



Nurturing for success

Parent Handbook

Mission Statement

Princeton Montessori's mission and commitment are to consistently provide your child with superior daily care and a nurturing learning environment; with well-trained, caring teachers of the highest caliber, a clean and safe facility, and enriching educational programs, that provide a variety of opportunities and learning experiences, in which your child can grow, develop and excel!

The Philosophy

Princeton Montessori philosophy is to provide high-quality care with stability, qualified, trained teachers, and an enriched facility with varied opportunities and learning experiences.

We have the following standards set for our program:

- Individual instruction promoting self-esteem
- Enrichment based curriculum with an emphasis on Montessori philosophy
- Experience in child development
- Age separated groups in individual classrooms
- Monitored classrooms and security access

We are committed to providing the best possible service to our children and parents. We believe in educating and supporting the development of each child. Each child that enters the community has full, unrestricted experiences for them to develop into an independent, well-rounded, thoughtful, and positive person.

Objectives

- To provide developmentally appropriate practices; this includes experiences that meet the needs of the individual child within the environment, providing for the active expiration and self-discovery; such practices promote each child's self-esteem and positive attitude toward future learning.
- For children to develop to their fullest potential in all areas. Language and creative development, intellectual, social, and emotional development. With experience in Practical Life, Sensorial, Math, Language, and cultural studies.
- Staff will have sensitive, responsive interactions with all children. All children will be treated equally and with sensitivity regardless of their race, religion, gender, or special needs.
- Staff will work together to provide a safe, healthy, pleasant, and educational environment for children and their families. The team approach allows for a balanced program and continuity of policy implementation.
- Staff and parents will develop a partnership in which open communication is based on trust, respect, and mutual understanding leading to positive and supporting relationships.

Operations

The hours of operation are 7:00am to 6:30 pm, Monday through Friday. Princeton Montessori offers a variety of programs 5 or 3 full days (**7:00 am to 6:30 pm**), school day (8:00 am to 3:00 pm), and half day (8:00 am to 12:00 pm).

We are closed approximately 9-15 days each year, a yearly calendar of closures and events will be provided to all new and returning parents annually.

Upon enrolling your child you will receive an enrollment packet for each child that will need to be completed in its entirety this includes the signed physician report **before any child** will be allowed to attend Princeton Montessori.

Communication and Conferences

Princeton Montessori is a natural extension of the home, healthy and regular interaction between staff members and parents are essential for ensuring the best environment and support for the child and the family.

Avenues of Communication

- **Arrival & Departure:** a brief and informal exchange of necessary information as well as an appropriate greeting.
- **Handbook:** Every family will receive the parent handbook at the time of enrollment outlining the policies and procedures of Princeton Montessori via email.
- **Daily Communication:** We will be using Child Pilot to communicate with parents for children **under the age of 3 years.**
- **Conferences:** Parent teacher conferences are scheduled twice a year for all children, or upon request of the teacher.
- **Accidents & Mishaps:** Minor scrapes or bruises will happen at any school, an accident report completed and given to the parent at pick-up detailing the incident. Parents will be called regarding more severe, and an accident report will be completed. All accident/incident reports must be signed by the parent to be kept in the child's student file; you may request a copy if desired.

As you know, as parents, you play a vital role in your child's education. Nothing is as important to your child's schooling as parent involvement. We believe a strong relationship between home and school is essential for a solid foundation. We embrace and cultivate the philosophy of open communication between parents and the school. We also encourage parents to reinforce at home what the child has learned in school. Our goal is to guide your child through a journey of learning and a lifetime of discovery.

Support

If you have any concerns please feel free to discuss the situation with our Director, you are encouraged to stop by the office with any concerns you may have. You may also email questions or concerns to either the Director or the management at any time. If you would like a closed-door meeting, please schedule an appointment either by email or phone.

Confidentiality

To ensure the respect and privacy for children, families, and staff in dealing with all areas of running the school, only those required to know for the performance of their duties will have access to confidential information. Staff, relief staff, and parents or guardians at Princeton Montessori are all expected to respect the privacy of each child, family, and staff member. All must maintain confidentiality with information that may come to them during the day.

Access to each child's records will only be given to

Members of the permanent staff working with that child

A substitute teacher working with that child

Director, Assistant Director, and Administrator or management

A member of the Texas Department of Family & Protective Services

The parents or guardians of that child

Information regarding children will be given to the following people only after WRITTEN AUTHORIZATION from the parent or guardian:

Office of the school where the child is or will subsequently attend

A specialist working with a child in or outside of the school

Each child's record will be kept for a minimum of three months after the child has withdrawn from the school. Names, addresses, and phone numbers of parents, students, or staff will only be given out with permission from the parent, legal guardian, or staff member.

Attendance/Drop off and pick up (Due to the COVID and the current pandemic parents are using the carpool and not coming into the building). This decision has been made under the management at this time.

Regular and prompt attendance is particularly essential for continued progress throughout the academic year. Education is our priority and the main goal for all children. All children are expected to be at school no later than 9:00 am.

CHILDREN WILL BE MARKED ABSENT AFTER 9:00 am and a late arrival fee of \$15.00 will automatically be charged to your account. We will accept children no later than 11:00 am accompanied by a Dr. note.

- **Arrival:** Please park in a safe area that allows your child to safely exit the car or allow your child to be taken out of the vehicle, **ALL infant families must park and bring your child into the building.**
- All parents are encouraged to utilize the carpool lane from 7:00 am – 8:30 am. The administrative staff will clock in students entering through the carpool lane. The purpose of the carpool lane is to allow parent drive-through drop-off service without having to park and bring their child into the facility. Please have your child ready to get out of the vehicle in a quick and timely manner as there will be cars waiting behind you. **PLEASE LEAVE ALL TOYS, BACKPACKS, STUFFED ANIMALS, COINS, FOOD, etc.** in the car or at home.
- ***Students who do not utilize the carpool lane must be clocked in by their parents upon arrival.*** Parents shall carefully supervise children in the parking lot. The school is not responsible for the child's welfare in the parking lot and surrounding areas.
- **Pick up time:** Please help in having a smooth quick pick up as well as drop off so cars are not waiting behind you for an extended period of time.
- **Authorized Pick-ups:** Upon enrollment, persons authorized to pick up your child should be noted on the enrollment documents. Additional authorized pick-ups may be added with the receipt of an email or phone call from the parent stating the person's name and phone number. This person will be expected to provide their ID before exiting the building with your child.
- **Late or Non-Pick-Up** If a parent knows they will be late, the notification must be given to the school of the expected time of arrival, or if other arrangements have been made for the child. If the parent or other authorized person has not picked up the child and no additional communication has been received by the parent within a half-hour of the child's regular pick-up time, the following people will be called, and arrangements will be made for the child to be picked up: emergency contacts listed in the student's file, the Director (if not on-site). Late pick up fees will be charged a \$10.00 initial late fee after 6:30 pm and \$1.00 per minute per child. After the second time of being late, the late pick-up fee will increase to \$3.00 per minute per child. The late pick-up fee must be paid in cash on the day the late fee occurs. If you are more than 30 minutes late and unable to contact anyone on the pick-up list, the law requires that we contact CPS, who will pick up your child for safekeeping. Members of our staff are not permitted to take your children home with them. If late pick up occurs more than **three** times in a calendar year, you will be asked to find alternate care.

Procedures for the Release of Children

Upon enrollment, Princeton Montessori will obtain the information of a child's parents and any individuals who are authorized to pick up that child. If subsequent individuals are to receive authorization, this must be given in writing by the parents of the child.

The first time a child is picked up by one of the authorized pick-ups, the administrative staff will obtain a copy of their driver's license (or other valid, us-government issued photo identification) and attach this to the authorized child pick-up form. This documentation will be placed in the child's student file.

Safety

For the safety of the students, families, and visitors, Princeton Montessori requests that all individuals within the facility follow the policies of the school. These policies include but are not limited to, the following:

- We walk in the hallways
- We use inside voices
- Students are not allowed to exit the building without their parent or authorized pick-up unless he/she is **18 years or older**.
- Exit doors should be opened by adults only. Please do not teach your child the code to get in the front door. Also, please do not allow anyone else to come in the door behind you. We understand you want to be polite and hold the door for others, but you cannot be sure the person you are allowing in the building has legitimate access to Princeton Montessori.
- Parents shall carefully supervise children in the parking lot for the school is not responsible for the child's welfare outside the school grounds. Please do not use your cell phone at drop off, pick up, or inside the building

Gang Free Zone

Under Texas Penal Code, any area within 1000 feet of a childcare center is a gang-free zone, where criminal offenses related to organized illegal activity are subject to harsher penalties.

Behavior Management

Rationale of Behavior Management

We believe setting limits for behavior is essential for the safety and protection of children, others, and the environment. We believe consistency to be important to help the child orient him/herself in the world. An atmosphere of clarity and consistency also enhances the staff's ability to help children to learn and to be safe and secure. Ultimately, setting limits for behavior aims to teach children self-discipline. We aim to help children to learn the consequences of their behavior so that they understand how their actions affect those around them. Children become self-disciplined and self-directed so that their needs and interests become more evident to themselves and those around them. Children have an enormous capacity for social learning.

This means that they absorb information all around themselves, including social and cultural "cues" regarding themselves, others, and the environment in which they live. Awareness of self, others, and the environment is an essential quality for all children to develop to live harmoniously. Discipline is a means by which children are

helped to create that awareness. With that being said, discipline problems will be documented to unearth possible solutions and patterns.

Underlying Principles of Behavior Management:

- We respect ourselves and other people.
- We are careful with our work and our friends' work and belongings.
- We are respectful of insects, animals, and plants.
- We keep ourselves and our surroundings clean.

By setting appropriate and consistent limits to behavior, we provide a secure environment in which children can explore their physical and social world.

Discipline is instructive when:

- It supports self-esteem and allows children to feel capable, competent, and pleasant with others.
- It considers a child's developmental level of understanding and ability.
- It changes as children's needs and behavior change (there are changes and growth).
- It acknowledges caring, cooperative, desirable behavior.
- It is expressed positively. We speak of what we "do" and not what we "don't do."
- It guides, gives simple explanations, and offers alternatives so that a child can make choices. In time, this will aid the making of appropriate decisions.
- It is consistent.
- It is based on self-discipline and self-control (not coercion).

Setting limits helps children to:

- Feel secure and orient themselves in the world
- Find appropriate expressions for feelings that are hard to control
- Initiates the joy of lifelong learning

The following are some strategies of behavior management used by our staff:

Prevention

- Knowing the children: this helps to tailor disciplining instruction to each child
- Prepared environment: this helps to facilitate freedom of movement
- Awareness of transition time: teachers help children move from one activity to another without disruption
- Modeling good behavior

If prevention does not work

- Try first to distract or defuse the situation, giving children a release
- Use "do's" (rather than "don'ts") and give brief explanations
- Respond in a calm but firm manner, indicating what is expected from the child and what choices the child has
- Help the child to realize the consequences of his or her actions
- Follow through with consequences

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- Redirection is the preferred disciplinary sanction Princeton Montessori employs. “Time Away” is avoided unless necessary and limited to one minute each year the child is in age.

- Parents/Guardians are forbidden to use any type of corporal punishment on school property.

When it is over, it is essential to restore a positive relationship between the staff member and the child before going home.

Biting

Princeton Montessori policy is to work closely with the parent and the child when the child is behaving in a manner that is harmful to himself or herself, other people, or property. Most behaviors are short-term and correctable if the parent works with other professionals and us.

When a child bites, a detailed report will be sent home to the parents of the child who bit, as well as the child who was bitten. Office copies will be kept in a permanent file. This serves as a notice of the bites and the circumstances surrounding the bite. The other child’s name will not be revealed in either situation due to our confidentiality policy. This applies to all incidents/accidents involving other children.

When a child bites, he or she will be sent home for the day if:

1. The child bites twice or more, unprovoked.
2. The child bites three times or more, unprovoked.
3. The child bites on the face.
4. The bite breaks the skin.

If a child continues to bite other children, despite the teachers and parent’s efforts to stop the biting, the child may be dis-enrolled at the discretion of the Management and Director. What constitutes continual or chronic biting is up to the discretion of the Director and will be handled on a case-by-case basis. Age, the severity of bites, temperament, the cooperation of parents, and teacher opinion will all figure into the final decision. Generally, if a child bites for more than four weeks, or if the child bites more than once a day for one week, the child will be suspended and/or dis-enrolled. Depending on the severity, the severe 2nd offense will result in a three to five-day suspension. After the 2nd offense, we will have no choice but to disenroll the student.

Readmission will be considered after a period of 3 months, on a case-by-case basis if space is available at Princeton Montessori. The possibility of readmission will depend on all the factors in the preceding paragraph.

Suspension or Expulsion

While a suspension or expulsion is the last resort for Princeton Montessori; for the safety and wellbeing of all students enrolled, we reserve the right to suspend or expel a child at any time who is physically hurting, biting others students and staff, knocking down furniture, hitting teachers, or physically destroying school property. By definition, “Suspension” means the removal of a pupil from ongoing instruction for adjustment purposes. And “Expulsion” means the removal of a pupil from (1) the immediate supervision and control, or (2) the general supervision of school personnel. If the behavior continues or is problematic, we will suspend it for one, three, or five days. If the behavior continues after the suspension, we will be forced to terminate our childcare services with that child. We will work with any parent who is willing to support our efforts to help benefit their Child's

growth and development of their child; however, it must be a team effort and a willingness to be supportive and open-minded.

Dismissal

Princeton Montessori reserves the right to discontinue care for any student and family. These decisions will be made based on the child's and family's ability to succeed in the environment. Furthermore, if the student presents a danger to him/herself, the teacher, or other students or if their needs are out of the range of what Princeton Montessori can provide, we reserve the right to ask the family to make alternative arrangements. We also reserve the right to dismiss any family that becomes belligerent and hostile toward any staff member or towards Administration, for non-payment of tuition and unnecessary Drama brought into the school environment.

Child Protection

All childcare workers are mandated to report to the office of Children and Family Services if they have "reasonable grounds to suspect" that a child has been physically, emotionally, or sexually abused or neglected. It is highly recommended that the Director is notified; however, it is not mandatory. All childcare workers must do one-hour training every year to update themselves on Abuse & Neglect. The staff meetings and posters are used to increase awareness for both parents and staff regarding noticing and the importance of reporting child abuse.

Definitions of Abuse & Neglect:

- Child Abuse can be defined as a "Violation of a child's body and mind" physically, emotionally, or sexually. Often there can be an overlap between these categories.
- Child Neglect is continued failure to provide a child with the basic necessities of life. The basic necessities of life include but are not limited to food, clothing, shelter, emotional security, medical and dental care, and adequate supervision needed for the child's growth and development.

Domestic Violence

- Domestic violence is defined as abuse and intimidating behavior perpetrated by one person against another in a personal, intimate relationship, causing fear, physical and/or psychological harm. Domestic violence has a profound effect on children and constitutes a form of child abuse.

Abuse/Neglect Notification

Reasonable grounds to notify Child Protective Services of abuse/neglect relate to the facts of the concern, the nature and seriousness of the allegations being mindful of the child's age and circumstances. The following are some ways a child may indicate they have been abused or neglected. If one or more of the following occur, the staff member will have grounds to notify the state of Texas of suspected Abuse or Neglect:

- When the child tells a staff member, they have been abused or neglected.

- When the experience of a staff member indicates an observation of a child's behavior or physical condition, or knowledge of children generally leads to a suspicion of child abuse.
- If there is suspected domestic violence and there are children within the home.
- When someone tells a staff member (perhaps a relative, friend, or sibling of the child)

After the employee has grounds for notifying suspected abuse or neglect, the following procedure will be followed:

1. The staff member is obligated by law to report any suspected abuse to the Child Protection Services department of the state of Texas who will decide as to whether there are grounds to make a notification. The CPS department will handle any investigation and liaise with the center regarding the progress and the child's special needs.
2. The notifying staff member remains immune from civil or criminal prosecution. Wherever possible, the identity of the notifier will remain confidential.
3. The Officer from CPS will deal with the family.
4. The staff member is encouraged to notify the Director; however, it is not mandatory.

Please note, any authorized person who attempts to pick up a child from Princeton Montessori must not be under the influence of any illegal substance. In the case of this occurrence, the school will consider this an act of child abuse/neglect and will notify the local police department immediately.

Staff is required to attend annual training on how to prevent Child Abuse and Neglect. They are encouraged to talk about the prevention of such events from happening to children openly. We encourage an open dialog during a staff meeting to facilitate an open-door policy on reporting Child and Abuse within our community. We also encourage staff to attend a seminar to learn more about how they can help increase awareness. We also hold parent seminars to bring attention to our community.

Emergency Weather Procedures

In the event Princeton ISD closed due to inclement weather or any other significant issue Princeton Montessori will be closed. However, if there is a tumultuous weather day in which Princeton Montessori feels the safety of the student's &/or staff members is at risk we reserve the right to close. There will be no tuition credit for inclement weather days.

Health & Illness Policies Health Check

Princeton Montessori recognizes the need to maintain a safe, healthy, stimulating environment for children in our care and ensure practices that prevent the spread of infectious diseases. Children new to a childcare center or school environment will almost certainly contract more frequent colds and other ailments than they would at home. Be prepared for this and be assured that as your child's immunities are strengthened by exposure, episodes of illness will be less frequent and less severe.

Upon enrollment with Princeton Montessori, parents must complete enrollment paperwork, which includes questions regarding the student's allergies, recurring illness, and any medication that is prescribed. Additionally,

a signed Health Statement is required from the child's primary care physician stating the "child has been seen by that doctor within the past twelve months and the child is healthy to attend school" along with the child's immunization records; information including allergies, illnesses, and prescriptions should be updated by the parents immediately as this information will be kept in the student' file.

The Texas Department of Health requires you to have your child immunized. You must give us a copy of all immunizations at the time of enrollment and update us when your child receives other shots unless your child is enrolled at a public school. Your child will be denied admittance if your child is not up to date on all immunizations.

Each day we do a visual health check of each child in our care. We look for any illness that prevents the child from participating comfortably in childcare center activities, including outdoor play. We also look at illness, resulting in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.

Exclusion from care

Some circumstances may call for a child to be excluded from care at Princeton Montessori.

- The illness prevents the child from participating comfortably in activities (including outdoor play).
- The illness results in a greater need for care than caregivers can provide without compromising the health, safety, and supervision of the other children in care.
- The child has a temporal temperature of 100.0 degrees or greater
- The child has an oral temperature of 100.4 degrees or greater
- The child has an under-arm temperature of 99.4 degrees or greater
- The child is lethargic
- The child is breathing abnormally

- The child has two or more vomiting episodes in 24 hours
- The child has diarrhea
- The child has a rash with a fever
- The child has mouth sores and drooling
- The child's behavior changes or the child exhibits other signs that the child may be severely ill
- A health-care professional has diagnosed the child with an infectious disease, and the child does not have medical documentation to indicate that the child is no longer contagious.
- If the fever spikes or your child shows other signs of illness, we have the authorization to take the child to the emergency room or call 911 at your expense.

Please do not request that we exclude your child from outdoor play and/or physical education. Such a request is not possible for us to honor without jeopardizing the safety and quality of care during the outdoor time for other children.

When a Child Becomes Ill While in Care

If anyone of the previously listed signs or symptoms occur, the following procedure will be followed:

- The child will be removed from the classroom and taken to the sick room
- The child's parents will be called to pick him/her up
- The parent will have a maximum of 1 hour to pick up their child
- If the fever spikes or your child shows other signs of illness, we have the authorization to take the child to the emergency room or call 911 at the parent's expense.
The child will be given appropriate attention and supervision until the child's parents arrive
- Extra attention will be given to hand washing and sanitation
- The environment will be disinfected and sanitized as soon as possible

Readmitting a Previously Ill Child

A child sent home due to a contagious illness or contagious disease must obtain a doctor's note stating the child's condition, that the child is no longer contagious, and a statement that the child will be able to attend school. In the case of temperature or other minor symptoms, the child must be temperature and symptom-free 24 hours before the childcare facility can readmit the child and will be required to sign a temperature release form at time of pick up.

Vision and Hearing Testing Requirement

Any child four years and above must have a Vision and Hearing test completed before starting with Princeton Montessori and must be submitted with the Enrollment Package. If your child turns four while attending our program, a Vision and Hearing Evaluation must be performed and turned into the front office so it can be placed in your child file.

Medication

Parents will be expected and sign a complete Medicine Authorization Form if their child is to receive any **prescription medicine**, inhalers, or breathing treatments while in the care of Princeton Montessori. The medication must be in the original container, labeled with the child's name, and with directions to administer the medication and be an Rx prescribed by a Physician. **(Over the counter medication cannot be given without an Rx)**. Prescribed medication must also include the date and name of the physician. The parent must sign the Medication Authorization Form at the front desk. All requests must have a start and end date. All medicine must be in its original container and be dropped off in the office. No medication should be taken to the classroom by the parents or students. All medication will be given according to the label provided.

When the child is given medication, a designated member of the administrative staff will take medicine to the child or call for the child to come out of the classroom. Using gloves, that employee will dispense the medication to the child and sign off on the Medical Authorization Form. **Medication cannot and will not be administered through a child's bottle or food.** All medication forms will be kept in a binder in the front office.

Medical Records:

Please see the Confidentiality section.

Medical Emergencies

Each student must have on file a form stating the following:

- name, address, and phone number of the child's Doctor
 - name, address, and phone number of a hospital where the child can receive emergency medical attention
- Procedure for minor injuries:
- Parents will be notified via telephone
 - Parents will receive written documentation of the event upon arrival
- Procedures for major injuries:
- Administrative staff members will call 911
 - Parents will be notified via telephone
 - A staff member will accompany the child to the hospital and will stay until the parent arrives.
 - Parents will receive written documentation of the event once the situation has been handled, and the child is safe with their parents.

Allergies

****Princeton Montessori is a nut-free environment. ****

Upon enrollment, each family must give written details of any allergies their student may have; this will be kept on file, and a copy will be given to the staff members who care for that child. If allergies develop after enrollment, parents must submit a copy of formal documentation from the child's physician.

A Food Allergy and Anaphylaxis Emergency Plan form must be completed and signed by the Parent and **Physician** if a child has a prescribed Food Allergy from a doctor. Please request this form at the front desk if applicable. This form must be signed by a physician BEFORE a child can start with our program.

Emergency Preparedness Plan

The following is Princeton Montessori pre-school Emergency Preparedness plan:

Evacuation / Relocation

The first responsibility of the staff is to move the children to a designated safe area or an alternate shelter for all employees, caregivers, and volunteers.

If under 24 months of age, a crib will be used to move the children to a designated area. If a child is disabled, a teacher will pick up the child and carry them to the designated area. An additional staff member will come to assist as soon as possible.

Each staff member will have an attendance sheet with them during the emergency. The children will either be seated as their names are called or stand up for the face to face recognition adherence.

An emergency contact number is Mrs Devi 469-534-1681 or Ms. Jennifer 612-386-0753 We will notify parents where we are located. The Director will evacuate with the essential documentation, including parent and emergency contact numbers and authorization for emergency care. The Director will also have the Master list of

who is in attendance to compare with the staff's attendance sheet. The Director will contact authorities, Child Care Licensing, parents, and designate an additional person as needed to reach the parents in case of emergency.

In case of fire, carbon monoxide detection, or other situations that require the Princeton Montessori building to be evacuated, the children and all staff will evacuate the building immediately and meet in the designated area by age group. In the back of the parking lot, away from the street. The classes will follow the prescribed path, as shown diagrammatically in Figure 1. Figure 1 is posted in each classroom, and teachers will take attendance and wait for further instructions from the facility Director. The children with special needs will be evacuated, as mentioned above.

If we cannot return to our designated building, an alternate shelter is at Iglesia Bethel located at 2090 Monte Carlo Blvd (directly next door). In case of a tornado, or other severe weather, the children in each class will take shelter in their respective bathrooms.

In case of a hostile intruder, each classroom will be contacted via intercom the teachers to secure their children immediately. Each teacher has been instructed to hide the children in the class bathrooms and stay as quiet as possible.

Health and Medical Emergencies – During Evaluation

Every child will be observed for the symptoms of illness and injury. Any child showing signs of illness or injury will be separated from the other children, and their parents will be notified. Once the parents are notified, they have approximately 30 to 40 minutes to pick up their child.

If a health-care professional has diagnosed a child with a contagious disease, there must be medical documentation to indicate the child is no longer contagious before return. The parent must bring a note that states they are free to return to school.

If a child is injured or becomes seriously ill, the lead teacher will take appropriate steps to meet the child's immediate needs and inform the Administration regarding the situation. The following steps will be included:

1. Contact 911 or other emergency medical services
2. Administer CPR and/or First Aid
3. Contact the parent immediately
4. Contact the child's Doctor listed on the admission form
5. Contact the Child Caring Licensing

Documentation

Princeton Montessori keeps all children's emergency records in a three-ring binder in the custody of the Admin/Director, which will be taken while evacuating the school building. The emergency record includes a child's information, including parent and emergency contact numbers and authorization for a child to receive medical treatment.

During monthly drills, the procedure described above is precisely followed. Each classroom teacher prepares a daily attendance sheet for the class and will take it with her during the evacuation to ensure all kids are in attendance. A headcount is performed before leaving the building and after reaching the relocation site.

Emergency Preparedness Plan

Name of Facility	Princeton Montessori	OTHER IMPORTANT CONTACTS	
License/Permit #:	1714460	Emergency	911
Street Address:	2090 Monte Carlo Blvd	Local Police	911
City / State:	Princeton TX 75407	Fire Department	911
Phone:	972-872-8840	Poison Control	800/ 222-1222
Provider Emergency Phone#	911	Local Red Cross Office	877/843-7090
Email:	info@princeton-montessori.com	Local Health Department	972/548-4100
Texas Abuse and Neglect Hotline	800/252-5400	Child Care Licensing	469/229-6900 ext. 6901
Fire:	Call 911- evacuate the building		
Tornado/Severe Weather:	Relocate all children to both bathrooms in each classroom		
Gas/Chemical Leak	Call 911- evacuate the building		
Bomb Threat or Explosion	Call 911- evacuate the building		
Intruder/Hostile Situation	Relocate all children to both bathrooms in each classroom		
Loss of Power	Locate flashlights and contact power company and parents		

Fire:	Designated Area – behind the school
Shelter-in-Place (i.e., Severe Weather)	Designated Area – classroom Bathrooms with out any windows
Walking Distance	Iglesia Bethal Church (directly next door) 2090 Monte Carlo Blv
Away-from Neighborhood Evacuation ;	N/A

Staff Hired by Parents

To make sure our staff is respected as the professionals that they are, **Princeton Montessori prohibits our team in making outside arrangements for care with clients of Princeton Montessori. Furthermore, Princeton Montessori will not allow our staff to engage in Facebook, social sites, personal email, or the exchange of personal phone numbers with current, or future clients.** We will not assume any responsibility for any actions of any employee away from the school or outside their working hours. **Staff is prohibited from transporting any child to or from Princeton Montessori in their personal vehicle. All contact should be made through the front office.**

Meals & Nutrition Policy

Here at Princeton Montessori we have a hot lunch program and will be providing morning and afternoon snacks daily that are part of the tuition. Please note this is a nut-free facility, so go nuts, nut items, or nut products will not be allowed in the facility. Parents may decide to send additional snack items with their child(ren) to school. These items should be nutritional. Please note, when parents send sack lunches or other food items from home, the parents of that child are responsible for supervising the nutritional content of those food items. Please do not send candy in your child's lunchbox

All meals are prepared according to DFPS requirements. Any food allergies must be in writing from your child's Doctor. Please request the specified form to be completed and signed by your child's physician. We will do our best to substitute menu items when we have a doctor's note. We use a rotating menu that is available for your review. Please discuss the menu with your child. If you want to bring additional food to supplement any item on the menu, please make sure the food is nutritious, clearly marked with your child's name, and make sure your child's teacher is aware of the food. Do not bring anything containing peanut butter or peanuts.

Infant Feeding

Infants grow and change quickly, we require that a parent fill out an infant feeding schedule every thirty days while enrolled at Princeton Montessori; this must be done until your child turns 18 months of age. If you go to

the Doctor during the month or anything changes, do not just tell the teacher. Please update the Infant Feeding Schedule so ALL teachers in the room will be aware of the changes.

Although we have an Infant Feeding Schedule to help us stick to as much of a routine as possible, we are a feed on-demand facility. If your child is hungry before the time you have requested on the Infant Feeding Schedule, we will feed them early.

Princeton Montessori requires that each infant's bottles come pre-made to school. You must bring at least four pre-made bottles per day. If your child does not like his/her bottles warmed up, then you must bring in the bottles with water already pre-measured and a formula dispenser that is pre-measured with formula in it. The containers must be labeled with the amount of formula that is in it for each bottle.

Princeton Montessori will rinse out the bottles after your infant is done with the bottle and then the bottles will be sent home for you to wash and sanitize them each day.

You are responsible for supplying all baby food, diapers, pull-ups, and rash creams for your child.

When your infant turns 12 months and is walking, they will be moved to the Pre-Toddler room; at this time, we will no longer give bottles. We will start transitioning your child to a sippy cup before moving up. You will need to provide Princeton Montessori with two cups.

Nursing

As you know, human milk is the best source of milk for infants; for those parents who are still nursing, we have a private nursing area that is quiet and comfortable for you to nurse your child. If you are interested in nursing regularly, please let the front office know to reserve the room for you.

Breast milk Storage Guide

	<i>Refrigerator</i>	<i>Freezer</i>	<i>Deep Freezer</i>
Fresh Breast milk	5 Days	3 Months	6 Months
Thawed Breast milk	24 Hours	Do Not Refreeze	Do Not Refreeze

Infants and Safe Sleeping

Infants should sleep alone on their back in a crib or another firm surface with a tight-fitting bottom sheet. They should be dressed lightly in a temperature-controlled room. Pacifiers are recommended and can lower the risk of sudden death syndrome. Check on sleeping infants often to make sure they are resting comfortably. (No amber teething necklace, bracelets, or anklets are allowed at any time, according to DFPS).

Clothing and Supplies

Dress for a fun day! Children's day is filled with hands-on learning. The clothing should be simple and comfortable. Please do not dress your child(ren) in clothing that cannot get dirty. We play outside, do arts and crafts, and eat "messy" foods such as spaghetti. You are encouraged to provide an oversized t-shirt (not too big)

for your child to wear when participating in such activities. Since our learning extends to the outdoors, please dress your child appropriately for the weather.

Extra Clothing

Two extra sets of clothing are mandatory for any children that are not in public school. *Children in the process of toilet training should have from three to six full changes of clothing on hand, including socks and one pair of shoes.* If your child uses any Princeton Montessori clothing, they need to be cleaned and returned the next morning to have clean clothing for other children.

1. **Princeton Montessori will not be responsible for any soiled or lost clothing.**
2. **All items brought to Princeton Montessori must be labeled with your child's name.**
3. **In the summer, Princeton Montessori has sprinklers and Splash pads that the children use for water play.**

Naps

Maintaining compliance with the minimum standards for the state of Texas, all students aged four and a half and under will have a nap/rest each day while in care. Infants will nap according to their schedules. Toddler and primary students will nap from 12:30 pm – 2:30 pm Monday through Friday. Students should bring a SMALL rollup nap mat for use at nap time. All nap items should be clearly labeled with the child's first and last name & will be sent home each Friday to be washed. For those students who do not fall asleep, a book or other activities will be provided.

Outdoor Play

Maintaining compliance with the minimum standards for the state of Texas, students will have no less than one half hour of outdoor play in the morning and one-half hour of outdoor recreation in the afternoon. These students will enjoy the play equipment as well as an open field to run and play. Minimum standards for the state of Texas requires all students to be allowed outdoors in inclement weather, even if it is just to walk from one door to the next. We will limit the duration of time outdoors if it is hot or cold.

Water Play

Water play activities are essential to the sensory development of children. We provide water activities in and outside the classrooms. During the warmer months and special occasions, water activities may include your child being brought dressed in their swim attire, with a towel, a change of clothes with sunscreen and bug repellent applied. You will be notified when these events occur. (No pools will be used).

Skin Protection

Students are welcome to bring hats, but no sunglasses to wear outside during playtime. Parents may also supply sunscreen and bug repellent for their child(ren). The parent should apply sunscreen and bug repellent in the morning time. Princeton Montessori will not provide sunscreen or bug repellent. Each student will need to provide a bottle of their own, preferably in a spray form, no sharing allowed. All items should be clearly labeled with the child's name. Outdoor activities to be held in shaded areas whenever possible.

Holidays

The school will be closed for all major holidays, an annual calendar will be published at the beginning of each academic year.

Holiday Celebrations

Celebrations including birthdays, cultural, and national holidays are celebrated at Princeton Montessori. We respect all traditions and celebrate and discuss many holidays that might not be a part of every family's lifestyle; this will allow them to understand other cultures and become more accepting of the diverse world around them.

Celebration of Life

Each student will have an opportunity to celebrate their birthday with a Celebration of Life. This celebration will occur on the child's actual birthday; however, if the child's birthday falls on a weekend, the Celebration of Life can be held on another day during the week. Parents are asked to make a poster with their child detailing the stage of their life. For example, the child should have a picture on their poster board when they were an infant, a photo when they were a little older, and so on; this is the first lesson a child will have on a timeline as they will begin to see how things in life progress through time. During the Celebration of Life, the child will be asked to show the pictures to the class and share their joy about the photos of themselves. After the celebration, the posters will be displayed in the classroom or outside of the classroom.

Instead of bringing goodie bags for a birthday child, we ask that parents donate on the child's behalf to the classroom in the form of a plant, book, or another item that students can use all year long. The class will make cupcakes to celebrate all birthdays.

Parents are responsible for supplying a booster seat during a field trip that meets the current booster seat laws. Your child's name will be marked on the booster seat and returned after the field trip.

Summertime at The Academy

The Summer Months are fun and exciting. We will be creating a summer program that has special activities along with notable visitors. School-age children may go on several field trips per week, including the public pools, movies rated G or PG, skating, and active outings. We require the children to be in attendance before the children leave for the field trip. You cannot drop your child off at the field trip due to limited seating and staffing. Special arrangements must be discussed with the office staff. You will be required to pay \$30.00 per week in addition to the regular weekly tuition for field trips.

Tuition & Payment Methods

Tuition will be due on each Friday for the following week we recommend ACH payment through the Child Pilot software program. Credit card payments will have a 2.25% charge. A late charge of twenty five dollars per day will be charged until tuition has been received. Each family will complete a tuition contract upon enrollment. **There will be no credits or discounts for scheduled closures for holidays, inclement weather or illnesses.** Additional details related to the tuition & fees, payment of tuition, and extended vacation policies and procedures can be found in this contract.

Required Fees:

Annual registration fee:

A \$150.00 annual registration fee will be charged per year

Application fee: \$200.00 one time charge

Security deposit

Princeton Montessori requires a one week security deposit that is kept in your account month to month year to year, when you return your two week written withdrawal notice we will apply this to your last week with us. Additional fees may be accrued for a variety of circumstances. One way a family may accrue additional fees is upon pick-up. Relative to each student's schedule, late charges are applied in the amount of one dollar per minute five minutes after their scheduled pick-up time. This amount will be due upon arrival or the next business day.

Additional fees may also be accrued for participation in extracurricular activities. These activities are offered for the convenience of our families. Fees for the extracurricular activities are payable to the vendor who provides the service.

Withdrawal

If a student must withdraw from school Princeton Montessori requires a 2 week written withdrawal notice must be given in order to receive your deposit.

Please do not allow your child to bring toys from home. Children sometimes have hard-time-sharing toys from home, and it is not fair to the other children. Playing with guns and other weapons are forbidden. The school will not be responsible for lost or broken items.

Vacation policy

Every family will receive a 2 week vacation credit per year based on your enrollment date, these two weeks must be taken per year. We require a two week notice of when your vacation will take place.

Smoking Policy

Smoking is prohibited anywhere on school property. When entering the parking lot, all smoking must be stopped; this includes but is not limited to cigarettes or any tobacco products, e-cigs, vapor cigarettes, etc.

Cell Phone/Bluetooth Policy

This is a cell phone free facility; Bluetooth devices or electronic devices are allowed in the facility. This policy is in place to foster open communication between the school's staff and families without distraction. When you arrive to drop off or pick your child up, you **MUST** not be in use of your cell phone/Bluetooth. If you have a phone call that you need to finish, you must stay outside of the building.

Firearms and Weapons

Firearms and weapons are prohibited on school property. If you have a license to carry a concealed weapon, you must leave your weapon in your locked vehicle unless you are an officer on duty.

Policy Changes

If Princeton Montessori changes any policies, we will notify you in writing no less than ten days before the change. Policy changes will be emailed and posted at the Princeton Montessori. Due to the standard of living increase, Princeton Montessori reserves the right to increase tuition yearly. This rate increase can be from 3% to 10%; this does not mean it will happen, it's just a notification that it can happen.

- I agree that I received and will abide by the Operational Policies outlined above. Please see attachment
- I have read and agree to abide by the Princeton Montessori Agreement. Please see attachment

Minimum Standards & Licensing Office

Princeton Montessori follows all STATE guidelines set forth by the Texas Department of Family Protective Services. The Minimum Standards are the regulating documents that provide a framework for how childcare facilities are to operate in Texas. At any time, a parent may request from the administrative staff a copy of these standards to review. These may also be found online at www.dfps.state.tx.us.

At any time, a parent may request to view the most recent inspection from the Licensing Office. To view this document in its entirety, please ask the administrative staff at Princeton Montessori. This report, as well as previous inspection results, may also be found online at www.dfps.state.tx.us.

At any time, a parent may wish to contact the local child care Licensing Office. The Licensing Office contact information can be found below:

Child Care Licensing Office
Texas Department of Family & Protective Services
550 East 15th St., Ste. 120
Plano, TX 75074
1-800-582-6036

Report Suspected Child Abuse
24 hours per day / 7 days per week Child
Abuse Hotline: 1-800-252-5400
www.txabusehotline.org