

1111 Kinwest Pkwy #130,
Irving, Texas 75063

Ph:

Fax :

Email: info@parkridgemontessorischool.com

**PARENT HANDBOOK
and
OPERATIONAL POLICIES**

1. Welcome
2. Philosophy
3. Admission
4. Arrivals & Dismissals and Hours of Operation
5. Communication
6. Health policies
7. Ground Rules and Discipline policy
8. Licensing Information
9. Separation
10. Personal belongings
11. Lost and found
12. Rest time
13. Launch and snack
14. Birthday
15. Clothing
16. Observation

1. Welcome!

We at the Parkridge Montessori School at Kinwest hope the years you and your children spend with us will be both exciting and enriching. Please take a few moments to read through our handbook and if you have any questions, please feel free to contact us.

2. Philosophy

The mission of the Parkridge Montessori School is to provide young children with an educational program rooted in the philosophy of Dr. Maria Montessori, in which respect for self, others, and the environment are fundamental. The program is designed to heighten intellectual and social development through the processes of exploration.

3. ADMISSIONS

Statement of Non-discrimination

A child has to be at least 2½ to 6 years old, must be toilet trained and have the ability to care for their own personal needs.

Waiting List

If space is unavailable at the time of application, parents may have their child placed on our waiting list by completing an Enrollment contract and paying the waiting list fee of \$25.00. Children will be offered enrollment on a first come, first served basis as space becomes available. If a child enrolls, the \$25.00 waiting list fee shall be applied to the \$200 Registration fee. The balance of \$ 175.00 is required within seven (7) days of notification that space is available. If the family declines the offer of enrollment, the waiting list fee shall be forfeited.

Student Enrollment Contract

No student will be considered enrolled until a signed Enrollment Contract has been returned to the school, accompanied by the registration fee. This fee, in addition to the signed enrollment contract, assures your child's place in Parkridge Montessori School for the following year. The Registration fee is non-refundable under any circumstances. The Enrollment Contract that parents sign and submit is a binding commitment to compensate IMS in a timely fashion for the instruction we provide to your children, according to the terms specified within the contract.

Tuition Payments

Parkridge Montessori School offers two tuition payment options:

1. Full yearly tuition (10 months)
2. Monthly tuition paid by the 5th of each month.

Since the school's expenses are not diminished by a child's absence, Parkridge Montessori School does not adjust tuition fees for illnesses or voluntary absences including family vacations/travel.

Late Payments

A \$25 late fee is charged on tuition payments that are more than 5 days past due. The school will reconsider the enrollment of any student whose tuition is more than 60 days late. The school must meet its payroll, pay its bills and try to operate in the black. There are not extra funds in the budget to defray late tuition payments. We cannot re-enroll any student who has a tuition balance due from the previous school year.

Trial Period

The first thirty (30) days of a child's attendance at Parkridge Montessori will be a trial period. During that time, the teacher will observe the child and notify the parents if there is any disruptive behavior. After attempts have been made to work with the child and parents, the Head of School reserves the right to ask that the child be withdrawn. If during the first thirty (30) calendar days of school a child is asked to leave Parkridge Montessori School, the tuition refund, with the exception of the security deposit, is prorated based on the numbers of days in attendance.

Early Withdrawal

Should you decide to withdraw your child during the school year, the official date of withdrawal, for **financial considerations**, will be based upon the school's receipt of written notification **of the last day your child will attend Parkridge Montessori School**. You are responsible for tuition and registered aftercare payments up to and including the month in which the withdrawal occurs.

Returned Check Policy

There is a \$25.00 bank charge for checks returned to Parkridge Montessori School. A check may be re-deposited at your request but if it is returned a second time, there will be an additional \$35.00 bank charge, and a bank certified check or cash will be required for future tuition payments.

4. ARRIVAL AND DISMISSAL

School Hours

Early Morning Care 7:30- 8:00

Half day 8:00 - 12:30

School / Extended Day 8:00 - 3:00 (Lunch Break and Recess: 11:00 - 12:30)

After School 3.00 – 6.00*

***Because we have to pay staff extra to stay after 6:00 p.m., parents will be charged \$2.00 per five minutes, when they arrive after 6:00 p.m. to pick up their children.**

Arrival

Please bring your child to school between 8:00 a.m. and 8:30 a.m. There will be someone to greet your child at the main entrance. If you bring your child to the classroom, please encourage your child to enter the classroom alone, and to remove his/her own outer garments independently. If assistance is needed, the teacher will be there to do this.

Before leaving the building, parents who bring children in for early morning care must see that the early morning care teacher has greeted their child.

Dismissal

The Primary children who leave at 12:30 a.m. will be dismissed from the school . **Before leaving, children should always say good-bye to their teacher.** Extended Day/school day children will be dismissed from the front door at 2:30 and 3:00 p.m. respectively.

NOTE: Only a child's parents and listed authorized persons may take a child from school. If you know in advance that it is necessary for someone else to take your child home, please bring in a signed note. Otherwise, you must notify the school as soon as possible prior to dismissal. Please understand that if no notice has been received, we will need to check with parents before dismissing the child.

Unauthorized persons will not be allowed to take a child from school.

Early Dismissal

On those occasions when your child needs to be dismissed early, please bring a note to school for our record.

Storm Cancellations

Parkridge Montessori School will follow Carrollton ISD for bad weather delay and closing.

Attendance

Daily attendance logs are maintained by the teachers in each classroom. If your child will be absent from school, please notify the office as soon as possible, preferably by 8:30 a.m. Consistent attendance and timely arrival are very important for your child's progress and social development in the classroom. Please try to plan trips and days off during vacation times. Instances involving consistent tardiness and extended absences (for reasons other than illness) will be brought to the attention of the Head of School. Keeping the child's best interest in mind, the Head of School may contact the parents to discuss the situation.

Parking

If you choose to come into the building for drop off or pick up, or are visiting with other parents, please park in the parking lot. Please observe the **10-mph speed limit** when you enter the school grounds.

5. COMMUNICATION

Parent Notices

Parent Notices will be sent home on a regular basis. A hard copy of the notice shall be sent home with your child as well as an e-mail copy to the address we have on file for each family. If you would prefer to receive only the e-mail or hard copy version, please let the office know as soon as possible.

Any policy changes parents will be notified via email and hard copy immediately. And also will be posted on our bulletin board and monthly news later.

Parent/Teacher Conferences

Conferences are scheduled twice per year and the dates are included on the school calendar. Sign-up sheets will be posted at least two weeks in advance. There is no school on conference days, but the aftercare room will be open and available for the children while their parents are meeting with the teachers. During the conference, the teachers share information about the child's accomplishments, needs, and goals here at Parkridge Montessori School, and answer questions as time allows. In most cases a written report will be provided, with the exception of the initial conference with the parents of our preschool-aged children.

In the case of parents who are divorced or separated, it is our policy to ask both parents to meet with the teacher at the same time, which insures that the information shared is consistent. It is not mandatory for both parents to attend, but two individual conferences are not scheduled. Teachers or parents may request a meeting at any time they feel it is in the best interest of the child to do so.

Open House

In the spring, just prior to the next year's registration period, we have an Open House. The purpose is for parents to observe the Childs work, learn about the Montessori curriculum and philosophy, and meet the staff and other parents.

Message Board

The school message board is located in the office near the front door. Please check the board daily for school announcements and other important information.

Messages and Phone Calls

Calls to teachers should be made at 972.401.1121 between 8.00 a.m.-8.30 a.m., 11.45 a.m.-12.30 p.m., or after school hours. Appointments may be made during these times to discuss your child's progress. Messages may be left with the office assistant or on the answering machine at any time and will be delivered to the teacher. Please do not call teachers at home.

Student Records

Information contained in a child's record shall be privileged and confidential Parkridge Montessori School will not distribute or release information to anyone not directly related to the child without written consent of the child's parent(s). The child's parent(s) shall, upon request, have access to their child's record at reasonable times.

Grievances

It is our mission to do our very best for the children and families at Parkridge Montessori School. If a problem does arise, our goal is to address it immediately, satisfactorily, and confidentially. To help us do this, we ask that all questions or concerns regarding your child be brought directly to his/her Head Teacher. If the teacher is unable to resolve the issue, or in cases where it seems warranted, please share your concerns with the Head of School. The Head of School will follow up in whatever way s/he deems appropriate, which may include a conference with parents, teachers, and the Head of School.

Emergencies

Fire Drills

Fire Drills & Emergency Evacuation

Fire drills will occur once per month during the school year. At the beginning of the year, the fire drills will be announced. Later in the year, the drills may or may not be announced, so as to prepare for an actual emergency. In the case of an actual fire or emergency, each classroom will evacuate the building according to the evacuation diagram posted at the exit of each room. The evacuation diagram in each room includes a designated meeting area outside of the building. At this designated area, roll call will be taken to ensure all students and staff have exited the building safely. The Assistant

Director shall take the current parent contact list and have a cell phone available during all evacuation procedures and drills.

Medical Emergencies

All teachers and most support staff have been trained in CPR and First Aid. A First Aid kit is kept in the main office, out of reach of children. Parents are notified immediately, by telephone, of emergencies. In the event a parent cannot be reached, the emergency contact person(s) will be called. In serious emergency situations, where medical attention is required, the child will be transported to the nearest hospital via ambulance. If a parent is unavailable, a teacher or other staff member will accompany the child in the ambulance. The parent(s) will be responsible for payment of any medical and/or ambulance expenses incurred as a result of the emergency.

Emergency Contact Information

All parents must provide the school with the names and phone numbers of two people who can be contacted in the case of an emergency. Every attempt will be made to reach parents first; then this back-up list will be used. It is important that the contact people agree to be listed and be available to come to the school in the event of an emergency, accident, or illness.

6. HEALTH POLICIES

Immunization

Proof of required immunization (including tuberculin test) must be provided to the school prior to the first day of school. Parents who decline immunization due to medical or religious reasons, or strong personal objection must complete the required Immunization Exemption Form available at the school office. Visual acuity and hearing sensitivity screening are required for 4 years older. Please contact your health professional to complete the tests and submit the result to the school.

Illness and Infectious Disease

Please, DO NOT send your child to school on days when any of these symptoms are present:

1. Fever (temperature above 100.5 degrees)
2. Persistent cough
3. Any contagious or infectious disease of the skin, mouth or eyes or unidentified rash
4. Diarrhea
5. Vomiting
6. Sore Throat

7. Inflammation and/or crusting of the eye

Children who become ill during the day will be allowed to rest in the office until a parent or designated contact person arrives. If your child has been diagnosed with a contagious illness such as strep throat, conjunctivitis, chicken pox, or impetigo, please let the school know as soon as possible so that we may make parents aware of their child's potential exposure to the disease

Medication Permission Slip

If your child requires any medication (either prescription or non-prescription) to be administered by a member of the Parkridge Montessori School staff while in school, you must complete a medication permission slip located on the office desk. The medication and the permission slip should be given to the Assistant Director. All medication, prescription and non-prescription, must be in its original container with the child's name clearly labeled on the outside. Records indicating when medication was administered are kept on file.

7. GROUND RULES AND DISCIPLINE

Playground Ground Rules

In order to maintain a safe environment and a positive atmosphere in school and on the playground, we ask that the children follow some basic ground rules. Parents can help by reinforcing these guidelines with the children at all times. On the Playground we do:
Walk straight into and away from swings, not crossing behind or in front of them.
Swing in a sitting position.

Slide in a sitting position, one at a time.
Go up the ladders and down the slides.

On the Playground we DO NOT:

Twist the swings.
Jump off the swings.
Play on the mulched areas.
Go beyond the shelter without a teacher or parent.

Classroom Ground Rules

In the Montessori environment there are certain "ground rules" designed to protect the good of the community as well as the individual child. They are meant to reinforce respect for others, for the classroom materials and furnishings, and for the class as a whole. At the beginning of the school year, the children in the Preschool and primary class work to develop a list of ground rules specifically for their classroom. The following list is not comprehensive, but includes our fundamental guidelines that help the

Primary children learn how to work in their classroom, and how to function as part of a school community.

In Our Classroom:

We treat others the way we like to be treated.

We walk.

We speak softly.

We push in our chairs.

We use a mat for working on the Rug.

We finish our work.

We put work back where we find it.

We clean up after snack.

We say *please* and *thank you*.

We raise our hand if we have something to say.

We look and listen when someone is talking to us.

We keep our hands on our own bodies.

We let others concentrate on their work.

We share our friends.

We know that every person is special and important.

Discipline Policy

the safety of all children is the priority of Parkridge Montessori School. We strive to protect a child's self- image at all times. Also, respect for other people and their property is expected at all times. Students are asked to explore alternatives to the behavior involved. They are asked to think about the effects of this behavior on others. This helps them to develop a sense of responsibility for their actions and to further develop consideration for others. Disciplinary problems are handled by the teacher. When a situation warrants, parents are notified.

8. Licensing Information

Child Abuse and Neglect Policy

As required by the Department of Health and Human Services, Parkridge Montessori School is a mandated reporter of suspected instances of child abuse or neglect. Parents may contact the local Licensing office Child abuse hotline at 1-800-252-5400 or call at

214-583-4253. Parents can visit The Department of Health and Human Services website at <http://www.dshs.state.tx.us> for detail information.

Parkridge Montessori School is a licensed child care facility. Parkridge Montessori School will post most recent licensing inspection report on the bulletin board all time. Parents are most welcome for a copy of the most recent inspection report from the Assistant Director. Parents can visit Parkridge Montessori School any time of the hours of operation.

9. Separation

Children handle separation in many ways. The key to your child's adjustment will be a cooperative effort between the parents and the staff. Children need time to adjust to their "new" routine. As a result of this, while your child is adjusting you may see tears and hear "please, I want to go home." This is simply your child's way of handling a new routine. During this adjustment period, it is very common for the tears to stop within minutes of the parent's departure. For the benefit of your child, please follow through on your departure after saying good-bye. When a parent says good-bye and does not leave, it creates a sense of fear in the child (May be mommy's not leaving because something is wrong).As your child masters this new routine, the tears will cease. This is all part of the process of growing up, while at the same time helping to build a confident, self-assured child.

10. Personal Belongings

Little fingers love to put "things" in little pockets. Please check your child's pockets before arriving to ensure no small ""home" items are making their way into the school. This is for the safety of all children. Also, kindly check upon his/her return home for any unfamiliar objects which might be part of the school's equipment.

Toys

The many Montessori materials available should be the focus of your child's attention. Therefore, please keep all toys at home.

11. Lost and Found

Unlabeled personal belongings that are found on school property will be placed in the Lost and Found bin located in the entryway to the right of the Primary classroom. If your child is missing an item, please check the bin first. The items in the bin will be cleaned out at the end of the year and donated to a local charity.

12. Rest Time

In accordance with Maine Department of Health and Human Services regulations all children in the afternoon Daycare Program are required to be given an opportunity for rest. This rest period will begin after lunch. The

School provides mats, pillows and blankets. Please do not send in your child's bedding, as we have no storage room for these items

13. Lunch and Snacks

Full day children should arrive with a healthy lunch. Feel free to pack hot or cold lunches. All lunches are refrigerated, and if necessary, heated in the microwave oven. Containers should be microwave safe and labeled with your child's name. Rotating Snack: Snack time is fun and healthy. Snacks consist of fresh fruit, vegetables cookies, pudding, juice, etc. Extended day children should bring an extra snack (fruit, yogurt, sandwich, milk) depending on how late they will be at the school.

14. Birthday

We enjoy celebrating your child's birthday with a very simple group snack from home. Parents can bring 24 cupcakes or muffin for children.

15. Clothing

One of the goals of the Montessori method is to develop in children self confidence and a sense of independence. Naturally, the first and most important areas are those of dressing and toileting. The child who experiences success here will move into other areas more freely and confidently. Therefore, it is important that you dress your child in comfortable clothes that he/she can easily handle alone. This includes boots and outer clothing. ***Please - please, label all clothing with your child's name***, especially, sweaters, hats, mittens, coats and boots. Your child's day will frequently include painting and/or outdoor play. Please dress your child appropriately for this type of play. It is important that you and your child feel comfortable about his/her clothing knowing that spills and stains happen. Please put two set of extra cloth, socks in child's cubby.

16. Observations

Parents are encouraged to observe a class in session (either the in child's or another). Appointments may be made through the office. Observations begin in November.

17. Thank You

Thank you for taking the time to read this handbook. We look forward to a great school year and are most happy that you have entrusted your child to the Parkridge Montessori School at Kinwest Parkway.

