



BRAZOS MONTESSORI CHILD CARE

**OPERATIONAL POLICIES AND
PROCEDURES**





Dear Parents and Student(s):

On behalf of all the staff at Brazos Montessori and Early Childhood Program, we welcome you to the current school year. As you may already know, we follow the traditional Montessori Method with high emphasis on academic achievement in the loving environment of a home and home setting. We believe that the learning does not arbitrarily stop when the school ends for the day. We request your cooperation in educating our students in a gradual and consistent manner.

We hope this handbook is helpful in understanding our school's mission, policies, procedures and schedules. These policies are designed to provide a supportive and healthy atmosphere in which our student can learn, grow and succeed. Please read it carefully, and if you have any questions, do not hesitate to ask us.

Mission Statement

The mission of The Brazos Montessori is to cultivate a love of learning and to establish lifelong friendships among our students by means of a challenging educational program in caring atmosphere. The school aims to offer the widest possible choice of educational opportunities.

Philosophy Statement

We value learning and high achievement; thus our programs represent the very best academic and extracurricular standards. Teachers are committed to provide a fine pastoral care that enhances students' personal development and encourages them to respect each other's strengths and differences. Individual and cooperative achievements are fostered through inspiration, success and friendly competition.

Our school's teaching style is a constructive blend of the traditional Montessori Method and the new technology. We neither abandon traditional methods in favor of the latest fad, nor do we ignore advances in our understanding of child psychology, technology or science. We believe that honor, respect, and responsibility, practiced daily, lay the foundation for our students to become thoughtful citizens. We train children how to join our school family by educating them on the top priorities:



Honesty: Representing one self correctly, being truthful to oneself and others.

Respect: Exhibiting a regard for other persons feelings, ideas, space, and belongings, including respect for school property.

Responsibility: Exhibiting responsibility for one's actions which includes being trustworthy, doing the right thing, and following through with what you say you will do.

Child-Care Operational Policies

Thank you for choosing Brazos Montessori Child-Care Center. The child-care Home is located at 4022 Angel Spring Dr, Sugar land TX 77479 with the Texas Department of Protective and Regulatory services and we adhere to the minimum standards set by the state. You may view those standards by going to www.dfps.state.tx.us. The center is inspected on a regular basis and those inspection reports are available for the parents to review at the TDPRS web page. If at any time if any one wish to contact child-care licensing they may do so by calling their main number, 713-940-5200 or 713-940-3009. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400. Local licensing address is 1110 Avenue G, Rosenberg, TX 77471.

**Parents may also view the most recent Department of Family and Protective Services Inspection/Investigation Report at our office, Menus and Snacks for the past three months and the Child-Care Centers operational policies.*

Brazos Montessori does not discriminate against students on the basis of race, color, religion, sex, age, nationality, or ethnic origin.

General School Information

Hours of Operation

Our building is open from 6:30 am to 6:30 pm, Monday-Friday except on scheduled holidays. Students brought earlier than opening or picked up after hours, will be charged for every fifteen minutes. (Cash only)



Communication Line

Head of Day-Care	Parental concerns. All the children's wellbeing remains our number one concern.
Classroom Teacher	Students' progress speaks for itself. If parents have urgent concerns, they are asked to schedule a conference through the Administration office. For routine matters, please write a note. Please be aware that teachers may not leave their classrooms to talk with parents.

Children Schedule

The following schedule is offered as an example. It is adaptable to either full-day or part-day programs. We do not offer a half-day program. It considers the needs of both children and caregivers and recognizes differences among programs.

8:00 - 8:30 AM	Serve breakfast if needed
8:30 - 8:45 AM	Change diapers
8:45 - 9:00 AM	Manipulative
9:00 - 9:20 AM	Circle Time
9:20 - 9:45 AM	Lesson Time
9:45 - 10:00 AM	Snack
10:00 - 10:30 AM	Manipulative during diaper change
10:30 - 11:00 AM	Table work
10:30 - 11:00 AM	Lunch for Infants and Toddlers
11:00 AM - 2:00 PM	Nap for Infants and Toddlers



11:00 - 11:30 AM	Preschoolers Table Work
11:30 AM - 12:00 PM	Preschoolers Lunch
12:00 - 2:00 PM	Nap preschoolers
2:00 - 2:30 PM	Snack
2:30 - 3:00 PM	Lesson Time
3:00 - 3:30 PM	Outdoor Play
3:30 - 4:00 PM	Story Time
4:00 - 6:00 PM	Free Play

Schedules are subject to change. Some outdoor activities are obviously depending on the weather.

Nutrition and Food Service

- Research indicates serving drinking water to children ensures they are properly hydrated and facilitates reducing the intake of extra calories from low nutrient foods and drinks which are associated with weight gain and obesity.
- Water should not be a substitute for milk at meals or snacks where milk is a required component. It is appropriate to require children to first drink the milk before serving themselves water.
- Beverages with added sugars should be avoided because they can contribute to child obesity, tooth decay, and poor nutrition.
- The school provides AM snack, lunch, and PM snack. Our childcare is administered by the Texas Department of Agriculture to monitor the nutritional facts. Healthy snacks and water is provided at each meal times and snack times.
- AM snack will be provided at 10:00 am
- Lunch will be provided at 12:00 noon
- PM snack will be provided at 2:30 pm
- Human milk is the best source of milk for infants. Additionally, breastfeeding supports optimal health and development. The daycare provides a nice comfortable chair for the mother to nurse her child.



The daycare is not responsible if your child does not eat their lunch at his/or her school (after school care kids from neighboring schools). However, we do our best and make sure they eat their lunch. The teachers are not allowed to force feed the children. It will cause in choking. Our teachers have the responsibility to take care of other children too. If your children has an eating problem we encourage the parents to deal with your children directly. The state of Texas has a policy that teachers cannot force or threaten the children to eat.

Daycare for Non-Brazos Montessori Students

The school provides extended daycare. We accept children who go to nearby schools. They will have to register in order to be enrolled in after-school care. There are specific fees and guidelines for this program and information may be obtained from the front desk. Daycare fees do not apply to evening care. Prices are subject to change according to the current economy.

Daycare Responsibilities

- Supervise children
- Provide a small snack and water
- If needed, help with their school homework

Academic Policies

Academic Subjects

- Mathematics
- English Language
- Foreign Language(s)
- Science
- Geography



- Sensorial
- Practical Life
- Life skills

Extracurricular Activities

- Sports
- Music
- Arts
- Dance

Attendance

Even for young children, punctuality is important. All teachers start class with a group time (circle). During this time, procedures are detailed and demonstrations for the day's lessons are given. Children who are late miss out on this important learning experience and will lack the necessary information to follow through on the day's work. They also feel isolated from the group when joining the group late. Regular attendance and the routine is very important for continuity. If attendance is sporadic, the child forgets how to do much of the work. The teacher must then "re-teach" before the child can go on to the next lesson. If your child is absent from school, please call the office so that the teacher can be notified. When a child enrolls, certain days are set aside for each individual child.

Vacation

Vacation days are set well in advance. Parents are urged to avoid extended vacation during scheduled school days. No credit will be given in the child's absence for vacation, sick time or holidays. You will pay the full tuition for the entire month. If the child is absent or on a vacation more than 2 weeks, the child will be automatically dropped off from the program. In order to secure the spot upon students, return, a percentage of tuition must be paid.

Homework

We do have homework, even for two-year-olds. It is important that everyone: students, parents, and teachers, understand that academic learning does not end arbitrarily at the end of the school day. Learning can take place in all environments and at all times. Young people need to gradually



develop independent study habits, which will help them throughout life. The assignments given will reinforce classroom work accomplished and will provide consistent drill and practice for mastery.

Enrollment Policies

Admission and Enrollment

Enrollment begins with full payment of the Application Fee, Activity Fee and one-week deposit to secure a place at the school. The application fee is nonrefundable. The deposit is refundable upon withdrawal, or it can be carried over for the following year's deposit. The fees structure provided is for group care. Extra charges apply if your child is special or needs individual attention.

Methods of Paying Tuition

Families must select a payment option at the beginning of each school year. Payments may be made in cash or by check. Changes in payment plans can be made only at the end of the first term. Tuition down payment must be made to secure the spot for the child. There will be a \$35 charge for each returned check. If a check has been returned, subsequent tuition payment may be made only by cash or cashier's check.

Late Pick-up

The school offers an extended-day program for an additional charge, which is billed monthly. Students not enrolled in the full-day program and who are still in the school after 6.30pm will be charged and must be paid in cash to the person in charge.

School Time: **9:00 AM - 3:00 PM**

Daycare Time: **6:30 AM - 9:00 AM and 3:00 PM - 6:30 PM**

Student Behavior

Brazos Montessori is committed to providing an environment that is creative, positive, and safe. It is our belief that each person is responsible for his/her actions. A person's choices reflect his/her personal maturity and ability to exercise self-discipline. Making good choices leads to independence and an ability to work with others. It is this ability to work with others that fosters a climate in which one is able to learn, grow, progress, and prosper. We hire teachers for the calendar year, August



through June, based on student enrollment. When a child is accepted for admission to Brazos Montessori, we will hire teachers based on the assumption that the child will complete the year. All children are accepted on a 6 week probation period. The Director has the right to immediately dismiss any child who proves not to be well suited for our program. Should a parent remove the child on their own for any reason, the parents are responsible for the full week's tuition. After the probation period if the child has behavior issues we have the right to withdraw the child from the program.

Withdrawal

Enrollment at the Brazos Montessori School is a perpetual monthly contract. Parents who wish to withdraw their child must give one month's written notice to the school prior to the date of withdrawal. In case parents are unable to give one month notice, they are required to pay one month's tuition. If the child is absent for two weeks without notice, he or she will be automatically dropped out of the program. Parents will have to re-register in order to admit the child.

Records Release

It is the policy of the management that records will not be released to another school or daycare center if all debts are not paid in full. We reserve the right to drop the child from the program if the parents do not cooperate with any of these guidelines.

Change of Address, Telephone Number, or Emergency Contacts

It is imperative that the school has your entire up-to-date contact information. The Director and the front desk should be notified immediately of a change in both yours and your designated emergency contact's residence and telephone numbers. Up-to-date information is essential for the school to not only handle emergencies successfully, but to also maintain communication with parents. All families will be required to complete a new enrollment form annually.



Health Policies

Health and Immunization Records

The health of all the students at the school is a primary concern and depends on all families following all school policies and procedures in this area. Some of our rules are in fact laws of the State Of Texas and all are there to safeguard the wellbeing of the whole school community. Parents are urged to be mindful of this important fact.

Parents are reminded that no student may start school until all appropriate health forms have been submitted to the school. It must be understood that this is the law in the State Of Texas.

All students entering the school are required to bring a physician's health report and a copy of their immunization record. All reports and records must be submitted prior to the student's first day of class and all information must be current and up to date. It is important for returning students to update their health information on an annual basis or whenever there is a change of information. Your physician may e-mail your child's records to brazosmontessori@yahoo.com. **Please ensure that the physician puts the child's name on the e-mail.**

In the event that a student does not submit current medical records after one month of enrollment, or behavior issues the Brazos Montessori reserves right to require the student to withdraw from the school.

Students who are ill and/or have a fever should remain at home. Should a student exhibit any symptoms of illness presented in chart, the parent will be notified by the school and asked to pick up the child. If parents cannot be contacted, emergency contacts will be notified.

Brazos Montessori requests the parents to understand that children might have mosquito bites or ant bites while they are playing outdoors. They might fall and get hurt. We will do our best to keep them in safe in this environment.

Students should be picked up within an hour of notification.

The regulations of the Texas Department of Health require that all students must be free from fever (100.4 F or higher) for more than 24 hours before returning to school.



When a student contracts a contagious disease, the parents must inform the school immediately. **It must be understood that the school has the right to exclude any student, who for whatever reason, has not been inoculated against contagious illnesses or behavior problems.**

Dispensing of Medication

The school personnel are not permitted to dispense medication of any kind unless the student's parents or guardian provide written or documented telephone permission.

Parents must fill out a medication form when medicine is to be dispensed during school hours. When over the counter or prescription medications are brought to school, they must be in their original containers. The school personnel will dispense the medication only in accordance with the instructions and dosage stated on the container. Medication must be prescribed for the student and cannot be used by other family members in the school.

All medication will be stored in the school office and can be picked up at the end of each day or medication period. Any expired or unclaimed medication will be discarded at the correct expiration date. Parents will not leave the medicine in the child's bag. The medicine should be given to a responsible staff and the medical form should be filled.

First Aid

All injured students should report to the school director. The school will keep a record of any minor injuries. An accident report will be prepared for more seriously injured incidents. The teachers and office staff are capable of administering immediate simple first aid to the students when injuries occur. If a serious injury occurs on school property, the school will decide on treatment. Parents and/or emergency contacts will be notified immediately in case of serious emergencies. If a child is unconscious for any reason, an ambulance will be called.

Influenza (obtained from Texas Department of State Health Services, www.dshs.state.tx.us)

Can the flu be prevented? The single best way to prevent the flu is to get a flu vaccination each year. We encourage staff to get the flu vaccine. October or November is the best time to get vaccinated but getting vaccinated even later in December can still help. Flu activity usually occurs in January or later.

Other measures include:

- Avoid close contact with people who are sick.



- Stay home from work or school when sick.
- Cover your mouth with arm or tissue when coughing or sneezing.
- Wash hands often with soap and water.
- Avoid touching eyes, nose, or mouth. This will reduce the spread of germs.

Who should get vaccinated?

- The flu vaccine is recommended for:
- All children aged 6 months through 18 years
- People who care for children 0-5 years of age
- People of any age who have medical conditions that place them at increased risk for serious influenza-related complications.

BRAZOS MONTESSORI COVID Policies

Require sick children and staff to stay home.

- Communicate to parents the importance of keeping children home when they are sick.
- Communicate to staff the importance of being vigilant for symptoms and staying in touch with facility management if or when they start to feel sick.
- Establish procedures to ensure children and staff who come to the childcare center sick or become sick while at your facility are sent home as soon as possible.
- Keep sick children and staff separate from well children and staff until they can be sent home.
- Sick staff members should not return to work until they have met the [criteria to discontinue home isolation](#).

Health and Wellness Chart

<u>Illness</u>	<u>Early Signs</u>	<u>Re-Admission Requirements</u>
Chicken Pox	Fever and rash, Blisters	7 days after with physician note
Common Cold	Fever, Runny Nose	See requirements for fever



Pink Eye	Red eyes or crust on eyelids	24 hours after antibiotic treatment and physician's note
Fever	Oral Temperature 100.4 or greater	24 hours and when fever subsides
Fifth Disease	Redness of cheek and body	24 hours and only with physician's note
Head Lice	Itching and scratching of scalp	24 hours after physician's note
Infectious Mononucleosis	Fever, fatigue, swollen lymph nodes, sore throat	Physician's note
Stomach Virus	Diarrhea and Vomiting	At least 24 hours
Strep Throat	Fever, Sore Throat	24 hours from time of antibiotic treatment
Bronchitis	Continual Dry cough	Student must be under a physician's care
Meningitis	Vomiting without diarrhea	Based on Physician's decision

Practices and Preventing the Spread of Germs



The child care staff regularly washes hands with soap and water and hand sanitizer, ventilates rooms regularly with lots of fresh air, and establishes clean routines to help to the spread of infections. Germs have difficulty growing in clean, dry, and well ventilated environments. Contamination of toys and other objects in the room contributes to the transmission of diseases and germs in child-care centers. We use Lysol to clean our toys, sleeping mats, and changing tables. We wash blankets every Friday. Providing enough toys to rotate through the cleaning process allows children to stay in active play while maintaining a healthy environment.

Brazos Montessori Staff

Texas Department of Family and Protective Services does not require immunization record for the staffs.



Discipline Policies

Discipline and Guidance

Discipline varies for every child. Some children are given time-out and some children are given a verbal warning. We use a reward system for good behavior. Disciplinary actions are age appropriate and at the child's level of understanding and directed toward teaching the child acceptable behavior and self-control.

The Methods of Discipline and Guidance

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules.

Giving children understandable guidelines and re-directing their behavior helps them to develop internal control of their actions and encourages acceptable behavior.

The caregiver will be using positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

1. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. Using brief supervised separation or time-out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

The Following Will Not Be Tolerated:

Any of the following may lead to immediate suspension or dismissal.

- Compromising safety rules, even in jest.
- Behavior which endangers self or others (e.g., poking with a pencil or bringing sharp implements)
- Aggression, disrespect or defiance toward adult or peers



- Unkind, divisive, or exclusion behavior toward peers
- Stealing, “borrowing” without permission
- Vandalism
- Lying or misrepresentation of the truth in any way
- Leaving a classroom or school grounds without permission
- Refusal to follow teacher directives.

These actions and any others deemed serious by the Administration will be handled individually by the Director, who is the final recourse in disciplinary situations.

Security Policies

The safety and security of the students are our first concern. Hence, the school is not open for just anyone to walk in. We ask parents to understand the need for such measures and co-operate fully with the school by using the appropriate doors at all times.

Visitation Policy

Parents may visit at any time during the center’s hours of operation to observe their child in the classroom. Please select a time other than the busy “pick up and dismissal periods” for observation. All observing visitors must be on an approved list to visit or to pick up the student. All visitors must sign in and show proper identification. The visitors will be allowed to sit in the classroom to observe their child.

Procedures for the Release of Children

The child will be released only to the authorized members of the family. We will have a copy of driver’s license or some other type of I.D. in the child’s file. If the child needs to be released other than with the authorized members, the parents must send an e-mail to the person in charge of the school and give us permission to release the child with that person.

Student Pick-up Procedures

Strangers will not be allowed to pick up students and the school may ask for proof of identity from someone whom it does not recognize and who is picking up a child. The school requires written permission be on file for anyone other than the custodian to pick up the child. If the parent is not



able to pick up their child the parents should contact the school regarding the person who is picking up their child. The school reserves the right to take a copy of I.D of the person who is picking up the child.

Safety Procedures

Parking

Since the safety of our students is paramount, we sincerely ask parents to co-operate with the school and the neighborhood basic rules during the drop-off and pick-up.

In the interests of safety and smooth traffic flow, we shall have staff on duty to direct you. **The school reserves the right to take action against those drivers who consistently ignore these safety rules. If you want to come into school, please park in the driveway.** All students who are picked up after 6:30 PM will be charged a late fee for every 15 minutes. This fee will be due upon the parent's arrival. Please pay to the teacher or whoever is responsible for the child at the moment. We also provide children drop-off and pick up from nearby elementary schools. The school reserves the right to refuse to pick up the students if they have behavior problems during transportation or in the daycare.

Emergency Preparedness Plan

In case of an emergency, the school will move all the children to the Fort Settlement Middle School which is located at 5440 Elkins Rd, Sugar Land, TX – 77479 and their phone number is 8324599813. Staff will be carrying a list of phone numbers and addresses on file of the children in their care. The parents will be notified by phone, e-mail, and text regarding their children's safety.



Fire and disaster drills

For safety purposes, the Brazos Montessori regularly conducts fire and emergency drills. In the event of an emergency, students will remain in a safe area of the school until the arrival of parents or guardians. Parents and visitors at school during a drill must respect these drills as well and leave the building as directed.

Closings Due to Inclement Weather

In the event of inclement weather, The Brazos Montessori School follows the local ISD's direction to close. Stay tuned to the radio 740 AM or to television channels 11 and 13 for ISD announcements of school district closings.

Pest control

The school will apply pesticides both inside and outside the buildings, once a month, on a Saturday or Friday afternoon after the end of the school day, as needed.

Communication with Parents

The school believes communication with parents to be of prime importance and pays great attention. All employees are instructed to return letters, telephone calls, voice mail messages, and e-mail as soon as possible. While we want to be as helpful as possible, we would ask you to respect teachers' time and not, for instance, interrupt a class to talk to them. Parents are free to visit the facility any time and observe their child. The parents of nursing babies are welcome to nurse their babies and leave within one hour.

Procedures for Parental Notifications

The parents will be contacted first over the phone. If the parents are not reachable we will call the guardians and inform them of the incident. Later, we will e-mail and text the parents to inform them about their child.

Policy Changes



Parents/Guardians will be notified of any policy changes to the school. The school will provide parents with a new policy book. The new policy agreement will be signed by the parents/guardians and will be kept on file.

Phone Calls

The Brazos Montessori School restricts phone calls from parents to talk to their children during school hours unless there is an emergency. Phone calls from parents will disrupt the children's focus from their work. Every evening the parent will receive a communication chart written or oral regarding their child. Once in three months, there will be a conference with the parents to talk about their child briefly. If the staff is busy helping the child talk on the phone, they will be ignoring other children and there are chances for accidents to occur in the classroom. We kindly request that parents do not make phone calls to the school unless it is an emergency. We do not want to be liable for injuries to the children. Our school is based on quality not quantity. We appreciate parents' cooperation in this matter. If there is a problem with your child, the staff will definitely notify the parent.

School Policies

School Regulations

- The school administration reserves the right to examine students' bags.
- In the event of damage to the school or other's property, the student must make retribution.
- Decent clothes should be worn daily unless otherwise posted.
- Eating is allowed only in the designated area.
- Students are expected to respond to one another, adults, and guests with courtesy.
- Appropriate behaviors are expected during the school day and to all school functions.



- Students must exercise control and demeanor while en route to and while attending enrichment classes.
- Students are expected to transition to all activities without disturbing materials or other students.
- Please keep in mind that toys are always a distraction to the student and to others and may not be brought from home.

Personal Effects

All pre-primary children are required by state licensing to take a rest period. Sleeping mats and blankets are provided by the school. However, children are welcome to bring blankets for the feeling of security. The blankets should be kid size, not adult size. Pillows are prohibited.

Personal Belongings

Please take the time to label all of your child's personal belongings (i.e., lunch boxes, books, bags, diapers, Sippy cups, bottles, clothing, and food items. Remember that the teachers are taking care of more than just one child. Other children have similar clothing of the same brand. Please check your child's bag before you leave the school to make sure all of your child's belongings are present. The school shall not be responsible for any lost objects and/or incidentals.

Lost and Found

It is always sad and disheartening to lose something. We cannot stress enough to label. Lost objects will be placed in the Lost and Found box. After a reasonable amount of time, unclaimed objects are given to the needy. The school is not responsible for lost or misplaced items.

Toys

Please leave all toys in the car before entering the building. The child-care is not responsible for lost toys.

Priorities and Goals

Safety and Values



Our highest priority is your child's safety. For this reason we have strict guidelines regarding security from intrusion by unauthorized adults, the use of playgrounds, and indoor behaviors, i.e... Walking and remaining seated while eating just to name a few. Our facility is equipped with the state of the art monitoring equipment.

We insist that children treat each other and adults with respect and courtesy. Our very nurturing staff role models these behaviors to instill awareness in our young children. Values such as truthfulness, sensitivity to the feelings of others, and accountability are stressed daily.

Academic Excellence

Through student motivation, preparation, and presentation of exemplary and enriched curriculum, by encouraging attention to detail, and by fostering the development of critical thinking skills, we engage the child to begin the process of becoming all that he or she is meant to be.

Developmental Goals

- Ability to listen and to follow verbal directions
- Concentration and interest sufficient to sustain a twenty minute group lesson
- Strong foundation of general knowledge and speaking vocabulary
- Inner discipline and self-direction to engage in purposeful activity
- Self-discipline to respect others
- Respect for all environments
- Ability to care for self (e.g., dressing, tying shoes, cleaning place at the table)
- Grace, courtesy, and peaceful problem solving
- Sensorial refinement
- Instill fine motor control; pencil grip
- Ability to form lower case letters and numerals, with attention to placement and directionality
- Mastery of beginning sounds and short vowels
- Ability to spell and to read three-letter phonetic words
- Good understanding of numerical concepts up to 20
- Sequencing of numerals to 100
- Computations of sums to 10
- Place value of four-digit numbers



Brazos Montessori Child-Care

I, the parent of _____, have received the

Policy and procedure book and I acknowledge that I have read and understand the policy of Brazos Montessori Child-Care as stated above.

Parent's/Guardian's Signature

Date

Brazos Montessori does not discriminate against students on the basis of race, color, religion, sex, age, nationality, or ethnic origin.