Beach Montessori Christian Academy

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Beach Montessori Christian Academy



Parent Handbook

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**LINEN POLICY**

**Virginia Licensing Standard- 22VAC15-30-520-A:** requires that children napping be provided with a top and bottom linen. Beach Montessori requires that parents provide a top and bottom linen for nap. These linens will be sent home and washed every Friday. IF a child does not have a top AND bottom cover, one will be provided by the school. A $5.00 per day laundering service charge will be applied to the child’s account and a notice will be sent home.

**TRANSPORTATION**

Beach Montessori Christian Academy will comply with guidelines of the Virginia Department of Social Services Standards for Licensing, while transporting children to and from the facilities for field trips or to elementary schools. Children must be supervised to and from the sidewalk or vehicle. All children will be loaded into the van from the sidewalk or the non traffic side of the vehicle. All children must be secured in seatbelts and the doors will be locked. All arms and hands must remain inside the vehicle at all times. Emergency information will be posted in the vehicle, along with emergency equipment. Beach Montessori Christian Academy’s staff members will comply with the teacher/child ratio while on field trips.

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**BEACH MONTESSORI CHRISTIAN ACADEMY**

**ESTABLISHED LINES OF AUTHORITY**

 **Owner/Administrator**

Dr. Pedro Becerra/Mellessa Becerra

**Director**

**Mellessa Becerra**

B.S. Business Administration

MA Early Childhood Elementary Education

AMS Montessori Diploma

Virginia State Certified

Licensing information can be obtained by contacting the Department of Social Services at (757) 437-3400 or writing to:

Eastern Regional Office

Pembroke Office Park

Pembroke 4 Office Building Suite 300

Virginia Beach, VA 23462-5496

**SUSPECTED CHILD ABUSE**

Section 63.T-258 of the Code of Virginia requires any person providing full or part-time childcare for pay on a regular basis to report suspected child abuse or neglect.

Staff members are mandated reporters and upon suspicion of child abuse or neglect will report an incident with the appropriate agency.

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**WHAT DO I NEED FOR THE FIRST DAY OF SCHOOL?**

1. Registration Papers
2. Shot Record and State Health Physical Form
3. Birth Certificate
4. Seasonal change of clothes including socks. \*Please place in a Ziploc bag, & label all items w/name.
5. Crib sheet and small blanket.

**Please label all personal belongings with your child’s first and last name!!**

Please DO NOT allow your child to bring toys to school except on Show and Tell Days. Toy Guns or other weapon like toys are strictly prohibited at all times. Do not send gum, candy, money, coins, or other items to the school that may cause a child to choke.

Parents are welcome to send cookies, cupcakes, etc to share with their children’s friends on birthdays and specials occasions. Please let your child’s teacher know in advance that you will bring a treat. Remember to bring enough for the entire class.

**2**

**DIAPER OINTMENT POLICY**

Diaper ointment will be applied to students in our Toddler class as needed, after parents complete the proper “Authorization to Administer Diaper Ointment” form. Parents must provide the ointment in a Ziploc bag, labeled with the student’s name and date.

**EMERGENCY CONTACTS**

Parent’s of a children enrolled must provide the names and full contact information of persons to contact in case the parent/guardian is unavailable. It is the parent’s responsibility to inform the center of any changes in this information. It is very important to keep this information current at all times.

**VISITORS**

Beach Montessori has an open door policy. We welcome all interested parties to tour our facility at their convenience. Visitors shall be required to check in at the office.

Beach Montessori Christian Academy takes every precaution to ensure that only authorized individuals are allowed to pick up children. A photo ID will be required for those authorized on the pick up list and are not a custodial parent.

Parents are encouraged to observe our program at any time. We provide many opportunities and welcome parental involvement in center activities. We strive to work with our parents and our community to encourage our students to become productive students and conscientious citizens. **15**

**DISPENSING MEDICATION**

A parental consent form must be filled out for any student requiring medication during school hours. Please present the medication in its original container marked clearly with the child’s name to a member of the administrative staff and fill out a medication authorized form or we cannot administer the medic action to your child. Prescription or over the counter medication can be administered for up to 10 work days. Any medication given for a longer period requires a request for Administration of Medication form completed by your physician. **Please do not send medication to school in your child’s backpack.**

**SUNSCREEN POLICY**

Sunscreen will be applied to students seasonally as needed if the “Authorization to Apply Sunscreen” form has been signed by a parent. Form will specify brand and SPF that the school uses. If your child needs a specific type, the parent must supply and complete an “Authorization to Administer Medication” form.

**INSECT REPELLENT POLICY**

Insect repellent will be applied only to students with specific needs. Parent must supply repellent and complete an “Authorization to Apply Insect Repellent”

Form.

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**Introduction**

Dr. Pedro Becerra and Mrs. Mellessa Becerra founded Beach Montessori Christian Academy with the objective to create a blend of Christian moral values and academic excellence. We implement Montessori philosophy and early technology into our curriculum. We provide an open classroom environment, multi-aging and a family atmosphere. We are open to all children 6 weeks to 13 years old, regardless of race, creed, or nationality that may benefit from our type program.

**DIRECTOR**

Mellessa Becerra

**Hours of Operation**

6:15am-6:30pm

Monday through Friday

**2017-2018 School Calendar**

 **September**:

*4th-School Closed (Labor Day)*

5th -First Day of School

**October**:

**November**:

*10th -School Closed (Veterans Day)*

15th Report Cards Issued

*23rd - 24th -School Closed (Thanksgiving)*

**December**:

14th - Christmas Program

*25th -School Closed (Christmas)*

**January**:

*1st -School Closed (New Year's Day)*

*15th-School Closed (Martin Luther King, Jr. Day)*

**February**:

5th Report Cards Issued

*19th-School Closed (Presidents’ Day)*

**March**:

**April**:

11th Report Cards Issued

**May**:

*28th -School Closed (Memorial Day)*

**June**:

14th - Kindergarten Graduation

15th - Last Day of School

22nd - Report Cards Issued

**July**:

4th- School Closed (4th of July)

***\*In the event of inclement weather, please tune in to Wavy 10 for delays and closings.\****

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**PHILOSOPHY**

Train up a child in the way he should go; and when he is old, he will not depart from it. Proverbs 22:6

God has given parents and teachers the responsibility of nurturing the children He has placed in our care. When parents must work, now more than ever, it is essential that the children be cared for in a Christian environment by dedicated teachers. Therefore, we exist to form a partnership with parents to provide an environment in which children can develop wholesome self-images. Our program encourages children to explore, question, listen, build, paint, play and sing. Furthermore we believe that the quality of these early experiences will have a profound influence on each child. We want each child to realize his/her full potential while developing Christian character and high self-esteem in a positive learning environment. We believe that by recognizing and supporting each child’s individual talents and interests we can instill a life long love of learning. We believe that the Bible teaches us the basis of wisdom and we will endeavor to teach Biblical truths by example and through the Bible stories and character studies without any specific doctrinal bias. In addition our extended Montessori philosophy blends with the Christian values and enhances academic achievement. Montessori’s objectives are based on careful observation and developing through challenges adjusted to individual needs. Montessori philosophy was created by Dr. Maria Montessori, which revolutionized the way preschool and elementary education was perceived.

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**HEALTH POLICIES (Continued)**

about the communicability of the disease, please inquire at the office.

Please keep your child home if he/she has:

* Fever over 100 degrees in the previous 24 hours
* Unidentified skin rashes or bumps
* Vomiting or Diarrhea
* A heavy discharge from nose or eyes
* A constant cough
* Lice
* Symptoms of contagious disease such as chicken pox, measles, strep throat, etc.

**REMINDER:** We will be outside on all but rainy and extremely hot/cold days. PLEASE DO NOT SEND A NOTE REQUESTING THAT YOUR CHILD STAYS INDOORS FOR THE DAY. Children who are too ill to participate in outdoor activities will be happier at home.

**EMERGENCY PROCEDURES**

In case of medical emergency during a school session, a certified staff member will administer first aid. The parent or authorized adult will be notified as quickly as possible. If a medical attention is required, the staff will call 911. You will be expected to assume any expense not covered by insurance.

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**HEALTH POLICIES**

Section 22 VAC 15-30-150 of Minimum Standards for Licensing Child Day Care Centers requires that: “the center shall obtain documentation that each child has received the immunizations required by the State Board of Health before the child can attend the center”. All children are required to have the State Health From filled out by a physician and returned to Beach Montessori Christian Academy within thirty days of their first day of school. If your child’s health information form is not complete at the beginning of school or within (30) days after enrollment your child will not be allowed to attend until complete documentation is provided.

The health and safety of your child is of major importance to us. If a child becomes ill at school, we will first try to contact the parents. If we are unable to make contact, we will let the student rest in a quite area until someone has been reached. For this reason we ask that you provide us with up to date phone numbers. Once informed of your child’s illness, it is your responsibility to make arrangements for your child to be picked up from Beach Montessori Christian Academy as soon as possible.

If Beach Montessori sends your child home from school with a temperature of 101 degrees or over, they may not return to school for a 24 hour period unless the parent can provide a doctor’s note stating the student is eligible for return to school. Please notify Beach Montessori Christian Academy if your child or a member of the immediate family develops a reportable communicable disease. If you are unsure

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**NUTRITION**

Preschool children who are in the full day program will receive two snacks and a lunch. Snacks will always include a minimum of two food groups and lunch will always include food from all four food groups. All food served will meet USDA recommended guidelines. Menus are provided monthly. Kindergarten students are required to bring a lunch and snacks from home. A $5.00 charge for students in Kindergarten will be applied to accounts for those who forget to bring a lunch. \*Please label lunchboxes with child’s name and date.

Children arriving between 6:15 am and 7:30 am may bring their breakfast to school. However breakfast is not provided, as our morning snack is served between 9:15 and 9:30am.

**Please notify the school if your child has any food allergies.**

**ARRIVAL AND DEPARTURE**

Parents are responsible for their child’s safety during arrival and departure. Please park your car, turn off the engine, and park on in designated spaces. When dropping your child off, always escort them to their teacher or staff member in charge. Do not leave cars running while you gather your children. Parents should take their child by the hand and walk them in each morning.

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**ARRIVAL AND DEPARTURE (Continued)**

**Children are to be signed in and out each day upon arrival and departure.** If you will be away from your office or home please leave a number in the notes section of the sign-in sheet where you can be reached. The center closes promptly at 6:30pm. We ask parents to cooperate in picking up their children before 6:30pm. If for an emergency a parent should be delayed, please call Beach Montessori Christian Academy and inform the staff that you will be late.

Parents picking up after 6:30 pm should pick up their children at the front of the school. If a child is not picked up by 6:30pm, and the staff has not heard from the parent, the emergency pick-up contacts will be called to pick up the child. The late fee is $1 per child per minute after 6:30pm. If no one can be contacted by 7:30pm social services and/or the local authorities will be contacted, at which time they will then inform the staff as to how to handle the situation. On all occasions, children should be carried or held by the hand all the way from the building until you have secured them safely in their car seats.

A child will only be released to a person authorized by the custodial parent. Children will not be released to siblings without written parental consent. The staff will question those persons whom they are unfamiliar and check authorization and identification before releasing a child. Please inform those authorized to pick up your child that the staff will be asking for positive identification.

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**DISCIPLINE POLICY**

While young children are learning, every effort will be made to channel the child’s interests in other directions before using disciplinary actions. If diversion methods are not effective, the child is required to sit apart from the class for a short period of time. If this is not successful, a conference with the teacher, director, and/or parents may be called to discuss positive methods such as short and long term incentives, which may be used at home and school to promote more appropriate behavior. If behavioral problems cannot be corrected with a parent, teacher, administrative involvement, professional assistance must be sought.

Forbidden disciplinary actions include physical punishment, striking a child, rough handling, demeaning remarks, withholding food, and all other actions described in 22 VAC 15-30-487 in the Minimum Standards for licensed Child Day Care Centers.

**SPECIAL NEEDS**

We do not discriminate based on a child's development, race, religion, or socio-economic status. We strive to provide the best education for each child.

If we can not meet the needs of the child we often refer parents to a professional that can recommend behavioral practices or a school better fit to serve the needs of the child.

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**TRANSISTIONS**

Before advancing a child to another class, Beach Montessori gives a written two week notice of promotion based on ability, emotional/social development, and readiness of promotion. To be transitioned out of our Starfish (two year old class) the child must be fully potty trained as well as exhibiting social and emotional readiness. In order to make the transition to the next class successful we always encourage parents to drop by the new class with your child and meet the new teacher. We also transition the child throughout the day to become accustomed with the class.

# Beach Montessori also sends quarterly report cards home to monitor academic progress. Conferences are available at the request of the parent or teacher.

# All of the Beach Montessori student files, including report cards can be sent to new schools at the request of the parents.

**CLOTHING RULES**

Because of the wide range of activities, it is recommended that children be dressed in washable, comfortable clothing. Water activities, sand play, and occasional bathroom accidents necessitate that an extra set of clothing be sent and left at school. Extra clothing should be appropriate for the season. All extra clothing, including socks, should be marked with the child’s name and placed in a Ziploc bag. Beach Montessori Christian Academy is not responsible for lost or damaged articles of clothing. Please remember that children are taken outside daily (weather permitting) and should be dressed accordingly.

**Tennis shoes or closed-toe shoes are preferred over flip-flops or sandals for your child’s safety.**

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**GOALS**

Our program goals are designed to enable children to develop spiritually, academically, physically, intellectually, socially, emotionally, and creatively.

 We want children to:

* **Grow in faith and develop a positive self-worth:** We want children to learn to love God and to know that God loves them. We believe that this is the best way to teach children to view themselves as successful, likable, competent individuals.
* **Grow in independence:** To learn to make decisions, choices, to do things for themselves and being to view themselves as individuals.
* **Develop self-control and self discipline:** To become self-disciplined, self-guided, self-directed and to develop a sound basis for appropriate behavior. Manners such as “please” and “thank you”, “yes Sir” and “No Sir”, and prayer before each meal will be stressed. Your child will be taught to share and to respect the rights of others.
* **Gain control of and begin to understand their own bodies:** Including self-care skills, health process, nutrition, hygiene, and fine and gross motor skill development.
* **Understand and control the physical world:** By encouraging curiosity, thinking, understanding cause and effect, reasoning, problem-solving and gathering and using information.

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**CURRICULUM**

Beach Montessori Christian Academy uses the Montessori Method to meet children’s academic needs and Biblical Christian principles to meet children’s spiritual needs and encourage civic duties. We use a multi-aged classroom structure.

We believe that children should move at their own pace while going through the developmental process. We also believe that interaction between age groups encourages sharing and mutual respect.

Pre-school (2-K): The following is a general daily schedule, which may fluctuate slightly for each class. You will find your child’s classroom schedule posted on their parent board.

6:15-9:00 Arrival and Center Time

9:00-9:15 Morning Circle Time

9:15-9:30 Snack

9:30-11:30 Open Montessori & Center Time

11:30-12:30 Lunch & Outside Time

12:30-2:30 Nap Time/Quiet Time

2:30-2:45 Snack Time

2:45-3:00 Afternoon Circle Time

3:00-6:30 Afternoon Activities and Departures

**B.A.S.E.** Children arriving before school will have free play and center activities to start their day. After school arrivals will be given an afternoon snack and time outside to unwind. Teacher supervised study time will be provided for students to complete their homework assignments.

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**ENMROLLMENT POLICIES**

Your child will be considered enrolled upon receipt of completed Registration Form, a non-refundable Registration Fee, and the signed Parent Agreement Statement.

**WITHDRAWALS**

If a child must be withdrawn from school, two weeks notice is requested so that we can make a smooth transition for the student leaving and the one entering in his/her place. Parent’s wishing to withdraw their children who fail to provide a two week notice may be liable for the additional two weeks tuition from date of withdraw.

If a child is found to have severe emotional, behavioral, or learning problems which interfere with the adjustments in the classroom, or that are a safety risk to the teacher or other children in attendance, we reserve the right, after consultation, to have him/her withdrawn from our program so that help from a more qualified source may be found.

Beach Montessori Christian Academy reserves the right to terminate your child’s enrollment for irreconcilable differences.

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