

Parent Handbook

Revised June 3, 2020

Welcome to Discovery Montessori Academy (DMA). We sincerely hope this will be the beginning of a rewarding and trusting relationship between your family and us. This handbook is meant to serve as a guide to what you should expect from us. It also details what your responsibilities are. Of course, always feel free to contact the Director, or any other staff member, in person, by telephone, or by e-mail, if you have any questions or concerns about these policies and procedures. From all of us at DMA, please accept our thanks for placing your trust and your child with us. Welcome to our family!

Description of Services

Discovery Montessori Academy is a private Montessori school for children ages 6 weeks through 6 years old with an after school program provided for children through 12 years of age.

Curriculum

At DMA, we always strive to provide a safe and loving environment for every child, along with a well-rounded Montessori education. As we prepare the child for the society of today, our world continues to change and we must too.

DMA not only offers an excellent Montessori education, we have carefully integrated circle time, books, music, and art along with various experiences into a meaningful yearly theme. For example, as the school year starts, we will focus on the child and his/her immediate world and expand to give the child the greater picture of the universe and our solar system. Children should love what they are learning. Our curriculum enables us to go deeper into the subjects that the children show a particular interest in. As we prepare the environment where the child can teach himself and develop self-discipline. The classroom becomes a small community or a “Children’s House” where children share love and ownership of the environment and spontaneously take responsibility for its care. This instills the desire to learn.

“We learn from the children how to teach from the heart.”

Teachers must love the time spent with the children. Our curriculum is a work of love, which evolves from years of classroom experience.

Hours of Operation

Discovery Montessori Academy is open from 7:30 a.m. until 6:30 p.m. Monday through Friday.

We offer several programs to fit your family as well as the full day program.

Full Day preschool program	8:00 a.m. – 3 p.m.
Extended Day preschool program	7:30 a.m. – 6:30 p.m.
Part time preschool program	2-day, 3-day, full day or mornings
After School	2:45 p.m. – 6:30 p.m.
Infant class (6 weeks- 18 months old)	8:00 a.m. – 5:30 p.m., full day 7:30 a.m.-6:30 p.m., extended day

The academic school year is from August through May with the summer program during June and July. Two-day and three-day programs are limited two students per class. Part time students are encouraged to enroll full-time if the class is near capacity.

Holiday Schedule and School Calendar

The school will be closed or have early release for major holidays. Check the official DMA calendar for exact dates and times. Please note that some dates may change, the front office will advise you if so.

Arrival and Departure Procedures

Please check in and check out your child via ChildPilot daily, either using your 4-digit PIN on the iPad at the front desk or by scanning the QR code in the lobby with your ChildPilot app.

Arrival for morning classes should be no later than 8:25 a.m. Greeting time begins at 8:30 a.m. and teaching time begins at 9:00 a.m. If your child arrives later than 8:30 a.m., a staff member will escort the student to class, if he/she needs assistance.

Parents should remain in the lobby and we ask that you do not disturb the class. Children must be left in the care of a DMA staff upon arrival. Parents should not enter the classroom, stay to play with their child, or other children. Employed staff have been background checked and trained to work with young children. Parents may observe children via security cameras in the office.

At pick up, the front desk staff will call your child’s teacher via the intercom. Parents will remain in the lobby to wait for their child.

Departure information

Dismissal times are as follows:

Morning session	11:30 a.m. or 12:00 p.m.
Full time session.....	3:00 p.m.
Infant session	5:30 p.m.
After school care.....	6:30 p.m.

Late pickup fees

A late fee in the amount of \$1.00 per minute if your child is picked up after 11:35 a.m., 12:05 a.m., 3:05 p.m., 5:30 p.m., and 6:35 p.m. to pick up my child. Fees are payable in cash to the staff member on duty at the time of pick up.

Driveway/Parking lot

Please enter our driveway on the north side of the mailbox. Upon entering our school driveway, please **do not** use your cell phone. Children move very quickly and not all are savvy about cars. Please help us keep everyone safe by making wise choices.

If you need to come in the building for an extended period, you may park your car in the parking lot or on the side of the school.

Early dismissal

If your child needs to leave school early, please notify the school when you arrive in the morning.

RELEASE OF CHILDREN

The school is legally responsible for insuring that each child leaves only with an authorized adult. Children cannot be release to older siblings under the age of 16 years. Parents **must** come into the school and sign your child in and out.

Students are released to the persons listed on the enrollment and childcare form, which are kept in our student files. Appropriate written and signed permission must be on file for each person who is allowed to take your child from the school. Due to concerns about the safety and welfare of your child, we will not release him/her to anyone not on your approved list without prior written notification from parents/guardians.

Exceptions:

Should an emergency occur and those person(s) on your permission list are not available, please call or email the school and give the legal name of the person you are authorizing for student's release. Describe their appearance and the automobile they will be driving. The person picking up your child should have their driver's license available for identity verification and making a copy upon arrival. When emergency release information is taken over the phone, a staff member will phone parents at their daytime phone number to verify that permission has been given to release child to another adult. We appreciate your patience and understanding regarding these procedures.

Medication

Please send medication to school only when imperative. Ask your physician to prescribe dosage times other than school hours if possible.

Adults should handle medications only. At no time may medications be brought into the child's classroom in his/her lunch bag or backpack.

Medication Request Form

A medication request form, found in the front office, must be filled out and signed by the parent or legal guardian before the school may administer medications. No medication can be dispensed without this form. Medications must be in their original container and:

- The bottle must be labeled with the child's name
- Be labeled with a date (if prescription medication)
- If prescribed, the name of the physician prescribing the medication
- Include directions to administer the medication
- Staff must follow the dosage instructions on the label; parents may not amend the dosage.

If an over the counter medication does not have specific dosage for children the child in question's age, dosage information must be supplied in a handwritten note from a doctor. For example, children's Tylenol, for ages under 2, says to "consult a physician." For the school to give this medication to a child less than 2 years of age requires a written note from the doctor, which includes proper dosage information.

Health and Safety

General:

Children must meet the state requirements for immunization and physical examination. We recommend our staff have the flu shot and be updated on tetanus shots.

Emergencies:

Parent must sign a medical release in order for the DMA staff to obtain emergency medical care for your child. If medical attention is needed, CPR/ First Aid will be administered. Parents will be called; and licensing will be called. 911 will be called if needed.

Immunizations and Physical examinations:

We are required by the State to keep a detailed medical file on your child containing immunization records, allergies, and a record of past illness or injuries. You must bring a written certification or confirmation from a physician that indicated that your child has been examined and is able to participate in a school program (within one month of admission). This must also contain a record showing that your child's immunizations are current. Please consult your doctor for your child's specific requirements.

We do not have a copy of our employees' immunization records or require them to be updated prior to employment, but if you have any questions or concerns about the health of any staff member speak with the director.

Sunscreen and insect repellent:

If your child wears sunscreen and /or insect repellent, we suggest they be applied at home in the morning. Teachers can assist students in replying before going outside. For convenience, if your child will need both sunscreen and insect repellent, we suggest buying a formula that is a combination sunscreen/insect repellent.

Sunscreen and / or insect repellent are supplied by the parents and kept at school. Please make sure your container is labelled with your child's name.

Illness

Please do not send your child to school if he/she has a rash, fever, diarrhea, or is coughing, sneezing or vomiting. **Children with contagious diseases should be kept home 24 hours after the fever and symptoms have subsided without the aid of fever-reducing or symptom-reducing medicines.**

Should your child become ill during the day, we will isolate him/her and contact you or your emergency contact person immediately. Your child should be picked up promptly, within one hour.

Please inform the director or the administrator if your child may be infected with chicken pox, measles, mumps, strep throat, lice, hand foot mouth, etc., so that we may notify the other parents.

A doctor's written permission is required before your child may come back to school for any major communicable diseases.

Minor injuries not requiring medical attention

Although DMA prides itself in providing a safe and secure environment, if a minor injury occurs during our care, such as your child falling on the playground, we will inform you upon pickup with an accident report filled out in ChildPilot by the staff caring for your child. Please look over and sign the report and a copy can be made for you at your request.

Hearing and Vision Requirements:

According to state requirements, your child must have a hearing and vision test each year beginning at the age of 4 years to be enrolled in a school program. Under the age of 4 years, hearing and vision tests are available but not required. Please submit the form from your doctor to the front office and we will keep it in your child's file.

Attendance and Absences

Your child's progress correlates with his/her attendance in school. Please set a good example for your child by having the child at school regularly and on time. Late arrivals distract other children and your child may find his/her ability to get involved in daily school activities frustrated by frequent tardiness and/or absences.

Attendance

Teachers are required to keep daily attendance records. Teachers will take attendance soon after class time starts (8:30 a.m.) and will report names of all students who are absent to the office for verification.

Absences

If your child is unable to attend school for any reason or illness, please notify the school of his/her absence by telephone or email by 10 a.m.

Clothing & Dress Code

Academic year

The dress code applies to students who are able to walk:

Our Monday – Thursday school uniform is navy blue polo shirt with school name and logo.

Khaki bottoms can be pants, shorts, skirts, or jumper dresses. We have casual Fridays with the

school t-shirt and jeans. Once a month, we will have designated free dress days which will be announced in the newsletter. If your child is not wearing the uniform shirt, a warning letter will be sent home. After 3 warning letters, the school will dress the child in the correct shirt and bill the parent.

Your child should be able to handle his/her clothes independently, especially in the bathroom (except infants and toddlers in diapers). Please send your child in clothing he/she can handle such as, elastic waist pants. Clothing should be appropriate for the weather.

Please label your child's clothing and jackets with their name. We are not responsible for lost articles.

Summer session

Please dress your child in comfortable clothing, and if field trips are applicable, dress them appropriately for the scheduled field trip. For safety reasons, students are required to wear the school t-shirt on field trips. The t-shirt has our school name, address, and phone number.

Shoes

Shoes are not required for non-walkers. Students who can walk should wear shoes. The best shoes for children are tennis shoes or other closed toe shoes with rubber soles. We do not allow open-toed sandal clogs or flip flops for the safety of the children on the playground.

Toys

Toys or other playthings create a distraction in the classroom. Please do not allow your child to bring toys to **DMA**. We will provide toys for the children to play with. Educational items are good for show and tell and may be brought to the class when the teacher schedules this activity. DMA cannot replace lost or stolen items.

Parental Involvement

DMA hopes to increase parental involvement in the school throughout the school year. Objectives will include organizing school functions such as class parties, special events, and the fall carnival.

During the school year, we will ask for a class mom or dad to help with the class parties. We will also ask for parent volunteers to help organize, run, and assist with cleanup at our annual festival or event.

We always welcome all parents to volunteer their talents and/or time in any way at any time. Please let your child's teacher or the Director know.

Other suggested activities include but are not limited to:

Volunteering to read stories to the children.

Volunteering to assist the teacher for an entire morning, making copies, etc.

Please feel free to donate any supplies, books or equipment you might have that could be useful to the school.

Meals and Snacks

No breakfast is served. Please do not drop your child off after 8:30 a.m. with food. If you will be bringing your child after 8:30 a.m., please make sure your child has already eaten. If you arrive before 8:15 a.m. and will bring your child's breakfast, please do not send donuts or junk food. At **DMA** we try to promote a healthy diet.

DMA serves a nutritious lunch every day. We provide menus every month so you may help your child decide to bring their lunch or to eat at school (pay lunch fee). Lunch is served between 11:30 a.m. to 12:00 p.m., depending on the class.

If your child brings a lunch, pack only as much as your child can eat. We are able to heat foods sent from home if needed. If lunches are brought from home, parents understand DMA staff are not responsible for the nutritional value or for meeting the child's daily food needs. **Chocolates, candies, and soft drinks are not allowed.** Leftover food will be sent home to let you know what your child likes to eat as well as how much they ate.

The school provides snacks twice a day. Full time students have one snack in the morning and one in the afternoon. Part time students will be provided one snack during their time at school. You will find the provided snacks on our lunch menu. Feel free to send a snack with your child if he/she does not like the snacks provided.

If your child is nursing, you can use one of our classrooms or the director's office to nurse. You have the right to breastfeed or provide breast milk while your child is our care.

If your child is allergic to any food item, please inform the school in writing. If you have indicated on your child's enrollment form that he/she has a food allergy, Child Care Licensing has requires child care centers to have a food allergy emergency plan for children with diagnosed food allergies. Fill out the form for each food allergy your child has. Have your doctor sign and return to school.

Due to the life-threatening nature of students' nut allergies, we are a nut-free school. Students who bring snacks and lunches containing nuts or nut butters will not be allowed to consume them at school.

Discipline

Children will be disciplined according to their needs and developmental stages, rather than being punished, in order to promote self-discipline in the child. Discipline is a process in which we help the child develop self-respect. At DMA, the teachers try to keep the discipline problems to a minimum by emphasizing the positive behavior rather than the negative behaviors. Teachers also give daily lessons on manners and grace. Acceptable behavior is encouraged by giving positive verbal praise that reinforces a child's feeling about his/her behavior and serve as an example to the other children to act in such a way as to receive this praise.

A child may be removed from the group for a period when a child continuously demonstrates unacceptable behavior. The child may return to the group when he/she is ready to demonstrate acceptable behavior.

If your child exhibits behavior problems that are disruptive, destructive to the classroom environment, or trying to inflict injuries to other children or staff, the Director will contact the parents to discuss these problems. At this time, the child may be placed on probation for a period of time, decided by the director. If the inappropriate behavior continues, the child may be dismissed from the school.

DMA staff will never withhold snacks or lunches as a punishment.

Parent/Teacher Conferences and Observation

Parent conferences are scheduled twice a year, in October and April. Parents may request a conference at any time throughout the school year. Both parents are encouraged to attend the conferences.

If you need to speak to your child's teacher, please do not detain them in the classroom.

The teacher must be able to attend to the children at all times, without distractions. The teacher may not be free to talk with you until after the children are dismissed. Parents are welcome to schedule conferences with the teacher or the Director to review and discuss any questions or concerns. To communicate with the school, emails or messages via ChildPilot are preferred. Please do not put handwritten notices in your child's backpack, instead we ask that you personally give the notice to a DMA staff member.

Parents are welcome to observe the classroom anytime at the reception area via the security monitor.

DMA will communicate notifications with parents via email or a bulletin board posting at the front of the school.

Inclement Weather

DMA follows Plano ISD inclement weather closings. If Plano ISD is closed, DMA will remain closed. Please listen to the radio or other news source or check our website for school closing information.

Transportation

DMA can only transport children 4 years of age and older.

Field trips

Some field trips may be scheduled for your child's class during the school year, and a written permission form must be signed and turned in to your child's teacher in order for DMA to transport your child before each and every field trip. Failure to turn in a signed permission slip

prior to each field trip will result in non-participation of the fieldtrip by your child. DMA will place your child in another DMA staff-supervised class during the field trip time.

Many field trips are planned during the summer session for Kindergarten and Elementary-aged children. Parents of children enrolled in our summer session will be asked to sign a permission slip at the beginning of the summer session for DMA to provide transport to/from summer fieldtrips. Field trips will be posted in the school office in advance. Parents will need to sign up and pay for field trip each week. Students who do not go on field trip will stay at DMA with another teacher.

DMA welcomes all parents to attend and volunteer on field trips. Transportation is limited so we ask that you provide your own transportation to and from field trips.

School Pickup/Delivery

DMA offers before after school daycare services to all children enrolled in any Plano ISD. Parents must sign a permission slip upon enrollment of his/her child allowing DMA to provide transportation to/from his/her school.

The permission slips for school transportation will be taken in the school van during pickup/delivery routes. A copy of the permission slips for school pickup/delivery will also be kept in your child's school records.

No Show Fee

If your child does not need pick up in our After School program, please notify us by 2:00 p.m. via email or by calling our office and speaking with staff. Do not leave voicemail. A \$5 charge will be assessed on the second No Show (non-notification that your does not need to be picked up).

Animals

DMA does not have or allow a school pet to be kept at the school for health reasons. We do however, allow an aquarium with fish in the classroom. If a child wishes to bring his/her small pet for show and tell there are guidelines to follow:

- ❑ Animal must be small and kept in a pet carrier or cage.
- ❑ Animal must be up to date on all immunization shots.
- ❑ Animals cannot stay at the school for the entire day; parents can bring the animal, stay with the animal during entire time at the school, and take the animal when the parent leaves school property.
- ❑ Schedule this visit in advance with the teacher
- ❑ Director must approve of the visit in advance.

Water Activities

Discovery Montessori Academy will notify all parents in advance of any scheduled water activity at the school or on a field trip. Any water activities held at the school will be posted and in the main office. Water activity field trips will be posted in the same manner.

During the summer, toddlers through school-age children may choose to participate in some water related activities in the sprinklers near the playgrounds, which are designated for different age groups. The children's safety is our highest priority.

Things to bring prior to first day of school

Please bring a copy of health records immunization, hearing and vision screening result and personal information on your child if you have not previously submitted all forms, DMS and personal information on your child if you do not have all required enrollment documents on file.

1. Cot sheet. Take home Fridays, bring back Mondays.
2. Change of clothes, several for infant/toddlers – all labeled with full name.
3. A reusable water bottle with your child name written on it.
4. For the toddler class, bring an extra lidded cup for milk.
5. Patience. Separation issues usually do not last long. Smile, hug, and leave. Long transitions make it more difficult for both the child and parent.

Our Staff

Our staff has been carefully chosen for their education and work experience and personal qualities. They are dedicated to the children and work hard every day to provide the best education and care possible.

Birthdays and Other Celebrations

DMA will host several functions during and after hours in which we encourage families to join in. We will do in school birthday celebrations which you may attend. Please notify the front office a few weeks in advance so that we can plan accordingly. Any food brought into school for birthday celebrations must be nut-free and ideally purchased from stores with ingredients list free of nuts. Fruit, corn muffins, and bread, as well as cheese and crackers, popsicles, and ice cream cups are good ideas.

Show and Tell

Show and Tell will occur weekly. Your child's teacher will tell you what day and if there is a topic we are focusing on. Generally photos, interesting books, souvenir, or a favorite something may be brought to school to share. No stuffed animals or toys please.

Questions and Concerns regarding DMA Policies and Procedures

Please schedule a conference with the Director, to review and discuss any questions or concerns about *DMA* policies and procedures at your earliest convenience.

Parental review of DFPS Minimum Standards

Parents may request to review the Minimum Standards set forth by the Texas Department of Family and Protective Services. Please see the school administrator or Director to view the information. However, this is a large book and we will be unable to allow it to leave school premises or to make a copy of its entirety to give to you. If there is a particular section you would like a copy of let us know and we will try to accommodate you. You may also review the book at our school. You can also review the minimum standards at the DFPS website:

www.dfps.state.tx.us

We have an Emergency Preparedness Plan in case of having to evacuate the school or leaving the premises, if you would like a copy of the Plan then please notify the front desk to receive one.

Licensing Inspection Report

DFPS inspects our facility and practices once every 10-12 months. It is required by the State that our most recent Licensing inspection report be posted and made available for all parents, visitors and staff to view.

Contacting the local childcare Licensing office

Local office: 550 E. 15th street
 Plano TX 75074
 469-229-6900

Website: www.dfps.state.tx.us

Reporting Child abuse or neglect

DFPS Child Abuse Hotline
1-800-252-5400

Child abuse and neglect are against the law in Texas, and so is failure to report it. If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency, immediately. DFPS cannot accept e-mail reports of suspected abuse or neglect.

We have written operational policies for preventing and responding to abuse and neglect of children, including:

- a) Required annual training for employees
- b) Methods for increasing employee and parent awareness of issues regarding child abuse and neglect, including warning signs that a child maybe a victim of abuse or neglect
- c) Methods for increasing employee and parent awareness of prevention techniques for child abuse and neglect
- d) Strategies for coordination between the center and appropriate community organization

- e) Actions that the parent of a child who is a victim of abuse or neglect should take to obtain assistance and intervention

Enrollment Procedures

Application

The Application for Enrollment must be completed and signed by parent(s) or guardian and returned to **DMA** along with each of the following items:

- 1) Emergency Authorization Form
- 2) Student's Health Information Form*
- 3) Tuition Agreement form
- 4) One of the following items:
 - Doctor's Statement (at the end of the student's Health Information form)
 - Copy of the medical screening form of the Early and Periodic Screening, Diagnosis and Treatment (EPSDT) Program, if no referral for further diagnosis and treatment is indicated
 - A form or written statement from a health service or clinic

*(NOTE: Each child is required by State regulations to have on file a health statement, which includes a record of up-to-date immunizations and the signature of the child's source of medical care. If a child's healthcare summary is not complete at the time of enrollment or within thirty (14) days after enrollment, the child will be excluded from the program.)

New Student Registration Fee

The registration must be paid at the time of enrollment, to hold a place for your child. The registration fee is \$200 per child.

Tuition Payments

Tuition, deposit, and fees are non-refundable, but can be used for future credit.

Drop-in rates are:

Primary Class \$60/ day

Toddler Class: \$65/day

Elementary-age Holiday drop-in: \$45/day

Infant Class: Not available

Lunch for drop-in day: \$2.50

All payments are made via the ChildPilot website or app, with the exception of new student registration fees. All Tuition is paid on Friday before the beginning of each session.

A \$25 late payment fee will be charged on Tuesday 6:30 pm of the current session.

An additional \$10 will be assessed for each day the tuition is late.

1 Session = 4 Weeks. Please see the tuition payment schedule published in the school calendar. There will be a \$25.00 charge for returned checks / echecks. Split payments must be pre-approved by the Director in advance.

Checks, cash, or credit cards handled in the office will be assessed a \$10 processing fee.

Merchant processing fees in ChildPilot are: echeck: \$1 per transaction; credit card: 3% of the total.

The security deposit (4 weeks' tuition) will be charged on or before the second week of attendance. This deposit is to be used for your last four weeks of attendance.

Summer Program

There will be additional cost for field trips and special events. The monthly tuition fees for the summer program will remain at the same rate as during the academic year.

There is a holding fee of \$100, if a child will not be attending during the summer session, but will return for the following academic year. The holding fee is to hold a registered child's place in the fall, maximum of 2 months a year.

Discount

There is a discount allowed for each additional child per family. This discount applies to the lower tuition if there are two rates.

Families with one child enrolled in the full day or extended preschool program will receive a 10% sibling discount on lowest tuition (**Full Day or Extended Programs Only**), 5% discount on After School Program. Two siblings in the After School Program will receive a discount of \$5 off the second child.

Supply fee

There is a \$150.00 supply fee due at the beginning of each school semester (August and January), except for the children enrolled in elementary after school program. Summer supply fee is \$70 for all students. This fee is non-refundable.

Absence

Because we hold a space for registered children, tuition will not be pro-rated or refunded for any absence, vacation, illness or closing due to inclement weather or closure by government authorities. Because we are unable to fill those days with another child, our expenses remain the same whether or not your child is at school.

Vacation or extended absence

If you will be absent for two weeks or more, you may save your spot in the class by paying a \$100 vacation hold. Please advise us one month in advance of the vacation. If you provide less than one month notice, the tuition will be charged as usual.

Withdrawal

If a child needs to withdraw from school, a written notice one month in advance is **REQUIRED**. Withdrawal notices should be presented at the time of tuition payment so that your initial one month security deposit will be used for your last month's tuition.

The School reserves the right to withdraw the admission and or cancel any child's attendance at any time.

Collections

The parent or guardian will pay collection charges, court fee, etc. incurred by the **DMA** for delinquent accounts.

Statement of Standards

Discovery Montessori Academy is licensed by the Texas Department of Family and Protective Services and complies with all of the standards put forth by that department. Its operation is governed by Discovery Montessori Academy LLC. The School's Director is Yan Liu.

Affirmative Action Statement

Discovery Montessori Academy advertises in the public media in order to make openings known to all. Children are admitted regardless of race, creed, color, sex, national origin, or religion. Classes are filled on a first-come, first-served basis according to the date of acceptance of application for enrollment, its accompanying materials, and the registration fee.

Policy changes

Changes in the Parent Handbook will be communicated via email and a copy of the updated handbook will be attached to the email.

Conclusion

DMA is thrilled that you have chosen us for your child's educational needs. Your child's early years are vital to the success of their social, emotional and academic areas. We will ensure that your children are safe, nurtured, cared for and are, most importantly, learning while having fun with us. Our primary goal is to enrich each child's life by providing an atmosphere where they can interact. Grow and thrive. Once again, thank you for allowing Discover Montessori Academy to be a part of your family.

Parent Notifications

DMA will communicate notifications with parents via email or a bulletin board posting at the front of the school.

Infant Safety Policies Addendum

Infant feeding:

Infants are not allowed to walk around with or sleep with a bottle or training cup. Bottles cannot be propped or supported with an object. It must be held by an adult or the infant himself. Parents must supply formula/ breastmilk or baby food for children under age 18 months.

Infant sleeping:

Infants are not allowed to sleep in a restrictive device. (Examples of restrictive devices are car seats, swings, bouncy seats, and high chairs.)

If an infant falls asleep in a restrictive device, the infant must be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary.

Infants sleeping in restrictive devices are at risk for strangulation, injury, and positional asphyxiation. Documentation from a health-care professional is required for an infant to sleep in a device other than a CPSC approved crib. Infants arriving at the child-care home asleep in a car seat must be removed from the car seat and placed in a crib. You must not place the car seat in the crib with a sleeping infant.

“Back to Sleep”

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary.

Sudden Infant Death Syndrome (SIDS), the sudden and unexplained death of an infant, is the major cause of death in babies between 1 and 4 months old. After 30 years of research, scientists still cannot find a cause for SIDS; however, research has found the risk of SIDS may be reduced by placing a healthy infant on his or her back to sleep. If the infant was born with a birth defect, often spits up after eating, or has a breathing, lung or heart problem, a doctor or nurse may recommend a different sleep position to use.

Swaddling:

Infants may not be swaddled to sleep or rest on any surface at any time unless you have a completed Sleep Exception Form that includes a signed statement from a healthcare professional stating that swaddling the child for sleeping purposes is medically necessary.

Covering:

Infants must not have their heads, faces, or cribs covered by items such as blankets, linens, or clothing at any time.

Child's Name: _____

Discover Montessori Academy's Parent Handbook
Signature of Receipt

I hereby acknowledge receipt of DMA's Parent Handbook, which includes State requirements and DMA policies and guidelines. I have read, understood, had the opportunity to ask questions, and will abide by the Parent's Handbook.

Parent Signature

Parent Signature

Date

Date

Please sign and return this page only with your Enrollment Application.

Please keep the DMA Handbook on file for your records.