

## *Northwest Montessori House of Children, INC*

### **The Montessori Method of Education**

Dr. Maria Montessori (1870 – 1952) developed the Montessori Method of Education. The Italian Physicians who formulated this method had a particular genius for observing children. The materials are based on the young child's unique aptitude for learning, which Dr. Montessori identified as the "absorbent mind". In her writings she frequently compared the young mind to a sponge. It literally absorbs everything in the environment.

In the Montessori Curriculum, children are exposed to activities such as the Exercises of Practical Life, Sensorial materials, Math, Language, Cultural lessons, History, Geography, Science, Biology, Art, Art appreciation and Music. Curriculum such as reading composition and mathematics require progressive build-up for successful concept development. Concepts of Social consciousness and personal work habits also need a period of time for internalization.

The environment is designed to take advantage of the child's sensitive periods in learning.

### **Policies and Procedures**

#### **Time Schedules:**

- a. The school operates from Monday through Friday every day, with the exception of listed holidays and published vacations during Spring Break in March and Christmas and associated holidays at the end of December each year. The school opens at 7:15 am for early arrivals. A good night's sleep, a nutritious breakfast and a pleasant morning experience will set the tone for the whole day.
- b. Classroom activities begin between 8:30 a.m. and 8:45 a.m. If you need to bring your child after these times, a staff member will greet your child at the gate and walk with him/her in, so as to cause the least disruption to the classroom.
- c. All children in the full-day program, must be picked up by 6:00 pm. A fee of \$3.00 will be charged for every 5 minutes or part, after pick-up time.
- d. All children in the half-day program, should be picked up by 1:30 pm at the latest, as staff need to be released to supervise the children taking a nap. A fee of \$3.00 will be charged for every 5 minutes or part, after pick-up time.

#### **Attendance Log:**

- a. Each parent or guardian of a child/children shall sign in and out and include the time in the Attendance Log located at the entrance of the building.
- b. It is the duty of the Classroom lead teacher or designee to ensure accuracy of these logs.

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### **Procedures for Release of Children:**

Each child will be released only to a parent or authorized guardian as indicated on the Application Form after signing the attendance log. Appropriate papers must be included in the child's file in the case that a child should not be released to a parent or guardian.

**Health Forms:** These forms should be duly completed and signed by both your doctor and you and returned to us on the first day of school. These include immunization and Tuberculin testing requirements.

### **Hearing and Vision Screening:**

State law requires all children ages 4 and 5 be screened for hearing and vision.

**Sickness and Medication:** If your child has a contagious disease, fever, vomiting or diarrhea within 24 hours, please keep the child at home as we do not have facilities for sick children. If you require the teachers to dispense any medicine to your child, kindly authorize in writing on the Medication Forms in your child's classroom. Please indicate the dosage and time the medicine should be given. The school cannot be held responsible for any dosage missed.

**School Records:** If your child's emotional, social, physical or health development dictates further information, please attach it with your application.

It is necessary that our records be kept up to date. Please inform the school of new immunization dates and other information in the health record. Changes in address, telephone numbers or emergency numbers shall be reported immediately such a change occurs.

### **Medical Emergencies:**

In the event that a child in our care falls sick or gets hurt, the classroom teacher or designee shall immediately inform one of the parents or guardian. The incident form shall be immediately written by the classroom teacher or designee and forwarded to the director, prior to filing it in the child's record. In an extremely serious situation, we would call 911 for emergency medical services assistance.

### **Weather & Outdoor Policies:**

Children go outside every day in our program, as we consider outdoor play an essential element of the curriculum that supports children's growth. Schedules may be modified to accommodate inclement or extreme weather, which will include temperatures falling below 32° F and above 100° F. We ask that parents provide a doctor's note if a child is not able to go outside due to health reasons. Please always dress your child in warm layers in cold weather and apply sunscreen and bug spray on hot days.

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### **Transportation/Field Trips:**

The school does not provide transportation of any kind, nor do we engage in field trips.

### **Water Activities:**

Once a year in the summer each building has a Splash Day, when the children get to engage in water activities. We will have a sprinkler set up on the playground and other fun things to do. The children should wear their swimsuits to school on this day and bring an extra change of clothes.

### **Absence:**

If your child needs to stay at home due to sickness or other reason, please call and inform the child's classroom teacher.

### **Discipline and Guidance:**

Parents or guardians will be provided a copy of the Discipline and Guidance Policy and shall read and acknowledge receipt of it at the time of enrollment.

### **Clothing:**

Each child must have a clearly marked "Zip-lock" bag, with a change of clothes for emergency use. Please clearly mark all items of clothing with the child's name. Coats, jackets and other clothing items should also be labeled.

The child should wear soft sole shoes to school. This makes climbing easier and safer, with less noise in the classroom and a surer footing.

Diapers and "Wet Wipes" should be sent with toddlers.

### **Lunch:**

Please send a healthy packed lunch of a sandwich, soup, fruit and vegetables. Kindly send a napkin, as well as any utensils the lunch requires as we foster good eating habits. Morning and afternoon snacks are provided by the school.

### **Birthdays:**

Birthdays can be celebrated in the classroom, during the morning snack. Please notify the teacher in advance, so that she can plan for it.

### **School work:**

Folders will be sent twice a month. The parents of toddlers and pre-schoolers should not expect too many written papers as the children are encouraged to work with Montessori materials and little work is done on paper.

### **Naptime:**

Vinyl toughware mats are used for naptime. You may purchase one at the school for \$30.00 each, for children staying after 1:30 pm.

Each child must bring his or her own set of nap gear (blanket or nap roll, small pillow) as desired. These items should be in a plastic bag or duffel bag to keep them separate from the blankets and pillows of other children.

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**Conferences:** Parent/teacher conferences can be scheduled upon request.

**Animals on Site:** The classrooms have parakeets and aquariums, however the children do not handle them. The aquariums are serviced by a professional, and the bird cage is cleaned regularly by the teacher.

**Parental Visits:** Parents are permitted to visit and observe their children in the school at any time in an unobtrusive manner. Parents can also participate in the school's operation and activities, with prior permission from the director.

**Minimum Standards for Child-Care Centers:**

A copy of these rules and also the school's most recent licensing inspection report is available for review in the office located in the middle building.

**Texas Department of Protective and Regulatory Services:**

- a. Licensing Office: Telephone: (512) 835-3195
- b. Website: [www.tdprs.state.tx.us](http://www.tdprs.state.tx.us)
- c. Child Abuse Hotline: 1-800-252-5400 (available 24 hours)

**Messages for the Teacher:** Please have hand-written message handed over to one of the adults at greeting time or send an email to [nwm@sbcglobal.net](mailto:nwm@sbcglobal.net). If you wish to talk to your teacher, the message will be passed on to her and she will return your call as soon as possible.

**Toys:** Please do not send toys to school, due to the possibility of loss or damage and distraction to your child's workday.

Any item of interest to your child may be sent on Friday for 'show and tell'. Preferably it should be of an educational nature.

**Staff:** It is our policy that no member of the staff is permitted to provide baby-sitting for any child enrolled in our school, before and after their normal working hours. We would appreciate your cooperation accordingly.

**Emergency Preparedness:** In the event of an emergency, operating procedures are in place to ensure the safety of children.

**Evacuation Plans:**

- All employees are responsible for moving children to the designated safe area
- Emergency evacuation & relocation diagrams are located in areas specified by DFPS & local authorities
- In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.

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•Alternate shelter: Capitol School of Austin, 2011 W. Koenig Lane, Austin, TX 78756

•Upon departure and arrival, the director or alternate assistant will have a list of all children that must be accounted for. Together, the director or alternate assistant and the caregivers will verify that all children are present.

•The director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and DFPS child care licensing.

•The director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency

**Gang-Free Zone:** A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of Northwest Montessori. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

**Parent's Acknowledgement:**

1. We will provide parents a copy of these Policies and Procedures.
2. Parents acknowledge receiving a copy of these Policies and Procedures by signing and dating the attached form.
3. This acknowledgement is kept in the child's record as long as the child remains at our facility

**Thank you for your cooperation.**

**Revised June 2016**

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