



## Parent Handbook Form / 2018-19

I have read tangerine Montessori's Parent Handbook. I expect to be guided by the rules and policies contained therein. I understand that these are going to ensure a successful home to school partnership.

Date: .....

Child's Name: .....

Parents Name: .....

Signature: .....

**Please send this paper signed to your child's teacher**

# tangerine Montessori

## Parent Handbook

### 2018 – 2019



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- **Our Mission**

It is our mission to develop children with active and creative minds, sense of understanding and compassion for others. Tangerine Montessori respects the individual needs of children, fosters a caring and creative environment and emphasizes the social, emotional, physical, intellectual development of each child

Our mission at tangerine Montessori is to implement the philosophy, practice and curriculum of Maria Montessori and her method of education. ***“Education should no longer be mostly imparting knowledge, but must take a new path, seeking the release of human potentials.”***

**Maria Montessori**

To this end, we have prepared an environment that is engaging and responsive to each child at each stage of development.

- **What is Montessori**

***“I have studied the child. I have taken what the child has given me and expressed it and that is what is called the Montessori method.”*** Dr. Maria Montessori.

The Montessori Method is a way of thinking about who children are. It is a philosophy that respects the unique individuality of each child. Dr. Montessori believed in the worthiness, value and importance of children. Her method does not compare a child to norms or standards that are measured by traditional educational systems. It is founded on the belief that children should be free to succeed and learn without restriction or criticism.

It is also an approach to education that takes to heart the needs, talents, gifts, and special individuality of each child. It is a process that helps children learn in their own way at their own pace. The main concept of Montessori is to promote the joy of learning. This joy of learning develops a well-adjusted person who has a purpose and direction in his or her life. Children, who experience the joy of learning, are happy, confident, fulfilled children. In essence, Montessori helps bring forth the gift of each child.

- **Why Montessori?**

Montessori is not an adaptation of traditional methods. It’s an entirely different way of teaching and learning. It’s an approach that acknowledges "how"—and not "what"—we learn that most shapes the developing personality. Independent studies show that Montessori students perform academically as well, if not better than more traditionally educated peers. We believe it’s their demonstrably better life skills that best prepare our young people for a complex and fast-changing world.

- **Important Phone Numbers and E-mails**

Tangerine School / Toddler and Prek: 786 362 5115

Kinder and Lower Elementary: 786 389 9538

Poison Control: 1 800 222 1222

Tangerine e-mail: [contact@hellotangerine.com](mailto:contact@hellotangerine.com)

Ms. Jackie Zimmer: [msjackie@hellotangerine.com](mailto:msjackie@hellotangerine.com)

- **Attendance**

Children can benefit from the opportunities offered by tangerine Montessori when they attend regularly. **Therefore, consistent and prompt attendance is advised.**

We ask that if your child is not going to attend school that you inform the center by 10 am. This will help us plan activities for the day. When your child does not attend school, you must call to let us know the reason – if it is a communicable illness we are required to record this in case of other cases breaking out. If no one answers the phone, please send an e-mail; [contact@hellotangerine.com](mailto:contact@hellotangerine.com)

If a child does not attend the center for an extended period, families are still responsible for paying the regular tuition.

- **Sign in and sign out**

Families are required by DCF to sign in and out their children upon their arrival and departure.

- **Discipline**

Our staff uses only constructive and positive techniques when disciplining. These include redirection, anticipation, modeling, natural consequences, elimination of potential problems and teaching children to resolve conflicts on their own in an appropriate way. It is our staff's responsibility to teach children the proper behavior and not punish the child for undesirable behavior. Removal from the group will be used in severe situations (hurting someone, persistent disruptiveness) or when the child needs to gain control and observe the positive interactions of others.

Children need limits to develop a sense of security and predictability. They need to know how much freedom is appropriate in each situation. The limits should be reasonable and consistent. As you partner in caring for your child, it is important that good communication

exists between the home and tangerine learning center. If your child is experiencing a change in the environment that may result in a change of behavior at school, it is important to notify us.

Toddlers tend to act before reasoning and this is why conflicts arise among them. They have not yet learned to control their feelings. They usually act aggressively when they are tired, feeling sick, bored, hungry, frustrated and under pressure, insecure, angry and so forth. It is not until the age of three years old that a toddler learns he/she has choices and that every cause has an effect.

Adults should be strict about setting and implementing rules and consequences with the children. Children should be clear about their limits. Rules and consequences need to be fair, simple and consistently reinforced by both parties involved.

- **Programs**

5 days: regular day                      8.30 am – 2.30 pm

5 days: extended day                    8.30 m – 5.30 pm

- Toddler Class: This program is designed for children who are 18 months to approximately three years old. Children here are introduced to Montessori concepts of respect, order, concentration, coordination and independence through their work and social interactions.

- Prek – Kinder class: This program is designed for children 3 to 6 years old. Children work at their own pace in a multi-age setting, learning independently or from each other through exploration of Montessori based learning materials. The curriculum includes practical life, sensorial activities, language arts, Spanish, math, science, geography, art, and music.

- Kinder - Lower Elementary: This program is designed for children ages six to nine years old and marks the beginning of what Dr. Montessori referred to as the Second Plane of development. The Lower Elementary environment offers a fully integrated curriculum that includes language arts, Spanish, math, geometry, botany, zoology, cultural studies, art, and music through concrete, hands-on learning experiences.

- **Multicultural and gender free environment**

Tangerine Montessori encourages diversity within our program. We encourage families to share their cultures with the children.

- **Your child's Adjustment / Getting used to a new environment**

It is normal for your child to have some fears and misgivings about being away from you. Just like adults, children need time to get used to new situations. Try to prepare your child for the changes, talk about some of the new people your child will meet and the new things he/she will do.

If it is the first time your child has been separated from you, it is natural for your child to be hesitant. A cheerful good-bye kiss from you, a smile and a reassuring word is all you need to do. Our caring staff will take care from there. Usually, the child settles down shortly after parent leaves, and if not, we will notify the parent.

- **Enrollment information / Requirements**

Our program serves children ages 18 month to 9 years.  
(18 month – 3 years / 3 – 6 years / 6 - 9)

If you wish to enroll your child in tangerine Montessori, please complete the entire registration package and the registration fee will apply. Parents may apply at any time of the year. While going through the process of registration, a first parent interview will be scheduled with the school director.

To finalize the enrollment process, the following steps must be completed before your child's first day at tangerine Montessori:

1. Payment of:  
- Non-refundable yearly registration& last month tuition
2. Signed Application form
3. Signed fees and tuition agreement
4. Signed emergency card
5. Signed photography and video permission form
6. Pick up Authorization form
7. Arrival and pick up memo
8. Signed Parent Handbook form
9. A current physical examination and immunization record (blue and yellow forms)
10. Any other additional forms required by tangerine Montessori.

**Please be advised that your child will not be able to begin school until all steps are completed.**

- **Tuition**

Enrollment and last month tuition are due upon enrollment.

Tuition is late after the fifth day of the month and a \$35 late fee will be added to the regular payment.

**Fees are non-refundable and do not cover any portion of tuition fees. No portions of any fees are subject to adjustment or refunds because of illness, absence, change of residence or withdrawal.**

Please keep in mind that if paying with a credit card a 3% will be added.

9 payment plan / 5 days (deposit will be applied towards last month of tuition)

	Date
1	August 1 <sup>st</sup>
2	September 1 <sup>st</sup>
3	October 1 <sup>st</sup>
4	November 1 <sup>st</sup>
5	December 1 <sup>st</sup>
6	January 1 <sup>st</sup>
7	February 1 <sup>st</sup>
8	March 1 <sup>st</sup>
9	April 1 <sup>st</sup>
10	May 1 <sup>st</sup> (deposit)

2 payment plan / 5 days (deposit will be applied towards last month of tuition)

	Date
1	August 1 <sup>st</sup>
2	January 1 <sup>st</sup>

1 payment plan / 5 days

	Date
1	August 1 <sup>st</sup>

1. tangerine Montessori works on a 10 month plan- Enrollment is for the entire 2018 – 2019 school year (August 21<sup>st</sup>– June 7<sup>th</sup>). Voluntary or involuntary absence from the School for any reason, including change of residence, withdrawal, or expulsion will not affect financial responsibility.

2. Daily late pick up fees apply according to the Parent Handbook.

3. Payments can be made by certified check, money order or credit card. Tuition is late after the fifth day of the month and a \$35 late fee will be added to the regular payment. There will be a \$35 penalty fee assessed for all returned checks. Families whose tuition payments are delinquent may, in the School's discretion, not be permitted to attend.

4. All fees including registration fee, material fee, application and tuition are non-refundable.

5. Enrollment is for the entire 2018 – 201 school year (August 20<sup>th</sup> – June 6<sup>th</sup>). I understand and agree that once the agreement has been signed and the registration fee paid, I am liable for the entire year's tuition and fees. Voluntary or involuntary absence from the School for any reason, including change of residence, withdrawal, or expulsion will not affect financial responsibility.

- **Returned checks fee:**

There will be a \$35 penalty fee assessed for all returned checks. Families whose tuition payments are delinquent may, in the School's discretion, not be permitted to attend.

- **Physical Examination and Immunization Record**

DCF (Department of Children and Families) requires us to have your child's physical examination and immunization record (blue and yellow forms) up to date **at all time**.

Two weeks before they expired we will send you a memo requesting new forms. If your child's forms expire and we did not receive new ones **we won't be able to let you attend school until we receive them.**

- **School Calendar / Weather & Public emergencies:**

tangerine Montessori follows Miami Dade's school calendar.

<p>First day of school: Monday, August 20<sup>th</sup>  Last day of school: Thursday, June 6<sup>th</sup></p>
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Our center follows Miami Dade's County School calendar. Calendar will be available on our web page.

Tangerine Montessori follows the same guidelines as Miami Dade County Schools in reference to school closing in the event of potential hurricanes, tornados, tropical storms, or



other public emergencies. Please listen for public announcements (tv, radio) indicating Dade School closings. You also may e-mail the school or check our web page for new info.

In the event that school day has begun, the school office will start making phone calls immediately and arrangements need to be made for your child to be picked up promptly.

- **Sibling discount:**

We offer discounts for families with more than one child enrolled at our center. The discount is 10% off the second child's tuition rate.

- **Extended Day:**

tangerine Montessori offers an extended day to all its families. If you chose to enroll in this program, you would have the option to pick up your child(ren) at any time between 2.30 pm and 5.30 pm.

Children attending this program will need to bring an extra snack for this part of the day.

After 5.30 pm a late fee of \$15 will be assessed for every 15 minutes you are late (in 15 minutes blocks)

Tangerine Montessori will allow Families that did not enroll in this extended program to make use of it for a fee of \$35. **This fee will need to be paid at the time of pick up.**

Families can enroll in this extended day at any time of the year.

- **Late fee policy:**

A late fee of \$15 will be assessed for every 15 minutes you are late (in 15 minutes blocks)

If there is an emergency and you will be picking up your child up late you need to contact us immediately and arrangement will be done.

- **Arrival:**

Arrival begins at 8.30 am and ends at 8.45 am. After 8.45 am a late fee of \$15 will be assessed for every 15 minutes you are late (in 15 minutes blocks)

The first few minutes of the day are essential to the child entering and adjusting to the environment. Children who continuously arrive late often find difficulty entering on-going activities.

It is very important to make the transition as easy as possible for your child. We ask parents not to come into the classroom. This causes anxiety and confusion for the child and makes the separation more difficult and it can also be disruptive to the children that are already in the classroom.

If your child seems to have unusual difficulty adjusting, we will notify you immediately.

- **Pick-up:**

Regular Day: Pick-up for children begins at 2.30 pm and ends at 2:45 pm.

After 2.45 pm a late fee of \$15 will be assessed for every 15 minutes you are late (in 15 minutes blocks).

Extended Day: Pick-up time is between 2.30 and 5.30 pm.

After 5.30 pm a late fee of \$15 will be assessed for every 15 minutes you are late (in 15 minutes blocks).

**If someone else will be picking up your child**, please let staff know as soon as possible. We do not allow any child to leave the center with anyone other than the child's parent or persons listed on the pick-up authorization form. If a child is to be picked up from school by a person not listed on the child's pick-up authorization form, written notification must be given to the staff member in charge. Identification will be required before a child is released. **Verbal approvals are NOT acceptable.** If someone shows up to pick up your child and staff was not made aware of it, we will have to track you down to confirm that this is in fact permitted, as well as see a picture ID of that individual to confirm their identity.

- **Uniform / Clothing and personal belongings**

**All children are to attend school Monday through Thursday in school uniform.** The school uniform consists of a t-shirt or Polo with tangerine Montessori's logo. The **bottom portion** of the school uniform needs to be navy blue/jeans or caqui.

**If your child is not wearing the correct uniform, we will ask you to drop off that same day a full uniform set in order for your child to be able to attend school.** We strongly recommend you to have at least one full uniform set at school in case this situation happens.

Friday is a free day and children can attend school in their everyday cloth. Uniform can be purchased at tangerine Montessori.

Please provide clothing that can be washable, comfortable and practical, keeping in mind that some activities can be very messy.

Clothing should be comfortable and easily manageable by the child and allow him to be independent (no belt please)

Shoes: **All shoes need to cover your child's toes** because they offer safe footing. Open shoes like flip flops or sandals are not allowed, not even on Fridays. We strongly encourage sending shoes that your child can easily take off and put on.

All personal belongings and clothing **MUST** be marked with child's name. Tangerine Montessori cannot be responsible for any unmarked belonging.

- **Sleeping set:**

DCF requires that every child's sleeping set includes a mat cover and that they are packed in individual bags. In order to make sure every family complies with this regulation, each **family will need to purchase a sleeping set** (mat cover, blanket, pillow & bag) which will be available at Tangerine.

This will be sent home every Friday to be washed. Please return it with your child the next school day. A sleeping mat for each child will be provided.

Please don't send big pillow or huge blankets since we will send these back.

(Kinder and Elementary students are not required to have a sleeping set)

- **What to bring?**

**\* Toddler Program** (18 month – 3 years)

- Two change of uniform clothing (underwear, socks, pants, shirt)
- Lunchbox labeled with your child's name.
- A child-sized bag or small backpack to bring all their belongings (marked with your child's name)
- A big box or bag of baby wipes (marked with your child's name)
- Bag of diapers (marked with your child's name)
- Sleeping Set.
- Water bottle

We encourage parents not to use baby bottles or pacifiers after the age of one and a half. Toddlers should drink from a child's cup with a lid or a small plastic glass. Please don't bring pacifiers, security blankets or toys to school since this will distract the child.

We will start toilet training once both parents and teacher feel the child is ready. Once you decide it is the right time to start tangerine Montessori will schedule a meeting for further information.

**\* Pre-K / kinder and Lower Elementary Program (3 – 6 years) (MUST be potty trained in order to join this program)**

- Two change of uniform clothing (underwear, socks, pants, shirt)
- Lunchbox marked with your child's name.
- A child-sized backpack to bring all their belongings (marked with your child's name)
- A big box or bag of baby wipes (marked with your child's name)
- Sleeping Set (Lower Elementary class students **are not required** to have a sleeping set)
- Water bottle.

\*Lower Elementary: you will receive a material list

- **Toys brought from Home:**

We ask that all children's toys be kept at home unless otherwise advised by your child's teacher. We cannot be responsible for lost or broken toys.

- **Parent Involvement**

Our doors are always open to parents who would like to be involved in their child's care and education. We welcome parents that wish to create/bring/share an educational activity for the students. Please your teacher so we can make necessary arrangements.

- **Nut Free School**

Our school community has committed to follow nut-free guidelines for the safety and health of all our students. We need each student, teacher and parent to help us make tangerine Montessori a safer place for kids who have food allergies.

NO outside food with nuts / peanut butter / granola bars or treats with nuts.



- **Lunch / snack**

Tangerine Montessori will not provide any snacks or lunch to their students.

Please pack a nutritious and healthy lunch and snack for your child. Don't forget to add drink(s) (water, juice). Please provide silverware and napkin. Sodas, candies or chocolate (in any form) are not allowed.

**We won't be warming up your child's lunch** so please make sure that what you decide to send to school can be eaten cold or that it is in a thermos (warmed up at home).

- **Health Policy:**

Your child's health is a matter of major importance to tangerine Montessori. If a child becomes ill while at school, parents will be notified to pick up the child as soon as possible.

**Doctor's note is required in order to return to school.**

To help us maintain a healthy environment for your children, please follow the health rules listed below which are in the best interests of all children.

If a child is too sick to attend school, please keep him/her home. There is no "sick room" at the school, and the best place for a child to be recuperating from an illness is at home. There are also many symptoms that a child may have that may prevent them from being able to partake in everyday activities.

If your child experiences any of the following symptoms, please keep him/her home until they are gone or he/she is well enough to participate in normal everyday activities. If we see any of these symptoms while your child is at school we will contact you immediately:

- Fever greater than or equal to 100 degrees F.
- Excessive drainage (clear or discolored) from the mouth, nose, eyes, or ears.
- Red discoloration to the whites of the eye(s). (pink eye)
- **Skin rashes** as they are difficult to diagnose unless seen by a physician.
- Severe abdominal pain, vomiting or diarrhea. (If your child has 2 or more diarrheas while at school we will contact you).
- A deep, hacking cough
- Difficulty breathing or untreated wheezing
- Yellow discharge from the eyes
- Cuts or openings on the skin that are pus-filled or oozing
- Lice or nits (until treatment is finished)

If your child(ren) are sent to school with any of the above-listed symptoms or develop during the day, they will be sent home. **Children should NEVER be medicated and then sent to school** (i.e. given Tylenol to break fever). You should arrange for backup care when your child is sick.

- **Picking up a sick child:**

In the event a child becomes ill during the course of the day, to the point where they are not capable of participating in regular activities, the parents/guardians will be contacted immediately and be required to come to pick the child up. **If the parents/guardians can't be reached the alternate emergency contact person will be called to come to pick up the child.**

- **Head Lice:**

Anyone can get head lice, mainly through direct head-to-head contact but also from sharing hats, brushes and other personal items. Head lice are a problem in many communities and do not reflect poor hygiene or social status. Please do your part to prevent the spread of this communicable condition by checking your child(ren) on a regular basis. Lice infestation is much easier to treat if caught early. **If you should discover a case of head lice, please notify your child's school.** Notify the parents of your child's playmates. This is the best way to protect your family and community.

**Families must provide a note from their doctor or from a specialist in order to return to school.**

**This is the only way we have as caregivers to keep this situation under control.**

- **Doctor's Note:**

A written statement of good health from a doctor will be required in order to return to school if:

- A child has been diagnosed with a communicable disease (strep, pink eye, lice, sore throat, ringworm or any other skin condition etc.)
- Had a fever or had an abnormal temperature during the previous 24 hours.
- A child has undergone surgery or has been hospitalized
- Has a persistent cough, thick nasal discharge, vomiting or diarrhea.

- **Medication:**

tangerine Montessori **does not administer any kind of medication.**

If your child is taking medication, we require the parent or person designated by the parent to please come to school to administer the medication. We suggest you consult with your pediatrician to see if there is a medication that can be given every 8 or 12 hours so as not to interfere with his/her school day.

- **Injuries:**

The staff at tangerine Montessori makes every effort to ensure the safety of your child. Unfortunately, minor accidents may occur. In order to keep you informed we will provide you with an accident/incident form for each occurrence. In case of a severe accident injury, we will make every attempt to contact you for instructions.

**If your child did hurt his/her head, you will be asked to pick him/her up.**

It is IMPORTANT for tangerine Montessori to have your current cell phone on file.

If we cannot reach you, we will call the person you have indicated on the emergency card. Please keep these numbers updated on the form.

- **Communication between Home and School**

During the school year, we will send home letters, memos but mainly e-mails. **Please make sure you read all the information that we send home.**

It is your responsibility to notify the school of any change of address, e-mail and/or phone number.

If you need to talk to the teacher or director, please call the school and we will schedule a time to meet.

- **Child Abuse and Neglect**

Chapter 827, Florida Statutes, protects children and disabled or aged adults from abuse and/or neglect. Under Florida law, all teachers and school officials are legally obligated to report all suspected cases of child abuse.

- **Birthdays**

If your child has a birthday during the school year, he/she may participate in a special celebration that Tangerine Montessori will have for him/her. If you want to bring something we encourage you to bring something your child can share with his friends like a book or a plant for the classroom. This way the child will learn the pleasure of giving rather than receiving and provides a lasting reminder of his/her birthday.

If you wish to bring cupcakes, cookies, cakes or sweets please make sure they come individually wrapped so they can be taken home, they will not be served at school. Please keep in mind that not all parents like their child(ren) eating sweets and that we are a Nut free school.

- **Conferences**

Formal parent/teacher conferences are held two times during the year for all children. These are important points of communication about your child(ren)'s progress and vital to successful the school-home partnership. In the weeks preceding the conferences parents will receive via email or via memo the assigned dates and times.

- **Potty Training**

Toileting Independence for Toddlers One of the important developmental works of the toddler age is that of toileting independence. Like all areas of development toileting independence progresses at varying rates for children and requires nurturing support both at school and at home. To facilitate effective collaboration between the parents and the teachers below are indicators of toileting readiness.

Indicators for toileting readiness: 1. Shows interest 2. Dislikes dirty diapers 3. Has dry diapers for at least two hours during the day 4. Can sit still and coordinate movements 5. Can follow three or four steps directions 6. Has begun to dress and undress oneself 7. Can verbalize when she or he needs to go

If your child is showing some of these indicators, maybe he or she is ready. Please discuss with your child's teacher.