



PARENT POLICY HANDBOOK

Revised 06/22

West Campus
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East Campus
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Mission Statement

At Turtle River Montessori our mission is to create an authentic Montessori program which considers the emotional, intellectual, physical, and social development of the total child by fostering and celebrating the uniqueness of each child through a nurturing, respectful, emotionally secure, and academically excellent environment.

Turtle River is committed to creating an environment where:

- A child can experience the joy of learning, become self-motivated, and become an independent learner.
- A child is treated with unconditional respect.
- A child can discover who he/she is and develop leadership skills based on his/her personal gifts.
- A child can develop skills that strengthen his/her executive functioning, intellectual foundation, and critical thinking.
- We partner with parents and community to ensure that each child has a broad and enriched experience.
- A child learns to contribute to peace, develops universal values, embraces differences, and learns respect of self and of others in his/her community, both local and global.

Our school encourages every student to reach his/her fullest potential by establishing a curriculum that meets or exceeds conventional standards for education, and partners with parents and the community to create an environment geared to the success of every child.

The Montessori Philosophy

The Woman & Her Method

Just who was this woman who began an educational revolution that changed the way we think about children more than anyone before or since?

Maria Montessori, born in 1870, was the first woman in Italy to receive a medical degree. She worked in the fields of psychiatry, education and anthropology. She believed that each child is born with a unique potential to be revealed, rather than as a "blank slate" waiting to be written upon. Her main contributions to the work of those raising and educating children are in these areas:

- Preparing the most natural and life-supporting environments for the child;
- Observing the child living freely in this environment;
- Continually adapting the environment so the child may fulfill his or her greatest potential physically, mentally, emotionally, and spiritually.

"Scientific observation has established that education is not what the teacher gives. Education is a natural process spontaneously carried out by the human individual and is acquired not by listening to words, but by experiences in the environment. The task of the teacher becomes that of preparing an enriching environment, and then refraining from obtrusive interference. Teachers can only help the great work that is being done, as servants help the master. Doing so, they will be witnesses to the unfolding of the human being and to the rising of a New Man who will not be a victim of events but will have the clarity of vision to direct and shape the future of society." - **Maria Montessori, Education for a New World**

From Europe to United States

Invited to the USA by Alexander Graham Bell, Thomas Edison, and others, Dr. Montessori spoke at Carnegie Hall in 1915. She was invited to set up a classroom at the Panama-Pacific Exposition in San Francisco, where spectators watched twenty-one children, all new to this Montessori Method, behind a glass wall for four months. The only two gold medals awarded for education went to this class, and the education of children was altered forever.

+Website Information

www.turtlerivermontessori.com

Did you know that you can find all kinds of information on the Turtle River Montessori website? Here's a guide to all that's available:

Home Page:

Video Introductions to our school and our program levels

About Us:

Our Story • Founder's Vision • School Mission • Accreditations • Standards of Ethical Conduct

Montessori Philosophy:

Overview (Independence; Self Direction; Feeling of Community; Global Awareness) • Developmental Planes • Brain-Based Learning • Hands-On Learning • Montessori vs. Traditional • FAQ

Programs:

Adolescent • Elementary • Primary • Preprimary • Additional Educational Opportunities

Admissions:

Policies • Criteria for Eligibility • Application Process • Enrollment Procedure • Class Placement

Staff:

Administration • Teachers • Specials

Additional Information:

Newsroom • Social Media • Careers • Accreditations • Methods of Contact & School Hours

Parent Portal:

Parent Handbook • Parent Involvement Explained • Extracurricular Activities • Resources (Password Protected) See below for access instructions

Access to TRM Parent Resource Information:

- On the very bottom of the home page, click on Parent Portal
- Enter the Username: trmparents
- Enter the Password: Parents.TurtleRiver

**Please note these credentials are case sensitive

Admissions

The Admission policies, procedures, curriculum and faculty at Turtle River Montessori have been approved by the State of Florida Board of Education. Turtle River Montessori is accredited by the Association of Independent Schools of Florida and we are Members of The American Montessori Society. Children of all race, color, creed and religion are welcome.

Admissions Process

- Step One: Admissions tour with Director and/or Head of School
- Step Two: Completion of Application and Classroom Visit
- Step Three: Receipt of Previous School Records
- Step Four: Admissions Decision and Welcome Letter Sent to Family
- Step Five: Complete Online Registration and Sign Contract
- Step Six: All Applicable Fees Paid Prior to Start Date

Criteria for Eligibility

Preprimary Program

- ✓ Children must be at least 18 months old by September 1st of the desired school year.
- ✓ If a child has had previous school experience, recommendations and narratives are required. The "Parent Narrative" asks if the child has had any professional assessments, evaluations or an IEP. Failure to disclose such may result in dismissal from TRM.
- ✓ Child is required to participate in an afterschool visit to meet with the teacher one-on-one and explore the classroom environment. Depending on the child's level of comfort, parents may accompany the child. In certain circumstances a second visit may be requested.
- ✓ Admissions determination may be made after one visit, or a repeat visit may be required.
- ✓ Length of day and number of days scheduled is dependent on child's readiness.

Primary Program

- ✓ Children must have completely mastered independent toileting.
- ✓ If a child has had previous school experience, recommendations and narratives are required. The "Parent Narrative" asks if the child has had any professional assessments, evaluations or an IEP. Failure to disclose such may result in dismissal from TRM.
- ✓ Child is required to participate in a classroom visit during an active work cycle to meet the teacher, interact with his peers, and explore the classroom environment. In certain circumstances a second visit may be requested.
- ✓ Admissions determination is made by the school director

Elementary and Junior High Programs

- ✓ All official records, recommendations, narratives, standardized test scores and professional assessments (where applicable) from previous school including, but

not limited to, private, public and home school must be submitted prior to acceptance into the program. The "Parent Narrative" asks if the child has had any professional assessments, evaluations or an IEP. Failure to disclose such may result in dismissal from TRM.

- ✓ Child is required to participate in a classroom visit during an active work cycle to meet the teacher, interact with his peers, and explore the classroom environment. In certain circumstances a second visit may be requested.
- ✓ Admissions determination may be made after one visit, or a repeat visit may be required.

Registration

New students must go through the application process prior to being invited to enroll at Turtle River Montessori. Online registration must be completed, all enrollment paperwork must be received, and applicable registration fees must be paid before a student is considered enrolled. The registration fee will hold a place for your child and is non-refundable. Specific policies contained within the enrollment agreement are binding.

Students are enrolled on a first come first serve basis, given the following priorities:

1. Returning students are given first priority until the registration deadline date has expired.
2. Siblings of Turtle River Montessori students are given priority over new students until the registration deadline date has expired.
3. Once the registration deadline has expired those on the waitlist will be invited to register.
4. Registration is then open to the public.

When space is unavailable at the time of application, children may be placed on a waiting list at the parent's request provided the parent agrees to follow TRM enrollment protocol prior to acceptance.

Probationary period

There is a 60-day probationary period for all new students. During this probationary period the student will be evaluated based on their social/emotional behavior, their academic progress, and their ability to thrive in a Montessori setting. TRM may determine earlier than 60 days that the child is not thriving in this environment and request the family find a more appropriate school which meets the child's needs. Please note that non-refundable fees will not be returned.

Notification of Withdrawal

Notification of withdrawal is required in writing on or before April 1st of the new school year. If the school has not received written notification on or before April 1st, parents will be held responsible for the tuition/fees for the upcoming school year. The registration fee is a non-refundable fee. No refunds will be made after June 1st.

Financial Commitment

Enrollments made prior to the start of school will be financially obligated for the full annual tuition. Mid-year enrollments will be financially obligated for the tuition from the time of enrollment to the end of the school year. The parent understands and acknowledges that many of the School's expenses are fixed prior to the commencement of the academic year, that after June 1st the obligation to pay tuition and fees for the full academic year is absolute and unconditional, and this obligation is in no way affected by the absence, withdrawal or dismissal of the child. The parent understands that in the event of a default in the obligations under this contract, the school may use all reasonable means to collect the delinquent amount including, but not limited to, withholding the child's records until the tuition is paid in full and the parent agrees to pay any and all attorney's fees and other costs of collection.

Tuition

All payments should be dropped in the brass mailbox located just inside the security doors at the West Campus or in the white mailbox located at the front desk at the East Campus. Tuition may be mailed to TRM, 926 Maplewood Dr., Jupiter 33458. Tuition is due on the first of each month. After the 5th day of the month a 5% late charge will be added to the balance; after the 10th day of the month a 15% late charge will be added to the balance; and after the 20th day of the month a 20% late charge will be added to the balance. A credit card on file or a money order will be requested if there are any unpaid balances past the 20th. Returned checks will be charged \$45.00 each, and late fees will apply if valid payment is not made by the due date. **Declined ACH payment through Tuition Express will also be subject to late fees.**

Past the 25th of the month your student will be unable to attend Turtle River Montessori until all outstanding fees (including late fees) are paid in full. The statement you receive is a courtesy and should not be mistaken for a dated invoice. No student will be permitted to attend Turtle River Montessori if their financial responsibilities are not fully satisfied and current. Refer to the financial commitment outlined below.

****Please Note:** Do not send tuition in with a teacher or your child during car line.

New Parent Orientation

Orientation is a "**parents only**" meeting held prior to the beginning of school to familiarize parents with the school's policies and procedures and provide the opportunity to meet their child's teachers. Our goal is to focus on giving you as much information as we can without any distractions.

Open House

This event gives parents and children an opportunity to visit their designated classrooms, meet their teachers and classmates, and familiarize themselves with the physical environment.

SCHOOL HOURS

East Campus	Drop Off	Half Day Pick Up	Full Day Pick Up
Primary (Oak)	8:10am - 8:20am	11:45am -12:00pm	2:10pm - 2:20pm
Primary (Maple)	8:20am - 8:30am	11:45am -12:00pm	2:20pm - 2:30pm
Primary (Willow)	8:30am - 8:40am	11:45am -12:00pm	2:30pm - 2:40pm
Preprimary (Seedlings)	8:40am - 8:50am	11:45am -12:00pm	2:40pm - 2:50pm
Preprimary (Sprouts)	8:40am - 8:50am	11:45am -12:00pm	2:40pm - 2:50pm
Preprimary (Blossoms)	8:50am - 9:00am	11:45am -12:00pm	2:50pm - 3:00pm
West Campus	Drop Off	Half Day Pick Up	Full Day Pick Up
Primary (Pine)	8:15am - 8:25am	11:45am -12:00pm	2:15pm - 2:25pm
Lower Elementary	8:05am - 8:20am	N/A	3:05pm - 3:20pm
Upper Elementary	8:05am - 8:20am	N/A	3:05pm - 3:20pm
Junior High	8:05am - 8:20am	N/A	3:30pm - 3:45pm

Attendance Requirement Kindergarten - Junior High School

It is essential that your child attend school on a regular basis. Tardiness and absences interrupt the flow of learning and often impede the child's academic, social, and emotional progress. Absences exceeding nine days per semester (two semesters per year) will require a conference to assess the child's progress and to make recommendations regarding the requirements for academic advancement. The State of Florida Truancy Statute "amends the definition of habitual truant to be a student who has 15 unexcused absences within 90 calendar days, with or without the knowledge or consent of the student's parent or legal guardian." Turtle River Montessori will make no exceptions for truancy as it is described in the statute. To be counted as present, your child must be in attendance more than three hours during the regular school day.

Absentee Policy

All student absences must be communicated to the front office by the parent/guardian no later than 9:30 a.m. on the day your child is out. Planned consecutive absentee days can be reported at the same time. Students may not utilize the extended day program if they are not present during the school day. (See above for Attendance Requirements)

School Closings

Both campuses are closed on legal holidays and at the end of summer camp for building maintenance. On teacher workdays, no childcare will be provided. Please refer to the current school year calendar for specifics.

Emergency Closings

In case of an emergency closing, Turtle River Montessori follows Palm Beach County School District guidelines. TRM will make every attempt to contact our parents via email or text. However, to be safe, watch for notifications from the PBC School District. The District announces closings on the radio, TV and internet.

Arrivals and Departures

One of our missions at Turtle River Montessori is to prepare children for life (not just for the classroom) and help them develop universal core values that will lead them to a successful, fulfilling personal and professional life. We believe it is important for children to develop habits of arriving on time at an early age, beginning from the time they start school. Arriving on time for school ensures that your child doesn't miss out on the important learning activities, social greetings, and classroom routines that happen early in the day.

Late Arrivals

Late arrivals are very disruptive to the classroom, heighten the anxiety of the child entering a class in progress, and are detrimental to your child's academic day. Morning routines, review of schedule & expectations, and the morning work cycle are all vital to the success of your child's experience at school. It is imperative that you have your child to school on time.

Tardy Policy

All children arriving late must be signed in at the office. Preprimary and Primary children must be supervised by a parent or guardian until a staff member comes to escort the child into class. If your child has not arrived at school within an hour after their designated start time, they will not be permitted to attend school that day without a doctor's note. After three unexcused tardies a meeting with the school director will be required. If a child's late arrival continues after that meeting, TRM may determine that a different academic environment is best for the family.

Departures

Students will be released through car line during their regularly scheduled dismissal window. If a student is to be picked up outside their car line time, then the parent must park and enter the school to collect and sign out their child. A child will not be released to any person other than those listed on the authorized pick-up list, unless written or verbal permission is given in advance to the school.

Release to an Unlisted Contact

If a child is to be released to a person not listed on your authorized pick up list, the parent must send written permission to the front office in advance with the person's name, phone number and date the designee will pick up their child. Prior to the student's release, the designee must see the front desk with their identification, where an Administrator will confirm their identity and make a copy of their license for the student's file. *Please inform the designated person that they may not park in the school lot during carline arrival or dismissal.*

Dismissal for Half Day Program

Children will be waiting with the staff at car line. Students will be escorted to their car by a TRM staff. Hourly billing will apply beginning 10 minutes after the conclusion of the half day car line.

Dismissal for Full Day Program

Children will be waiting with the staff at car line. Students will be escorted to their car by a TRM teacher. Hourly billing will apply beginning 10 minutes after the conclusion of the afternoon car line and the child will be signed into the Extended Day program. If a child is chronically picked up late, TRM will require permanent enrollment in the Extended Day program.

Extended Day Hours

Before Care Drop Off: 8:00am-8:10am (walk student in)

Extended Day Pick Up: Until 5:30pm (sign student out)

Parents interested in Extended Day must enroll in advance. Please provide a separate snack for your child if they are enrolled in Extended Day. If at any time you would like to discontinue Extended Day, written notification must be submitted to the office two weeks prior to date of withdrawal before the charges can be removed from billing. **Any pick-ups after 5:30pm will be billed in 15-minute increments of \$30.00.** Chronic offenders will not be permitted to utilize the Extended Day Program.

Extended Day Drop-In

Unless it is an emergency, a minimum of one (1) day of notice is required for Extended Day drop-in by scheduling it with the office. Parents will be billed a flat fee of \$40.00 per day. A parent or authorized adult must sign their child out. This policy is strictly enforced for the safety of all children in our charge. *The occasional last-minute use of Extended Day is not always available; therefore, Drop-In is not encouraged. Enrolling your child in the program ensures appropriate staff-child ratios and is more cost effective for you.

**Extended Day use is available only if the enrolled child has attended the regular school day.*

Car Line

It is traditional Montessori practice to pick up and deliver children in a car line. This enables a gentle separation and a smooth transition for parents and children. All students are dropped off and picked up at the front entrance of the school. For our car line traffic to stay safe, smooth and efficient, it is crucial that you adhere to the designated drop off and pick up times for your class. Parents must strictly follow the car line policies for us to maintain the safety of our students. If you have designated someone to transport your child, make sure the designated person is aware of the rules.

In keeping with our "Green School, LEED" commitment, we ask that you do not sit idle while waiting for your child. Turn your car off and run the air-conditioning through your car's electric system.

Number Identification Card

Color coded number cards representing your child's identification and classroom will be distributed at Open House. **Please display them prominently on the upper right corner of your front windshield.** Every car picking up a TRM student during car line must

display their Car Line Number. If your number is not displayed, you will be asked to park your car and walk in to collect your child. The front desk can provide additional cards as needed.

Carline Procedure – East Campus 740 West Indiantown Road

- ✓ Upon entering the parking lot, please form two lines and merge as you round the bend towards the front of the building, regardless if there is a line.
- ✓ There will be three stations where the teachers will be waiting, beginning at the flagpole. Pull up as far as you can to allow room for other arriving vehicles.
- ✓ Have your child ready to go at car line (i.e. shoes on, lunchbox and water bottle ready, food items put away). If your child is not ready to exit when the teacher arrives at your door you will be asked to loop around and re-enter car line. Staff will be at the front of the school to escort your child safely inside.
- ✓ Do not get out of your car. Children must remain in their car seats and belted until the teachers safely remove them.
- ✓ Absolutely NO PASSING during car line.
- ✓ No animals in the car during drop off or pick up.
- ✓ Refrain from using your cell phone or entering into a conversation with staff during car line.
- ✓ During car line pick-up, parents will be handed a sign-out sheet. Children must be signed out before leaving our campus.

Carline Procedure – West Campus 926 Maplewood Drive

- ✓ It is very important you arrive punctually within your arrival and dismissal time frame.
- ✓ Please enter from MAPLEWOOD DRIVE ONLY, not from Toney Penna.
- ✓ Use both lanes (inside the school premises) as one-way ENTRY lanes in order to avoid congestion on Maplewood Drive. DO NOT EXIT FROM MAPLEWOOD DRIVE.
- ✓ Once you have entered the school premises, please move to the lane with the least number of cars.
- ✓ Once you approach the corner of the building, merge alternately into the right drop off lane so that each car can enter the covered porch area. Be patient during this procedure.
- ✓ Do not get out of your car. Children must remain in their car seats and belted until the teachers safely remove them.
- ✓ Absolutely NO PASSING during car line.
- ✓ No animals in the car during drop off or pick up.
- ✓ Refrain from using your cell phone or entering into a conversation with staff during car line.
- ✓ ALL CHILDREN IN ALL PROGRAMS MUST WALK IN OUR FRONT DOOR.

Parking During Drop-off and Pick-up Car Lines

EAST CAMPUS - Please do not park your car in the school's back parking lot (facing Indiantown road) during any car lines. If you must enter the school during this time, you may use the side street or next-door shopping plaza to park. If you arrive after car line you are required to sign your child in at the front desk.

If your child is reluctant to enter school through car line and would prefer to walk in with you, you may walk your child **to the front desk**. A TRM staff member will walk your child to the classroom. Please do not enter the classroom or playgrounds or engage in conversation with a teacher during school hours.

WEST CAMPUS - Please refrain from parking in the school parking lot during carline. If you must enter school during carline, utilize the Parks and Rec lot adjacent to the school. **It is imperative for the safety of your children that you use TRM's CROSSWALK if you park during carline.** If you arrive after car line you are required to sign your child in at the front desk.

JUNIOR HIGH - Please drop off at the Parks and Rec lot and walk into school independently. To avoid the car line, JHS parents may enter from Toney Penna.

Protocol on Entering the School

Parents are not permitted to enter the school during car line times. Parents who must come into school must wait until car line is over. Sign in at the front desk and put on a visitors' badge when you attend a meeting, volunteer, or if you plan on observing your child's classroom.

Do not loiter at your child's classroom, at the front desk, or obstruct the hallway leading to the classrooms. The halls must remain clear, so teachers are able to supervise the students while they are in the corridor. Please avoid engaging in conversation with your child's teacher as this is the teachers' time with the children.

Health Requirements

The Palm Beach County Health Department requires all students have a current Student Health Examination form **DH3040** and a Florida Certification of Immunization form **DH680** on file before a child may begin school. These forms must be obtained from a Florida physician's office. The immunizations required are as follows:

HepB <i>Hepatitis B</i>	3 doses	shortly after birth 1–2 months 6–18 months
DTaP <i>Diphtheria, tetanus, & pertussis</i>	5 doses	2 months 4 months 6 months 15–18 months 4–6 years
Hib Type B <i>Haemophiles influenzae type b</i>	1-3 doses If receiving the vaccine for the first time on or after 15 months old, only one dose needed.	2 months 4 months 6 months* *some of the Hib vaccines do not require a dose at 6 months 12–15 months booster
IPV <i>Polio</i>	4-5 doses Sometimes IPV is given in a combination vaccine along with other vaccines. In this case, a child might receive a fifth dose of IPV.	2 months 4 months 6–18 months 4–6 years
PCV <i>Pneumococcal Infection</i>	4 doses	2 months 4 months 6 months 12–15 months
RV <i>Rotavirus</i>	2-3 doses	2 months 4 months 6 months* Some of the RV vaccines do not require a dose at 6 months
MMR <i>Measles, Mumps, Rubella</i>	2 doses	12–15 months 4–6 years
Varicella <i>Chickenpox</i>	2 doses	12-15 months 4-6 years booster
HepA <i>Hepatitis A</i>	2 doses	12–23 months 6–18 months later

Sick Policy

In response to Covid-19, TRM may institute a temporary Covid policy which will be emailed to parents. This temporary Covid policy supersedes the information below:

The health of our students is of primary concern. Turtle River Montessori will not accept sick children into class. If a child becomes ill at school, he/she will be isolated immediately, and the parents will be notified for pick-up. Children must be symptom-free WITHOUT MEDICATION for at least 24 hours before returning to school.

If your child exhibits any of the following symptoms you will be notified and required to have them picked up within the hour:

Fever (100 degrees or higher)	Diarrhea
Nasal (yellow or green) Discharge	Vomiting
Conjunctivitis (pink eye)	Productive Cough
Rash/Open Sores	

If you are keeping your child home due to illness, please inform the front desk of the symptoms by 9:30 a.m. that morning.

If your child has been diagnosed with an infectious disease, please notify the school immediately. A physician's note must accompany your child the day they return to school. If more than 2 confirmed cases of the same symptoms are identified in the same classroom, notification will go out to the classroom families.

Preventative Measures and Protocols

Using the following guidelines with our children in school and at home is a catalyst in preventing the spread of infectious disease:

1. Careful hand washing is the single most effective way to avoid infection. Wash all surfaces of the hands thoroughly with soap and water.
2. Keep all toys, materials, tables and shared surfaces washed and clean.
3. Avoid contact with other wounds. Keep all cuts and abrasions clean and covered with a clean bandage until healed. Wash hands immediately after changing a bandage. Avoid skin-to-skin contact with anyone who has uncovered skin infections.
4. Do not share personal items like, towels, washcloths, clothing or uniforms with others.
5. Properly cover a cough or sneeze by doing so directly into the inner bend of the arm. Rather than spreading to others, potential infectious microbes will be trapped by clothing and eventually become inactive.
6. Parents should consult their physician for a child who has a fever for more than 2 days. If you suspect a skin infection keep your child home until he/she is seen by their physician. Early detection is imperative.

Medication:

Parents **must never send** a child with medication (prescription or over-the-counter) in his/her pockets, lunch box, or by any other means. Parents must hand deliver all medications in their original packaging to the front office and complete a Medical Authorization form to keep on file at school. All prescription drugs must be in the original pharmacy bottle stating the patient name and dosage instructions. An office staff member will administer the medication, and journal the time, amount and date the prescription is administered.

Sun Protection & Bug Repellent

As part of Montessori philosophy and curriculum children do spend time outdoors. We encourage parents to provide their child with a hat, protective clothing, and apply sunscreen and/or bug spray prior to school.

Head Lice

Occasionally, during the year a case of pediculosis infestation (head lice) occurs. If you suspect that your child has head lice, DO NOT send him/her to school. Call the school for details on treatment required by the Palm Beach County Health Department. A student may not return to school until effectively treated and free of nits. Upon returning to school, the student must be checked by a school administrator prior to entering their classroom. See the helpful information at The Lice Raiders located at 6650 W Indiantown Road, Ste 210 in Jupiter. Phone (561) 222-7901 or at www.theliceraiders.com.

Dress Code

Uniforms are mandatory at Turtle River. If a child comes to school without a uniform, the parent will be contacted immediately. ***This rule will be strictly enforced.***

Vendors:

- Lands' End Catalog: (Online) Preferred School #9000-30545
- Embroidery Abacoa: (Local Vendor) 342 Toney Penna Dr 561-277-9224

Tops: Solid color Polo shirts with a Turtle River Montessori logo. All children must have one Evergreen colored school polo shirt for field trips and special school functions.

Bottoms: Navy or khaki uniform bottoms only. No cargo pants, cargo shorts, or ruffled skirts.

Dresses: Navy, khaki or plaid dresses only with a Turtle River Montessori logo.

Shoes and socks: Closed toe shoes with straps and rubber soles or sneakers only. No glitter or light-up shoes. No shoes with superheroes or violent characters/symbols. Please use WHITE SOCKS.

Winter Clothing: Uniform trousers only. Students may wear sweaters, pullovers, cardigans and jackets in the colder months if they have the Turtle River logo. Please make sure these items are clearly marked with your child's name.

P.E. Uniforms: P.E. classes begin the first week of school. P.E. Uniforms are mandatory for the Elementary and Junior High School students. The approved uniform is a gray or a sand colored tee shirt with the TRM logo and navy blue gym shorts (available on the Lands' End website or with our local vendor, Metro Embroidery). No substitutions are permitted. Parents will be contacted if their child does not wear a TRM approved P.E. uniform.

Change of Clothes: (For the Preprimary and Primary programs only). Two extra sets of clothing clearly marked with your child's name including underwear, socks and an extra pair of shoes, must be kept at school in Ziploc bags. In the event of a spill or toileting accident, your child will change into a new outfit. Soiled clothes will be sent home and a freshly laundered set should be returned the following day. Note: Extra clothes do not have to be a TRM uniform, but please refrain from sending in clothes with superheroes or violent characters or symbols.

Backpacks: Preprimary - Lower Elementary No backpacks are permitted. Only items that fit into your child's cubby are permitted. Instead, we recommend sending in a canvas bag that can be folded and placed in a cubby for the Friday materials to be sent home.

Nap/Rest Time

Preprimary and Primary Programs

Palm Beach County Health Department requires that all children under four years of age be provided an opportunity to nap. If your child has difficulty napping, please meet with his/her teacher or the Director to strategize possible solutions.

Bedding

Nap - All Students Under the Age of Four

TRM uses mats and cots for nap. Please send in one fitted crib sheet and one blanket in a 2-gallon Ziploc bag every Monday. You may also send in a travel-sized pillow and/or a small comfort item to hold while sleeping. Preprimary students may use pacifiers with the goal to wean off by the end of their last preprimary year. Primary students are not permitted to have pacifiers of any kind. All bedding will be sent home at the end of the week to be laundered.

Rest Time - Students Over the Age of Four

Children over the age of 4 will have a short rest period after lunch. Please send in a bath towel in a 2-gallon Ziploc bag every Monday to lay on during rest time. The items will be sent home at the end of every other week to be laundered.

Personal Items

Family Photo

Montessori education revolves around family which is extremely important to the child's overall well-being. All children are required to bring in a 4x6 framed family photograph to keep in the classroom for the entire school year.

Sharing

Children are asked to bring only educational objects for sharing. These can be educational games, handmade crafts, or a natural object discovered by the child. Non-educational toys are not permitted.

Toileting

Preprimary Program

As part of the Montessori toileting process, TRM does not use "Pull-Ups." We ask that you use diapers both at home and at school. This helps your child to be "part of the process" and helps with independence in the bathroom. Please send in a pack of diapers and wipes for the classroom. The teacher will contact you when your child is running low.

NUTRITION GUIDELINES

Children need to eat a wide variety of foods to get the nutrients essential to their health. A good goal is to make sure every meal contains at least three of the five food groups, and every snack contains at least two groups. Knowing your way around the five groups is a great way to be sure you're making the most of every meal and snack.

Healthy Lunch Recommendations (according to choosemyplate.gov)

Recommended Daily Servings for Children				
Groups	Age 2 - 3	Age 4 - 8	Age 9 - 13	Food Options
Fruits (c)	1	1- 1½	1-1½	1 cup of fruit, or 1/2 cup of dried fruit = 1 cup
Vegetables (c)	1	1½ (girls) 1½ (boys)	2 (girls) 2½ (boys)	1 cup of raw or cooked vegetables, or 2 cups of raw leafy greens = 1 cup
Grains (oz)	3	4 (girls) 5 (boys)	5 (girls) 6 (boys)	1 slice of whole grain bread, 1 cup of ready-to-eat cereal, or ½ cup of cooked brown rice, pasta, or cereal = 1 ounce
Protein (oz)	2	3 (girls) 4 (boys)	5	1 ounce of meat, poultry, or fish, 1/4 cup cooked dry beans, 1 egg, 1 tablespoon of peanut butter
Dairy (c)	2	2	3	1 cup of milk or yogurt, 1½ ounces of natural cheese = 1 cup

**Please do not send in juice or any foods that contain chocolate or processed foods that are high in sugar.

Lunch Packaging

For security purposes, **lunch deliveries are not permitted**. If your child forgets their lunch, the teachers will call and a lunch can be dropped off by a family member.

Turtle River Montessori encourages healthy eating practices and environmentally conscious waste free lunches. The following guidelines serve to promote awareness for the environment and consideration for reducing waste in the packaging of lunches:

- ✓ Pack your child's lunch using reusable containers
- ✓ Pack a fabric placemat and napkin each day
- ✓ Send water in a reusable water bottle
- ✓ Avoid products with excess packaging
- ✓ Buy lunch items that are available in bulk and transfer or package in your own reusable containers. Buying lunch items in bulk is encouraged for the purposes of eliminating excess waste and for cost effectiveness. You pay for less packaging and the earth benefits, too!

Commercial characters on lunch boxes

Dr. Montessori expressed very strong beliefs that children should be grounded in reality. Turtle River Montessori discourages the use of items imprinted with commercial

characters. Parents will help reinforce the values taught at Turtle River Montessori by refraining from sending lunch boxes, or other personal items adorned with commercial products to school. Turtle River Montessori strictly prohibits any characters that promote violence as a means of resolving conflict.

SNACK GUIDELINES

Preprimary and Primary Programs Group Snack:

A morning snack is brought in on a daily rotation by a different classroom friend each day. Each month you will receive a calendar designating the daily “snack friend” who will be responsible to bring snack for the entire class. This is a special offering from your child to the classroom community. It is important that you involve your child in the process of choosing and presenting this snack.

Group snacks must be store-bought for health and safety standards. It should consist of foods free from hydrogenated oils, preservatives, artificial colors, flavors, gluten, or processed sugar. There is absolutely no juice, chocolate, cookies, or cakes with icing. “Live Foods” like fruits, vegetables, grains, and proteins are preferred. Please refer to our recommended snack list provided in this handbook.

Elementary/Junior High School Snack:

Students will need to bring in their own healthy morning snack. Please no juice, chocolate, cookies, or cakes with icing.

Extended Day Snack:

Lunch ends at noon so students participating in the aftercare program will also need to send a separate afternoon snack. Please no juice, chocolate, cookies, or cakes with icing.

Snack Suggestions Include:

Perishable Items

Fruits
Vegetables
Cheese
Yogurt
Applesauce
Dried Fruits

Whole Grains

Crackers
Pretzels
Popcorn
Rice Cakes
Granola bars
Mini Muffins* (*no icing, no chocolate, etc.*)
Mini Bagels (*pre-cut*) and cream cheese

Pizza Fridays:

Pizza Friday is an optional program which you can enroll in at any time during the school year. If you opt to enroll in this program, on Fridays you would send snacks and sides as you normally would, but pizza will be served as their main course. If your child is not enrolled in this program, please send a full lunch on Fridays.

Food Allergies

Our main priority is to keep our students safe. If your child has a food allergy, please be sure to conference with your child's teacher to discuss how to keep your child safe. In the event your child has a classmate with a severe food allergy, you will be notified at the beginning of the year. We ask that you discuss with your child about not sharing food with others. If a student has a life-threatening allergy, such as peanuts or tree nuts, the classroom may be deemed "nut free", or whichever applicable ingredient.

Birthday Celebrations

Preprimary and Primary Programs

Birthday Walk - Birthday walks are scheduled on or around your child's birthday on a date coordinated between the family and snack calendar coordinator. This is a very special day that we are celebrating with your child. Parents, grandparents, and siblings are welcome to join us in our birthday ritual which lasts between 15-20 minutes. Please send a picture from each year of your child's life to be shared with the class. A healthy morning snack is brought in by the family and is shared with the class after the celebration. This can be a fun variation of the typical morning snack such as fruit kabobs, mini yogurt parfaits, fun shaped fruits, mini muffins, etc. You can ask your teacher for suggestions or refer to the recommended healthy snack list provided in this handbook. Please no juice, chocolate, cookies, or cakes with icing.

Elementary - High School Programs

This is a special celebration when each child in the class shares encouraging words about the birthday friend. Elementary students must follow the healthy snack requirements. No Chocolate Cakes, No Icing, No Cakes, No Cupcakes, No Chocolate, No food with processed sugar.

Holiday Celebrations

Holiday celebrations are often incorporated in the Montessori curriculum but are not expressed in a religious, traditional, or commercial manner (i.e., parties, treats, games). Turtle River Montessori supports the teachers in their individuality and in their choices when it comes to how holidays are celebrated. All Elementary and Junior High School students incorporate the study of world traditions as part of their cultural curriculum. During the holiday season each year, we present different holiday traditions to the class. If your family celebrates the holidays in a unique manner, we welcome you to present your traditions to the class.

Field Trips

Field trips are an integral part of the Elementary/Junior High School Montessori curriculum; *participation is mandatory*. If a child misses a field trip, appropriate make-up work may be assigned. **If a parent does not want their child to attend a field trip, the child must remain home with the parent.**

Field Trip Permission Slips

Permission slips will be sent home detailing the educational objective, date, time, and mode of transportation. It is the parent's responsibility to sign and return the consent form by the day it is due. If the form is not returned by the due date, the child will not be permitted to participate.

Uniforms for Field Trips

Children must wear their standard Turtle River Montessori uniform (green polo shirt and khaki bottoms) on all field trips. If a child arrives after the field trip has departed, the child must leave school for the day; we will not be responsible for providing care.

Field Trip Fees

An annual field trip fee will be charged during registration, not including the end-of-the-year trip. We try to anticipate all trips in a one-time fee, however, if an unscheduled trip of an exceptional nature presents itself, (i.e. all-day trips) the additional field trip will be offered, and the fee will be charged to your account.

Transportation

Transportation for field trips is provided either by bus or our teachers and volunteer parent chaperones. If your child requires a car seat and will be driving with another chaperone, you must leave a labeled car seat at TRM the morning of the trip. If you fail to leave a car seat, your child will not be permitted to travel.

Volunteer Chaperones

Typically, TRM can chaperone field trips adequately using our staff. Occasionally we may request volunteer chaperones to assist in a field trip. If a parent is asked to drive during a field trip, he/she must fill out a *TRM Volunteer Background Check form* from the office prior to the trip with ample time to run a background check. This must be done each time a parent volunteers to drive during a field trip.

Field Trip Misconduct

It is a privilege for students to participate in class field trips. The students must abide by the rules set forth by the school both in and on a trip. Failure to follow directions or to behave in an acceptable social manner will immediately result in a discussion with the parents. If the behavior persists the student will lose the privilege of participating in the next field trip and the opportunity to attend future field trips may be revoked. **Computer and Electronics agreement applies to field trips.** Refer to your child's class handbook.

Student Assessments

Student progress is measured in a variety of ways in a Montessori classroom, including careful observation and recording of their daily work, demonstrated skills, and understanding of the materials. You can follow your child's progress throughout the year through the following methods. If at any point in the year you would like clarification of your child's performance, please contact your child's teacher.

Observation Windows

The observation windows outside of each classroom are for the benefit of our parents to observe your child in his/her classroom. This gives a parent a candid glimpse of their child's experience. Please note there may be one (1) parent at the window at a time. Out of courtesy to other families who may be waiting to observe, one person must limit their observation to 15 minutes at a time.

Playground Observation

If a parent wishes to observe their child during recess, they may observe through a classroom window or a playground door. Please call the front desk to arrange for a playground observation. As a precautionary measure no parents are allowed on the playground during recess. This causes a distraction and becomes a safety issue. The only exception is when a parent is picking up their child during aftercare.

Progress Reports

Daily reports are sent home for the parents of the children in the Preprimary program. Primary students and Lower Elementary students will have two Progress Reports per school year. Upper Elementary and Junior High progress reports will be issued four times (quarterly) per year.

Standardized Tests

Terra Nova: The Terra Nova Test is administered to the Kindergarten and first grade students as one of the many tools to determine each student's strengths and challenges. The assessment results are also a tool used by the teachers to reflect on the curriculum. Students typically receive practice in testing simulations (a few weeks prior to the test) as part of their preparation for actual test administration. Such simulations are intended to give students practical life skills and confidence at taking tests in a stress-free environment. The dates of "Terra Nova Testing Week" are listed on our School Calendar. Please make note of this week. One make-up date is allotted for a missed test due to illness only. If a family uses testing week to travel or for any other appointments the child risks losing the opportunity to take the test.

MAP Growth: Students in grades 2-12 take the standardized assessment called MAP Growth from NWEA. Taken on a computer three times a year, MAP Growth scores help teachers check student performance by measuring achievement and growth. Teachers use results to tailor classroom lessons and set goals for students. Students are tested in Reading, Language, Math, and Science (with the exception of 2nd grade students that test in everything except in Science). Families can expect a Family Report, which outlines all three testing sessions with a summary of your child's progress, at the

end of May, after the students finish their Spring Session testing. Results are immediate and will be printed and mailed home to you.

Find more information at: <https://www.nwea.org/parent-toolkit>.

Parent/Teacher Conferences

There are two parent teacher conferences throughout the school year to discuss your child's social/emotional development and academic progress. Parents of new students or students in a new program have one additional conference in the beginning of the year to discuss acclimatizing into the new environment, etc. The conference dates are listed on the School Calendar, please make note of these dates. Please do not use conference days to schedule vacations or appointments. If you miss your Parent/Teacher Conference the teachers are not able to reschedule the conference.

Student Assessment Requests

Teachers at Turtle River Montessori assess the progress of each student and evaluate individual strengths and weaknesses. If at any time your child's teacher determines additional testing is necessary for diagnosis and evaluation and/or instructional modifications, parents will be required to obtain an outside professional evaluation within thirty (30) days of the request. If that assessment results in the need for the child to have additional support (i.e. P.T., O.T., tutoring) or an educational shadow present during class, it is the responsibility of the parents to provide those extra support services. TRM reserves the right to interview and approve the shadow based on his/her style of teaching and ability to work in a Montessori setting.

Behavior Policy

Our School is committed to teaching our students to be unconditionally respectful and courteous to each other and to the school faculty. We strive to give them the life-skills needed to function harmoniously within the school family in a dignified, sensitive and kind manner.

TRM follows a model of conflict resolution, which is part of our teachers' training in "**Conscious Discipline**" by Dr. Becky Bailey (www.consciousdiscipline.com). Each child takes turns expressing their feelings and, with the guidance of a teacher, identifies the best possible solution to the problem. Our goal is to give children the tools to independently deal with challenging situations. Book studies, parent education evenings and workshops are offered to parents at the school throughout the year.

Preprimary Program

For many of our preprimary friends this may be the first experience in a school setting. Our approach with our younger friends is to reinforce positive behavior and an understanding of basic principles such as respect for peers, social graces, and following directions. By establishing clear expectations and modeling appropriate social interactions, the teachers at TRM empower your child to gain self-control while reaching independence within the social structure of the environment.

At this young age, some children may not be ready for structured activities and a daily routine within the school environment. While acts of physical aggression (due to limited vocabulary and low frustration levels) may be typical during the toddler years, certain behaviors are not acceptable at TRM. Defiance toward the teacher or engaging in physical acts such as pushing, hitting, yelling and biting is taken seriously and will be addressed according to the intervention procedure.

Primary and Elementary Programs

An important aspect of TRM is to create an environment where all children feel safe and respected by the members of their community. In order to sustain a peaceful environment, we expect the children to develop an understanding of the inner workings of a healthy classroom environment and to abide by the rules set forth by the school. We do not tolerate any physical violence, verbal abuse, continued name calling, taunting or teasing within our community. TRM has a "Zero Tolerance for Bullying." If it is determined that a student is not being safe to him or herself, they will be removed from the environment and parents will be called for immediate pick up.

Junior High Program

Our goal is to foster self-discipline and to encourage and model appropriate conflict resolution. Students are encouraged to directly resolve problems with their peers. If the issue continues to exist, the teacher and school director will act as mediators. Parents are notified if the situation cannot be resolved at school.

Any form of physical or verbal aggression, whether it is initiated or is in retaliation, or any behavior that disrupts learning, threatens students, or infringes on a student's rights is not permitted in the Junior High School environment. This includes, but is not limited to, name calling, swearing, teasing, hitting, pushing, kicking, choking, biting, punching, harassing, intimidating, or cyber bullying. This policy applies to incidents off campus if it results in a substantial disruption of the learning environment during school.

Intervention Procedure

TRM's commitment is to help support children through their growth in self-regulation and successful choices. The following interventions, in terms of implementation, is at the school's discretion. If we find that a child is having trouble adjusting to this environment the following steps may be taken by TRM:

Step One: In the event of aggression or insubordination the teacher will complete a report detailing the incident and how staff intervened, and strategies to alter or prevent the behavior in the future. The parent will sign a copy for us to keep on file, and another copy will go home to serve as a tool for parents to discuss the behavior with their child at home.

Step Two: If aggressive or insubordinate behavior continues, a Strategy Intervention meeting will be scheduled with the director, teacher and parents. During this conference we will review behavior both at home and at school and develop a common and cohesive plan to reinforce positive behavior. A block of time will be provided for the child to display improvement and a follow up meeting will be

scheduled to determine if said goals were met. All strategies, goals and timelines will be recorded so that all parties are clear on the expectations.

Step Three: If aggressive or insubordinate behavior continues, the family will meet with the Head of School and the child will be put on disciplinary probation.

Step Four: Continued harmful behavior will result in expulsion.

Incident Report: An incident report is a communication tool used to inform parents of an incident that occurred at school which needs to be further addressed with their child at home. Parents will be asked to sign the incident report, which will be kept on file at school, and furnished with a copy to use as a guide for conversation at home. To create a successful school environment, teachers and parents must work together.

Incident Reports are categorized at the top right-hand corner of the report. While minor events will be marked "General", the following categories reflect a more serious concern and are considered a breach of the TRM behavior policy:

- Physical Aggression
- Verbal Aggression
- Inappropriate language/behavior
- Non-compliant behavior

Dismissal is a measure of last resort, reached when intervention have failed. Dismissal may be recommended for breaking school rules repeatedly i.e., biting and physical or verbal aggression. There is a zero tolerance for bullying behavior (including but not limited to physical, verbal or cyber aggression). Dismissal is subject to the discretion of the Head of School.

Turtle River Montessori reserves the right to modify our behavior policy due to exceptional circumstances. It is at the discretion of the school to ascertain the seriousness of the incident and to take appropriate or immediate steps to keep your child and those in the class safe. Any behavior exhibited by a student which negatively impacts the school community can result in dismissal.

Parent Decorum

At Turtle River, our mission is to create a peaceful and positive environment both for the staff and the children. In the same spirit, we strive to attain this relationship with the parents. Our goal is to create a cohesive environment where everyone feels nurtured, valued, and appreciated. If you have a concern or complaint, please bring it to our attention in a timely manner.

Disruption in our School Community:

If a parent becomes uncooperative, disrespectful or hostile (either verbally or in written form) to a member of the faculty, staff, administration fellow TRM family, TRM reserves the choice to separate from that family. Actions outside of school that negatively impacts or disrupts the school community may also be determined as cause for separation. The following infractions will result in immediate dismissal:

- Causing a disruption within our school community
- Refusing to follow school policy and procedures
- Damaging the reputation of the school

Adherence to our parent decorum will ensure a positive resolution to any concerns that may arise, help us grow as a community, and maintain the Turtle River standard of excellence.

Communication

Most of our communication is done via email, therefore it is crucial that we always maintain a current email address from you. Please inform the school of any changes in contact information as soon as possible so there is no disruption in communication. School communications are disseminated as follows:

- **Daily reports:** Students in the Pre-Primary Program will receive daily reports summarizing their work cycle, diapering or early toileting, nap, and food eaten that day. These reports will be sent home in their lunchbox or handed to you in car line.
- **Weekly emails:** Every Friday you will receive an email from your child's teacher with highlights of the classroom activities, class reminders, important dates to remember and schoolwide information. These emails may also include attachments such as invitations to classroom events, as well as the monthly snack calendar.
- **Monthly newsletter:** A school-wide newsletter will go out on the first of each month. A hard copy of the newsletter will be sent, in addition to being emailed and will be posted on the TRM website.
- **Snack Calendar: (Preprimary & Primary only)** Each month you will receive a new snack calendar noting snack assignments for each student in the classroom. The calendar will be attached to your teacher's weekly email on the last week of each month.
- **Special information and SignUp links:** Administration will send special information and links to sign up for special events through email, text message and/or hard copies home with your child.
- **Reminders, Cancellations, or Emergencies:** Administration will send text messages with last minute reminders, updates, cancellations, and emergency information via text message and/or email. If you do not receive these messages, please be sure to contact the front desk to verify your contact information.
- **Friday folders:** Students collect their work/art throughout the week, which is then sent home in their Friday Folder. School communications and flyers will also be

sent in this folder. **Please make sure you check their folder every weekend and return it to school the following Monday.**

Communication Avenues

If for any reason you need to contact the school with questions, comments or concerns, please refer to the flow of communication below:

- **Student Curriculum/Social Concerns:** Teacher → Director → Head of School
- **Volunteering/Snack Calendar/Class Events:** Room Coordinator → Teacher → Director
- **School Events/Policies/Calendar:** Administration → Director → Head of School
- **School Inquiries/Tours/Registration:** Admissions → Director → Head of School
- **Billing/Tuition/Fees/Payments/Credits:** Finance Coordinator → Head of School

In Case of a Concern

The first step in the communication process:

Approach your child's teacher with your issue or concern either by phone, email, or schedule a meeting with your teacher through the classroom email. Do not approach a teacher with issues in car line or during classroom hours.

The second step in the communication process:

If you are not satisfied with how your concerns are addressed, you can immediately set an appointment to meet with East Campus Director (Alyssa Dapolito), West Campus Director (Lisa Cuomo), or Ms. Bubli to resolve the issue.

Classroom emails addresses are as follows:

Junior High Poinciana Room: TRMISteacher@gmail.com	Primary Maple Room: TRMMapleRoom@gmail.com
Upper Elementary Cedar Room: TRMCedarRoom@gmail.com	Oak Room: TRMOakRoom@gmail.com
Cypress Room: TRMCypressRoom@gmail.com	Pine Room: TRMPineRoom@gmail.com
Lower Elementary Banyan Room: TurtleRiverBanyan@gmail.com	Willow Room: TRMWillowRoom@gmail.com
Magnolia Room: TRMMagnoliaRoom@gmail.com	Preprimary Blossoms Room: TRMBlossomsRoom@gmail.com
Mangrove Room: TRMMangroveRoom@gmail.com	Saplings Room: TRMSaplingsRoom@gmail.com
	Seedlings Room: TRMSeedlingsRoom@gmail.com
	Sprouts Room: TRMSproutsRoom@gmail.com

Use of Parent Email addresses:

Turtle River Montessori email contacts are used with confidentiality by our staff and room coordinators to secure our parents' privacy. Use of email contacts for non-Turtle

River related activities or for professional reasons such as to promote a business is not permitted. Under no circumstances may a parent involve other families with school-related concerns through email or telephone calls. Parents not adhering to these guidelines will be addressed immediately by the Head of School.

Volunteering

Philosophy

Research shows that parent involvement can improve students' behavior, attendance, and achievement. Turtle River Montessori takes great pride in the close relationships we have with our families, and those our families have with each other. These relationships are fostered through active involvement in our school community. Because of the wonderful results brought by parent participation, we require each family to commit 20 hours of volunteer service per school year. Through classroom events, school-wide events, parent education workshops, and more, parents have many opportunities to complete their volunteer hours.

Room Coordinators

Each classroom has a Room Coordinator who is the liaison between the teachers and the parents. Monthly emails are sent informing you of volunteer needs, special events, current topics, etc. If you have any questions you can call them. Their email/phone number is available to you at the front desk.

Parent Education

We offer Parent Educational evenings and morning student showcases to facilitate a deeper understanding of the Montessori philosophy. Attending these meetings is very important because it gives you the opportunity to see firsthand how scientifically our environment is prepared, how the lessons are presented in each area, how a Montessori classroom functions, and much more. New parents are required to attend a minimum of three Parent Education evenings per year. Refer to the school calendar for the dates.

Annual Gala

Each year Turtle River Montessori holds a beautiful evening of dinner, dancing and socializing to foster relationships between our families. This event is our sole fundraiser with opportunities to bid on silent and live auction items collected from our community. Each family agrees to participate in our annual gala with the purchase of two non-refundable, non-transferable tickets. We encourage all parents to attend this event. This is a parent-only social evening which builds community spirit and support for the school.

Memory Books

Each year, a Memory Book is created for each classroom depicting the year in review. Each student in the classroom will have a dedicated two-page spread, and the events from the year are documented. This is a wonderful keepsake for the children to cherish for years to come. The books are created by a volunteer Memory Book Coordinator with the help of the classroom photographer. If you would like to volunteer for this project, please contact your child's teacher.

EMERGENCY MANAGEMENT

Turtle River has a comprehensive Emergency Management Plan to provide planning for a variety of circumstances and the handling of the aftermath of personal or local disasters. To ensure the safety of children enrolled at Turtle River, the following guidelines shall be followed in the event of these common emergencies.

Lightning, Thunderstorms, Hailstorms:

All children shall immediately be removed from outdoor play areas and shall remain indoors until weather has been determined to be clear.

Adverse Weather, Hurricane or Tornado:

Turtle River shall follow Palm Beach County School District closing instructions. We notify our parents via email and text, however, please look on the County's website for up-to-date announcements. If during school hours a weather-related emergency develops and PBC schools are closing, Turtle River will also close. In case of a tornado, children will be ushered to designated "safe zones" within the building until the threat has passed. No child will be released until the threat of a tornado has passed.

Fire or Building Evacuation:

Fire drills are practiced once a month on each campus. If TRM must evacuate our campus, we would use the following Safe Haven:

West Campus

Primary location: Jerry Thomas Elementary School, 800 Maplewood Drive

Distant location: Bowlero, 350 Maplewood Drive

East Campus

Primary location: Quantum House Resale Shop, 800 W. Indiantown Road

Distant location: Jupiter Self Defense, 730 W. Indiantown Road

Code Yellow

A code yellow means there is an intruder on campus. TRM will secure all children in the building. All doors both internal and external are locked. All the blinds are closed, and the children are gathered to sit quietly in a designated area until an official notifies

them otherwise. Jupiter Police shadows TRM once a year during our Code Yellow drills to provide input on our Intruder Emergency Plan.

Lockdown:

A building lockdown is typically initiated by the Jupiter Police, but is also our emergency plan for intruders on the premises. In the event of a lockdown, TRM will secure all children in the building and lock all exit points and windows. During a lockdown, children may not be released to their parents. No one may enter or exit the building until government officials secure the property or until the school is notified by the police that the area lockdown is over and give permission for students to leave the building.