dressed appropriately for comfort and safety. Sneakers are best and closed toe shoes are a must, as most of our activities require them. All items should be labeled with your child’s name, so that if an item is lost or misplaced, it can be easily returned. If your child brings home something that is not theirs please return it the following day so we can find its owner. HCS is not responsible for lost or stolen items. | **Lunch and Snack**  Campers will need to bring a lunch from home including a meal, drink and cutlery, every day. Highland encourages healthy lunches and left-overs from home are A-OK! Campers will have access to a microwave, if needed; microwavable items will not be heated in plastic containers. Any perishable lunch items should be kept cold with an icepack. Icepacks are most effective in an insulated lunch box. Highland does not have the ability to provide refrigerated storage for camper’s lunch boxes.  If your child has any food allergies be sure to inform camp staff so we can make proper arrangements. All campers will have two scheduled snack times daily. We provide healthy snacks such as fresh fruits and granola bars. Campers will always have access to drinking water to fill the reusable water bottles they bring from home.  **Arrival & Dismissal**  Campers may not be dropped off on the HCS premises before 7:00am or be picked up after 5:30pm.  **Health & Safety**  Highland program staff are trained in CPR, AED and First Aid. Health forms required by WI State Licensing and must be filled out prior to attending summer camp. Please do not neglect to tell us if your child has any special needs, allergies or health concerns. If your child requires medication during camp you must fill out an Authorization to Administer Medication form. Parents must give medication to HCS staff, in the original container and clearly labeled with the child’s name.  **Rules & Expectations**  Highland Summer Camps observe the Highland Bill of Rights: The right to physical safety, the right to emotional safety and the right to work in peace. Staff members will work with children to cope with and understand their feelings and control them responsibly. Child safety is the most important concern of our program; therefore, children whose behavior is dangerous or repeatedly disruptive must be immediately picked up from the program by someone designated through the departure and release procedures. | |

**Health and Safety Plan: COVID-19 POLICY**

Keeping our community safe during this health crisis is the reason for all this planning. Highland has created this Health and Safety Plan that complies with all the Milwaukee Department of Health's requirements. We understand that requirements are subject to change as more information is provided. CDC guidance will also be utilized when making any modifications to health and safety guidance or school reopening plans. This plan will be updated as more information becomes available.

**Community Coordination**

Highland Community School's COVID-19 Coordinator is Danny Baxter. He can be reached at dbaxter@hcsmke.org. With the help from other staff members, he will compile information on absences, tracking illnesses, and identifying potential COVID-19 clusters.

**Monitoring Public Health Guidelines and Updates**

To confirm that our protocols are in line with state and local health guidelines, the COVID-19 Coordinator, school leadership, and board members will monitor all guidance from Milwaukee Public Schools, the Milwaukee Department of Public Health, and other local government agencies. CDC guidance will also be utilized when making any modifications to health and safety guidance or school reopening plans. The COVID19 Coordinator will monitor guidance from the above entities for best practice resources for maintaining a safe and healthy environment. School Leadership will review and update our protocols as new state and local health guidance is released. If a staff/student is diagnosed with COVID-19, we will notify the City Health Department, Milwaukee Public Schools and the Highland Parent Board of Directors immediately. We will notify the staff and families in close contact with a confirmed case via text/email home. All identifying information will be kept confidential.

**CRITERIA FOR PROGRAM CLOSURE IF A STAFF OR STUDENT IS SYMPTOMATIC**

If a student/staff is confirmed to have had exposure to COVID-19/confirmed case and has only been in contact with students in their own classroom.

* No closure required – self-isolation of the exposed individual and family members

If a student/staff is confirmed to have had exposure to COVID-19/confirmed case and has only been in contact with students in their own classroom.

* Staff and student who have recently been in close contact should stay home and monitor their health. Close contact is currently defined by the CDC as within 6 feet of a person diagnosed with COVID-19 for a total of 15 minutes or more over a 24 hour period, regardless of whether either person was wearing a mask.

**RESPONSE PROTOCOL FOR FEVER OR OTHER COVID-19 SYMPTOMS**

If a student or staff who presents with a fever or other COVID-19 symptoms, we will request that person leaves and gets tested immediately. They should quarantine until results are confirmed. Students will wait in an isolated area, away from other students or staff but in the visual supervision of a staff member until they can be picked up. Staff members needing assistance can also wait in the isolation area until an emergency contact can come to take them home. The isolation area will be sanitized thoroughly after each use. Emergency services will be utilized in the case of severe or life-threatening symptoms.

**CONTACT TRACING**

Highland has created a communication system for staff and families to self-report possible COVID-19 symptoms. All staff and families are to inform office staff of any confirmed or possible exposure to COVID-19. Staff and families will be asked to disclose confidentially any possible further exposure to members of the school community. Highland leadership will confidentially inform any staff/families of a possible exposure or confirmed case as soon as possible. No specific student/staff/family information will be provided during this notification.

**COVID-19 COMMUNICATIONS MODIFICATION TO SCHOOL SCHEDULE & NOTIFICATION OF POSITIVE COVID-19 CASE**

School schedule communications to staff will be done via email, a Basecamp message, and the staff handbook. Parents and stakeholder communication will be done through Facebook, Instagram, our website, emails, Notes Home Newsletter, registration information, and the parent handbook. Highland leadership will confidentially inform any staff and families of a possible exposure or confirmed case through these above channels as soon as possible. The school community will receive an email and text message to let them know we have a positive COVID-19 and how we are responding to the case. No specific student/staff/family/classroom information will be provided during this notification.

**LEVERAGING ONLINE COMMUNICATION CHANNELS**

Highland has a comprehensive plan using a variety of communication tools to provide our community clear, concise, and transparent communication. We will use this plan to ensure that staff and parents receive important COVID-19 information and messages. Our primary way of communicating with families is through the weekly Notes Home email. Notes Home emails celebrate our weekly work, updates for the next week, and has a dedicated area for resources to help the whole family like our SEL newsletters and unemployment information. Additionally, monthly emails are sent to our broader community to give updates on our yearly progress. We utilize our Facebook page and Instagram account to reinforce the messages sent in our emails and to communicate any last minute opportunities from our partners. We will also use social media to send reminders about events. In case of emergency or the need for urgent communication with our families, we will use the texting tool in Transparent Classroom as well as an email. Highland Room Parents will also post information in the classroom Facebook pages. We are able to analyze email open rates, engagement rates on Facebook, and Transparent Classroom engagement to ensure that all families and staff are receiving important COVID-19 information.

**MAINTAINING HEALTHY ENVIRONMENTS**

HEALTH SCREENINGS

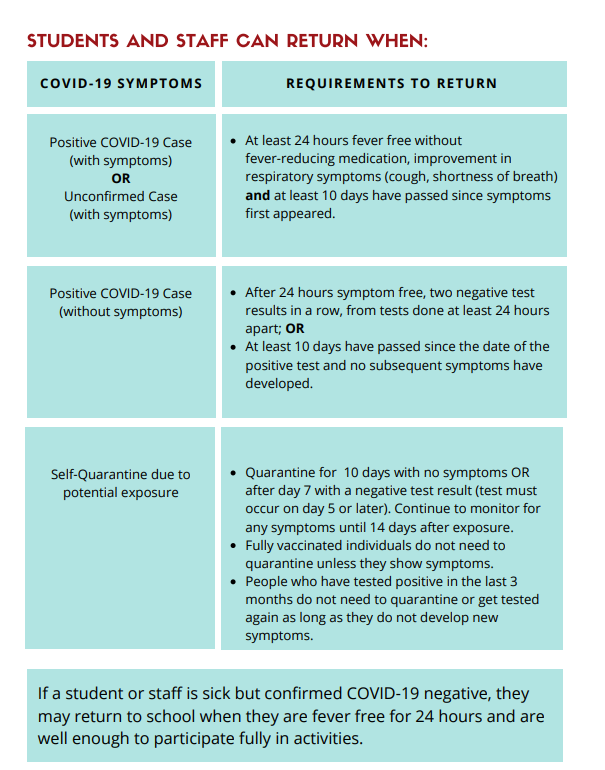
For Students, parents should take student temperatures at home daily and monitor their child for symptoms. All parents will be asked to report any reasons for absences, including possible exposure to COVID19. Staff who call home regarding unreported absences will be asking for reasons, including symptoms. This data will be kept secure and confidential by limited office personnel. Notification will be given to any staff or families of a potential exposure to COVID-19, no individual data will be released as a part of this notification.

**WHEN TO STAY HOME**

**Table

Description automatically generated**

**WHEN YOU CAN RETURN**

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**Masking Policy**

Face coverings are meant to protect other people in case the wearer does not know they are infected. On students first day of attendance, teachers will give students a training on COVID-19 symptoms, how to properly wash their hands or use hand sanitizer, what symptoms they should be aware of and report to teachers, and how and when to properly wear a mask.

Surgical quality masks will not be required, however a cloth/disposable face covering will be required for all staff and students (over the age of 3) in the building. Throughout the school day, staff will reinforce the use of face coverings. If a student arrives at school without a mask, HCS will provide a disposable mask.

Allowable face covering should be:

* Two or more layers of breathable fabric/material
* Completely cover the nose and mouth
* Fit snugly against the sides of the face
* Have a nose wire to prevent leakage

Please see the CDC Guide to Face Masks for more information: https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/about-face-coverings.html

Accommodations will be provided on a case by case basis if staff or students have a documented medical condition or disability that prevents them from wearing a mask.

Face coverings are required in the following situations:

* In all hallways and stairwells, including entering and exiting the building
* In all common/shared spaces – copier rooms, main office, etc.
* In any spaces where one may encounter students
* In any space within the building that has more than one person