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| **Parent Information Packet****Trail Lake Montessori Preschool4201 Trail Lake DriveFort Worth, Texas 76109School # 817-439-9181www.traillakemontessori1.net** **Theme:**Any child between the ages of  eighteen months and six years old may find a special place at Trail Lake Montessori Preschool (TLM). TLM is family owned and operated. Our school is dedicated to the principles of Montessori education; individual liberty, preparation of the environment and committed adults. The classroom is a carefully prepared environment for learning; child-sized tables and chairs greet the children as they enter. At TLM, your child can work on whatever is most interesting at the moment. This freedom to choose is encouraged by the teachers who are guides on your child's journey in education. We do more than just instruct children we help foster the interrelationships of learning, people, and their environment. We are an alternative to daycare with teachers who are trained observers of children. We regularly discuss our students' cognitive development in the classroom. We emphasize the importance of sensitive period milestones in your child's progress towards primary school. **A Montessori classroom will show emphasis of the following:** learning by doing* independence materials that are designed to be self correcting
* children having the freedom of choice
* children learning respect for themselves, others and their environment
* classroom that is beautiful, ordered, purposeful, and simple
* shelves that act as learning centers

 **Keeping things simple:** The policies and procedure are designed to facilitate what is best for all children at TLM. By no means is this a perfect plan; however we need to have a plan in place that is workable. We welcome your suggestions and comments as this document can be changed periodically, as the need arises. We at TLM reserve the right to be wrong from time to time. **Coming to school:*** Opens at 7:00 A.M.
* Breakfast ends at 8:15 A.M.
* All children need to arrive no later than 9:00 A.M.
* Highly recommended; no later than 8:30 A.M. (due to work time)
* School ends at 5:30 P.M. (remember our afternoon teachers get paid hourly) There is a surcharge if you are late. 5 min. grace period. late charge of $1 per minute.

**Enrollment procedures:** During the enrollment process Trail Lake Montessori must have all following documents in order to begin. Parents will be notified immediately with any policy changes with a letter in each child’s cubby with a signature page that will need to be signed and returned. * Complete Enrollment form
* Health statement from doctor
* Shot Records
* Read and Sign this Parent Packet (operational policies)/Discipline and Guidance Policy
* $150 registration fee

**Lunches:*** Children bring their own lunches
* Healthy lunches are best (no candy, please)
* Parents are responsible for the nutritional value of the lunch not the center
* Microwave available to heat food
* Ice-pack recommended to keep food cooled
* Label all sippie cups, lunch boxes, etc ...
* Clean out lunch box in evening so it keeps little friends from growing inside

**Snacks :*** We serve A.M. and P.M. snacks at school
* Parents may volunteer to bring a special snack for their child's classroom

**Clothing:*** Jackets for cool or rainy weather
* Please label the tag on all clothing brought to school; thanks
* Change of clothes to be kept in cubbies/storage bins

**Illness:*****Parents will be notified if any of the following conditions exist:*** *(must stay at home* ***24hr.'s*** *from time of pick-up as a minimum time away for most illnesses; this protects other students in the program)** *fever above 100 degrees*
* *diarrhea/vomiting*
* *unable to participate in program due to feeling ill*
* *any communicable condition (ex. chicken pox)*
* *best if child picked up within one hour of parent notification*

**Absences:*** *Give us a call if your child is going to miss school that day.*
* *Unfortunately, we cannot switch days to make up a missed day if your child is sick.*
* *This applies to holiday times also.*

**Medication:*** All medication must be signed in by the parent before administered
* Label all medications and attach note of instructions
* Medication must be in original container labeled with child’s full name and date brought to center

**Disenrollment:**As a private school we reserve the right to disenroll a student under any of the following circumstances. This is in keeping with one of our goals of doing what is best for all children. We will keep the parent informed to ensure the best communication.* A child's behavior consistently prevents the other children from learning; we are not a sitter service
* A child hits a teacher
* A child deliberately harms another student
* Tuition payments are not being fulfilled. Our philosophy is if you entrust us with your child, than you should respect us by paying on time.
* A family does not follow the guidelines set forth in the parent-packet (this would have to occur several times to reach this point)

**Suspension and expulsion of children:** Unfortunately, there are sometimes reasons we have to expel or suspend a child from our program either on a short term or permanent basis. We want you to know that we will do everything possible to work with you in order to prevent this policy from being enforced. REASONS FOR IMMEDIATE EXPULSION* The child is at risk of causing serious injury to other children or him/herself.
* Parent threatens physical or intimidating actions towards staff members.
* Parents exhibits verbal abuse to staff in front of enrolled children.

CHILD’S ACTIONS FOR EXPULSION* Failure of child to adjust after a reasonable amount of time.
* Ongoing physical or verbal abuse to staff or other children.
* Excessive biting

Prior to expulsion, a parent meeting will be scheduled to discuss what the problem is, and every effort will be made by both the center and the parent to correct the problem. If, after one or two weeks, depending on the risk to other children’s welfare or safety, behavior does not improve, and the center finds that they can no longer accommodate the child, the parent will be asked to remove him/her. The parent will be given a minimum of one week’s notice to find another center to provide care for their child**Toys:*** Should be left at home!!!!!!!!!!
* A small stuffed animal for nap time is great

**Parent information/school information/state guidelines/permits:** * Posted on the wall as you enter the north wing of building

**School closings (inclement weather)**:* We post our weather related closings on Channel 5 (NBC)
* We have teachers and students that commute in so we close based on our safety assessment

**Grievances:***If you have any complaints please take it to Mr. Mimo or Ms. Rosie. Our desire is to make your child's day at Trail Lake Montessori the best possible. Often times if you don't point a problem out to us we may be delayed in correcting the mistake.* **Toileting:*** Extra clothing and shoes will be needed
* Each child is different in the amount of time needed
* Parents need to work at home in conjunction with the classroom teachers
* Toileting is a prerequisite for the Primary Class

**Napping:*** Nap time happens in all classes
* If a child does not nap he or she can lay on the sleeping mat quietly until the nap hour is finished; a nice quiet time prepares the students for afternoon work.
* **Tuition Payments:**
* Due by the 1st and late by the  5th of each month. Student cannot return until tuition is paid in full.
* $5 Late fee per day till tuition is paid
* Volunteer Disenrollment: Any parent may remove their child from the program with a proper two weeks written notice.
* See Tuition Link on Web-site  (Registration Fee is $150 and is non-refundable; also each family will pay the supply fees of $90 on 1 March and 1 Sept. Thanks for your support because this fee enables us to keep our rooms looking good.
* $45 per day extra day fee; if you arrange for a day not in your normal schedule (based on availability)
* Surcharge added for late pick-ups.
* Children wanting a guaranteed slot for a particular teacher will be able to hold that slot for the following year by paying a reduced tuition payment for the summer. See Mr. Mimo or Ms. Rosie for arrangements.
* Finally: tuition is like a car payment whether you drive the car or not you still make the payment; wish we could give everyone discounted tuition for vacations, holidays, and or zoo school scenarios (families that will be gone for 30 consecutive days or more may be considered on a case by case basis for a tuition discount)

**Procedures for release of children:** * Children will be released only to adults over the age of 18 noted on the child’s enrollment form. All teachers will be instructed to match driver’s license to enrollment form if they do not recognize parents or authorized adult picking up. Otherwise, wait till someone authorized on enrollment form gets there to pick up. Teachers will also make copy of driver’s license and document date and time of pick up and place in child’s file.

**Procedures for handling medical emergencies:** * Teachers will notify supervisor or director in charge of the emergency. The emergency will be handled according to the type of emergency. Teachers will DIAL 911 if the emergency cannot be resolved at the school level.. A list of emergency numbers are posted on the refrigerator and near the phone.

**Discipline and guidance practices:** * We follow Montessori discipline guidelines. These do not conflict we state guidelines.

 **Tuberculin testing practices:** * All teachers  will have a TB test. Teachers  that test positive for TB must consult a physician for a chest x-ray and further evaluation before being admitted to the program.

**Immunizations:** contact the Tarrant County Health Department located at 100 E. Weatherford Street, Fort Worth, Texas, 76196 or  (817) 884-1111. Note: All children must be immunized prior to attending a child-care facility in Texas; however, a physician on a case to case basis may grant exceptions due to religious beliefs. The family requesting this exemption must provide the child-care facility with a memorandum/letter signed and dated by the attending physician stating this exception.**Hearing and vision screening requirements:** * When a child turns four they must complete a vision and hearing screening exam per state requirements. It is the parents responsibility to arrange this testing and return the results to the school.
* Employees for TLM will not be required to obtain the adult immunizations recommended by the CDC.

**Procedure for parents to visit TLM during hours of operation without having to secure prior approval:*** Parents may participate in the classroom and school activities; as long as it does not disrupt the learning environment.
* Parent will need to check in with School Director and let them know reason for visit and time planning to stay. We will go over plan of what parent will need to do to not disrupt classroom, or program activities.

**Procedure for parents to review and discuss any questions or concerns about TLM policies and procedures:** Parents can review our policies and procedures at any time. A copy of our policies and procedures are available immediately at TLM upon request or available to download from our website traillakemontessor1.net. If any parent has a question or concern with any policy or procedure of TLM, please feel free to reach out to school director Mr. Mimo, he has an open-door policy to all parents and staff. If for some reason, he cannot get to you immediately we will set up a date and time to discuss the questions and/or concerns. **Breastfeeding:** A parent has a right to breastfeed or provide breast milk for their child at TLM. TLM has designated the classroom across from the office where a mother can have a place to comfortably breastfeed her child. **Minimum Standards and most recent Licensing inspection report:** The Minimum Standards are available in the school office for parents to view and is also available on the DFPS web-site <http://www.dfps.state.tx.us/.>The last inspection report is posted on the bulletin board and is available in the school office.  **How to contact child-care licensing or report child abuse:** * You may contact them through their web site <http://www.dfps.state.tx.us/.> The physical address is 1501 Circle Drive, Suite # 310 Fort Worth, Texas 76119  or (817) 321-8604. To report child abuse or neglect, call 1-800-252-5400 or use their secure website: <https://www.txabusehotline.org>.

  **Notification of policy/procedural changes:** * Policy changes will be passed out to the parents and require a signature for updates. The parent packet will be updated every year.

**Electives:*** Monday Morning: Dance Class
* Tuesday Morning: Stretch & Grow
* Thursday Morning: Soccer Shots

Note: These electives are vendor based so you pay an additional fee. We recommend that students just do a few and not all electives. **Water Activities:** During the Summer months July-Aug we have Splash Day every Thursday. This includes each Teacher taking their classroom to the outside playground and playing in the sprinklers. Each child will need clothes they can get wet in, towel, and a change of clothes. **Sunscreen and insect repellant policy:** Please apply sunscreen and insect repellant before dropping off your child at school. We will reapply sunscreen you have provided and labeled for your child if needed.**Holidays Closed:**2019-2020 School Year CalendarMid-Summer Holiday: 4th & 5th  July 2019Teacher Prep Days:  15th and 16th August 2019First Day of 1ST Semester: 19th August 2019Labor Day: 2nd September 2019Columbus Day:  14th October 2019Thanksgiving Break: 25th through 29th November 2019Christmas Break: 1/2 day on the 20th Dec., 23rd Dec. through 3rd Jan. 2019First Day of 2nd Semester: 6th January 2020Dr. Martin Luther King Day: 20th January 2020Spring Break:  9th-13th March 2020Good Friday: 10th April 2020Graduation: 21st May 2020Memorial Day: 25tht May 2020Mid-Summer Holiday: 3rd July 2020**Safety:** Any unsafe act should be immediately reported to the director or teacher in charge. Our children's safety is paramount and a parent's input may save a child from being placed in an unsafe situation. **Gang Free Zone:** Under the Texas Penal Code, any area within 1000 feet of TLM is a gang free zone, where criminal offenses related to organized criminal activity are subject to harsher penalty.**Helpful items to bring:**1. A napping blanket
2. Sheet to cover sleeping mat or just bring in a camping bedroll mat (kids size)
3. Small child's pillow
4. Small cuddly sleeping stuffed animal
5. Please take these items home at the weeks' end for cleaning

Thanks for all your help. Sincerely, Mimo Bazan, DirectorPlease sign below and return to the school.  X---------------------------------------------------------------------------------------------   **I have received the Trail Lake Montessori School "Parent Information Packet," which covers school and state policies.**  |