MAGIC FLUTE MONTESSORI SCHOOL

"Where Little Hands Build Big Dreams!"

PARENT HANDBOOK

📍 1550 NE 147th St, Miami, Fl 33161

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Parent Handbook
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WELCOME

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MAGIC FLUTE MONTESSORI SCHOOL

WELCOME TO ALL PARENTS

Welcome to our school ! We are excited to have you as a part of our Montessori family. At MAGIC FLUTE MONTESSORI SCHOOL every child is important. Our Montessori program is academically rich and designed to promote your child's growth and development. Thank you for choosing MAGIC FLUTE MONTESSORI SCHOOL for your child.

A transition into any new environment can be challenging and cause anxiety for any child or adult. Our staff is trained to be alert and aware of your child's reaction to their new environment and will be sensitive to their feelings. After enrolling your child at MAGIC FLUTE MONTESSORI SCHOOL, your child may visit and be introduced to his/her new teacher. This will also give you an opportunity to get to know the teachers and staff involved in the care of your child prior to their first day.

Separation anxiety is common, and your child may resist being left at MAGIC FLUTE MONTESSORI SCHOOL in the beginning. However, after several days, drop-off becomes easier. We suggest that after you do the necessary signing in and walking your child to class, simply give your child a hug and assure them that you will return for them that afternoon to pick them up – Then leave. Prolonging your departure could cause more anxiety for your child. We encourage parents to call any time during the day to see how their child is adjusting or contact teachers through the APP BrightWheel. If needed, the director will be happy to provide additional suggestions for a smooth and enjoyable transition into the school environment for both you and your child.
This handbook will help you understand our school goals and policies. Our guidelines are all designed to make sure that each child receives the best education possible. Please look over the information given, so that you are familiar with our operation and guidelines. Also included with this packet is the paperwork for your child's file, including pick-up permission form, emergency medical consent form, child information form, fee agreement, etc. Please complete these and return them.

During Parent Orientation you will be taken on a tour to meet your child's teachers and get a general idea of a day at our MAGIC FLUTE MONTESSORI SCHOOL. You may also schedule a time to observe in the classroom. Please let us know of any area in which we can be of particular assistance to you. We are looking forward to getting to know you and your child and providing a rich leaning environment where all our children develop to their full potential.

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Lastly, to ensure that your child's time at MAGIC FLUTE MONTESSORI SCHOOL is as enjoyable and comfortable as possible please bring the following items:

- A complete change of clothes (more than one set for infants)
- A small child-sized blanket for rest or nap
- A familiar cuddly toy to be used at nap time
- Bibs for infants and toddlers
- An extra can of pre-mixed formula for infants
- Diapers and wipes if needed.

ALWAYS LABEL EVERYTHING WITH YOUR CHILD'S NAME. LABELS ARE AVAILABLE IN THE CLASSROOM FOR INFANTS.

With warmest regards,
Miss Anna
Principal
MAGIC FLUTE MONTESSORI SCHOOL

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NOTE TO CURRENT PARENTS:

It is hard to believe that another school year is coming to an end. We have truly enjoyed our interaction with your family. It has been a joy to see each child grow, learn and mature.

We are already excitedly anticipating another awesome year! We will be kicking off our summer curriculum and our summer activity schedule in June. This will include the possibility of a room change and/or teacher change. We have found that our major transition/promotion from one group to another is easiest at this time of year. If your child is going to be experiencing a room or teacher move, we will be notifying you in the next few days. Although transition can be difficult it is exciting to see them be promoted. We will also have extra staff on hand all day the first two or three days of the new schedule to help you with the transition. Your child is already looking forward to and anticipating their "graduation".

Each year you are required to fill out new paperwork for your child and sign-off on the Fee Agreement and the Parent Handbook. Please take the time to look this material over and fill out the paperwork needed. We have attached all the forms necessary to this handbook for your convenience.

Changes and additions you might notice in this year's handbook include the following:

- School name and owner change.
- Classroom set change.
- Policy change.
- School Uniform change.

These changes have been implemented to simplify our process and help us all be more efficient. The policy change is intended to minimize the challenges we have had with transition. We also had been advised by professionals in the field that our policy is necessary to limit our legal liability and is necessary for good business practices.

These changes were projected to the parent's and staff present at the meeting that was held on January 20. This gave us an opportunity to present our challenges and the reasoning behind these changes as well as receive feed-back from our clients. The information and interaction exchanged was taken into consideration prior to the decision to enact these changes. Our staff has been alerted of these changes and trained to implement them as well as answer any general questions you might have.
By all means, if you have any challenges or questions concerning these changes feel free to contact me by phone at my direct extension (954) 779-0095. As always, my door is open, and you can always just talk to me when you are dropping off or picking up.

With warmest regards,
Miss Anna
Principal
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MAGIC FLUTE MONTESSORI SCHOOL
WELCOME TO PARENTS OF INFANTS

Dear Parents of Infants,

Welcome to our School! We want your experience at our School to be an enjoyable one for you and your child. We have put together a list of items you will need to bring for your child's first day. If you have any questions, please feel free to talk to one of us.

1. Pre-mixed bottles for each day
2. An extra can of pre-mixed formula to keep here.
3. Baby food or cereal
4. Bibs
5. Diapers and wipes
6. At least three extra full outfits
7. A small blanket for rest or nap

Thank you,

With warmest regards,
Miss Anna
Principal
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MAGIC FLUTE MONTESSORI SCHOOL MISSION STATEMENT

The mission of MAGIC FLUTE MONTESSORI SCHOOL is to create an exceptional Montessori community for children, teachers, and families, built on mutual trust and respect. We are committed to offering the highest quality education, fostering a love of learning, promoting positive self-esteem, and nurturing cross-cultural understanding. Our commitment is to form lifelong learning experiences allowing every child to become independent, self-confident and inquisitive learners.

VISION

Magic Flute Montessori School strives to provide both children and adults with abundant opportunities to grow and develop essential life skills. Our goal is to empower all students to reach their fullest potential, preparing them to be lifelong, creative learners with open minds.

OUR PHILOSOPHY

The Montessori program is designed to meet the developmental needs of young children. It provides experiences that enrich and enhance each child's cognitive, language, social, emotional, physical, and creative development. Within the school's daily schedule, each child has opportunities to create, explore the environment, learn problem solving and personal interaction skills, and learn concepts through first-hand experiences. Children develop a positive self-concept through a balance of self- and teacher-facilitated activities. Opportunities for solitary play as well as group activities are provided. Staff serve as positive role models and provide care that is supportive, nurturing, warm and responsive to each child's individual needs. The adult's responsibility in a developmental program is to assist the child in growing to his or her fullest potential by recognizing each stage of development and fashioning a curriculum that will nurture and facilitate growth during that stage.

We respect parents as the primary and most important provider of care and nurturing, and we believe parents and teachers are partners in children's care and education.

MAGIC FLUTE MONTESSORI SCHOOL provides a structured, caring learning environment with hands-on activities for all children. The dedicated staff works hard to provide the best care and education for each child.

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WHAT IS "DEVELOPMENTALLY APPROPRIATE PRACTICE"?

WHAT?

It just means simply that educators need to think first about what young children are like and then create an environment and experiences that are in tune with children's characteristics. A developmentally appropriate program like ours is age appropriate.

WHY?

Early childhood is a time of life quite different from adulthood, and even from the later school years. Children 3-6 learn far better through direct interactive experiences than through just listening to someone talk. They learn extraordinary amounts through play and exploration.

HOW?

To make the program a good place for every child, we gear our classroom environment and activities to this community and the families involved. We are eager to learn as much as we can about each child's family, cultural background, past experience and current circumstances; with this knowledge we work to create a program that fits the children and the families we serve.

SO WHAT?

Research and experience tell us that to be effective with young children, teaching practices need to be "developmentally appropriate".

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PARENT'S HANDBOOK

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STATEMENT OF SERVICES:

MAGIC FLUTE MONTESSORI SCHOOL is a year-round program that offers all day care for children ages 3 months to 12 years. Our daily activities and program consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. We offer a structured program for children of all ages that includes a year-round curriculum. Our activities include school readiness skills, arts and crafts, games, music, outdoor play and story time. We offer a Full-Time contract, which is for children present at the school over 5 hours per day, and we offer a Part Time contract, which is for children present at the school for less than 5 hours per day.

HOURS AND DAYS:

MAGIC FLUTE MONTESSORI SCHOOL is open from 6:00 am to 7:00 pm, Monday through Friday, and Saturday 10:00 am till 7:00 pm. Night care 7:00 pm to 6:00 am. We are closed New Year's Day, Good Friday, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day and Day plus 8 days of Teacher Planning Days. If holidays fall on a weekend day the weekday closest to that day will be observed as the holiday. (i.e. Christmas Eve falls on Sunday and Christmas falls on Monday – MAGIC FLUTE MONTESSORI SCHOOL will be closed on Monday and Tuesday) These days will be decided in August of each year and will be posted for your convenience. On each holiday or teacher planning day we are offer discounted extra care for students that already enrolled in the program from 9 am till 7 pm with extra payment.

STORM/HURRICANE DAYS:

MAGIC FLUTE MONTESSORI SCHOOL will make every effort to remain open during the storm and hurricanes, while closely monitoring national alerts.

OTHER CLOSURES:

Due to state training requirements MAGIC FLUTE MONTESSORI SCHOOL will be closed a minimum of 2 days during the year for teacher in–service training. This will be in the form of one day in the spring and one day in the fall. These days will be decided in January of each year and will be posted for your convenience. You will be charged at the regular rate for the weeks these days fall.

STATE LICENSING

We understand the importance of keeping strict compliance with the state licensing regulations in order to ensure a quality environment for your children. MAGIC FLUTE MONTESSORI SCHOOL complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios.

ADMISSION REQUIREMENTS:

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. No one shall be excluded from any of our programs because of race, color, religion, disability, sex or national origin. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). All forms provided to you upon enrollment must be completed before your child may attend MAGIC FLUTE MONTESSORI SCHOOL. All requested personal information is kept confidential. Parents are required to update all emergency data as needed, including address, home, cell, and work numbers and individuals authorized to pick up your child. Current immunization information must be submitted to the school upon enrollment, and all immunizations must be current. MAGIC FLUTE MONTESSORI SCHOOL must be informed of any custody situation in advance and will request that the proper paperwork be in the child(ren)'s file. Parents will be required to comply with all state regulations and school rules as set forth in this Parent's Handbook.

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CONFIDENTIALITY POLICY

MAGIC FLUTE MONTESSORI SCHOOL is committed to maintaining the confidentiality and privacy of all enrolled children and their families.

Information regarding children, including assessments, developmental records, medical information, behavioral information, incident reports, photographs, and educational records, is kept confidential and is only shared with authorized staff members and individuals as permitted by law.

Information provided by families, including personal, financial, medical, emergency contact, and enrollment information, is also maintained in a confidential manner and is used solely for educational, health, safety, and administrative purposes. Staff members are required to protect the confidentiality of all children and families and may not disclose confidential information to unauthorized individuals. Information will only be released with written parental consent or when required by law. All records are maintained in a secure manner and are accessible only to authorized personnel with a legitimate need to access the information.

ADMISSION AND WITHDRAWL:

Parents wishing to enroll their children in the school are encouraged to set up an appointment with the school office to come and tour the school and meet the director and their children's Lead Teacher. (Tours are scheduled at the parent's convenience, however, due to rest time and other challenges in our schedule we encourage tours to be scheduled between 9:00 a.m. – 11:00 a.m. Monday through Friday). The purpose of the informal tour is to answer any questions you might have concerning our policies and procedures and make you aware of the flexible schedule of your child(ren)s average day. At this time, we will give you a copy of the parent's handbook and any forms necessary to enroll your child(ren) in the school. All children shall be considered continuously enrolled from the time of enrollment until they are formally withdrawn according to the procedure outlined in the section "VACATIONS, ABSENCES, AND WTIHDRAWL FROM THE SCHOOL" on page E-15.

GUARANTEED START DATE:

MAGIC FLUTE MONTESSORI SCHOOL works on a "Guaranteed Start Date" rather than a "Waiting List". Upon deciding that MAGIC FLUTE MONTESSORI SCHOOL is the place for your child(ren), you will be asked to fill out a "Guaranteed Start Date Agreement" and pay a non-refundable deposit. This deposit consists of the $400 registration fee, the $100-350 bi-annual materials fee which are due each year January and August, and the first and last week's fees (fees through Friday of the first week in attendance and fees equal to one week's tuition at the current rate to be held for the last week your child(ren) attend or owe fees). At this time, you and the school will agree, upon the date your child(ren) will start. Prior to your first day you must bring your child's(ren's) enrollment packet(s) (one for each child) along with the following for verification: Birth certificate, immunization form, and medical evaluation records. Parents are required to notify the school prior to their child(ren) withdrawing including withdrawing from being on the guaranteed start list. For more information see the "VACATIONS, ABSENCES, AND WITHDRAWL FROM THE SCHOOL" section on page E-15 for more details.

PAPERWORK, FORMS and ANNUAL RENEWALL:

We are required by the state to have current and updated information on each child in our school. This is also for your safety. As mentioned above, we require all forms to be filled out on each child prior to their initial attendance at MAGIC FLUTE MONTESSORI SCHOOL. Also, each year in June, we will have you renew and refresh all your paperwork and all forms. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program and fees will continue to accrue according to the newest published rates including all late payment convenience fees and all other fees due. Annual registration fees and annual material fees will also be added each year at this same time. If MAGIC FLUTE MONTESSORI SCHOOL is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional $250 administration fee.

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DROP-OFF:

Parents must accompany their child(ren) into the MAGIC FLUTE MONTESSORI SCHOOL area every morning and clock their child(ren) in immediately after dropping their child(ren) off in the appropriate room. Children will not be permitted in the building prior to opening hours. New families will be given a code to use to clock each child in. The clock in/out system is located across from the office. The children are not allowed to come into the MAGIC FLUTE MONTESSORI SCHOOL area alone or to sign themselves in unless prior written permission has been given by the parent and approved by the Director. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

PICK-UP:

All children must be picked up and clocked out by an adult and/or person approved by the parent and the school. All children must be clocked out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up, MUST be listed on the Pick-up Permission form or be approved in writing by a parent or submitted in the APP and have government issued valid ID present at all times. In an emergency, parents may call the school and give verbal approval of an alternate individual. However, this is strongly discouraged. The school reserves the right to not allow any individual onto MAGIC FLUTE MONTESSORI SCHOOL property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a PICTURE government issued ID. In the event anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually.

PARKING POLICY:

MAGIC FLUTE MONTESSORI SCHOOL has a drop-off area by the doors to each building. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces if you anticipate you will be in the building longer than 5-10 minutes. We strongly urge you to turn your car off and LOCK IT when you come into drop-off or pick-up your child(ren). MAGIC FLUTE MONTESSORI SCHOOL is not responsible for items lost or stolen from cars or from the parking lot or facility.

PICK-UP PERMISSION FORM:

All persons authorized to pick a child up from the school must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent signing the child into our school to properly fill out all forms. In a custody situation the parent signing the child into our school takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers for both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The school reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

EMERGENCY MEDICAL CONSENT FORM:

This form will give us your consent to call an ambulance or your child's doctor or dentist if he/she needs emergency care. Please list your child's doctor, dentist and the hospital you would prefer. Also, please list phone numbers, addresses, and additional emergency numbers of contacts. It is strongly suggested that all emergency contacts all be listed on your Pick-up Permission form. If your child has any allergies or is on any medications, please include this information on the form as well as filling out one of the food or nonfood allergy forms. All of these forms will be re-done annually.

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Immunization cards need to be presented on or before the first day the child attends the school. A photocopy of these will be kept on file. When your child receives additional immunizations, you are required to bring your immunization card back in for us to take a current photocopy of it so that we can up-date your file. Whenever any information on this card changes – it is your responsibility to notify us and up-date or re-do this form.

INFORMATION CHANGE

Parents are to notify the school of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The school requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that MAGIC FLUTE MONTESSORI SCHOOL has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office IMMEDIATELY. Please give the Director written notice of the change as soon as possible.

IMMUNIZATION REQUIREMENTS:

All children enrolled must have their immunization records up-to-date or provide an exemption affidavit. The child's immunization record must be provided by the parent and all information must be current. The parent shall also provide proof of this with a form signed by a health care provider. This form will state that the child has received all current, age-appropriate immunizations. Parent's wishing to take a religious exemption must contact the office to find out the proper procedure for providing an affidavit of such a religious opposition. If MAGIC FLUTE MONTESSORI SCHOOL is penalized or fined for non-compliance of immunization cards due to a parent's neglect, that fine will be passed on to the client responsible including an additional $250 administration fee.

MEDICATION:

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be outdated or past-dated. All prescription medication must have that child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the school. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the teacher in charge at the time of arrival along with the "Permission to give Medication" form (Filled out). MAGIC FLUTE MONTESSORI SCHOOL reserves the right not to give medicines if the dosage is questionable or not according to the label. MAGIC FLUTE MONTESSORI SCHOOL reserves the right to request a doctor's consent via handwritten prescription for any non-prescription medications. A copy of the "Authorization to Give Medication" form (example on page Z-23) along with the medication bottle and any remaining medication will be given returned to the parent upon completion of the course of medication.

ALLERGIES:

We must be aware of any food or other known allergies that affect your child. If your child has any known food allergies, you will need to fill out an "Allergy/Food Exemption Medical Statement" (form on page Z-21). This allows us to alert all of our staff to be on guard of their allergy. The Allergy/Food Exemption Statement must be turned into our office as soon as this allergy has been identified. This form must be updated annually. We also need to be aware of any Non-Food allergies that can affect your child. If your child has any Non-food allergies, you will need to fill out a "Non-Food Allergy Medical Statement" (form on page Z-22) which must be turned in to our office as soon as this allergy has been identified. This form must be updated annually. You will also need to fill out a "Authorization to give Medication" form (Example on page Z-23) if your child requires an Epi-pen or other emergency treatment.

ILLNESS AND CONTINUED HEALTH:

These guidelines are for the welfare of all of our children. In order to provide a safe and healthy we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care.

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A child that is ill or has a temperature of 101 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior, see the Drop-Off section above. A child that is too ill to remain in the school shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 101 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event you are called to come pick up an ill child, you must pick your child up within 30 minutes, or overtime rates will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the overtime rate will apply. The school reserves the right to request the child to see a physician or have a physician's note prior to returning. For further clarification refer to the F-Section of this manual for our full "First Aid/Medication Policy" and our "Guidelines: When A Child Can Return."

WHEN TO KEEP A CHILD HOME

To help protect the health and safety of all children and staff, parents must keep their child at home if the child has any of the following symptoms or conditions:

- Fever of 100.4°F (38°C) or higher
- Vomiting within the previous 24 hours
- Diarrhea (two or more episodes within 24 hours)
- Severe coughing, difficulty breathing, or wheezing
- Unexplained rash or skin condition that may be contagious
- Eye infection with redness, drainage, or crusting
- Head lice, scabies, or other contagious infestations
- Any contagious disease, including but not limited to COVID-19, influenza, chickenpox, hand-foot-and-mouth disease, strep throat, or other illnesses identified by a healthcare provider
- Any illness that prevents the child from comfortably participating in daily activities
- Any illness requiring greater care than staff can provide without compromising the health and safety of other children

RETURN TO SCHOOL AFTER ILLNESS

Children may return to school when:

- They have been fever-free for at least 24 hours without the use of fever-reducing medication
- They have not vomited for at least 24 hours
- Diarrhea has resolved for at least 24 hours
- Symptoms have improved and the child can participate in normal activities
- Any contagious condition is no longer contagious according to public health guidelines or a healthcare provider
- A physician's note is provided when requested by the school

The school reserves the right to determine whether a child is well enough to attend and may request medical documentation before a child returns to care.

ACCIDENT REPORTS:

Safety is a top priority of MAGIC FLUTE MONTESSORI SCHOOL. Yet, there are times when a child will have an accident/ incident between your child and another child. If the accident/incident requires "more than a hug and a kiss", our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. A copy of this accident report, signed by the teacher in charge at the time of the accident, will be provided to you online through the APP and a copy filed with the Director's office. We ask that you sign the copy provided to you and return it to the Director's office to confirm that you were notified of your child's injury.

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This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child's privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle any and all behavior problems in a professional and appropriate way.

CHILDREN REQUIRING SPECIAL ACCOMMODATIONS:

MAGIC FLUTE MONTESSORI SCHOOL complies with the Americans with Disabilities Act (ADA) and other applicable regulations pertaining to providing services to individuals with disabilities. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. The entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the leadership staff.

DISCIPLINE:

At MAGIC FLUTE MONTESSORI SCHOOL the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our Behavior Intervention Policy. These policies begin on page E-18.

TOILET TRANING

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults and home and at the school. Toilet Training usually begins around 2 years of age. When a child shows an interest in toilet training, the parents and teachers should complete a Potty-Training Contract that describes how they will cooperate to encourage toilet training. This form is available from the director. This plan is commitment to work with the child in a consistent manner; it is not a timeline for completing toilet training. This contract will be kept on file. Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child's progress each day. The director and staff are available as a resource to answer any questions about your child's toilet training progress at MAGIC FLUTE MONTESSORI SCHOOL. Several complete changes of clothes should be kept on-school during this process.

TOYS:

MAGIC FLUTE MONTESSORI SCHOOL has a wide variety of toys, games and other resources to offer children during school time. Preschool classes will have shown and tell related to the week's lesson. Personal toys are not permitted in the school, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child's name. MAGIC FLUTE MONTESSORI SCHOOL is not responsible for stolen, lost or broken toys or clothing.

DO NOT BRING TOY GUNS, WAR TOYS OR OTHER TOYS OF DESTRUCTION.

CLOTHING:

We encourage the children to dress for play and comfort as the seasons change. Because our program is based on play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day weather permitting. Children will go outside if the temperature is above 32 degrees or below 100 degrees with the wind chill and heat index taken into consideration. It is required that you bring one set of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. If your child comes home in school clothes, please wash the clothes and return them within one week. **It is strongly suggested that all clothing brought or worn to the school have the child's name on it.**

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DIAPERS:

Please provide diapers, wipes and diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child's first and last name. You can bring a package of diapers to leave at the school. You will be notified when your child is running low on diapers. If you run out of diapers, we will provide them to you automatically for a fee of $5 per diaper. If you have any questions, please check with the office.

SUPPLIES:

Each child will be provided with all the instructional supplies necessary here at MAGIC FLUTE MONTESSORI SCHOOL. Materials fee of $100-350 will be added each January and June. Children who enter the school after June or prior to June of the following year will pay an initial supply fee upon registering and an additional supply fee added on June 1. No pro-rations will be given on this fee. ***Please mark all items clearly with your child's name.*** Additional personal items which are needed include:

1) A small blanket for rest time
2) A two-inch-thick mat which may be purchased at the school.
3) A crib sheet for the mat
4) If your child prefers a small pillow and/or a stuffed animal/doll for resting. Please be sure to provide one daily or leave one in the child's cubby at school.

CURRICULUM:

Children learn by doing. They learn through play, experimentation, exploration, and testing. Learning should be a joyful, natural experience. We have chosen a curriculum based on the developmental needs of the children each the room and to foster individual growth through opportunities for exploration. 90% of brain growth occurs from zero to 5 years old. Each class's lesson plans, and your child's class flexible schedule are posted on the parent's board in your child's room. We incorporate current trends in Early Childhood and School Age Education and then structure this curriculum to meet the needs of the majority of the children in the group. Information gathered through ongoing observation and assessment of children's development is used to guide curriculum planning, improve teaching practices, and support continuous program improvement.

Our curriculum, although it will vary depending on age, is guided by the following underlying principles:

- Children learn through dynamic investigation.
- Children instigate their own learning.
- Learning comes from open-ended experiences.
- Adults are facilitators of children's learning.

INFANT CURRICULUM:

We will keep your child on his/her daily schedule as much as possible. During the day, we will do activities with your child to help them develop their social, emotional, cognitive, language and physical skills. These activities may include, playing with toys, art, pretending, enjoying stories and books, discovering sand and water, music, and exploring outdoors.

PRESCHOOL CURRICULUM:

The preschool curriculum will cover the following areas:

Movement and Coordination

Physical attention and relaxation / Gross motor skills / Eye-hand, and eye-foot coordination / Group games / Creative movement

Autonomy and Social Skills

Sense of self and personal responsibility / Working in group setting

Work Habits

Memory Skills/ Following directions / Task persistence and completion

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Language
Oral language / Nursery rhymes, poems, finger plays/songs / Emerging literacy skills
Mathematics
Patters and classifications/ Geometry / Measurement / Numbers and numbers sense / Basic Addition and subtraction/ Money
Orientation in time and space
Vocabulary/ Measure of time / Passage of time (past, present, future) / Actual and represented space/ Simple maps/ Basic geographical concepts
Science
Human, animal, and plant characteristics/ Physical elements (water, air, and light)/ Tools
Music Every Friday
Attend to different sounds/ Imitate and produce sounds/ Listen and sing/ Listen and move
Visual arts
Attend to visual detail / Creating art/Looking at and talking about art

CHILD ASSESSMENT AND OBSERVATION

Magic Flute Montessori School uses ongoing observation and assessment to monitor each child's learning, development, interests, and progress. Educators regularly observe children during daily activities, play experiences, classroom routines, and learning opportunities.
Information gathered through observations is used to assess children's development in the areas of social-emotional, physical, language, cognitive, and creative development. Assessment information helps educators individualize instruction, plan appropriate learning experiences, identify strengths and areas needing additional support, and monitor progress toward developmental goals.
Assessment results are used to guide curriculum planning and ensure that learning experiences meet the individual needs of each child. Information regarding children's progress is shared with families through conferences, progress reports, daily communication, and ongoing discussions.

DAILY SCHEDULE:

Although your child's schedule varies somewhat day to day, a typical flow of a day's activities is below.

Activity Time: Activities specific to the weekly theme are presented along with basic activities such as puzzles, table manipulatives, dramatic play, blocks, etc.
Group Time: Group times are child-schooled participative sessions. The planned group activities include reading, music, movement, finger plays, discussion, dramatization, games, and experience stories.
Outdoor time: The playground is an extension of the classroom. Children can participate in an activity of their own choosing. Inclement weather, special events, or celebrations will occasionally affect the scheduling of outdoor time.
Snacks and Mealtime: Staff sits with children while they are eating, encouraging and participating in quiet conversation.
Rest Time: Children are given the opportunity to nap or rest each day.

Specific activities vary based on age; all are posted weekly in each room.
Extra activities are for extra charge: private lessons – piano, singing, guitar, drums, Djing, tutoring, language, etc., group lessons – chess, piano, yoga, hip-hop, art, acting, singing etc.

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CLASS DIVISIONS AND CLASS SIZE:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Homeroom class divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrolment management plan of the school. Children not yet in school are generally divided into classes by age since this usually keeps them with children in their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they will be attending Kindergarten.

STUDENT TO TEACHER RATIOS:

Student to teacher ratios are based upon guidelines set by STATE law. The following chart shows the maximum ratios that we observe.

Age of children	Number of Students	Per teacher
Birth-15 months	4	1
Toddler/Two 12-36 months	6	1
Preschool (30 months-5 years)	10	1
Kindergarten – 12 years old	12	1

In addition to the teacher to child ratios each group also has a group maximum. We meet or beat these ratios and minimums at all times.

Magic Flute Montessori School ensures active supervision at all times. Staff provide focused, intentional, and continuous observation of children in all settings, including classrooms, playgrounds, and transitions. Supervision practices are adjusted based on age, developmental needs, and group size to ensure children are safe while actively engaged in learning.

MIXED-AGE GROUPING

Our program encourages times for mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. In times of the day where mixed-age grouping is implemented, children who are at least one year apart in age are sometimes placed in the same classroom. Our teachers and staff are educated in mixed age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

TRANSITION PLAN

MAGIC FLUTE MONTESSORI SCHOOL will create an individualized TRANSITION PLAN to help children are about to transition from one class to the next. This is to help the children become familiar with the new program, teachers and children. It also allows the new teachers to get to know the individual needs of each child prior to the transition of an entire class group or several children together. The plan allows flexibility in order for us to best meet the needs of each child. Each child's individual need is different therefore the TRANSITION PLAN may vary quite a bit from child to child. Your child's teacher or the director will provide more details about transitioning when your child will move to another classroom.

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SUMMER CAMP

A summer camp educational program is offered during the summer months for children of all ages. The camp is built around weekly themes. Activities include various art projects, music, water fun, sports, stories, cooking, theatre, chess, yoga, outdoor movies, and many more. A separate summer program fee is generally charged to help cover costs, uniform is required during summer months since all program is educational.

OUR STAFF:

At MAGIC FLUTE MONTESSORI SCHOOL we strive to provide nurturing, quality care in a highly interactive learning environment. Our friendly qualified staff are an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the state of STATE through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

STAFF AND CLIENT RELATIONSHIPS:

MAGIC FLUTE MONTESSORI SCHOOL considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by MAGIC FLUTE MONTESSORI SCHOOL. All employees have signed a statement saying that they will not engage in "care for hire" or any employment by or for any past or current client family of MAGIC FLUTE MONTESSORI SCHOOL while currently employed by MAGIC FLUTE MONTESSORI SCHOOL or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of services.

WRITTEN COMMUNICATION:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child's day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program.
- Parent Board – updated with current information about MAGIC FLUTE MONTESSORI SCHOOL and curriculum
- Daily written communication in the form of "Daily Report" forms, "Incident/ouch" forms, and classroom memos will be place in the child's "cubby" from time to time.
- Parent/Teacher meetings twice each year
- Parents always have the option of requesting specific parent/teacher interaction to aid in the child's development.

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VERBAL COMMUNICATION:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all of the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent the majority of the day with your child. This is due to the fact that many children spend 10 hours a day the school and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule the teachers who are responsible for the majority of the classroom development for the earlier hours and the majority of the day. We suggest that you go to your child's "lead" or "primary" teacher to obtain detailed information on your child's general growth and development. You can call to see how your child's day is going or to speak to your child's teacher for more detailed conversation. The best time to call and speak to your child's teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone. You may also use the Payment/Suggestion box to leave information for Management, or you can e-mail us through our web school at www.MagicFluteMontessori.com

Families are encouraged to share observations, concerns, and developmental information to contribute to the assessment of their child's learning and progress.

PARENTAL INVOLVEMENT:

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful childcare program. Children should be raised by parents. At MAGIC FLUTE MONTESSORI SCHOOL, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open-door policy that allows parents access to the school during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our school. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the MAGIC FLUTE MONTESSORI SCHOOL office with their suggestion.

1. Parent Meetings (Usually 2-3 times per year)
2. Fall Open House
3. 2 individual conferences/year
4. Programs and Special activities, such as the Christmas Program
5. Special parent's involvement activities such as THANKSGIVING FEAST
6. Party Day Volunteer
7. Come and eat lunch with your child.
8. Classroom Volunteer
9. Send special treats for snack or meals (please notify the teacher a day or two in advance)
10. Help with school Fund Raiser
11. Participation in a parent's group
12. Reverse Field trips (When we bring a "field trip" type activity to our property)

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

POLICY FOR PARENTS WHO CANNOT PARTICIPATE IN SPECIAL EVENTS:

In the event that a parent feels like they would like to be more involved in the school but cannot be due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

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CHILDREN'S BIRTHDAYS

Birthdays are special days for children. If you wish to celebrate your child's birthday at MAGIC FLUTE MONTESSORI SCHOOL, please make early arrangements with your child's teacher. Hard or chewy candy and balloons are not permitted because they pose a choking risk. (See "Bringing Food From Home" on the following page for more specifics concerning food snacks brought for parties or to celebrate a child's birthday), animators are available for extra charge.

VISITING THE SCHOOL:

You are welcome to visit your child at the school at any time. We do ask that you check in with the office or sign-in desk before going to your child's room. It is the responsibility of each employee to make sure any visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grandparents and aunts are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a "visit" from an extended family member.

CLASSIFICATIONS:

Due to strict licensing guidelines and safety issues, we require that all individuals on our property be categorized as one of the following:

1) A scheduled employee during the regular course of their workday
2) A Child who is in our care (all paperwork has been filled-out)
3) Parents or others during the course of regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
4) Delivery personnel – From a regular or expected company delivering items to the school (should be in eyesight of an employee at all times and arriving at an expected time)
5) Visitor's – Must be approved by the office and should be accompanied by an employee at all times not to exceed once per month and limited to a maximum of 2 hours.
6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a "visitor" for more than once a month or for over 2 hours.
7) An Intruder – Action will be taken by the staff to notify the proper authorities.

Therefore, anyone who is in the building or on the property for an extended period of time must be considered either a "visitor" a "volunteer" or an "intruder" including parents and employees who are off the clock.

VOLUNTEERS:

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our school. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any "visitor" who spends extended periods of time in the school will be considered a volunteer and be required to go through the screening and training listed above.

INTRUDERS:

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program.

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Since we cannot attest to the background of anyone that has not gone through our screening process, we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning "Visitors" and "Volunteers" must be considered an intruder and steps will be taken according to the "Intruder" portion of our "Safety and Evacuation" policies.

MEALS AND SNACKS:

Our meal and snack service consists of a breakfast, morning snack, a hot lunch, and a PM snack. All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions as we want to accommodate and respect individual preferences.

FOOD FOR INFANTS AND CRAWLERS:

Parents don't have to provide food/ formula/ liquid/ milk for children in the Infant and Crawler rooms. The Infant and Crawler rooms are equipped with crock pots and refrigerators. All bottles are required to have a sticker with the child's name and the date the bottle was made if it's a breast milk. Please be certain to inform staff in the classroom the type of formula your child is using, and any other facts regarding diet. Do not bring open baby food jars - Licensing requirements restrict us from serving prepared baby food from previously opened jars.
Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk, storage it in the container with icepacks.

BRINGING FOOD FROM HOME:

Breakfast and lunch should not be brought from home without prior approval. The school will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the management. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained so as to avoid contamination. 4) Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child's teacher prior to bringing special treats.)

PORTRAITS AND PICTURES:

We offer school pictures two times a year, in the spring and fall. The fall photos usually include two sittings per child and should be delivered in time for use as holiday gifts. The spring portraits include one sitting and a complete class portrait. You will receive proofs before purchasing. In addition, we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a "Photo Release form" (page Z-14) with your paperwork giving us permission to take your child's picture or include them in short video footage.

REGISTRATION AND MATERIALS FEES:

As stated in the *Guaranteed Start Date* section of this policy, there is a registration fee and **materials fee** that are due prior to the child's first day at MAGIC FLUTE MONTESSORI SCHOOL. These fees are due upon initial enrollment annually each June and January. These fees shall suffice for that "School Year's" materials fee provided the child remains continuously enrolled in the program. Children who pull out of the program for a specified or un-specified length of time will be required to pay a re-registration fee as well as an additional materials fee upon returning. The exception to this will be children who physically pull out of the program but whose parents continue to pay their full weekly fees in order to retain the spot in our program. Children who attend in a "Drop In" fashion who pay the "Drop In" rate will be considered as continuously enrolled for that school year and will only be required to pay one registration and one material fee provided, they continue to fit the definition of this program.

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WEEKLY TUITION FEES:

It is our philosophy that clients are paying for the spot their child will take in our school. This is not based upon attendance but rather on a set weekly or monthly fee that is due regardless of the attendance habits of the child who has the spot. Our fee structure is based upon a weekly fee that is set by the contract which is signed by the parent's upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with a two weeks' notice of intent to change services. This to be allowed at the discretion of the management based on space availability. Contracts are re-done annually prior to the first of June. Since the weekly set fees remain the same, no bill will be given to remind you of these fees. A monthly statement of activity will be sent out usually prior to the 15th of each month. Add on fees may occur such as in the case of School aged children who are in need of additional services due to an irregularity in the school schedule such as an early dismissal, schools out day or school break. In the case of summer break, a new contract will be entered into by the parent's specifying the charges for this period.

PAYMENT POLICIES AND PROCEDURES:

Weekly fees are due in advance on Monday biweekly or 1st of the month if monthly package. A late payment fee of $50.00 will be imposed if the account remains unpaid by the close of business on Tuesday. An additional $5.00 per day maintenance and collection fee will be applied for each day the account is not settled. Failure to make payment within the prescribed time may result in the immediate termination of services.

No account will be permitted to carry an outstanding balance unless prior written arrangements have been made and approved by the Director. A fee of $50.00 will be charged for any returned checks. After two (2) instances of non-sufficient funds (NSF) checks, all subsequent payments must be made via ZELLE.

In the event that a two-week written notice of withdrawal is not provided prior to the child's departure, a fee equivalent to two (2) weeks' tuition will be charged. Clients may remit payments bank account transfer. All payments must be made payable to MAGIC FLUTE MONTESSORI SCHOOL and submitted via the BrightWheel APP. Cash payments will not be accepted under ANY circumstances. All tuition payments are NON-REFUNDABLE, except in the case of prepaid tuition amounts exceeding the total charges, including any applicable two-week notice fees. Clients are required to pay the last week's tuition fees in advance, and such fees will be adjusted annually or in accordance with any changes to the contracted rates. Please refer to the Refunds Policy below for further information.

Registration fees are strictly non-refundable. MAGIC FLUTE MONTESSORI SCHOOL reserves the right to pursue the collection of any outstanding fees, which may include the imposition of a two-week termination fee, as well as any associated collection costs and legal fees incurred.

MAGIC FLUTE MONTESSORI SCHOOL retains the right to immediately terminate all services at its discretion, including but not limited to the immediate dismissal of children from its facility, and to refer any outstanding balances to a collection's agency for recovery.

STATE PAID TUITON CLIENTS:

MAGIC FLUTE MONTESSORI SCHOOL is authorized to receive payments from ELC/ STEP UP and other Federal/State daycare assistance programs. If you qualify for free or reduced meals a t a public school, you might be eligible to receive help through ELC. Our participation in this program in no way limits our freedom or right to set and enforce the policies listed in this handbook. Clients wishing to use ELC assistance must make these arrangements on their own and list us as their ELC Childcare provider. You may enroll in the program as a ELC client once the office has received a letter of authorization from ELC or a phone call from the case worker, establishing your eligibility in our program. Clients wishing to transfer from a private pay client to a ELC client must come to the office and fill out a ELC Start Agreement. The annual registration fee, material fee, and Co-Pay fee is generally the responsibility of the client and not that of ELC. All ELC clients are also required to pay the last 2 weeks fees in advance. A payment plan may be arranged to help facilitate collection of this fee at the discretion of the director.

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MAGIC FLUTE MONTESSORI SCHOOL also requires that all ELC clients pay for any absence above 2 per month. ELC clients will be allowed to be absent for one vacation week each year (September through August) without being charged the weekly fee provided that it is pro-approved through the office at least one week prior. ELC clients may also be required to pay the difference between our private pay rates and the rates that ELC has established. Refer to the ELC Start Agreement for clarification concerning these issues.
ELC clients may also have a daily co-payment that is set by ELC. This is based upon family income. MAGIC FLUTE MONTESSORI SCHOOL requires that all ELC co-payments be made weekly on Monday in advance of service. MAGIC FLUTE MONTESSORI SCHOOL does the bookkeeping on ELC accounts once per month after the service has occurred. All PAYMENT POLICIES AND PROCEDURES listed above for self-billed clients will also apply to ELC clients. It is the responsibility of each ELC Client to ensure that they have no balance when the previous months fees and co-payments are added on the account. Failure to do so will result in a late payment fee. Failure to make co-payment amounts will void your contract with ELC whether you stay at MAGIC FLUTE MONTESSORI SCHOOL or move on to another school.

DISCOUNTS:

MAGIC FLUTE MONTESSORI SCHOOL is pleased to offer the following discounts: 1) 5% discount to all clients who work for companies that have 5 or more families currently enrolled in our program with up-to-date accounts. 2) $5.00 per week discount for each additional sibling currently enrolled full time in the program and are being charged weekly fees. 3) 4 FREE Group lessons a month for 2 or more private lessons a week packages.

REFUNDS:

We **DO NOT** issue refunds. In the event you have over-paid the credit will be applied to your next week's tuition. In the event you have a balance after your child's last day, all applicable fees including the two weeks' notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed according to our monthly bill payment schedule.

RECIEPTS AND STATEMENTS:

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

LATE PICK-UP FEE:

There will be a $5.00 fee added per minute if pick-up takes place after closing. This fee is non-negotiable and is the responsibility of all clients. Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the school for the day a "reasonable period of time" to pick-up the child or the above "Late Pick-up Fee" will also apply. If no parent or emergency contact can be located within 30 minutes of trying to contact the parent, the "Late Pick-up Fee" will also apply. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past closing. Children left at the school later than 60 minutes past closing will be considered abandoned and **Child Protective Services will be informed.**

VACATIONS, ABSENCES AND LEAVING THE SCHOOL:

Vacations and illnesses will be charged at the regular weekly rate. We request that all absences be reported to the MAGIC FLUTE MONTESSORI SCHOOL office prior to or the day of the absence. We require a two-week written notice prior to your child leaving the school or a change in your child's contract. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the school. Failure to notify the school will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added. This handbook includes a form to use when giving a two-week written notice of leaving the school (page Z-27). The school reserves the right to require the dis-enrollment of a child according to our "Discipline Policy" and or the "Behavior Intervention Policy".

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The school also reserves the right to require the dis-enrollment of any child whose parent and or guardian has become a problem at the school or who has developed and un-cooperative, aggressive, dissatisfied, or angry demeanor towards the school, its policies or its staff.

QUIET TIME:

It is our philosophy that children under 5 years of age need adequate quiet time and or rest, as a part of their daily routine. Since all the children are constantly engaged in stimulating activity, we require that everyone rest on mats after lunch. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. Infants' individual schedules will determine when they nap. According to "American Baby" the following chart is a guideline as to the sleep needs of children under 15 years of age:

Age	Suggested Hours of Sleep	Number of Naps Suggested
One Month	15.50 hours	3
Three Months	15.00 hours	3
Six Months	14.25 hours	2
Nine Months	14.00 hours	2
One Year	13.75 hours	2
Eighteen Months	13.50 hours	1
Two Years	13.00 hours	1
Three Years	12.00 hours	1
Four Years	11.50 hours	0-1
Five to Nine Years	10-11 hours	0
Ten to Fifteen Years	9-10 hours	0

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through pre-K will receive a quiet time each day for a specified length of time. This will be established by their flexible schedule posted in that respective classroom.

CHILD ABUSE REPORTING POLICY:

The State of STATE requires that MAGIC FLUTE MONTESSORI SCHOOL and all members of childcare institutions be on the lookout for, and report to the State and appropriate authorities any and all suspected cases of abuse to a child.

At MAGIC FLUTE MONTESSORI SCHOOL our school and staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

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The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is founded in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision
- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the school and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the School, or
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

TRANSPORTATION POLICY:

Parents are responsible for their child's transportation to the school and for arranging their own carpools. MAGIC FLUTE MONTESSORI SCHOOL will provide transportation for school aged children to and from school at the locations that this service is offered. The school complies with all State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed childcare school. The transportation policy in its entirety is found in section K of this Handbook. Parents will also need to fill out the form on Page Z-13. This form should be re-done annually.

INSURANCE REQUIREMENTS:

MAGIC FLUTE MONTESSORI SCHOOL complies with the minimum insurance coverage as suggested by our independent agent.
For more information concerning policies and liability see management.

ADDITIONS AND CHANGES:

MAGIC FLUTE MONTESSORI SCHOOL reserves the right to edit or adapt the policies in this handbook as the needs arise. The school will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the school at the time they are made effective.

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DISCIPLINE POLICY

We believe that children need limits in order to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our Discipline Policy is an organized classroom and prepared staff members. At MAGIC FLUTE MONTESSORI SCHOOL we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

According to licensing rules for childcare schools in the state of FLORIDA:
Rule 1240-4-6-,09, (2) Behavior Management and Guidance. **Florida Administrative Code Rule 65C-22.001(4)** – *Behavior Management and Guidance*.

A. Attention spans and skills of children shall be considered so that caregivers do not require behavior of children which is developmentally inappropriate.
B. Discipline shall be reasonable, appropriate, and in terms the children can understand.
C. Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
D. Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
E. Punishment shall not be related to food, rest or toileting.
F. Spanking or any other type of corporal punishment **is prohibited**. ("Corporal punishment" is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)

The following is considered unacceptable behavior:

- Running in the classroom
- Leaving the area or group without permission
- Becoming disruptive
- Removing shoes or other articles of clothing
- Throwing toys, rocks, sand
- Using toys and materials inappropriately
- Aggressive behavior
- Using toys and materials inappropriately
- Abusive, or inappropriate language
- Arguing with team members or other children
- Lack of Cooperation
- Behavior determined by the director to be unacceptable.
- Hurting themselves or others, such as hitting, biting, spitting, kicking, and pulling hair

The teacher has these prime responsibilities when dealing with inappropriate behavior:

1) **Redirection - Encourage child's good behavior and/or redirect his or her activity.**

2) **Behavior Report**

A) If the child's behavior continues to be inappropriate
B) OR the severity denotes an un-resolved problem.

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3) Behavior Intervention Meeting
   A) If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place
   B) Those in attendance will be the parents, the child's lead teacher, and a member of the leadership team
   C) This may be called by any of the individuals listed above.

4) Sending a child home
   A) When the child becomes out of control
   B) And/or when the child fails to respond to the measures taken by the MAGIC FLUTE MONTESSORI SCHOOL Team
   C) This is at the discretion of the most senior Leadership Team member present

5) Suspension
   A) Three written behavioral reports within a nine-week period constitute the child's being suspended from the childcare program for one week.
   B) Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and a member of the leadership team will meet in an attempt to determine if the child is capable of drastically changing his/her behavior to allow reentry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
   C) Fees will still be paid for this week to retain the child's space in the MAGIC FLUTE MONTESSORI SCHOOL program.
   D) If the child does continue in the program and does receive a fourth behavioral report within a 30-day period, termination of services may occur.

6) Termination of services
   A) When the severity of a problem is great enough that it could endanger the safety of the child(ren)'s welfare
   B) Termination may be effective immediately after consulting the most senior Leadership Team member present
   C) The parent or guardian will be notified.
   D) The school considers this to be a drastic measure and would not resort to such unless the child's behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the school will use three methods to track behavior and communicate with parents.

a. Daily Reports – a parent/school communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
b. Observation Form – an inner school documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any school team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
c. The "Behavior" Report – These are the "Incident Forms" and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each "Behavior" Report counts as one of the three that would result in suspension.

MAGIC FLUTE MONTESSORI SCHOOL expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn.

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BEHAVIOR INTERVENTION POLICY

At MAGIC FLUTE MONTESSORI SCHOOL, our vision is to provide the best education to the most children possible. We strive to help every child be successful and to achieve their highest potential. We implement the Behavior Intervention Policy when needed to ensure this happens.

The basis for our Discipline Policy is an organized classroom and prepared staff members. At MAGIC FLUTE MONTESSORI SCHOOL we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we begin with a positive approach.

A Behavior Intervention Meeting may be called in three different manners:

1. The primary teacher or a member of the Leadership Team may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
2. Either parent may call for a Behavior Intervention Meeting at any time prior to the third disciplinary action as they deem necessary.
3. A Behavior Intervention Meeting is mandatory after the third Discipline Note.

Under the first two scenarios, our first goal will be to determine and identify the behavioral difficulties that the child is having. The child's primary teacher will document the circumstances surrounding the behavior and the current actions that are being taken to correct this. Parents will then be asked to provide information concerning any changes in the home and will give input if they have noticed this behavior and what actions they are currently taking to correct it. A plan of action will then be discussed and agreed upon by all members present. If problems continue, an additional intervention will be scheduled.

The approach will vary slightly in the case that a mandatory Behavior Intervention Meeting has been called after the third discipline note. Our first goal will be to determine if our program is appropriate for the needs of the child. Services will be terminated if it is determined that we cannot meet the child's needs in our program. We will follow the steps listed above if we determine our program is appropriate for the child's special needs.

In addition to the above, the school will use three methods to track behavior and communicate with parents.

i. Daily Reports – a parent/school communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
ii. Observation Form – an inner school documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any school team member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher over the student and then to the leadership team for filing.
iii. The "Behavior" Report – These are the "Incident Forms" and are duplicate. The original is filed in the child's file and the copy is given to the parent. These are pre-approved by a leadership team member. Each "Behavior" Report counts as one of the three that would result in suspension.

MAGIC FLUTE MONTESSORI SCHOOL expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs cannot be met.

The Behavior Intervention Policy's purpose is to establish procedures for the parents, lead teacher, and a member of the leadership team to utilize when planning to meet the needs of the child(ren) with unacceptable or inappropriate behavior. A parent, the child's lead teacher and a member of the leadership team will be in attendance at a Behavior Intervention Meeting and agree in advance on the time and date.

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BITING POLICY

Biting is a common and a developmentally appropriate behavior in young children, especially from 9-30 months. Generally, children over the age of 3 have developed more appropriate ways to communicate. Experts in the field of child development report that biting occurs chiefly as a result of a child's incapacity to communicate. Children may become upset by a new experience and may bite as a response. While biting during the toddler years is developmentally appropriate, it is upsetting to parents and caregivers when it occurs, the goal of our policy is to replace the child's undesirable behavior with more effective way of communication and to ensure the health and safety of everyone in our program. The following is a plan of our pre=emotive strategies:

- for infants and toddlers, positive teething activities will be provided to comfort and soothe their gums.
- When children bite out of frustration or anger, behavior will be redirected to some other activity and/or will be shown an alternate way to communicate what they want. We will encourage the use of language to express wants and needs.
- Parents will be notified if their child is bitten at school. However, in order to protect the privacy of all our families, parents will not be informed of the biter.
- If a child bites frequently, staff will utilize a more intensive approach which involves carefully observing the child to determine precipitating events and maintaining a log to help track the behavior. Conferences with parents may also be utilized to discuss the child's actions at home, search for outside resources, etc.
- Biting incidents will be communicated to the parents of the biter to ensure staff and parents are working together to understand and prevent this behavior.

In order to ensure the safety of all children, if all attempts to stop chronic biting fail, **WE RESERVE THE RIGHT TO REMOVE** the biting child from the program.

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MAGIC FLUTE MONTESSORI SCHOOL

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FIRST AID/MEDICATION POLICY

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FIRST AID/MEDS POLICY

MAGIC FLUTE MONTESSORI SCHOOL daily designates someone to be the "First Aid/Meds staff. The First Aid/Meds staff will always be reachable by phone or radio. This staff will be responsible for any injuries or illnesses, administering medications and keeping the First Aid room in order and well stocked. The First Aid/Meds staff will take the following steps to ensure the health and welfare of all children in our care.

Sending a Child Home

When it has been determined that a child must go home, the procedures are as follows:

1. Notify the parent.
2. If the parents are unable to be reached, proceed by contacting someone on the emergency pick-up list.
3. Thirty (30) minutes will be given to pick-up the child. If the 30 minute time frame is exceeded, the late pick-up charge may go into effect.

Sick Child

1. Assess the child. Question him/her as to where the problem is located.
2. Take the child's temperature.
3. The child must be sent home with a temperature of 100°F. or higher.
4. A judgement call may be made if evidence of an illness is present but is not accompanied by a high temperature.

Injury w/ Blood

1. Take precaution by first applying a protective barrier between you and the wound, i.e. rubber gloves, zip lock bag, etc.
2. Assess the area to determine whether the wound will require stitches, or a bandage.
3. If stitches are required, first notify the on-site supervisor and then the child's parents. Clean only the area around the wound.
4. If stitches are not required, thoroughly clean and disinfect the wound using hydrogen peroxide.
5. All contaminated materials (gloves, blood soaked paper or cloth) shall be disposed of by being sealed in a plastic bag and thrown in the waste container for diapers. This container is to be emptied into a waste receptacle outside the building as needed or at least twice every 24 hours. Contaminated clothing that is to be sent home must be double sealed in a plastic bag and then put in the container for soiled clothing.

Injury w/o Blood, Head Injury

1. Assess the area to locate any abnormal bumps or bruises.
2. Apply an icepack to the injured area.
3. If the head injury is suspected to be more severe, notify the child's parent and alert a teacher to watch for fixed, glossy or dilated pupils for 30 minutes following the injury.

Broken Bones

1. If a broken bone is suspected, assess the area to locate any swelling or abnormality of the bone structure. Do not force movement.
2. Apply an icepack to the injured area.
3. If further assessment causes suspicion that a bone may be broken, contact the child's parent as soon as possible.

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Bite Marks

1. Assess the child to locate the area of the bite.
2. Disinfect the area of the bite with hydrogen peroxide.
3. Apply an icepack to the injured area.

In an emergency

1. Contact the on-site supervisor.
2. Instruct a team member to call 911, as well as the child's parents.

Attend to the child by following proper first aid or CPR guidelines while awaiting paramedics.

Head Lice

1. Confirm with the on-site supervisor that nits or lice are present. Quarantine the child immediately.
2. Follow procedures on sending a child home. Notify the pick-up person that the child must be properly treated before returning.
3. All sheets, blankets, and sleep toys in the affected room must be bagged and washed. Suggest to the parents that they do this as well.
4. A complete head lice check must take place in the affected room, as well as in the rooms of any siblings.
5. The child must be checked for re-entry into the School.
6. It is the parent's responsibility to present the child to a Leadership Team member or the First Aid/Meds person for inspection. Failure to do so will result in overtime charges to be in effect from the time the child is clocked in until they are picked up by a parent, or the parent has been notified and the child cleared by the appropriate person.

Contagious Disease

1. Parents are required to notify the School when a child contracts a contagious disease. These include, but may not be limited to, chicken pox, conjunctivitis, 5th disease, impetigo, measles, scarlet fever, ringworm, etc.
2. In the case that a child contracts a contagious disease, a health alert will be posted on the sign-in counter and by the door of the affected room.
3. This alert will include a brief description of the disease, date that the School was notified, and the date that it was posted.
4. The child may return to the School as stated by the health alert.

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MEDICATIONS:

Receiving and Storing Medication

1. An "Authorization to Give Medication" form, filled out in its entirety, must accompany all medication received by the school
2. All medication must be in its original bottle or container.
3. Medication mixed in a bottle with formula or in any other manner is not to be accepted.
4. All non-prescription medication must be labeled with the child's first and last name and the date that it was received.
5. Non-prescription medication requiring administration for longer than one week must have a doctor's note approving the length of use. That note may be good for a maximum of six months.
6. Long term prescription medication must have an "Authorization to Give Medication" form. This form must be updated every 30 days. We must have a doctor's note for all prescription medications, with the medication not to exceed six months. The prescription bottle may fulfill this requirement, as long as it is current.

Administering Medications

When medication is authorized to be administered, five "rights" must always be observed, and are as follows:

1. Right Patient – Question the teacher and child to confirm that you have the correct child.

2-3. Right Drug and Right Dosage – Compare the medication bottle to the "Authorization to Give Medication" form to confirm proper administration and to ensure that the medication has not expired. Do not exceed the dosage on the bottle unless a doctor's note is present verifying the dosage amount.

4. Right Time – Refer to the "Authorization to Give Medication" form for the time to be given. Medication may be given one-half hour before or after the stated time.
5. Right Route – When medication is administered, be certain that it is applied to the correct area or given in the correct manner, i.e. eye drops to eye, ear drops to ear.

Disposing of Medication

1. When the duration for administration of medication is up, as noted on the "Authorization to Give Medication" form, the empty bottle (after being washed out) should be placed in the child's bucket.
2. In the case that the medication is not emptied, it should stay in the First Aid room and a note sent to the parents.
3. The note will notify the parents that the unused medication will be discarded if it is not picked up by a designated date.
4. All medication must be discarded through the sewer system.

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Recording Information

1. All incidents must be recorded the correct forms as needed, i.e. "Authorization to Give Medication", "Incident Report".
   All information must be specific as to the degree of temperature, cause of injury, location and type, i.e. ¾ inch cut on right index finger. Finger got cut on a toy.
3. Any injury causing a mark constitutes an incident report. The report will be complete with all information surrounding the injury. One copy of the report will go to the child's bucket and the original to the child's file.

GUIDELINES: WHEN A CHILD CAN RETURN

These guidelines are recommended by the American Academy of Pediatrics and the American Public Health Association. These guidelines will be observed unless your child has a doctor's release that specifically re-admits them to the School prior the guidelines listed.

Fever Free:	Must be fever free for 24 hours with the exception of an ear infection. In case of an ear infection, the child may return after treatment of antibiotics has started.
Vomit Free:	Must not have vomited for 24 hours.
Uncontrolled Diarrhea:	Defined as an increased number of stools compared with the child's normal pattern, with increased watery stool and/or decreased formed consistency that cannot be contained by the diaper or toilet use. The child cannot return until he/she has had normal stools for 24 hours. If a child is on a medication that causes diarrhea, we need a doctor's note for the file (which we can keep for further reference) and if the child is teething, we can allow the child to continue coming to the School at that time (if it is determined this is the cause of the diarrhea).
Conjunctivitis (Pink Eye):	24 hours after documented treatment for conjunctivitis has begun.
Mouth Sores:	Must have a doctor's note stating that the child is non-infectious.
Rash:	With any rash accompanied by a fever or behavior change, the child cannot return until they have a doctor's note stating that the illness is not a communicable disease.
Infestations (e.g. head lice, scabies):	Cannot return until 24 hours after appropriate treatment has begun and has to be checked by the First Aids/Meds person before re-entering.
Tuberculosis:	Must have a doctor's note stating that the child is non-infectious.
Impetigo:	Cannot return until 48 hours after treatment has begun.
Strep Throat:	24 hours after documented treatment has been initiated.

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Varicella (Chicken Pox):	Cannot return until 7 days after onset of rash or until all lesions have dried and crusted.
Shingles:	Child needs to be excluded only if the sores cannot be covered by clothing or a dressing, until the sores have crusted.
Whooping Cough:	Cannot return until 5 days of appropriate treatment has been started.
Mumps:	Cannot return until 9 days after onset of swelling of glands near the ear.
Hepatitis A:	Cannot return until one week after the onset of illness or until after immune serum globulin has been given to the appropriate children and team members in the program as directed by the responsible health department staff.
Measles:	Cannot return until 6 days after the rash appears.
Rubella:	Cannot return until 6 days after the rash appears.
Ringworm:	Cannot return until 24 hours after starting treatment or a doctor's note saying non-infectious.

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MANDATORY REPORTING OF CHILD ABUSE

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MANDATORY REPORTING OF CHILD ABUSE

State law requires that every employee of a licensed day care or preschool facility, who in the course of employment reasonably believes a child, has suffered sexual abuse, physical abuse, or denial of critical care, shall immediately notify the Department of child services.

Our policy concerning this contains the following:

a. A staff member shall report the suspected or alleged child abuse or neglect to child protective services or to a local law enforcement agency as prescribed by the state law. This is to be done by any means available within 24 hours of the required report. Written documentation shall also be sent to the Department, Child Protective Services, and any local law enforcement agencies previously notified within 3 days of the initial report and maintain written documentation of a child abuse or neglect report on facility premises for 12 months from the date of the report.

b. A staff member shall report the suspected or alleged child abuse by a staff member to the Department and to a local law enforcement agency as prescribed by state law. A Staff member shall also send written documentation to the Department and to any law enforcement agency previously notified within 3 days of the initial report and maintain written documentation of a child abuse report on the facility premises for 12 months from the date of the report.

The oral and written reports shall contain the following information, or as much thereof as the person making the report is able to furnish:

a. The names and home address of the child, phone number, date and year.
b. The child's explanation as to what happened.
c. The nature and extent of the child's injuries, what the marks look like and color of bruises.
d. The date DCF was called, name of reporter and case worker.
e. Any other information or comments in which the person making the report believes might be helpful in establishing the cause of the injury.
f. The date DCF was called and the name of the specialist.
g. If the police were called.

Legal sanctions for failure to report are as follows:

1. Any mandatory reporter who knowingly and willfully fails to report a suspected case of child abuse is guilty of a simple misdemeanor.
2. Any mandatory reporter who knowingly fails to report is civilly liable for the damages proximately caused by such failure.

Any mandatory reporter who in good faith makes a report of child abuse or participates in the investigation of a child abuse has immunity from any liability, civil or criminal. Records and/or information pertaining to the abuse may be released to the child abuse investigator without releases required in other situations.
To report child abuse anytime, day or night, call:

FLORIDA CHILD ABUSE HOTLINE

- **Phone Number**: 1-800-96-ABUSE (1-800-962-2873)
- **TDD (for hearing impaired)**: 1-800-453-5145
- **Website**: www.myflfamilies.com

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LICENSING STANDARDS AND PROCEDURES

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CHLD CARE SCHOOLS AND SCHOOLS LICENSING STANDARDS AND PROCEDURES

This facility is regulated by the STATE Department of Children and Families, Adult and Family Services Division. License Number C11MD3485

Our Childcare Facilities Licensing Coordinator can be reached at:

Childcare Licensing Coordinator
Florida Department of Children and Families (DCF)
Miami-Dade Service School
1401 NE 2nd Avenue, Suite 300
Miami, FL 33132
Phone: 1-800-962-2873 (Florida Child Abuse Hotline)
Phone (local DCF office): (305) 377-5321.
Fax: (305) 377-5265
Website: www.myflfamilies.com

All of our recent inspection reports are available, upon request.

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EMERGENCY PLANS

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EMERGENCY PLANS

FIRE AND BOMB THREAT EVACUATION PROCEDURE:

There will be a long continuous blast from the fire alarm. Children will be evacuated according to the diagram posted in each room or as directed by the police. If the weather is too cold/hot for the children to be outside for an extended period of time, they will go to the designated evacuation site, 15665 Biscayne Blvd, Aventura, Fl 33160. In the case of an actual fire or bomb threat, teachers will take a head count and keep their children calm, in the contained area, out of the way of emergency vehicles and personnel until the children are released to their parents. In the event the designated evacuation site is unsafe or unavailable the School will notify by WLRN 91.3 FM radio or tv WPLG Local 10 (ABC) station. Parents should listen to the designated stations for information. An attempt will be made to call and inform parents if this is possible.

TORNADO, HURRICANE AND EARTHQUAKE PROCEDURE:

Notification of a tornado or earthquake will be made through the intercom. The School keeps a weather radio on alert at all times. Children will be evacuated according to the diagram posted in each room. If the children are inside, everyone should take cover under desks, tables or in tornado safe area (as shown on the diagram posted in each room). If children are outside, they need to move away from the building. If there is structural damage to the building, the children will be taken to the designated evacuation site, 15665 Biscayne Blvd, Aventura, Fl 33160. In the case of an actual tornado, hurricane or earthquake, teachers will take a head count and keep their children calm, in the contained area until it is deemed safe for the children to be released.

BLIZZARD AND POWER FAILURE PROCEDURE:

If the city's Public Schools are closed for the day due to inclement weather, MAGIC FLUTE MONTESSORI SCHOOL may or may not also close. Parents should call the School prior to dropping off their children. If the city's Public Schools dismiss early due to a blizzard, parents are required to come as quickly and safely as possible to pick up their children. As ratios allow, MAGIC FLUTE MONTESSORI SCHOOL will start sending members of the staff home according to those that lives the farthest away. If the parents cannot come to pick up their child, a ratio sufficient number of the staff, including an on-site supervisor, will stay with the children for as long as necessary. The team will provide activities for the children to participate in until their parents arrive. In the case of a power failure, MAGIC FLUTE MONTESSORI SCHOOL will notify the parents and ask them to pick up their children as quickly as possible. If evacuation due to power failure is deemed necessary, the children will be taken to the designated evacuation site, 15665 Biscayne Blvd, Aventura, Fl 33160.

CHEMICAL SPILL EVACUATION PROCEDURE:

In the case of a chemical spill, the children will be evacuated in the same manner as a fire drill. If the area near the School is considered unsafe, children will be loaded into the School bus and in staff members vehicles and take them to an area deemed safe by the authorities. Information will be given to the police and then by WLRN 91.3 FM radio or tv WPLG Local 10 (ABC) station to have them notify the parents of our location.

INTOXICATED PARENT PROCEDURE:

If an intoxicated parent comes to pick up his/her child, School staff will try to detain the parent. The on-site supervisor will contact another person on the emergency list and request that they pick up the child. The on-site supervisor will then tell the intoxicated parent of the pick-up plan. If the School staff are unable to contact another pick up person, the child must be allowed to leave with the parent. The parent would be informed that the police and child protective services will be called to inform them of the incident.

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INTRUDER PROCEDURE:

If an unknown individual gains access to the property/building, a staff member would see if they could be of assistance. This staff member should determine if the individual is an intruder and try to get them to leave the property. During this time, another staff member would then use the designated code to alert other team members in the building and to contact the police. If possible, children will be taken to a designated area in the building. Staff would then proceed as directed by the police. An attempt will be made to try and keep in contact with the all-staff members who are taking care of the children to keep them apprised of the situation.

Staff members who approach alleged intruders should refrain from putting themselves, the children or other staff member in an endangering situation. If the situation becomes hostile, they should try to escape or do what the individual asks until the authorities arrive. The remainder of the staff will be ensuring the safety of the children and will respond accordingly.

LOST OR ABDUCTED CHILDREN PROCEDURE:

One team member would alert the on-site supervisor for assistance with the search while the other team members stayed with the other children. If the child is not found, the School would contact the parent and then the police. Staff would then proceed as directed by the police.

The children's emergency forms should always be taken when leaving the building. A head count must be taken when leaving the building. In every procedure, either the receptionist or the on-site supervisor will print a report listing all of the children who were signed in as of that time. This information can be printed at the receptionist's computer.

IN ALL DRILL OR EVACUATION PROCEDURES, ALL STAFF MEMBERS IN ROOMS OR AREAS WITH NON-ABULATORY OR INFANT CHILDREN SHOULD PUT ALL CHILDREN IN A STOLLER OR CRIB WITH WHEELS AND WHEEL THEM OUT OF THE BUILDING.

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TRANSPORTATION POLICY

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TRANSPORTATION POLICY

We are committed to maintaining safe vehicles and procedures and to meet and/or exceed all standards set by state law.

WE WILL INSURE THAT:

OUR VEHICLES

a. All vehicles used to transport children are registered by the STATE Department of Transportation and have been approved by the state for transportation.
b. All vehicles have current insurance coverage for the motor vehicle and proof of such shall be kept in the vehicle and on the facility premises.
c. The motor vehicle shall have a working heater and air conditioner that can maintain a temperature between 60º F and 86º F.
d. The motor vehicle will include a fire extinguisher, emergency reflective triangles, a first aid kit, a blood-borne pathogenic clean-up kit 2 towels or blankets and water sufficient for the needs of each enrolled child.
e. Our vehicles shall be kept clean and mechanically safe.
f. All service and repair records of all motor vehicles used for the transportation of enrolled children shall be maintained for 12 months and shall be available for inspection.

OUR STAFF

A) All drivers shall be at least 18 years of age and shall hold a valid STATE driver's license; they shall also meet all standards set by STATE law concerning the class of vehicle being driven.
B) All drivers and those accompanying the children while in the vehicle shall receive adequate training every six (6) months in use of the passenger log and all transportation rules of the School and the state of STATE. This training shall include periodic practice of the emergency exiting procedures. The documentation of this training is kept in each staff member's employment file.
C) All drivers shall comply with all state of STATE health requirements for Child Care workers.
D) All drivers and adult monitors shall be CPR/first aid certified and shall be familiar with the use of all emergency equipment and procedures.

SAFETY

1) All children under the age of 4 years or who weighs 40 pounds or less shall use an approved child passenger restraint system.
2) All children over 4 years and 40 pounds shall be provided an adjustable lap belt or an integrated lap and shoulder belt. (The exception to this is vehicles defined as exempt from this provision such as school busses)
3) Each child and adult shall be secured in their own seat belt before and while the vehicle is in motion.

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4) All children and all passengers shall be seated and entirely inside the vehicle while the vehicle is in motion.
5) All children shall always be attended by an adult while in a vehicle – no child will ever be left alone in a vehicle for any reason.
6) All children shall not be allowed to open or close any door or window of the vehicle.
7) The emergency parking brake shall be set, and the ignition keys removed from the vehicle prior to the driver exiting the vehicle.
8) All doors of the vehicles shall be locked whenever the vehicle is in motion.
9) All children shall be loaded onto or unloaded from the vehicle away from moving traffic at curbside, in a driveway, parking lot or other location designated for this purpose.
10) In the case of an accident while transporting children, the STATE Department of Health Services Office of Childcare Licensing will be notified by phone within 24 hours and a written report will be submitted to them within 7 days.

PROCEDURES

- A copy of each child's emergency information and immunization record cards shall be carried in the vehicle in addition to a Passenger Log stating the name of each enrolled child being transported.
- Each individual child shall be listed separately by first and last name and shall be counted by individual entry.
- The Passenger Log shall be used to take roll each time the vehicle makes a stop as each child is loaded or unloaded.
- Upon unloading the children from the vehicle, the Passenger Log shall be transferred to the person designated by the School who shall provide additional review and additional verification that the children have been unloaded from the vehicle and properly accounted for.
- All Passenger Logs shall include the names of the persons who complete the Passenger Log and a separate attendance record of that event. These records shall be kept at the School for one (1) year with or until the next annual license re-evaluation.
- After the children have been unloaded from the vehicle, the driver shall immediately physically walk through the vehicle and inspect all seat surfaces, under all seats and all compartments or recesses in the vehicle's interior to insure no children have remained on the vehicle.
- All Children who are picked up by parent's during field trips or while be transported shall be checked out according to the School's policy concerning drop off and pick up.
- All Children transported to school shall be released in accordance with the school's procedures for this. This to include dropping them off/picking them up at the agreed upon place and time. The School staff shall watch the children while they are getting on and off the vehicle and shall watch them walk through the entrance to the door designated by the school.
- No audio headphones or cell phone shall be used by the driver while the vehicle is in motion.
- We will insure that children never spend more than forty-five (45) minutes traveling one way. (exception: If we choose to attend a field trip that exceeds this, we will get prior written permission for each instance)
- We will, at a minimum, double our adult to children ratio on all field trips.
- We will maintain acceptable adult to children's ratios when transporting children who are school age. This will include the bus driver and an adult monitor.

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SCHOLARSHIP POLICY

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SCHOLARSHIP POLICY

MAGIC FLUTE MONTESSORI SCHOOL will set aside an amount not to exceed 1% of the annual income budgeted each year for scholarships. These scholarships shall be designated for families who attend the School and who are having financial difficulty which is creating a hardship in paying their fees. Annual scholarships shall not exceed $1000 per family per calendar year.

The guidelines of the scholarship applicants will be as follows:

1. Scholarship applicants need to apply for the scholarship using the Scholarship Application Form.
2. Scholarship applicants will be asked to seek assistance through DES and Consumer Credit Counseling or a similar organization and give proof of the same.
3. Scholarship applicants will be required to provide any supporting documents requested by the Scholarship Application Form.
4. Scholarship awards will not exceed 50% of any specified period of care and will not exceed $1000 per family per calendar year.
5. Scholarships will be awarded based upon the above criteria and will be awarded depending upon the parent's keeping their payment agreements that are adopted as a supplement to the scholarship award. Failure to keep the payment agreements will void all scholarship awards for the awarded period. In this instance, late fees may accrue retroactively.
6. Clients who are having continued financial challenges and are ineligible for additional support elsewhere may seek fund-raising options in order to pay their fees at the School. This is at the clients request and at the discretion of the director. All funds raised shall be accounted for and turned into the School for credit to the account and purpose they were raised.

The scholarship policy is non-discriminatory. No scholarship applicant shall be excluded from the scholarship program because of race, color, religion, disability, sex or national origin.

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COMMUNITY RESOURCES FOR FAMILIES

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COMMUNITY RESOURCES FOR FAMILIES

Magic Flute Montessori School is committed to supporting families beyond the classroom. The following community resources are available to assist with a variety of family needs, including health care, food assistance, child development services, and community support.

1. Feeding South Florida (Local Partner Site)
Food Assistance and Nutrition Support
Location Near School: Miami Gardens / North Miami Area Distribution Sites
Main Address: 2501 SW 32 Terrace, Pembroke Park, FL 33023
Phone: (954) 518-1818
Website: www.feedingsouthflorida.org
Services: Food distribution, meal programs, and assistance locating nearby food pantries.

2. Early Steps Program (Early Intervention Services)
Support for Children with Developmental Delays and Disabilities
Address: 11200 SW 8th Street, AHC3, Miami, FL 33199
Phone: (305) 243-5600
Website: www.floridahealth.gov
Services: Developmental evaluations, therapy services, and early intervention support.

3. Miami-Dade County Public Library System
Educational and Family Resources
Location Near School: North Dade Regional Library
Address: 2455 NW 183rd St, Miami Gardens, FL 33056
Phone: (305) 625-6424
Website: www.mdpls.org
Services: Free books, early literacy programs, tutoring resources, and community events.

4. Jackson Health System
Medical and Health Care Services
Address: 1611 NW 12th Ave, Miami, FL 33136
Phone: (305) 585-1111
Website: www.jacksonhealth.org
Services: Pediatric care, emergency services, and family health services.

5. 211 Miami
Community Support and Crisis Assistance
Phone: Dial 2-1-1 or (305) 358-HELP (4357)
Website: www.211miami.org
Services: 24/7 confidential support and referrals for housing, food, mental health, and financial assistance.

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FORMS

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Classroom/Database Information Form

Child's Name _____ DOB: _____

Mother's Name: _____ Father's Name: _____

Address: _____Address: _____

City, State Zip _____ City, State Zip _____

Home Phone: _____ Home Phone: _____

Cell Phone: _____ Cell Phone: _____

Work Phone: _____ Work Phone: _____

Parents are: Married Divorced Separated Remarried

Please give instructions regarding your arrangements as they effect the child while at MAGIC FLUTE MONTESSORI SCHOOL.

_____

_____

Please provide siblings' names and ages

1. 4.
2. 5.
3. 6.

Is the child adopted? Y N If so at what age? _____

If so, has he/she been informed about his/her adoption? Y N

How would you describe your child's normal disposition? _____

_____

Doe he/she has any specific fears or phobias? If so, please describe them. _____

_____

What means of discipline do you find most effective? _____

_____

Describe the experience your child has had playing with other children.

_____

_____

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PICK-UP PERMISSION

Name of child: _____

I hereby give permission for my child to leave the School with the following persons named below. It is the responsibility of the parents to notify the School, in writing, of any change. (**Even Mother and Father's name need to be listed!)**

Date Name Relationship Home/Cell phoneWork Phone

_____
_____
_____
_____
_____
_____

If there is a separation or divorce custody problem of which MAGIC FLUTE MONTESSORI SCHOOL should be aware, please explain **(attach custody documentation if necessary)**

_____
_____

Names of persons who may NOT pick up the child:

_____
_____
_____

I also give my permission for my child to leave the above-named facility for trips in a School owned vehicle such as field trips or on walks.

Date_____ X _____

Signature of Parent or Guardian

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MAGIC FLUTE MONTESSORI SCHOOL

"Where Little Hands Build Big Dreams!"

CHILD INFORMATION & EMERGENCY CONTACT FORM

Child's Name _____ DOB: _____

Father's Name:_____Soc. Sec. #_____
Address:_____City_____ Zip_____
Employed By:_____ City_____Zip_____
Home Phone #:_____ Work Phone #_____

Mother's Name:_____ Soc. Sec #_____
Address:_____City_____ Zip_____
Employed By:_____ City_____Zip_____
Home Phone #:_____ Work Phone #_____

Person to contact in case of emergency:_____
Address:_____ City_____Zip_____
Home Phone #_____ Work Phone #_____
Relationship to child_____

Person to contact in case of emergency:_____
Address:_____ City_____Zip_____
Home Phone #_____ Work Phone #_____
Relationship to child_____

Person to contact in case of emergency:_____
Address:_____ City_____Zip_____
Home Phone #_____ Work Phone #_____
Relationship to child_____

ATTENTION: *PLEASE MAKE SURE THE EMERGENCY CONTACT INDIVIDUALS ARE ALSO LISTED ON THE PICK-UP PERMISSION FORM*

Who referred you to MAGIC FLUTE MONTESSORI SCHOOL?

_____

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CHILD'S PROFILE

Child's Name _____ DOB: _____

Personality Profile:

Is the child adopted? Y N At what age?____ has he/she been told about the adoption? Y N
How would you describe your child's normal disposition? _____
Does he/she has any specific fears or phobias? If so, please describe them. _____
_____
What means of discipline do you find most effective? _____
Describe the experience your child has had playing with other children._____
What Language(s) is spoken at home: _____
By Nature, is your child friendly?_____ Shy? _____Aggressive?_____Other:_____
What frustrates your child, or makes them angry? _____
What is the best way to communicate with your child?_____
Who does most of the disciplining in your household?_____
How do you comfort your child? _____
Has your child had a frightening experience with? Animals? _____Loud Noises?____The Dark?_____Other:_____
Is there anything out-of-the-ordinary that might help us in understanding and working with your child more effectively? (i.e. new baby, divorce, death, new stepparent, etc.) _____
_____
Has your child ever attended a Childcare School? Y N How Long?_____Where?_____
What areas or special attention you would like us to focus on this year? _____

Health/Physical Profile

Known Allergies_____
Regular or Necessary Medication _____
Physical Disabilities or Limitations _____
Any other Health Problems the School should be aware of _____

Developmental Profile

Toilet Habits_____
Is your child Potty Trained? Yes No if No does he/she uses? Diapers Pull ups.
Can we depend on your child to tell us when they need to go to the bathroom? _____
Any special words your child may use. _____

Sleeping Habits

Special Naptime Instructions? _____
Normal Bedtime _____ Awaken?_____ Nap?_____ Length _____ Bedtime Buddy_____
Special Sleeping Routine (song, story, etc.)_____

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DEVELOPMENTAL LEVEL

Child's Name _____ DOB: _____

PHYSICAL

Sleeping habits: _____

_____

Eating habits: _____

_____

Special diapering needs: _____

_____

Special sleeping needs: _____

_____

SOCIAL

Is your child friendly or shy? _____

Has your child had experiences playing with other children? _____

_____

EMOTIONAL

Do you use any particular item to comfort your child? _____

How does your child show his/her feelings? _____

_____

INTELLECTUAL

What is your child's current stage of development (i.e., crawling, walking, sitting up, etc.)?

_____

_____

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EMERGENCY MEDICAL/DENTAL CONSENT FORM

I, _____(Mother, Father or Guardian)
of _____, age _____, do hereby give my permission and such emergency medical or dental care and/or treatment as my above-named child might require while under MAGIC FLUTE MONTESSORI SCHOOL's supervision. School team members may take steps including any or all of the following if they believe an emergency situation exists:

1. Call an ambulance and have the child taken to the emergency unit of a hospital.
2. Call the child's physician or dentist.
3. Call another physician or dentist.

In the case of emergency, every effort will be made to notify parents and to contact the child's physician or dentist immediately. If it is necessary to transport or to have the child transported to a hospital, we will take the child to the nearest hospital or to the child's physician or parent. I agree to pay all of the costs and fees for any emergency medical care or treatment for my child as secured or authorized under this consent.

The following will be called in case of an emergency:

Child's physician: Name _____

Address _____
Phone_____

Child's dentist: Name _____

Address_____ Phone
_____

Child's Hospital: Name _____

Address _____ Phone
_____

Mother/Guardian's Name _____ Phone_____
Father/Guardian's Name_____ Phone_____

Relatives or friends who may be contacted for assistance or information in case of emergency. (Should also be listed on the pick-up permission form)

Name_____ Relationship_____ Phone_____
Name_____ Relationship_____ Phone_____
Medical Insurance Carrier: _____
Allergies, medication, or other conditions pertinent to emergency care:_____

_____
Other Medical Conditions: _____

_____ _____
Signature of Parent or Guardian Date

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MAGIC FLUTE MONTESSORI SCHOOL

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EMERGENCY CONTACT AND MEDICAL INFORMATION FOR A CHILD

Child's Name _____ Date of Birth _____ M F Sex

Parent's/Guardian's Name _____

( ) _____ ( ) _____

Home Phone Work Phone

Address _____

City, ST ZIP Code _____

Parent's/Guardian's Name _____

( ) _____ ( ) _____

Home Phone Work Phone

Address _____

City, ST ZIP Code _____

Alternative Emergency Contacts

Primary Emergency Contact _____

( ) _____ ( ) _____

Home Phone Work Phone

Address _____

City, ST ZIP Code _____

Secondary Emergency Contact _____

( ) _____ ( ) _____

Home Phone Work Phone

Address _____

City, ST ZIP Code _____

Medical Information

Hospital/Clinic Preference _____

Physician's Name _____ Phone Number _____

Dentists' Name _____ Phone Number _____

Insurance Company _____ Policy Number _____

Allergies/Special Health Considerations _____

I authorize all medical and surgical treatment, X-ray, laboratory, anesthesia, and other medical and/or hospital procedures as may be performed or prescribed by the attending physician and/or paramedics for my child and waive my right to informed consent of treatment. This waiver applies only in the even that neither parent/guardian can be reached in the case of an emergency.

Parent's/Guardian's Signature _____ Date _____

I give permission for my child to go on field trips. I release MAGIC FLUTE MONTESSORI SCHOOL and individuals from liability in case off accident during activities related to MAGIC FLUTE MONTESSORI SCHOOL, as long as normal safety procedures have been taken.

Parent's/Guardian's Signature _____ Date _____

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EMERGENCY/FIRST AID/MED CARD
MAGIC FLUTE MONTESSORI SCHOOL

Child's name _____

Age _____Weight _____Blood Type (If known) _____

Medical Conditions _____

_____

Allergies _____

Medications _____

Parent/Guardian _____ _____
Phone Numbers

_____ _____

Medical Insurance Carrier _____

I as parent and/or legal guardian of _____

give permission for medical treatment in case of any emergency.

Date _____ Signature _____

EMERGENCY/FIRST AID/MED CARD
MAGIC FLUTE MONTESSORI SCHOOL

Child's name _____

Age _____Weight _____Blood Type (If known) _____

Medical Conditions _____

_____

Allergies _____

Medications _____

Parent/Guardian _____ _____
Phone Numbers

_____ _____

Medical Insurance Carrier _____

I as parent and/or legal guardian of _____

give permission for medical treatment in case of any emergency.

Date _____ Signature _____

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MEDICAL STATEMENT FOR ADMISSION

Child's Name_____Sex_____

Child's Date of Birth_____

Child's Physician_____Phone_____

Date of Examination_____

MEDICAL HISTORY

Illnesses	Age	Illnesses	Age
Chicken Pox_____	_____	Pneumonia_____	_____
Influenza_____	_____	Rheumatic Fever_____	_____
Measles_____	_____	Scarlet Fever_____	_____
Rubella (3 day)_____	_____	Whooping Cough_____	_____
Mumps_____	_____	Epilepsy_____	_____
Tuberculosis_____	_____		

Past Surgeries:_____
Past Illnesses:_____
Physical Handicaps:_____

PHYSICAL EXAMINATION

Temp____Pulse____Resp____Hgt____Wt..____Heart____Chest____Throat_____
Abdomen____CE____Ext____Neurological System _____
Teeth_____Skin____Eyes____Ears_____
Should activity be limited?_____
Allergies or other restrictive conditions_____
_____
Physician's Recommendations:_____
_____

Physician's Name_____Phone_____

Address_____

_____ _____
Parent 's Signature Date

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STATEMENT OF HEALTH STATUS

_____ _____ _____
Child's Name Age Birthday

I hereby certify that my child _____ is free of communicable disease.
(child's name)

I also specify below any allergies, regular medications or acute or chronic conditions.

_____

_____

_____

_____

_____ _____
Parent's Signature Date

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IMMUNIZATION LAW FOR PARENTS

In accordance with the **Florida Department of Health** and **Florida Department of Children and Families (DCF)**regulations, all children attending **childcare Schools**, **preschools**, or **daycare facilities** within the state of Florida are required to provide documentation of up-to-date immunizations prior to enrollment.

The following vaccines are **mandatory** for children under the age of 5, and the immunization history must be documented on the **Florida Certification of Immunization (Form DH 680)**:

Required Immunizations for Preschool-Age Children:

1. **Diphtheria, Tetanus, and Pertussis (DTaP)**
   - **4 doses** (with the final dose administered on or after the 4th birthday).
2. **Polio (IPV)**
   - **3 doses** (with the final dose administered on or after the 4th birthday).
3. **Measles, Mumps, and Rubella (MMR)**
   - **1 dose**, typically administered at age 1.
4. **Hepatitis B (Hep B)**
   - **3 doses**, completed prior to school entry.
5. **Varicella (Chickenpox)**
   - **1 dose**, required for children aged 1 year and older. Children with a prior history of chickenpox disease must provide **written documentation** from a licensed healthcare provider confirming the diagnosis.
6. **Haemophiles Influenzae Type b (Hib)**
   - **1 to 4 doses**, depending on the child's age at the time of vaccination, required for children under the age of 5.
7. **Pneumococcal Conjugate Vaccine (PCV)**
   - **4 doses**, required for children under the age of 5.
8. **Hepatitis A**
   - **2 doses** administered at least 6 months apart. This vaccine is specifically required for children attending licensed childcare Schools in Florida.

Documentation Requirement:

- **Form DH 680 (Florida Certification of Immunization)**: Parents or guardians must submit **Form DH 680**, completed by a licensed physician or public health clinic, to the child care facility, preschool, or daycare School prior to enrollment. This form must indicate that the child has received all required immunizations in accordance with Florida's immunization schedule.

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Exemptions:

1. **Medical Exemption**:
    - Children who cannot receive a specific vaccine due to a **medical contraindication** must submit a **written statement** from a licensed healthcare provider indicating the medical reason for the exemption. This exemption must be documented on **Form DH 680**.
2. **Religious Exemption**:
    - Florida law permits a **religious exemption** for immunizations. However, this exemption is only valid for **private schools** or **home education** programs.
    - Children attending **public schools** or **licensed child care Schools** in Florida must comply with the state's immunization requirements, except in the case of a **medical exemption**.
    - A **written statement** must be provided to the school or child care facility requesting the exemption based on religious beliefs.

Immunization Schedule Compliance:

- Children must be **up to date on their immunization schedule** before enrolling in any child care School or preschool. It is important for parents to verify that all required vaccines are completed in a timely manner as specified by the **Florida Immunization Schedule**.

Additional Considerations:

- Children who are entering **pre-kindergarten (VPK)** or **kindergarten** must ensure that they have received all required immunizations as outlined by the Florida Department of Health.
- Immunization records should be submitted promptly to avoid delays in enrollment. Non-compliance with immunization requirements may result in a delay or denial of enrollment in a licensed child care facility or preschool.

Resources for Parents:

- **Florida Department of Health – Immunization Requirements**: www.floridahealth.gov/programs-and-services/immunization
- **Form DH 680 (Florida Certification of Immunization**

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IMMUNIZATION LAW FOR SCHOOL AGED CHILDREN

In Florida, the **Department of Health** mandates that all children attending public and private schools, including elementary and secondary schools, be fully immunized in accordance with state law. These requirements ensure that children are protected against preventable diseases and contribute to the overall health and safety of the school community.

The **Florida Statutes** and **Florida Department of Health** regulations stipulate specific immunization schedules for children entering kindergarten, transferring from out-of-state or international schools, and advancing to higher grade levels.

Required Immunizations for School-Age Children:

All children, from **Kindergarten through 12th Grade**, must meet the following immunization requirements prior to entry into school:

1. **Diphtheria, Tetanus, and Pertussis (DTaP)**
   - **5 doses** (with the final dose administered on or after the 4th birthday). If the child is entering **7th grade** or later, the **Tdap** booster (Tetanus, Diphtheria, and Pertussis) is required.
2. **Polio (IPV)**
   - **4 doses** (the final dose must be administered on or after the 4th birthday).
3. **Measles, Mumps, and Rubella (MMR)**
   - **2 doses** (the first dose is usually administered at age 1, with the second dose required before school entry or by age 7).
4. **Hepatitis B (Hep B)**
   - **3 doses** (completed before entering school).
5. **Varicella (Chickenpox)**
   - **2 doses** (the first dose administered at age 1 year, with the second dose typically administered prior to school entry or by age 6).
   - Alternatively, if the child has a history of chickenpox disease, written documentation from a healthcare provider confirming the diagnosis may be submitted as proof of immunity.
6. **Hepatitis A**
   - **2 doses**, administered at least 6 months apart, are required for all students **enrolling in kindergarten** or entering daycare.
7. **Meningococcal (MCV4)**
   - **1 dose** required for children entering **7th grade** or for students entering high school.
   - A **second dose** is required for students entering **12th grade** if the first dose was administered before their 16th birthday.
8. **Human Papillomavirus (HPV)**
   - **Optional**, but recommended for all students, particularly those entering **7th grade**.
   - A series of **2 to 3 doses** is recommended for girls and boys to protect against certain strains of HPV that cause cancer.

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Documentation Requirement:

- Form DH 680 (Florida Certification of Immunization):
  - All students must submit **Form DH 680**, which is the official certification that the child has received the required immunizations. This form must be signed by a **licensed physician** or authorized **public health clinic**.
  - The **Form DH 680** must be submitted to the school prior to enrollment, and it serves as proof that the child has completed the required vaccination series.

Exemptions to Immunization Requirements:

1. Medical Exemption:
   - A child who cannot receive a certain vaccine due to a **medical contraindication** may be exempt from that specific immunization.
   - A licensed physician must provide a **written statement** indicating the medical reason for exemption. This exemption is documented on **Form DH 680**.
2. Religious Exemption:
   - Florida law permits a **religious exemption** from immunization requirements. However, this exemption is only applicable for **private schools** or **home education programs**.
   - Children attending **public schools** or **licensed childcare Schools** in Florida must comply with the state's vaccination requirements, except when a **medical exemption** is granted.
   - A **written statement** citing the religious grounds for exemption must be provided to the school or school district.

Important Notes for Parents:

- Immunization Schedule Compliance:
  Parents are responsible for ensuring that their child is up to date with all required immunizations before enrolling in school. Delays in submitting the **Form DH 680** may prevent the child from attending school until compliance is met.
- Transfers and New Students:
  Children transferring to a Florida school from out-of-state or from another country must submit an immunization record that complies with Florida's immunization requirements. This record must be translated into English, if necessary, and verified by a licensed physician or clinic.
- Ongoing Immunization Compliance:
  Students entering **7th grade** or **high school** (9th grade) are required to provide proof of immunizations, including the **Tdap** booster, **Meningococcal** vaccine, and **HPV** vaccination, if applicable.

Resources for Parents:

- **Florida Department of Health – Immunization Requirements**: www.floridahealth.gov/programs-and-services/immunization
- **Form DH 680 (Florida Certification of Immunization**

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TRANSPORTATION PERMISSION

1. The vehicle provided by **MAGIC FLUTE MONTESSORI SCHOOL** is a _____.
   BUS-VAN MODEL/YEAR
2. Every driver of this vehicle holds a current and valid driver's license and has up to date certification in CPR and First Aid.
3. The Vehicle, when children are aboard, shall not be left unattended for any time.
4. The children must wear a seat belt while the vehicle is in motion.

TRANSPORTATION AGREEMENT

1. I _____, give permission for my child, _____,
   PARENT'S NAME CHILD'S NAME
   to ride in the vehicle provided by the above-named School.
2. My child will be transported from the School to/from _____ at approximately _____ AM/PM and the elementary school will assume responsibility until
   TIME
   she/he is on board the school vehicle.
3. My child will be picked up at _____ and will be transported to the School at approx. _____ PM.
   TIME
4. *I agree to notify the MAGIC FLUTE MONTESSORI SCHOOL **daily** if my child will be absent.*
5. My child will travel to/from School by _____, and will arrive/depart at approx. _____.
   TIME
6. I authorize the School personnel to complete sign in & sign-out requirements for any unescorted children.
7. I also give my permission for my child to ride in the vehicle provided by the School for any field trips arranged by the School. I understand that I will be notified of all field trips prior to the day of the event
8. The period of agreement is valid from _____ to _____, with the exception of a Field Trip authorization, which shall remain in effect until cancelled in writing by parent.

Parent Signature: _____ Date: _____

Director Signature: _____ Date: _____

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PHOTO AND VIDEO RELEASE FORM

I understand that MAGIC FLUTE MONTESSORI SCHOOL offers school pictures two times a year, in the spring and fall. I further understand that I am under no obligation to purchase the photos that are taken of my child or pictures that my child may be in.

I also understand that MAGIC FLUTE MONTESSORI SCHOOL may take pictures of the children playing from time to time for use on their cubbies or for use with a project. I understand that pictures are sometimes used to help show parents what their children are doing during the day. I realize that photos may be displayed in the room from time to time and could possibly include my child. I also realize that my child might be in the background or play area with another child when a picture is taken and that it is possible that that particular picture might be sent home with the other child to show their parent what they are doing.

I agree to give permission for MAGIC FLUTE MONTESSORI SCHOOL to take photographs or video images of my child. I agree to allow these photographs to be displayed my child's room, on room or School bulletin boards, or to be used as mentioned above. I further agree to allow the School to use these photographs or video images in limited promotional, YouTube channel, INSTAGRAM, Google or training applications.

Child's Name _____

_____

Parent's Name Parent's Signature

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SUMMER CAMP SIGN-UP

My child _____ will be attending MAGIC FLUTE MONTESSORI SCHOOL Summer Camp for the weeks checked below. I've paid the $400 deposit that holds my 1st Grade – Older child's spot or $250 for my Kindergarten Child's spot and younger. I understand that I am responsible for the payment arrangement I've signed up for and that this cannot be exchanged or canceled after June 4th. The summer program includes all activities and lunch and spans for 11 weeks from 6-4-07 through 8-17-07. The $400/$250 deposit will cover the summer registration fee and other fees and is an additional fee to the payment option below.

1 - Choose Your Weeks:

- ☐ Pre summer camp – May 28-June 1 (Closed May 28th)
- ☐ June 4-8
- ☐ June 11-15
- ☐ June 18-22
- ☐ June 25-29
- ☐ July 2-6 (Closed July 4th)
- ☐ July 9-13
- ☐ July 16-20
- ☐ July 23-27
- ☐ July 30- Aug. 3
- ☐ Aug. 6-10
- ☐ Aug. 13-17

I further understand that this agreement is legally binding whether or not the children listed above are in attendance during the above specified term. This agreement replaces all previous agreements and is considered an addendum to a regular rate agreement or guaranteed start agreement.

_____

Signature Date

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CHILDCARE AGREEMENT

This Childcare Agreement ("Agreement") is made this_____ day of_____, 20____ by and between the undersigned ("Undersigned") and MAGIC FLUTE MONTESSORI SCHOOL.

1. **TERM OF AGREEMENT**. This Agreement shall be effective upon the date hereof and shall continue in effect until termination pursuant and subject to the terms and conditions hereof. Subject to the terms and conditions hereof, upon the happening of any of the following events, this Agreement is terminated:

a. If MAGIC FLUTE MONTESSORI SCHOOL elects, upon default by the undersigned of any payments to MAGIC FLUTE MONTESSORI SCHOOL.

b. Upon MAGIC FLUTE MONTESSORI SCHOOL's written notice to the Undersigned, with or without cause, at any time; or

c. Upon Undersigned's option and after at least two (2) weeks' written notice given on a Monday by 6:00 p.m. to MAGIC FLUTE MONTESSORI SCHOOL, with or without cause; or

d. Upon mutual written agreement between the parties to terminate the Agreement. Under any circumstances, the obligations of the Undersigned under paragraph 11, "Default", shall survive the termination of this Agreement.

If a two-week notice is not received by Monday at 6pm in the notice will not start until the following Monday and the undersigned will be responsible for another week of tuition.

1. **CHILDCARE SERVICES**. MAGIC FLUTE MONTESSORI SCHOOL agrees to provide a space at MAGIC FLUTE MONTESSORI SCHOOL for each child listed at the end of this Agreement under the designation, "children", and to provide certain services as described below:

a. Give care to the children when MAGIC FLUTE MONTESSORI SCHOOL is open for business.

b. Provide Breakfast, lunch and one (1) snack to the Children each day.

c. Provide necessary instructional supplies to Children while at MAGIC FLUTE MONTESSORI SCHOOL

2. **WEEKLY TUITION**. The Undersigned agree to pay MAGIC FLUTE MONTESSORI SCHOOL, **in advance,** a Bi-weekly Tuition of $_____ during the entire term of this Agreement. The undersigned understand and agree that MAGIC FLUTE MONTESSORI SCHOOL as the right, immediately upon written notice to Undersigned and for any reason whatsoever to change the Weekly Tuition payable by the Undersigned. The Undersigned further understand and agree that the Weekly Tuition, including any other accrued fees and charges, is owed by them **in full** whether or not the Children attend Active Learning for whatever reason, including but not limited to illness, vacation, holidays or snow days. Tuition is based on a weekly rate and will not be prorated for any reason.

3. **LATE CHARGES.** The Undersigned understand and agree that if the Weekly Tuition including any other accrued fees and charges, is not paid to MAGIC FLUTE MONTESSORI SCHOOL on or before the end of business on Tuesday of the week for which the space is reserved for the Children, the Undersigned shall pay, in addition to the Weekly Tuition and other accrued fees and charges a Late Payment Convenience Fee of $50 for each week that the Weekly Tuition, including any other accrued fees and charges, is unpaid and past due. An additional $5 maintenance and collection fee will be added each day the account is not paid in full.

5. **RETURNED CHECK CHARGE.** The Undersigned understand and agree that if any check tendered to MAGIC FLUTE MONTESSORI SCHOOL is returned unpaid by the bank for whatever reason, the Undersigned shall pay a Returned Check Charge of $50.00. After two returned checks, payment will be accepted by ZELLE.

6. **REGISTRATION FEE.** The Undersigned understand and agree that they shall pay **in advance** to MAGIC FLUTE MONTESSORI SCHOOL nonrefundable registration fee of $400 per child and each August thereafter.

7. **MATERIAL FEES.** The Undersigned understand and agree that they shall pay a Material Fee of $100-350 for each child upon enrollment and each June and January thereafter.

8. **TRANSPORATION.** The undersigned understand and agree that MAGIC FLUTE MONTESSORI SCHOOL has no responsibility or obligation for transportation of the Children to or from MAGIC FLUTE MONTESSORI SCHOOL and that MAGIC FLUTE MONTESSORI SCHOOL has no responsibility or obligation to provide or arrange "car pool" services. Transportation will be provided for school-age children to and from school and for field trips.

9. ARRIVAL/DISMISSAL AND LATE PICK-UP FEE. The Undersigned understand and agree that:
   a. Children are not permitted at MAGIC FLUTE MONTESSORI SCHOOL before OPEN TMIE.
   b. Children must be accompanied into MAGIC FLUTE MONTESSORI SCHOOL'S facility by an adult.
   c. MAGIC FLUTE MONTESSORI SCHOOL shall release Children only to persons listed on the Pick-Up Permission form.
   d. The Undersigned shall pay to MAGIC FLUTE MONTESSORI SCHOOL a Late Pick-up Fee of **$5.00 for each minute after 6:00 p.m.** that any of the Children are still remaining at the facility with no exceptions.
   e. The Undersigned shall pay to MAGIC FLUTE MONTESSORI SCHOOL a Late Pick-up Fee of **$5.00 for each minute after 30 minutes** past the time that the Undersigned or someone on the Pick-up Permission form is contacted to come and pick the child up due to illness or other reasons that the child is no longer able to be at the School.
   f. The Undersigned shall pay to MAGIC FLUTE MONTESSORI SCHOOL a Late Pick-up Fee of **$5.00 for each minute** after 30 minutes that the School has been unable to contact the Undersigned or anyone else on the Pick-Up Permission form for the purpose of picking up a sick child or a child that needs to go home for another reason determined by MAGIC FLUTE MONTESSORI SCHOOL.

LIMITATION OF LIABILITY. The undersigned understand and agree that MAGIC FLUTE MONTESSORI SCHOOL shall not be liable under any circumstances for any damages, including any incidental or consequential damages or commercial loss or lost profits, for failure to perform any of its obligations under this Agreement and, further, MAGIC FLUTE MONTESSORI SCHOOL shall not be obligated to perform under this Agreement nor be responsible for failure to perform if prevented from doing so because of strikes, fire, water, acts of God, storms, governmental actions, or other similar or dissimilar causes beyond MAGIC FLUTE MONTESSORI SCHOOL'S reasonable control.

10. DEFAULT. The Undersigned understand and agree that they are in default of this Agreement if they fail to make any payments to MAGIC FLUTE MONTESSORI SCHOOL as required under this Agreement or if they fail to perform under or comply with the provisions of this Agreement of the Parent Handbook, a copy of which has been given to the Undersigned and is incorporated herein by reference.

- If the Undersigned default under this Agreement, the Undersigned shall immediately pay to MAGIC FLUTE MONTESSORI SCHOOL all amounts that are either owed or due to MAGIC FLUTE MONTESSORI SCHOOL under the remainder of this Agreement, including but not limited to a **"two-week termination fee, and any collection costs and attorney's fees** incurred by MAGIC FLUTE MONTESSORI SCHOOL to collect said amounts.
- If MAGIC FLUTE MONTESSORI SCHOOL elects, it may immediately terminate all services provided by it under this Agreement, including but not limited to the immediate dismissal of the Children from its facility.

11. ENTIRE AGREEMENT. This Agreement constitutes the entire agreement between the parties relating to the subject matter hereof and supersedes all previous agreements and contracts between the parties hereto, both oral and written, and this Agreement may not be modified except in a writing executed by both parties.
12. SEVERABILITY. The invalidity or unenforceability of any provision of this Agreement shall not affect the remaining provisions of this Agreement that are valid under the laws of this State.
13. APPLICABLE LAW. The laws of this State shall govern the interpretation, construction and enforcement of this Agreement. The courts located in this County, this State shall have exclusive jurisdiction over all matters concerning this Agreement and will be the proper forums for adjudication of these matters.
14. ACKNOWLEDGMENT OF PARENT HANDBOOK. The Undersigned acknowledges that they have received a copy of MAGIC FLUTE MONTESSORI SCHOOL Parent's Handbook and agree to abide by its policies and provisions. The undersigned also acknowledges that they have received a copy of the DHS licensing regulations.
15. RELEASE OF CHILDREN. The undersigned acknowledge that MAGIC FLUTE MONTESSORI SCHOOL has the right to withhold the release of any child(ren) to anyone whose behavior could place the child(ren) in immediate risk. The undersigned also acknowledges that this clause is a requirement set forth by the Department of Human Services in order for childcare Schools to receive and maintain a childcare license.
16. PRE-ENROLMENT VISIT I hereby acknowledge that my child and I have made a pre-enrollment visit or were unable to do so with the permission of the director or MAGIC FLUTE MONTESSORI SCHOOL.
18. GUARANTEED START AGREEMENT. The registration fee, material fee and the child's first and last week's fees are due as a **NONREFUNDABLE** deposit in order to be given a guaranteed start date. The undersigned will be responsible for full fees effective that date, whether or not the child(ren) is in attendance. In the event the child(ren) fail to start on the agreed upon guaranteed start date, fees will automatically be added weekly. Failure to pay these fees by 6:00 PM of the first Tuesday after the guaranteed start date, and by 6:00 PM every subsequent Monday, will constitute a forfeiture of the deposit (as explained above) as well as the child's spot in the School.

If undersigned, the undersigned shall further state that they understand that the fees may increase between the date this agreement is signed and the agreed upon guaranteed start date. In the event this happens the undersigned agrees to pay the new rates or forfeit the deposit and the child's guaranteed spot in the School.

CHILD NAME _____

Undersigned _____

_____ Date:_____

Undersigned _____

_____ Date:_____

"MAGIC FLUTE MONTESSORI SCHOOL "
Date:_____ _____
MAGIC FLUTE MONTESSORI SCHOOL Representative

Z-18

PARENT ACKNOWLEDGEMENT FORM

_____ I/We acknowledge receipt of the MAGIC FLUTE MONTESSORI SCHOOL Parent Handbook.

_____I/We understand that it is my/our responsibility to read and familiarize myself/ourselves with the information in the Parent Handbook.

_____I/We understand that the policies and procedures outlined in the handbook are important for the smooth operation of the school/program, and I/we agree to follow them.

_____I/We understand that the Parent Handbook may be updated periodically without any notice.

_____I/We understand that these policies describe important information regarding MAGIC FLUTE MONTESSORI SCHOOL. If at any time I have questions regarding these policies, I should consult a member of the management team.

_____My/Our relationship with the MAGIC FLUTE MONTESSORI SCHOOL is voluntarily entered into and is subject to termination by me or the School at will, with or without cause, at any time that either the School or I believe such action is appropriate. Such termination shall be subject to all the policies relating to termination of services.

_____I/We acknowledge that I/We have received, read and understand the policies contained in the parent handbook. I further agree to comply with these policies.

_____ _____

Parent Signature Date

_____ _____

Parent Signature Date

_____

Child's Name

1550 NE 147th St, Miami, Fl 33161
ENGLISH +1(954) 779-0095 SPANISH +1(305)944-3499 RUSSIAN +1(786)265-9161
An Investment in Your Child's Future! For more information visit
www.MagicFluteMontessori.com

ALLERGY/FOOD EXEMPTION MEDICAL STATEMENT

Child's Name _____ Date _____

Length of time for food exemption _____

Allergy: _____ Reaction:_____

Foods to avoid: Substitute foods:

_____

_____

_____

Parent's Signature:_____ Date_____

Doctor's Signature:_____

_____

_____

_____Date_____

_____

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NON-FOOD ALLERGY MEDICAL STATEMENT

Child's Name _____ Date _____

Allergy: _____ Reaction:_____

Things to Avoid:

_____

_____

Reactions:

_____

_____

Severity: (extreme, moderate, mild) _____

Treatment Plan:

_____

_____

Parent's Signature:_____ Date_____

Doctor's Signature:_____

_____

_____

_____Date_____

_____

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ALL ABOUT ME!

My name is _____ call me_____
First and Last Nick Name

Today is _____I'll be starting in your class on _____

My birthday is (mo)_____(day)_____(yr)_____. I am _____ years old.

I live at _____in_____
(Address) (City)

With my: Mom Dad Grandparent(s) Other_____
(Circle all that apply)

I have _____ younger brother(s) _____ older brother(s)
_____ younger sister(s) _____ older sister(s)

My pet(s) are _____Dog _____Cat _____ Other

I like to eat _____
(i.e. Chicken, Mac & Cheese, Pizza etc)

I don't like to eat_____
(i.e. Carrots, Tuna Fish, Broccoli)

I like / don't like to nap from_____ to_____
(Circle one)

I like to play by myself with others.
(circle one)

I am a big kid working on it not yet.
Potty trained being potty trained.

I have fun by _____
(playing blocks, dancing, riding my bike, balls, dress-up, making faces)

_____

_____

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NOTIFICATION OF VACATION OR OTHER ABSENCE

_____will be absent from class on the following dates:

Child's Name

From_____ To_____

The following statements can be found in the Parents Handbook:

Vacation Time:

Each child is given one week of vacation time with no tuition charge. If your request for vacation is for more than one week, you must remit a $500 deposit to hold your child's space. This deposit will be refunded upon return to the center or credited to the next week's tuition. If at the end of your vacation time you have not returned to the center, you will forfeit your deposit.

Other Time Off:

Time off for reasons other than illness or vacation will result in weekly tuition being due. In the case of a family emergency, please notify the center director and these situations will be considered individually at the director's discretion.

Parent/Guardian Signature _____ Date _____

Directors Signature _____ Date _____

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TERMINATION OF SERVICES FORM

Name: _____ Date: _____

Address: _____

City & Zip: _____ Phone # _____

Child(ren)'s Names: _____

_____

My Child's (children's) position at MAGIC FLUTE MONTESSORI SCHOOL will be/has been terminated effective as of _____. (Month/date/year)

Our reasons for termination are: _____

_____

☐ I will pay the final two weeks, but my child will not attend.

☐ My child will be in attendance the final two weeks.

☐ My Child will be returning on_____

Additional Comments: _____

_____

_____

I understand that the center requires a two-week written notice prior to a child leaving the center. I further understand that the center will add fees for these two weeks and/or for the weekly fees as long as my child(ren) are in attendance at the center – whichever is greater.

Signed by Parent: _____Date: _____

Director's Signature: _____ Date: _____

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