



WIMBERLEY 

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**Montessori**  

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SCHOOL

# Parent Handbook

2020 – 2021

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45 La Buena Vista Drive  
Wimberley, TX 78676

(512) 847-6055

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## **Welcome!**

We are delighted that you and your child are a part of the Wimberley Montessori family. This handbook has been developed to help you understand our policies and procedures, to facilitate good communication, and to help you feel more at home at Wimberley Montessori. We are dedicated to making your child's education a happy and positive experience.

## **History**

Wimberley Montessori School (formerly Parkside Community School) has served the Wimberley community since 2004.

## **Our Goal**

At Wimberley Montessori School, our goal is for each child to become an independent, self-reliant person with the skills necessary to achieve his own goals, with the ability to make a positive contribution to society, and with an awareness of the interrelated nature of all life. To achieve this goal, we base our educational approach on the developmental philosophy and educational methods of Dr. Maria Montessori.

## **What is Montessori?**

Maria Montessori was a philosopher and educator. She was also Italy's first female physician. In her research, Dr. Montessori noted specific characteristics associated with a child's interests and abilities at each level of development. She believed that a school carefully designed to meet the needs and interests of the child would be effective if it were consistent with the basic principles of psychology. Rather than fight the laws of nature, Montessori suggested that we "follow the child," allowing her to show us how best to foster the development of her human potential.

Dr. Montessori observed children's remarkable, almost effortless ability to absorb knowledge from their surroundings and essentially teach themselves. This simple and profound truth inspired her pursuit of educational reform, curriculum development, methodology, psychology, teaching, and teacher training.

The Montessori method is based on observed tendencies in children:

- to explore and manipulate objects in the environment
- to repeat an activity until movement is perfected
- to develop an inner sense of order from the existing environment
- to choose their own activities
- to adapt to their native culture by imitating activities observed in their household
- to learn, almost effortlessly, when they choose an activity in which they are truly interested

The Montessori classroom is commonly referred to as a "prepared environment." This term reflects the importance of creating a learning environment which reinforces the child's natural curiosity, independence, and intellectual development. An important element in this prepared environment is the use of special Montessori materials. Based on her studies of children's learning, Dr. Montessori noted that most children do not learn from memorizing what they hear from their teachers or read in a book, but from concrete experience and direct interaction with their environment. Montessori materials are designed to facilitate concrete learning in every area of the curriculum.

## **Organization**

Montessori classrooms are designed to encompass a three-year age span, allowing younger students to learn from older role models and older students to test and reinforce their knowledge by helping their younger classmates. Working in one class for three years, children are able to develop a strong sense of community with classmates and teachers.

## **Major Elements of the Montessori Method**

Adapted and quoted from: The Montessori Method: A Revolution in Education, E.M. Standing, The Academy Library Guild, 1962.

- It can be applied universally. Children benefit from this method regardless of their racial, cultural, or economic backgrounds.
- It is based on a child's need to learn by doing. The teachers provide activities that correspond to each child's stage of development. The child successfully masters the skills of each stage before he moves on to the next.
- It does not try to create discipline within a child by means of rewards and punishments. Rather, it encourages the child to develop his own sense of internal discipline through his work. This discipline originates from within the child and is therefore more effective than discipline imposed from without.
- It offers children the freedom to choose spontaneously their physical and mental tasks for the day. Nevertheless, they reach the same or even higher levels of scholastic achievement as children in more traditional systems.
- It is based on a deep respect for a child's unique personality and limits the undue influence of adults. As a result, the child has the "room to grow in biological independence." She "is allowed a large measure of liberty (not license) which forms the basis of real discipline."
- "It enables the teacher to deal with each child individually in each subject, and thus guide him according to his individual requirements."
- It allows each child to work at her own pace. The children who work at a quicker pace are not held back; the children who work at a slower pace are not pressured.
- It does away with competition as a motivation for learning; and, "at every turn it presents endless opportunities among the children for mutual help – which is joyfully given and gratefully received."
- "...the Montessori method develops the whole personality of the child, not merely his intellectual faculties but also his powers of deliberation, initiative and independent choice, with their emotional complements. By living as a free member of a real social community, the child is trained in those fundamental social qualities which form the basis of good citizenship."

## **Curriculum**

The Montessori curriculum is organized into a mosaic of integrated studies, in contrast with the traditional model in which the curriculum is compartmentalized into separate subjects which are treated discretely. Our course of study implements a thematic approach that ties the various

disciplines of the curriculum together into studies of the physical universe, the natural world, and the human experience.

### **Primary Program (ages 2 1/2 through 6)**

Maria Montessori used the term “absorbent mind” to characterize the miraculous learning that occurs during the primary years. Never again will the human mind so effortlessly take in what surrounds it.

The environment in the classroom is set up to captivate the child’s interest during her “sensitive periods” for touch, order, movement, language, and math. Most of the work is individual and self-correcting, inviting repetition. Three focal points are; care of self, care of environment, and care of others. The children enjoy freedom within well defined limits. In short, the primary curriculum is designed to respond to the universal cry of the young child: “Help me to help myself.”

### **Early Elementary Program (ages 6 through 9)**

Elementary children are eager to explore and understand the world around them, both visible and invisible. To meet their needs, we strive to “give them the universe” through Montessori’s “cosmic curriculum.” This curriculum first focuses on giving a vision of the universe as a whole. Then, it develops a perspective of its components and their relationships to each other. We use lessons, stories, and experiments to spark the children’s imaginations about the creation of the universe, the evolution of life on earth, and the basic needs of people.

### **Upper Elementary/Middle School Program (ages 9 through 13)**

Our Upper Elementary program provides a classroom environment containing a wide variety of activities and work options in the arts, botany, geometry, history, language arts, mathematics, and zoology.

#### **Work options include:**

Research and presentation of findings	Community outreach and support
Hands-on experiments	Ceramics, drawing, painting, weaving
Group problem solving activities	Music and theater
Creative writing	Spanish
Manipulation of concrete skill-building materials	Educational computer usage

Students develop responsibility for their learning through a weekly goal setting and assessment process. The classroom environment is maintained by the children through shared job responsibilities. Students are encouraged to share their expertise with others both in the classroom and throughout their community. By creating a classroom environment offering a wide variety of self-selected work options and entrusting the children with responsibility for their learning, we truly “follow the child” in their quest for knowledge.

## **School Months of Operation: End of August thru End of May**

### **School Hours:**

Arrival – 8:00 to 8:30

Pick-up – 3:00 to 3:15

Afternoon Enrichment – 3:15 to 5:30

### **Arrival**

When any child is brought to school, he or she must be left in the presence of a staff member. Your child may be dropped off between 8:00 and 8:30 a.m.

### **Pick-up**

Your child needs to be picked up no later than 3:15 p.m.

### **Afternoon Enrichment Fee after 3:15**

Your child will automatically move into our aftercare program at 3:15 with the \$12.00 daily fee due. Afternoon enrichment fees are due on the first of the month following the child's attendance and is payable to Wimberley Montessori School for the attendant's salary.

### **Late Pick-Up after 5:30**

You will be assessed a \$1.00 per minute fee for late pickup. The late pickup fee must be paid to the aftercare attendant on that day.

### **Release of Children**

Children will be released only to parents or authorized representatives. You are asked to provide names and Texas driver's license numbers and/or phone numbers for those people who are authorized to pick up your child or children. We will ask to see a photo ID if we are unfamiliar with the person picking up your child or if your child does not recognize the person.

### **Tuition**

Tuition is payable in one annual payment or 10 equal payments due on the first day of each month. Upon enrollment in the spring, the annual enrollment fee is required. The first payment is due on the first day of school in August. (For more information, please review the Tuition and Fees sheet)

### **Important Note:**

Please make your payments on time. If you are having difficulty at any time getting your payment to us, please call and speak with administration. You have a twenty-day grace period after the due date to pay your tuition. Payments received after the grace period are considered late and are subject to a late charge of \$20. If payment of tuition or fees is delinquent in excess of 20 days, the School reserves the right to refuse to admit the Student to class and to take legal action to collect the unpaid balance.

### **Changes in Policies or Procedures:**

You will be notified of any changes to policies or procedures in writing via group email or on our website – [www.wimberleymontessori.com](http://www.wimberleymontessori.com)

### **State Minimum Standards**

State Minimum Standards can be viewed online at [www.dfps.state.tx.us](http://www.dfps.state.tx.us) and the latest licensing report is on the bulletin board in the hall opposite the office.

### **Grievances:**

If you have any questions or concerns regarding any school policies or procedures or issues regarding your child/ren's experience at Wimberley Montessori School you may discuss them with the director, Vera Dyson.

### **The enrollment contract included in this handbook states:**

"The parent agrees that if payment of tuition or fees is delinquent in excess of 30 days, the school shall have the right to refuse to admit the student to class and to take legal action to collect the unpaid balance."

### **Two Week Trial Period for New Students**

Newly enrolled students will be subject to a two-week trial period. During this time, teachers and the director will determine if our environment is a good fit for the student and if the child will flourish in our environment. If the fit does not seem to be a good one, the child will be asked to discontinue attending our school.

### **Students Requiring Extra Supervision**

On the rare occasion when an inordinate amount of time is needed to meet the needs of a student, causing an imbalance in teacher student ratio, on an ongoing basis, the following steps will be taken. 1. A meeting with the student's parents. 2. A plan to attempt to rebalance the attention needed by the student. 3. If this plan is unsuccessful, the child will be asked to leave the program.

### **Inclement Weather**

Generally, Wimberley Montessori will follow WISD procedures. Check local TV and radio announcements for school closing information. If WISD says it will start 2 hours late Wimberley Montessori will start 2 hours later than our normal start time.

In some cases (If the weather seems very severe) Wimberley Montessori may opt to NOT follow the WISD procedures and will call in our own preference to the television stations.

**Note:** Wimberley Montessori is very flexible in our rules, when it comes to the safety of the children, so please use good common sense when choosing to drive on icy or potentially flooded streets or in other inclement weather.

### **Emergency Preparedness Plan**

In extreme cases, the school, if in session, may consider closing the school in favor of seeking the safety of our homes. *If in doubt, please call the school at 512-847-6055.* Emergency numbers are posted on the school bulletin board in the main hallway. We will call 911 in case of emergency.

- If the school finds it necessary to close, efforts will be made to contact parents first and then their emergency contacts, to pick up their children.
- If the conditions are severe, all the students and staff members will be congregated in the hallway with no windows at the front of the school until all children have been picked up.
- Please keep yourselves aware of what is happening during emergency conditions so you can take appropriate action to pick up your children if you (or the school) feel it is necessary.



### **Emergency Evacuation**

In the event of an emergency situation that requires the immediate evacuation of the school campus, Vera Dyson (in her absence Michelle Adams) will oversee this action. Children will be walked with the supervision of their teachers, to the Wimberley Presbyterian Church at, 956 FM2325, Wimberley.

Teachers will account for children in care by cross referencing the daily attendance log. We will call 911 to inform them of the emergency. A school directory containing emergency numbers and authorization for care forms will be in the teacher's possession. An evacuation/relocation diagram is posted in each classroom.

Moving the children to the Wimberley Presbyterian Church would be necessary only in the most extreme emergency which would prohibit us from taking the time to call each parent before leaving the school. If such an emergency were to arise, we would continue to attempt to reach parents as well as ask the local media to broadcast information about the nature of the emergency and the exact location of the children. Children would be released to their parents or pre-approved adults only.

### **Gang –Free Zone**

As stated in the Texas Penal Code, any area within 1000 feet of our school is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.

### **Health Policy**

Please do not send your child to school when any of the following symptoms are present: fever (temperature above 100.0 degrees F), rash, uncontrollable cough, excessive mucus, diarrhea, vomiting, or severe sore throat. A child exhibiting any of these symptoms during the school day will be sent home for the day. In addition, we ask that your child remain fever free for 24 hours before returning to school. If there is an outbreak of a contagious disease at the school, parents will be informed by email, a note home or by your child's guide.

If your child is unable to attend school, please notify the school office at 512-847-6055.

### **Immunizations:**

Your child must be current on all required immunizations or have an Affidavit for Exemption from Immunizations for Reasons of Conscience. Go to ImmueTrac to find a schedule of required immunizations. At this time we are not requiring our staff to have any vaccinations. We will contact the Hays County Health Department on a regular basis to see if local conditions warrant any required vaccinations.

### **Vision and Hearing:**

As noted on the Child's Health Record sheet included in your enrollment pack. All children must follow state requirements regarding vision and hearing testing.

### **Medication Policy:**

We do not administer prescription medications at school.

### **Medical Emergencies**

Staff members are trained in CPR and standard First-Aid procedures. You will be notified immediately should an emergency situation arise. **PLEASE BE SURE WE HAVE YOUR DAYTIME PHONE NUMBERS AND EMERGENCY CONTACTS** so we may contact you or someone you designate in the event of an emergency.

## Lice

Head lice are a common problem in any school, and the Health Department has classified the carrying of lice as one of the conditions warranting exclusion from class until treatment has been administered. If we find it necessary to do a class or school-wide check and your child is found to have head lice, you will be notified immediately, and your child will need to be picked up and treated before returning to school. A staff member will check your child's head before re-admitting him or her to the classroom.

### General Information Regarding Lice:

- Head lice are most commonly spread by the use of shared combs, brushes, hats, or clothing. Bed lines and furniture are also a possible source. It is best to discourage sharing of combs, brushes, hats, etc.
- The best way to eliminate lice is to treat the affected person with a shampoo specially developed to eradicate lice. Such shampoos are available both over the counter and in prescription strength. Consult your doctor or pharmacist as to the product they recommend for your child.
- Lice eggs are called nits. Most medicated shampoos include a nit comb, the use of which is very important. Nits left in the hair could hatch and cause a re-infestation.
- Your child's bed linens should be treated along with the combs, brushes, caps, hats, upholstered furniture, and car interiors.
- If you have been notified that your child has lice, please be sure that he has been treated and is free of nits before returning to class.
- If you know that your child has lice, even if you have recently treated her, please contact your child's guide immediately so the other children in the class may be checked right away to prevent a major outbreak.
- Be aware that the incubation period is 7 to 10 days, and the unhatched eggs are not always killed by the treatment. Treatment must be repeated in 7 to 10 days to eliminate any newly-hatched lice.
- **PLEASE DO NOT TREAT YOUR CHILD UNLESS YOU ARE SURE HE HAS LICE.** We will be glad to help you learn how to detect the lice if you are unfamiliar with the signs and symptoms. do not want to offend anyone or dictate to parents how to resolve this problem in their homes. We are all free to choose the method of eradication we prefer. However, the problem can quickly become out of control: and, in order to regain control, we will, if necessary, impose a short-term ban on hats, caps, cloth headbands, hair ties, bandanas, etc.

## Child Abuse

Child abuse and neglect can happen anywhere. Please understand that failure to report the abuse or neglect of children is a crime in the state of Texas. If you know of, or even suspect, child abuse or neglect, report it to the Department of Protective and Regulatory Services immediately. The toll free number is 1-800-252-5400 – [www.dfps.state.tx.us](http://www.dfps.state.tx.us)

### **Guides Tours/Observations**

Guided tours/observations are scheduled after the first six weeks of school in order to give teachers and students a chance to settle into a rhythm and become comfortable in their classroom environments. Observing your child in the classroom will help you to understand his or her work and the education system we use. Observations are arranged by leaving a note for your child's guide requesting an appointment.

### **Guidelines for Observation**

We have listed the following suggestions to make your visit more enjoyable and so the classroom will not be disturbed. Naturally, the children are excited by and interested in visitors. By following these guidelines, you will be able to see the classroom in as-close-to-normal conditions as possible. Come into the classroom as unobtrusively as possible.

1. When you go into the classroom, there may be children doing work on the floor. Be careful not to step on any rugs; the children use them as work areas.
2. The children may talk to you, or they may not notice that you are there.
3. If the children talk to you, respond briefly and quietly so you will not disturb the classroom.
4. Do not start a conversation or prolong one started by a child.
5. Do not expect to see all the children working all the time. Each one is different and works at his or her pace.
6. Montessori classrooms are orderly, but not necessarily quiet, classrooms.
7. Some things to look for:
  - Do the children look relaxed and happy?
  - Do you see children who are interested in their work?
  - How do the children handle challenges? Are they helpful to others?
8. The guides' top priority is working with the children; please do not feel that they are being rude if they do not stop to talk with you.

### **Conferences**

Conferences are a vital part of your child's education. They provide opportunities to meet one-on-one with your child's guide to discuss his or her progress and to gain a better understanding of the Montessori materials and process.

We schedule conferences twice a year, in the late fall and in the spring. It is very important that you schedule a conference and then attend that conference on time. The teachers have set that time aside especially for you and are looking forward to sharing ideas and information with you. Please call the teacher in advance if you are unable to attend your conference. If at any time during the year you would like to confer with a guide or the director, please call the office to schedule an appointment.

### **Parental Participation**

The success of any school is dependent on parents, staff, and students working together. We depend on parents to help with field trips, school beautification days, event planning and more. These are ways to become involved in your child's education and to demonstrate that her school

experience is important to you. Studies show that parental involvement in school activities has a notably positive effect on the academic and social progress of students.

In addition to our organized collaborative efforts, we invite you to regard Wimberley Montessori as your school. When you see a sidewalk you think needs sweeping, ask for a broom. Feel free to do a little gardening while you wait for your child. Ask your child's guide if you can help dust shelves or help on the playground during playtime. Eat lunch with your child, come to her plays and performances, and attend cultural challenge for your child's classroom. Don't miss the opportunity to share in your child's school experience.

### **Field Trip Drivers**

If you volunteer to be a driver for a field trip, please bring your proof of liability insurance and driver's license to the office to be photocopied before you pick up the children.

### **Office Telephone**

The school office phone is a business phone. While a child will, on occasion, need to use the office phone, this should be kept to a minimum.

Please help your child understand that after-school plans, overnight plans, play dates, etc. should be made at home the night before so that everyone involved can be informed. This will eliminate confusion for parents, guides, and carpool drivers during school and at dismissal time. If you need to leave a message outside of school hours, there is an answering machine to take your call.

### **Discipline**

The positive model of discipline within a Montessori setting is self-discipline, where concentration, focus, and independent learning happen without contention or interruption. Children are respected, and misbehavior is handled with positive approaches. Our teachers are trained to respond to misbehavior in the following ways:

The child's behavior is specifically addressed with respect and firm boundaries. Her character is never evaluated.

Opportunities are provided for the child to express and define his or her feelings. Active listening is an essential tool used by all teachers to validate children's feelings while clear boundaries are communicated.

The guide sets the tone for bringing the child into harmony by focusing on logical consequences rather than using harsh words or sudden reprimands.

The development of inner discipline in a child is always the goal at Wimberley Montessori, and this self-possession is fostered in various ways. The classroom environment is organized in an orderly, logical manner. Studies have shown that exterior order and peace help bring interior order and peace. One of the classroom rules is that children choose work which they are capable of doing and are free to use it as long as they wish without interference from others. This helps avoid or alleviate some discipline problems which might be present in other environments.

Within reason, behavior problems will be worked out in the classroom. If teachers are concerned about behavior in a classroom, they will notify parents immediately and schedule a conference. Parents, teachers, and child will work vigilantly together to support the child to change his or her behavior. There may be times when other professional resources will be requested in order to serve the child's best interests.

Suspension from school will be a last resort measure to impress upon a student the need for self-discipline and cooperative behavior. Actions that will result in the immediate suspension of a student include:

- physical violence against another student or a staff member
- willful destruction of the classroom environment or any school property
- inappropriate language or other aggressive behavior that disrupts the classroom activities

Parents are expected to respond promptly to the guide's request for a meeting when there is a problem with inappropriate behavior.

Dismissal from the school will be considered when all other attempts to work with a student have failed. In the event a student is dismissed at the school's discretion, no tuition payment or parts thereof will be refunded.

### **Expulsion**

Wimberley Montessori School reserves the right to expel students if (but not limited to) the following situations occur:

1. Non-factual information is included in any of the paperwork submitted for admission to the school
2. The child exhibits aggressive behavior towards other students or their teachers or staff of the school.
3. A parent exhibits aggressive behavior towards any child or staff member.

### **Lunches**

In order for our children to gain the most benefit from their school experience, we must consider their nutritional needs. Starting the day with a wholesome breakfast can help your child concentrate with clarity and purpose. Parents are ultimately responsible for appropriate nutrition of their child.

Foods that contain high quantities of sugar and chemicals can inhibit children's ability to function with accuracy and endurance. For example, children who begin their day with a sugary breakfast tend to be inattentive, aggressive, or impulsive during the morning lesson. This serves neither the child nor the classroom environment.

We encourage parents to send lunches consisting of wholesome foods such as whole grain breads, nuts, fresh fruits and vegetables, 100% fruit juice, milk, or other unprocessed foods. Candy, cookies, chocolate chip granola bars, etc. should be saved for the child to enjoy at home.

We also encourage parents to send lunches in re-usable containers such as sandwich boxes and thermos bottles. Wimberley Montessori School supports recycling and conservation of resources and strives to teach the children the importance of environmental stewardship.

***Please note: Please send food that does not require heating or refrigeration, or use lunch coolers or insulated lunch boxes. Please make sure lunch boxes are clearly labeled with your child's name.***

## **Clothing**

Please dress your children in clothing they can easily take off to go to the bathroom and put on again by themselves. The more things children can do for themselves, the better they feel about themselves.

Provide comfortable clothing for the school day and be guided by the weather. In cool weather, send an outer wrap and cap. Caps are very important in cold weather, as 50% of your body heat is lost through the top of your head.

Always label all sweaters, jackets, shoes, stockings and personal belongings. Please check each day that your child leaves school with her belongs and lunch box. If your child is 3 to 5 years old, please send an extra set of clean clothing to be kept at school for emergency situations such as illness or a bathroom accident. These clothes should be sent in a plastic bag and labeled with your child's name. It can happen to anyone, so please be sure and bring a clean set on the first day of school. Your child's wet clothes are sent home in the plastic bag.

Please send in the new set of clean clothes the very next day! If by any chance your child comes home in emergency clothes that belong to the school, return those clothes immediately, as the school needs them for other "emergencies."

Consider also the appropriateness of your child's clothing and its safety. Tennis or rubber-soled shoes are appropriate for school because they are comfortable, easy to run and play in, and do not come off easily. Flip flops are inappropriate, only sandals with straps are allowed. Please do not send your child in boots; they are awkward and the heels hurt others easily.

The elementary children have physical education classes. On the days when they have gym, they will need to wear shorts or pants and gym shoes (tennis shoes or shoes with rubber soles) in order to allow for more freedom of movement.

## **Bringing Items to School**

Please explain to your child that he may not bring toys to school. Frequently, such items are lost or can cause problems with the other children. Teachers will remove such items from the classroom, and they will need to be collected after school.

If your child finds an animal (or has a pet) that he or she would like to bring to school, talk with the teacher or have your child bring home written permission from the teacher.

Children often like to bring things from home for Show-and Tell. Encourage items found in nature, such as a flower, seashell or insects in a jar.

## **Birthdays**

The celebration of your child's birthday is very important, and we want the day to be special. We request you help your child choose mementos of his/her life that can be shared with the class during a circle time celebration. Photos are an excellent way to represent special moments and loved ones as well as your child's development over time. Please do not send presents for your child to the school. Please do not distribute birthday party invitations at school unless you include every child in the class. Invitations to parties that do not involve all the children must be mailed. Also, please remember that your child may not go home with other children, even for a birthday party, unless there is a note to the teacher.

### **Toy Days**

On occasion a guide may choose to allow children to bring toys to the classroom. This is a matter of choice for each guide. Please do not allow your child to bring toys to school unless you have been notified in advance that it is a “toy day.”

### **Pets**

When there is a resident pet in the classroom, we are required to have a veterinarian’s statement of good health on file. If you want to offer a pet to your child’s classroom, please consider the amount of care and attention the pet may need and discuss your ideas with the guide. The decision for or against a pet in the classroom is the guide’s. If your child wants to bring a favorite pet to class for a day or two, you will need to speak directly with the guide. No dogs, cats, puppies, or kittens, please.

### **Holidays and Staff Development Days**

Wimberley Montessori School observes the major holidays included in the calendars of most schools. In addition, we recognize less widely-know ones. While we have no religious affiliation, we encourage the children to become aware of the various cultural and religious beliefs and customs celebrated throughout the world.

## Discipline and Guidance Policy for Wimberley Montessori School

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following;

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
  - (2) Punishment associated with food, naps, or toilet training;
  - (3) Pinching, shaking, or biting a child;
  - (4) Hitting a child with a hand or instrument;
  - (5) Putting anything in or on a child's mouth;
  - (6) Humiliating, ridiculing, rejecting, or yelling at a child;
  - (7) Subjecting a child to harsh, abusive, or profane language;
  - (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed;
- and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

*Texas Administrative, Code, Title40, Chapters 746 and 747, Subchapters L, Discipline and Guidance*

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**My signature verifies I have read and received a copy of this discipline and guidance policy.**

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**Parent or Guardian Signature**

**Date**



## Immunization Requirements

Requirements per the Texas Department of Health “Immunization Requirements for children in Texas public and private schools.”

**Please read this carefully to determine the requirements for your child:**

### **Primary Students (1 – 6 years old)**

#### Varicella Vaccine (Chickenpox)

Children born on or after September 2, 1994 will be required to have received one dose of Varicella vaccine or provide documentation of previous varicella illness. (a form is attached for your (or doctor's) signature which documents your child's history of Varicella.)

#### Hepatitis B Vaccine

Children born on or after September 2, 1992 are required to have three doses of hepatitis B vaccine by the time they are 5 years old. (This requirement has been in effect since 1998.)

### **Elementary Students (6 – 12 years old)**

#### Varicella Vaccine (Chickenpox)

Children born between September 2, 1988, and September 1, 1994, must show proof by 30 days after their 12<sup>th</sup> birthday of either having received one dose of Varicella vaccine or of having previously had Varicella illness. This will only affect a few of you at this time.

### **Elementary Students (6 – 12 years old)**

#### Hepatitis B Vaccine

Children born between September 2, 1988 and September 1, 1992 must show proof by 30 days after their 12<sup>th</sup> birthday of having received three doses of hepatitis B vaccine.

**Please plan to have this done in advance so the series will be complete by 30 days after their 12<sup>th</sup> birthday.**

# Wimberley Montessori School

## Child's Health Record 2020-2021

*This form must be completed in all parts and returned to the office before your child will be admitted to class in August, 2020.*

Child's Name: \_\_\_\_\_

Birth Date: \_\_\_\_\_

### To Be Completed By Physician

(Immunization record may be attached if signed by a Doctor)

DTP1 \_\_\_\_\_

IPV 1 \_\_\_\_\_

DTP2 \_\_\_\_\_

IPV 2 \_\_\_\_\_

DTP3 \_\_\_\_\_

IPV 3 \_\_\_\_\_

DTP/DTaP4 \_\_\_\_\_

IPV 4 \_\_\_\_\_

DTP/DTaP5 \_\_\_\_\_

MMR 1 \_\_\_\_\_

Hib 1 \_\_\_\_\_

MMR 2 \_\_\_\_\_

Hib 2 \_\_\_\_\_

Hep B \_\_\_\_\_

Hib 3 \_\_\_\_\_

Hep B \_\_\_\_\_

Hib 4 \_\_\_\_\_

Hep B \_\_\_\_\_

TB Test \_\_\_\_\_ Date Read \_\_\_\_\_ Results \_\_\_\_\_

TB Test \_\_\_\_\_ Date Read \_\_\_\_\_ Results \_\_\_\_\_

TB Test \_\_\_\_\_ Date Read \_\_\_\_\_ Results \_\_\_\_\_

Varicella Vaccine \_\_\_\_\_ Date Read \_\_\_\_\_ Results \_\_\_\_\_

### Vision and Hearing test results\*:

Vision Results: \_\_\_\_\_ Date: \_\_\_\_\_

Hearing Results: \_\_\_\_\_ Date: \_\_\_\_\_

\*Children 4 years and older, who are enrolling for the first time, must be screened for Vision and Hearing within 120 days of enrollment.

**Wellness Check: I have examined the above-named child this current school year and find that he/she is physically able to take part in a day-care/school program.**

Date of examination: \_\_\_\_\_

\_\_\_\_\_  
PHYSICIAN'S SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
PHYSICIAN'S NAME (Print Legibly)

## Wimberley Montessori School Calendar 2020-2021

### 2020

<i>Thursday, May 21</i>	<b>All Signed Contracts and Paperwork Due for Returning Students</b>
<i>Wednesday, August 26</i>	<b>First Day of School - Elementary, Caterpillar &amp; New Primary Students</b>
<i>Thursday, August 27</i>	<b>First Day of School - Returning Primary Students</b>
<i>Friday, August 28</i>	<b>Fall Supply Fees Due</b>
<i>Monday, September 7</i>	Labor Day (Student & Staff Holiday)
<i>Monday, October 12</i>	Columbus Day (Student Holiday - Staff Development Day)
<i>Friday, October 30</i>	Parent Conference Day (Student Holiday)
<i>Friday, November 20</i>	11:00 am Thanksgiving Potluck & Autumn Celebration
<i>Mon.-Fri., November 23-27</i>	Thanksgiving Break
<i>Friday, December 18</i>	<b>Holiday Celebration/Last Day of Semester (Early Release - no Afternoon Enrichment)</b>

### 2021

<i>Wednesday, January 6</i>	Student Holiday (Staff Development Day)
<i>Thursday, January 7</i>	<b>School Resumes &amp; Spring Supply Fees Are Due</b>
<i>Monday, January 18</i>	Martin Luther King Day (Student & Staff Holiday)
<i>Monday, February 15</i>	President's Day (Student & Staff Holiday)
<i>Mon.-Fri., March 15-19</i>	Spring Break
<i>Friday, March 26</i>	Parent Conference Day (Student Holiday)
<i>Mon &amp; Fri, April 2 &amp; 5</i>	Easter Break (Student & Staff Holiday)
<i>Mon-Thurs., April 12-15</i>	Upper Elementary - IOWA Testing - <i>Tentative Dates</i>
<i>Friday, May 21</i>	<b>Last Day of Class - 12:00 pm Early Release - No Afternoon</b>

*Enrichment*

**Wimberley Montessori School Calendar  
2020-2021**

**Summer School for Primary Students:**

June 7 - June 24 (Mon-Thurs)

July 5 - July 29 (Mon-Thurs)