

ALLEN MONTESSORI ACADEMY: PARENT HAND BOOK

Description of Services

Allen Montessori Academy is a private Montessori school for children ages 6 weeks through the 2nd grade with an after school program provided for children through twelve (12) years of age. We also provide a Mother's Day Out Program.

Curriculum

At AMA, we always strive to provide a safe and loving environment for every child, along with a well-rounded Montessori education. As we prepare the child for the society of today, our world continues to change and we must too.

AMA not only offers an excellent Montessori education, we have carefully integrated circle time, books, music, art and outdoor activities along with various experiences into a meaningful yearly theme. For example, as the school year starts, we will focus on the child and his/her immediate world and expand to give the child the greater picture of the universe and our solar system. Children should love what they are learning. Our curriculum enables us to go deeper into the subjects that the children show a particular interest in. As we prepare the environment where the child can teach himself and develop self-discipline. The classroom becomes a small community or a "Children's House" where children share love and ownership of the environment and spontaneously take responsibility for its care. This instills the desire to learn.

"We learn from the children how to teach from the heart."

Teachers must love the time spent with the children. Our curriculum is a work of love, which evolves from years of classroom experience.

Hours of Operation

Allen Montessori Academy is open from 6:30 a.m. until 6:00 p.m. Monday through Friday. Office Hours are from 9 a.m. until 6:00 p.m.

We offer several programs to fit your family as well as the full day program.

Full time program: (No more than 10 hours a day) 6:30 am - 6:00 p.m.

Part time program: Option A 5 days 8:00 am –12:00 pm.

Option B 3 days 8:00 am – 4:00 pm.

After school: 3:00 pm – 6:00 p.m.

Drop off & Part time Program: Drop off available for Pre-toddlers & toddlers only. Can only be availed for a max of 2 days a week. Pre-Primary & Pre-Primary need to enroll in Part-time program. Dates to be submitted at the beginning of each month and may not be changed. Absences on missed scheduled days will not be prorated/substituted. Tuition must be paid in advance. Drop off considered on a weekly basis and spots are not guaranteed.

The academic school year is from August through May with the summer program during June and July.

Holiday Schedule

The school will be closed for the following holidays. (Check the official AMA calendar for exact dates)

Labor Day
Thanksgiving Day and the following day
Winter Break (Christmas – New-year’s eve, followed by Allen ISD calendars’ first day of school in January)
Good Friday
Memorial Day
4th of July
Teachers Development Day

Arrival and Departure Procedures

Morning Routine:

The **Pre-Toddler & Toddler** classes start breakfast at 8.00 am. Usually this goes on for 20-30 mins as children take some time to finish. We recommend you bring your children at this time especially if you want them to eat breakfast here at school. If you are planning to arrive after 8.30 am, please make sure your children have had breakfast and their milk **at home**. No food (school or from home) will be served once our breakfast is over, until the next meal time, which is lunch.

The **pre-primary and primary and after-schoolers** classes starts work at 8.30 am and our goal is that ALL the children are settled in by then. The teachers arrive at 8.00 am and spend a good 30 mins with the students to get them ready for work (Breakfast, pledge, circle time etc). This is a good way to prepare them for higher grades as well. It is our humble request to please be mindful of the morning routine of our school. Please do not walk inside the classroom with your child after 8.15 am. Instead, use the following procedure....

If you plan to arrive late, which is after 8.30, please follow any of the steps below

- please say your good byes to your child in the Hallway or
- hand them over to us in the office and we will walk them to the classroom or
- ask them to walk themselves in the classroom and you may wait outside the closed classroom door.

..... Contd on page 3

In the Morning: If you have anything to leave for your children (lunch box, nap stuff etc), please hand them to us with instructions and we will make sure they get them. The least amount of interaction we have with the teachers and Co-teachers in the morning, the more time our children will get from them.

In the Evening: Since the children are being watched by the teachers, for safety purposes, they will not be able to discuss your child's day or answer any other questions which will require them to look away from the other kids and risk their safety. They will however, give you all the pertinent information that needs to be relayed.

Please do not bring your child to school at lunchtime or naptime unless it is absolutely necessary. You must contact the school before you will bring your child during those times.

Departure information

Dismissal times are as follows:

Part time session.....12:00 or 4:00 pm.
After school care..... 6:00 pm.

Late pickup fees

Parents who do not pick up their children on time will be charged one dollar (**\$1.00**) for each minute they are late after the scheduled pick up time. The late pick up fee is due upon your arrival.

Early dismissal

If your child needs to leave school early, please notify the school when you arrive in the morning.

RELEASE OF CHILDREN

The school is legally responsible for insuring that each child leaves only with an authorized adult. Children cannot be release to older siblings under the age of 16 years. Parents **must** come into the school and sign your child in and out.

Students are released to the persons listed on the enrollment and childcare form, which are kept in our student files. Appropriate written and signed permission must be on file for each person who is allowed to take your child from the school. Due to concern about the safety and welfare of your child, we will not release him/her to anyone not on your approved list without prior written notification from parents/guardians.

Exceptions:

Should an emergency occur and those person(s) on your permission list are not available, please email the school and give the name of the person you are authorizing for student's release. You may describe their appearance and the automobile they will be driving. The person picking up your child should have their driver's license available for identity verification and making a copy upon arrival. When emergency release information is given over an email a staff member may still phone parents at their daytime phone number to verify that permission has been given to release child to another adult. We appreciate your patience and understanding regarding these procedures.

Medication

Please send medication to school only when imperative. Ask your physician to prescribe dosage times other than school hours if possible.

Medications are dispensed only at 12:00 p.m. and 4:00 p.m. It is not possible for the school to dispense medication at any other time. Adults should handle medications only. At no time may medications be brought into the child's classroom in his/her lunch bag or backpack.

Medication Request Form

A medication request form, found in the front office, must be filled out and signed by the parent or legal guardian before the school may administer medications. No medication can be dispensed without this form. Medications must be in their original container and:

- The bottle must be labeled with the child's name
- Be labeled with a date (if prescription medication)
- If prescribed, the name of the physician prescribing the medication
- Include directions to administer the medication

If an over the counter medication does not have specific dosage for children the child in question's age, dosage information must be supplied in a handwritten note from a doctor. For example, children's Tylenol, for ages under 2, says to 'consult a physician'. For the school to give this medication to a child less than 2 years of age requires a written note from the doctor, which includes proper dosage information.

Health and Safety

General:

Children and staff must meet the state requirements for immunization and physical examination.

Emergencies:

Parent must sign a medical release in order for the AMA staff to obtain emergency medical care for your child.

In case of critical illness or injury:

- a) Contact emergency medical services
- b) Child will be given first-aid or CPR if needed
- c) We will contact child physician identified in the child's records
- d) We will contact child's parents

Immunizations and Physical examinations:

We are required by the State to keep a detailed medical file on your child containing immunization records, allergies and a record of past illness or injuries. You must bring a written certification or confirmation from a physician that indicated that your child has been examined and is able to participate in a school program. This must also contain a record showing that your child's immunizations are current. Please consult your doctor for your child's specific requirements.

AMA does not request Vaccination Form from Employees.

Illness

Please do not send your child to school if he/she has a rash, fever, diarrhea, or is coughing, sneezing or vomiting. **Children with contagious diseases should be kept home 24 hours after the fever and symptoms have subsided.**

Should your child become ill during the day, we will isolate him/her and contact you or your emergency contact person immediately. Your child should be picked up promptly. We encourage you to bring your child back to school as soon as his/her illness is over, however, your child must be free from fever for 24 hours without the aid of fever reducing medication before they are sent back into the classroom.

Please inform the director or the administrator if your child may be infected with chicken pox, measles, mumps, strep throat, ect., so that we may notify the other parents.

A doctor's written permission is required before your child may come back to school for any major communicable diseases.

Minor injuries not requiring medical attention

Although AMA prides itself in providing a safe and secure environment, if a minor injury occurs during our care, such as your child falling on the playground, we will inform you upon pickup with an accident report filled out by the staff caring for your child.

Hearing and Vision Requirements:

According to state requirements, your child must have a hearing and vision test each year beginning at the age of 4 years to be enrolled in a school program. Under the age of 4 years, hearing and vision tests are available but not required. AMA schedules an outside agency to visit our school once each semester for your convenience. We will notify each child's parent in advance of the visit and if your child is due for the hearing and vision test. Parent will be required to pay the agency a fee for the tests.

Attendance and Absences

Your child's progress correlates with his/her attendance in school. Please set a good example for your child by having the child at school regularly and on time. Late arrivals distract other children and your child may find his/her ability to get involved in daily school activities frustrated by frequent tardiness and/or absences.

If your child is unable to attend school for any reason or illness, please notify the school of his/her absence by telephone.

Attendance

Teachers are required to keep daily attendance records. Teachers will take attendance soon after class time starts (8:30 a.m.) and will report names of all students who are absent to the office for verification.

Absences

Please notify the school as early as possible, and let us know if your child will be absent.

Communication

AMA is communicating with the parents over emails, phone calls and monthly newsletters. Newsletters send over emails and posted in the front office on the board. Any of the policy changes parents will be immediately notify by email and postings in the bulletin board in the front office.

Media Presence

AMA faculty are constantly doing activities outside of curriculum to enhance our children's experiences. We share those activities via facebook and our school website for your viewing and marketing. No other media is used. Photos are not shared with any other institution.

Clothing & Dress Code

Academic year

AMA is a private school and students must wear a uniform beginning in Pre- Primary and Kindergarten classes (ages 3years old and up). Boys are to wear a navy blue polo style uniform shirt and navy blue pants or shorts. Girls are required to wear a red polo style uniform blouse and navy blue pants, skirt (with modesty shorts inside) or plain shorts. All undershirts, tights or turtlenecks should be black or navy blue.

The dress code for the classrooms prior to Pre- Primary and Kindergarten, children should be sent to school in clothing that will allow them to run, climb, and play freely.

Please expect children to get a bit dirty on the playground. Your child should be able to handle his/her clothes independently, especially in the bathroom (except toddlers in diapers). Please send your child in clothing he/she can handle such as, elastic waist pants. Clothing should be appropriate for the weather.

Summer session

During the summer program, we do not require students to wear uniforms. Please dress your child in comfortable clothing, and if fieldtrips are applicable, dress them appropriately for the scheduled fieldtrip.

Please label your child's clothing and jackets with their name. We are not responsible for lost articles.

Shoes

The best shoes for children are tennis shoes or other closed toe shoes with rubber soles. We do not allow open toed sandals, crocs or flip flops for the safety of the children on the playground. Children wearing shoes that may cause tripping or injury will not be allowed to play outdoor, instead, will have to spend time with the teacher outside beside them. Children are also required to wear shoes during naptime due to a fire-safety code.

Toys

Toys or other playthings create a distraction in the classroom. Please do not allow your child to bring toys to AMA. We will provide toys for the children to play with. Educational items are good for show and tell and may be brought to the class.

Parental Involvement

AMA hopes to increase parental involvement in the school throughout the school year. Objectives will include organizing school functions such as class parties, special events and the fall carnival.

Every year, at the beginning of a school year, we will ask for a class mom or dad to help organize the class parties. We will also ask for parent volunteers to help organized, run, and with cleanup at our annual fall festival.

We always welcome all parents to volunteer their talents and/or time in any way at any time. Please let your child's teacher or the Director know. Other suggested activities include but are not limited to:

Volunteering to read stories to the children.

Volunteering to assist the teacher for an entire morning making copies, etc.

Donations of slightly used uniforms, books, and materials are welcome.

Meals and Snacks

At AMA we try to promote a healthy diet. Fresh Fruits and low sugar items are a regular part of the meals.

Breakfast starts at 8:00 am and ends before 8.20 am. If you will be bringing your child after 8:30 am, please make sure your child has already eaten **at home**. Please do not bring children after 8.30 with their own breakfast to be eaten in the class. Since work time has started we will not be able to serve them any food.

AMA serves a nutritious lunch every day. We provide a variety of servings in three different cycles. Lunch menus are distributed beginning of the year. Lunch is served between 11:00 am and 12:00 pm. Check with your child's teacher for their exact lunchtime.

If your child has any food allergies (doctors note will be required) or food restrictions due to cultural or religious practices, they may bring a sack lunch, pack only as much as your child can eat. We are able to heat foods sent from home if needed. **Chocolates, candies, items with nuts and soft drinks are not allowed and will not be served.** Leftover food will not be sent home as it is served in a plate (containers from home are not allowed in the classroom) and all uneaten food is discarded promptly at school.

The school provides snacks twice a day. Full time students have one snack in the morning and one in the afternoon. Part time students will be provided one snack during their time at school. You will find the provided snacks on our lunch menu.

Nursing Mothers

[Tex. Health Code Ann. § 165.002](#) (1995) authorizes a woman to breastfeed her child in any location.

For the breastfeeding mothers who would like to feed their infants during the school hours we will provide a private room (library area or any available classroom).

If your child is allergic to any food item, please inform the school in writing.

Discipline

Children will be disciplined according to their needs and developmental stages, rather than being punished, or order to promote self-discipline in the child. Discipline is process in which we help the child develop self-respect. At AMA, the teachers try to keep the discipline problems to a minimum by emphasizing the positive behavior rather than the negative behaviors. Teachers also give daily lessons on manners and grace. Acceptable behavior is encouraged by giving positive verbal praise that reinforces a child's feeling about his/her behavior and serve as an example to the other children to act in such a way as to receive this praise.

A child may be removed from the group for a period when a child continuously demonstrates unacceptable behavior. The child may return to the group when he/she is ready to demonstrate acceptable behavior.

If your child exhibits behavior problems that are disruptive, destructive to the classroom environment, or trying to inflict injuries to other children or staff, the Director will contact the parents to discuss these problems. At this time, the child may be placed on probation for a period of time, decided by the director. If the inappropriate behavior continues, the child may be dismissed from the school.

AMA staff will never withhold snacks or lunches as a punishment.

Parent/Teacher Conferences and Observation

Parent conferences are scheduled twice a year, in November and May at the end of the school year. Parents may request a conference at any time throughout the school year. Both parents are encouraged to attend the conferences.

If you need to speak to your child's teacher, please do not detain them in the classroom. The teacher must be able to attend to the children at all times, without distractions. The teacher may not be free to talk with you until after the children are dismissed.

Parents are welcome to schedule conferences with the Director to review and discuss any questions or concerns about AMA policies and procedures.

At AMA, we have an open door policy. Parents are welcome to observe their children or activities at the academy at any time without prior approval. If you have concerns regarding your child's academic or social progress, and wish to do an in room class observation, please arrange this with the Director and the teacher in advance. **The Director and Teacher must consent to an in-room observation.** Prior conferences may have to be scheduled before the consent is given. The advance notification will allow the teacher the time to prepare the children for your visit, explaining to the children they will still be responsible for completing their work. Please discuss this visit with your child prior to the visit. Inform your child that you will be visiting the classroom only to observe. While observing the classroom you should:

- ❑ Remain in the chair that is assigned to you by the teacher.
- ❑ Avoid conversing with any child, including your own to avoid distracting the children from their work
- ❑ Avoid walking around the classroom visiting with the children

Inclement Weather

AMA follows Allen ISD inclement weather closings. If Allen ISD will open late, AMA will inform parents via email of their decision to either open late or remain close, primarily to ensure for safe driving of our staff first, since they come from different parts of the city. Please listen to the radio or other news source or check our website for school closing information.

Transportation

AMA can only transport children five 5 years of age and older.

Fieldtrips

Some field trips may be scheduled for your child's class during the school year, and a written permission form must be signed and turned in to your child's teacher in order for AMA to transport your child before each and every fieldtrip. Failure to turn in a signed permission slip prior to each fieldtrip will result in non-participation of the fieldtrip by your child. AMA will be forced to place your child in another AMA staff supervised class during the fieldtrip time.

Many fieldtrips are planned during the summer session for Kindergarten and Elementary aged children. Parents of children enrolled in our summer session will be asked to sign a permission slip at the beginning of the summer session for AMA to provide transport to/from summer fieldtrips. Also a summer camp t-shirt is required for each child who

attend a summer camp. AMA logo T-shirt must be purchased in the school office. It is the parent's responsibility to notify the school, the morning of a fieldtrip, that he/she does not wish for their child to participate. Fieldtrips will be posted in the school office in advance and emailed to the summer camp parents.

AMA welcomes all parents to attend and volunteer on fieldtrips. Transportation is limited so we ask that you provide your own transportation to and from fieldtrips.

School Pickup/Delivery

AMA offers After school pick-up and daycare services to all children enrolled in any Allen ISD or Lovejoy ISD school with a 5 mile radius (some exceptions may apply). Parents must sign a permission slip and emergency form upon enrollment of his/her child allowing AMA to provide transportation to/from his/her school. The pickup roster, bus route information with schools addresses and phone numbers along with emergency forms and permission slips is located in the bus clipboard all the time.

The permission slips for fieldtrips must be taken on each fieldtrip and permission slips for school transportation will be taken in the school van during pickup/delivery routes. A copy of the permission slips for school pickup/delivery will also be kept in your child's school records.

Animals

AMA does not have or allow a school pet to be kept at the school for health reasons. We do however allow fish in the classroom. If a child wishes to bring his/her small pet for show and tell there are guidelines to follow:

- Animal must be small and kept in a pet carrier or cage.
- Animal must be up to date on all immunization shots.
- Animals cannot stay at the school for the entire day; parents can bring the animal, stay with the animal during entire time at the school, and take the animal when the parent leaves school property.
- Schedule this visit in advance with the teacher
- Director must approve of the visit in advance.

Water Activities

Allen Montessori Academy will notify all parents in advance of any scheduled water activity at the school or on a fieldtrip. Any water activities held at the school will be posted at each classroom door and in the main office. Water activity fieldtrips will be posted in the same manner. If your child will be unable to participate in water activities, please notify your child's teacher and the school in writing and verbally the morning of the planned activity. Please do not put handwritten notices in your child's backpack, instead we ask that you personally give the notice to an AMA staff member.

Parental review of PRS Minimum Standards

Parents may request to review the Minimum Standards set forth by the Texas Department of Protective and Regulatory Services. Please see the school administrator or Director to view the information. However, this is a large book and we will be unable to allow it to leave school premises or to make a copy of its entirety to give to you. If there is a

particular section you would like a copy of let us know and we will try to accommodate you. You may also review the book at our school.

You can also review the minimum standards at the PRS website:

http://www.dfps.state.tx.us/Child_Care/Child_Care_Standards_and_Regulations/default.asp

Licensing Inspection Report

PRS inspects our facility and practices once every 10-12 months. It is required by the State that our most recent Licensing inspection report be posted and made available for all parents, visitors and staff to view. Most current copy located in the front office.

Contacting the local childcare Licensing office

Local office: 550 E. 15th street
 Plano TX 75074
 469-229-6900

Website: <http://www.dfps.state.tx.us/>

Reporting Child abuse or neglect

TDPRS Child Abuse Hotline
1-800-252-5400

Child abuse and neglect are against the law in Texas, and so is failure to report it. If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Protective and Regulatory Services or to a law enforcement agency, immediately. TDPRS cannot accept e-mail reports of suspected abuse or neglect.

“**Abuse**” means an intentional, knowing, or reckless act or omission by an employee, volunteer or other individual working under the auspices of a facility or program that causes or may cause emotional harm or physical injury to, or the death of, a child served by the facility. AMA is providing an information about seminars for preventing “Abuse” for the parents and employees in order to increase the abuse and neglect methods. By doing so, increase employees and parents’ awareness of prevention techniques to prevent abuse and neglect. Parents are encouraged to coordinate with us and research community organizations that will assist in providing information

in regards of abuse and neglect. We encourage a supportive spirit among parents to intervene and obtain appropriate assistance in preventing abuse and neglect. AMA employees required annual training hours to prevent and recognize child abuse.

Here is the list of Child Abuse Support Groups in Allen, TX:

The Goddard School 972-529-9007, 1695 E Exchange Pkwy, Allen, TX , 75002

Counseling & Consulting Associates 972-542-8144, 2750 Virginia Pkwy Suite 108, Mckinney, TX, 75071

Enrollment Procedures

Application

The Application for Enrollment must be completed and signed by parent(s) or guardian and returned to AMA along with each of the following items:

- 1) Emergency Authorization Form
- 2) Student's Health Information Form*
- 3) Tuition Agreement form
- 4) Parents Handbook sign page
- 4) One of the following items:
 - Doctor's Statement (at the end of the student's Health Information form)
 - Copy of the medical screening form of the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program, if no referral for further diagnosis and treatment is indicated
 - A form or written statement from a health service or clinic

*(NOTE: Each child is required by State regulations to have on file a health statement, which includes a record of up-to-date immunizations and the signature of the child's source of medical care. If a child's healthcare summary is not complete at the time of enrollment or within 7 days after enrollment, the child will be excluded from the program.)

New Registration Fee

The registration must be paid at the time of enrollment, to hold a place for your child. The registration fee is \$200.00 (per family, if all are registered at the same time).

Tuition Payments

All Tuition fees are due and payable on the 1st and 15th of each month. There is a late fee of \$25.00 for payments made after the 3rd or 18th of the month. There will be a \$30.00

charge for returned checks. Split payments must be pre-approved by the Director in advance.

Summer Program

There will be additional cost for fieldtrips and special events. The monthly tuition fees for the summer program will remain at the same rate as during the academic year.

Discount

There is a discount allowed for each additional enrolled sibling per family. This discount applies to the lower tuition if there are two rates.

The discount does not apply to the before & after school care program, part time or infant program.

Supply fee

There is a \$125.00 supply fee (Toddler, Pre-Primary & Primary) and \$150 supply fee (Infants & Pre-toddlers) due at the beginning of each semester (September 1st and January 1st), except for the children enrolled in after-school program and summer camp.

Re-enrollment

At the end of April, priority for re-enrollment for the next academic year that begins in August is given to registered students. A non-refundable re-enrollment fee of \$250 (waived if your child is continuing through summer) is required to secure a spot.

Late Pickup fee

\$1.00 per minute will be charged for children not picked up by 6:00 p.m. The late fee is payable at the time of late pickup.

EMERGENCY PREPAREDNESS PLAN

1) During the emergency situation as a fire:

All personnel must direct children according to the evacuation plan posted in their classroom. Black lines represent fire evacuation diagram. Follow the directions of the monthly fire drills practice. All children and personnel must meet in front of the school building on the parking lot. Not-mobile Infants and children who have mental, visual, or hearing impairments will be evacuated in the evacuation crib. In case of a bad weather during the fire, all personnel should walk children to the **alternate shelter** with is:

**Harvest Church located at 700 Rivercrest Blvd Allen, TX 75002
(214) 667-9890**

A) 612 Pebblebrook Dr, Allen, TX

1. Start out going east on Pebblebrook Dr toward Sycamore Creek Rd.
2. Take the 1st left onto Sycamore Creek Rd.
3. Turn left onto Rivercrest Blvd.
4. 700 RIVERCREST BLVD is on the left.

B) 700 Rivercrest Blvd, Allen, TX

2) During the emergency situation as severe weather:

All personnel must direct children according to the evacuation diagram posted in their classroom to the shelter area inside the school (boys and girls hallway bathrooms). Red lines represent severe weather evacuation diagram.

- 3) During all emergency situations personnel must carry out attendance sheet to account children in care.
- 4) Front office personnel must carry out Emergency Authorization File for all children in care along with Sign-in chart and personal records: Parents contact phone numbers, Emergency contact phone numbers, medical authorization form. Teachers must count children before departing and after arriving to the shelter.
- 5) The person in charge at the time of emergency will communicate with local authorities by available source: land line or cell phones, provide them with contact numbers **214-901-2466 (Dasha)** or **214-783-4466 (Tina)**. Notify Licensing office and Health department.

***Allen Montessori Academy's Parent Handbook
Signature of Receipt***

I hereby acknowledge receipt of AMA's Parent Handbook, which includes State requirements and AMA policies and guidelines. I have read and understand the Parent's Handbook.

Parent Signature

Parent Signature

Date

Date

Please sign and return this page only with your Enrollment Application.

Please keep the AMA Handbook on file for your records.

Questions and Concerns regarding AMA Policies and Procedures

Please schedule a conference with the Director, to review and discuss any questions or concerns about AMA policies and procedures at your earliest convenience.

Revised copy August 2016.