



# Heartwood montessori

## Hours of Operation

Monday-Friday

8:00 am-12:00 pm     Half Day program

8:30 am-3:30 pm     School Day program

8:00 am-5:30 pm     All Day program

## Drop off/Pick Up Windows and procedures:

**Half Day (8:00-8:30):** The half day pod will drop off at the gate leading to the school yard from the parking lot. Please use parking along the fence-line whenever possible during drop off or pick up.

**School Day (8:30-9:00):** The school day pod will drop off at the gate leading to the school yard from the parking lot. Please use parking along the fence-line whenever possible during drop off or pick up.

**All Day (8:00-8:30):** The all day pod will drop off at the front door of the school building. Please park on the street and walk your child to the front door. Heartwood's designated drop-off space extends from the stair to the corner of 13th and 3rd. Please be advised that some high school students may be dropped off between 8:00-8:30 outside of the designated Heartwood drop off area. There will be adults from both the high school and Heartwood to manage drop off times.

**All departures must be conducted through the gate leading from the school yard to the parking lot. Heartwood has five designated spaces just west of the playground gate. All other spots are first-come, first-served.**

Please be aware that our late arrival policy is designed to support children's health and safety as well as their natural sense of order and craving for routine and predictability. **Children must arrive during their designated arrival window**, before their uninterrupted work cycle has begun. **No child will be admitted outside their designated arrival window without prior arrangement.**

## What to bring:

- Several complete pairs of clothing
- Indoor shoes to be left at the school (examples include sneakers or close-toe slippers. No flip flops or open-toed sandals please).
- A water bottle (to be washed at home daily)
- A lunch (school day and full day)
- Please no jewelry
- A couple extra masks
- A framed family photo to display in the classroom
- Nap time blanket/pillow/lovey (school day and full day)

### Important Dates/Calendar:

All important dates are located on the master calendar. This is available on the Heartwood website. Dates have also been added to the Procure master calendar. You will be sent a calendar push notification through the app for upcoming dates, but the full calendar is available for reference. As individual classroom events are added, they will be posted in the Procure calendar and you will receive a push notification of all new events. The calendar is available on the main Procure app homepage located in the top right corner next to the QR scanner.

Please clearly label everything your child brings to school.

### Lunch:

As of August 2021, **Heartwood Montessori School bans shellfish and whole eggs (hard-boiled, scrambled, etc.)**. If a child's lunch includes any of the following allergens, we ask the families to label the child's lunch accordingly: **Peanuts, tree nuts, sesame, and baked-in eggs**. Heartwood will provide milk during lunch time. If you require a milk substitute, please inform Emily as soon as possible.

### Illness Policy:

The State of Minnesota requires that all teachers observe students carefully for signs of illness that would require their exclusion from the classroom. **Please screen your child for symptoms prior to leaving for school. If the staff determines that a child is too ill to remain at school, the staff will either refuse admittance, or call the family and request that the child be removed from the facility.** Please be aware that this is a state requirement to minimize the unnecessary spread of infection at school.

### COVID-19 Exclusion Guidelines:

If your child has one or more of the **MORE** common symptoms (**new cough/cough that gets worse, shortness of breath, fever, and loss of taste or smell**), two or more of the **LESS** common symptoms (**congestion, chills, muscle pain, sore throat, fatigue, diarrhea, vomiting, or nausea**), or **ANY** symptoms during a close-contact quarantine period, your child and all siblings must stay home until a negative COVID test or other diagnosis and clearance to return to school is received. At that time, siblings may return to school and the sick child may return when well enough to participate in daily activities. If your child has only one **LESS** common symptom, please evaluate at home to determine if your child is well enough to participate in normal daily activities.

In the event of a positive COVID-19 test, families are required to notify Heartwood immediately so that close-contact tracing can begin and quarantine periods can be started.

Based on the above guidelines, if at any time the staff feels a child is too sick or contagious to participate in all classroom activities, the family will be notified immediately so that arrangements may be made for the child to be picked up. **An authorized person must pick up the sick child within one hour of notification** that the child is being excluded. **If a family feels that their child is not well enough to participate in ALL activities, including outdoor play, HMS requires that they stay at home until they are fully recovered.**

If a physician verifies that the child has a contagious condition, their family is required to inform the school within 24 hours. All enrolled families will be given a notice regarding contagious conditions. Other families will then have the opportunity to be alert for similar symptoms in their own children. **Ultimately, it is up to the staff at HMS to allow a child to return to the center.** If, in its sole discretion, HMS staff feels that a child is too sick or contagious to participate in activities, or poses a health hazard to other children in the environment, the doctor's recommendation will be overridden. The child will be excluded until the staff feels the child is well enough to participate in all activities and is no longer a health risk to others.

Please see the Minnesota Department of Health COVID-19 decision tree that details the guidance Heartwood will follow: [Recommended COVID-19 Decision Tree for People in Schools, Youth Programs, and Child Care Programs](#)

## **COVID-19 Quarantine Policies:**

A close contact is defined as anyone who lives in the same household as someone who tests positive for COVID-19 OR who has been within six feet for fifteen or more minutes throughout the course of a 24-hour period of someone who tests positive for COVID.

All close contacts will be required to remain home for the full 14-day quarantine period. Due to the fact that children this age are unable to maintain 6 feet of social-distancing and must remove masks throughout the day for eating and napping, a shortened quarantine period will not be accepted to return to school. Anyone who is vaccinated or has had a positive COVID-19 test in the past 90 days does not need to quarantine, but should monitor for symptoms. In the event that the close contact develops symptoms during the quarantine period, all siblings must remain home until a negative COVID test is received.

**Please refer to additional COVID-19-specific guidance and school policies in our comprehensive COVID-19 action plan.**

## **Security:**

The Heartwood classrooms are accessible only through a secure entrance. Only current students and staff are allowed in the school facility during Heartwood's operating hours. Parents will have access to their children at all times.

## **Shared Space:**

Heartwood Montessori School shares the basement space consisting of the gym and kitchen with Exploration High School and St. Cyril's Church. High school students will not be in the basement shared space at the same time as Heartwood students. The parking lot is a shared space between HMS, Exploration High School, and St. Cyril's church. All parties have five designated spaces, and the rest are first-come, first-served.

## **Tuition:**

**Tuition is due by the first of the month.** Understanding that sometimes events unfold despite our best efforts, we implement a 5 day grace period. Any payments submitted on or before the last day of that grace period will be accepted as timely. However, any payments submitted after the grace period will be assessed a **\$10.00 PER DAY** late charge. If your payment will be late for any reason, please inform Emily as soon as possible.