

Parent Information Packet

Trail Lake Montessori Preschool
4201 Trail Lake Drive
Fort Worth, Texas 76109
School # 817-439-9181
www.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

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 Apr. and Oct. Thanks for your support because this fee enables us to keep our rooms looking good.
- \$50 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 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)

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 a Medication Authorization Form must be completed
- 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
- EPI Pens must be in prescription box.

Lice:

We are committed to our children's health and well-being at LEA; therefore, we have adopted a "No-Nit" Policy. The purpose of this policy is to provide guidelines for the prevention and control of head lice. At any time during the year our staff may inspect any student for head lice. If nits or lice are identified during the inspection, the child will be removed from the classroom and the parent/guardian will be called to pick up the child. A child sent home for nits or lice, cannot return to school until a staff member or written letter from a doctor clears the child.

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 send message through Brightwheel App.
- 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

Naptime and Quiet Time:

- We are Required to provide a supervised sleep or rest period after lunch each day for all preschool children 18 months of age and older. Naptime or Quiet-Time will be from 12:00 to 2:00 PM (toddlers) , 1:00pm-3:00 pm (transition & primary classrooms) each day.
- Nap time happens in all classes

INFANTS – SAFE SLEEP POLICY for Newborns to 12 months old:

We shall adhere to the rules in Title 26, Part 1, Chapter 746, Subchapter H regarding sleep requirements and restrictions of infants. All infants will be placed on their backs for sleeping and parents must sign this form at enrollment.

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.

Immunization Requirements:

- TLM is required to abide by the Immunization Guidelines set forth by the Texas Department of Protective and Regulatory Services. Our Staff is not required any specific immunizations as adults. The guidelines are as follows:
- Each child enrolled or admitted to childcare centers must meet applicable immunization requirements specified by the Texas Department of Health Immunization Requirements. Except as otherwise provided in this division, all immunizations required for the child's age must be completed by the date of admission.
- Documents acceptable for immunization records must have been validated by a physician or other health care professional with a signature or rubber stamp and include: The child's name and birth date.
- The number of doses and vaccine type; and the month, day, and year the child received each vaccination. Documentation on file at TLM may be the original record, or a photocopy
- Exclusions to the Texas School Immunization Requirements Exclusions from compliance are allowable on an individual basis for medical
- Religious conflict: A signed affidavit must be presented by the child's parent or contraindications, religious conflicts, and active duty with the armed forces of the United States. Children and students in these categories must submit evidence for exclusion from compliance as specified in Texas Education Code, Chapter 38 and the Human Resources Code, Chapter 42. guardian stating that the immunization conflicts with the tenets and practices of a recognized religious organization of which the applicant is an adherent or member. This exemption does not apply in times of emergency or outbreak declared by the commissioner of health or the local health authority. The state does not have a list of specific religions to accept under the religious exemption clause. The statute does not require that the family state their religion in an affidavit nor must they verbally announce their denomination. Additional information or clarification can be obtained on the Texas Department of Health Internet website at: www.tdh.state.tx.us/immunize.

We will need an updated immunization record and physical every time your child goes to the doctor.

Vaccine Preventable Diseases:

- The Texas Department of State Health Services recommends all child care workers receive the following vaccines Hep A and pertussis (whooping cough).
- Staff and Employees will monitor their Health Status and Comply with Approved Infection Control Standards, including, Protective Gear and Proper Hand Washing.

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.
- Please contact Mr. Mimo at 8175046299 and 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 www.traillakemontessori1.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 HHSC web-site <http://www.hhsc.texas.gov> 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.hhsc.texas.gov> 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>.

Preventing and responding to child abuse and neglect:

Texas Law requires caregivers, all TLM Staff, to report suspected child abuse or neglect to the Texas Department Family and Protective Services or Law Enforcement. Our employees receive Annual Training and are required to report such issues. In addition, every teacher is required to complete a Health Check on each Child and Document it daily.

Warning signs that a child may be a victim of abuse or neglect include:

- **Physical Abuse:**
 - ✓ bruising, welts or burns that cannot be sufficiently explained
 - ✓ withdrawn, fearful or extreme behavior
 - ✓ clusters of bruises, welts or burns
 - ✓ burns that are insufficiently explained
 - ✓ injuries on children where children don't usually get injured
- **Sexual Abuse:** difficulty walking or sitting pain or itching in the genital area torn, stained or bloody underclothing, frequent complaints of stomachaches or headaches venereal disease bruises or bleeding in external genitalia feeling threatened by physical contact inappropriate sex play or premature understanding of sex frequent urinary or yeast infections.
- **Emotional Injury:** speech disorders inability to play as most children do sleeping problems anti-social behavior or behavioral extremes delays in emotional and intellectual growth
- **Neglect:**
 - ✓ lack of medical or dental care chronically dirty or unbathed
 - ✓ lack of adequate attendance lack of supervision lack of proper nutrition
 - ✓ lack of adequate shelter, alcohol or drug abuse
 - ✓ self-destructive feelings or behavior

Daily Health Checks:

A Health Check is defined as a Visual or Physical Assessment of a Child to Identify potential Concerns about a Child's Health, including symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

The children will be observed at the time that they are dropped off at the school for the day. The teacher who is responsible for each student, will do the observation and will make notes of anything that is out of the ordinary and make the school's Administrative Staff aware of what has been noted. The Health Checks will be done both by visually observing the child, and by asking the parent(s) or guardian questions related to the child's appearance or demeanor. If a child is sick or injured, the parents or appropriate authorities will be notified. By the Center Staff as needed and required. All Staff will receive Annual Training on Minimum Standards of Childcare in Texas and will be trained on the rationale and procedures for performing the Health Checks. Many infectious diseases of concern in childcare have incubation periods of less than twenty-one days. Gathering this information may prove useful to Public Health Officials when they investigate Occasional Outbreaks.

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: Music
- 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.

Children with Special Needs:

TLM complies fully with the Americans with Disabilities Act, ADA Federal, State and Local Laws. We will make any reasonable accommodation we can to meet the needs. We shall follow the guidelines outlined in 746.2202 relating to our responsibilities when planning activities for a child with special needs.

Outdoor Play:

All children will have an opportunity to play outside daily for at least 30 - 60 minutes each time, twice a day in an age-appropriate playground. Appropriate Weather will be monitored by staff. Should the weather or temperature not be safe for the children, they will continue their active play in the Social Hall. Water will always be available during and after active play. Please bring children in appropriate shoes in order to run and play.

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 repellent policy:

Please apply sunscreen and insect repellent before dropping off your child at school. We will reapply sunscreen you have provided and labeled for your child if needed.

Holidays Closed:

2024-2025 School Year Calendar

- *Mid-Summer Holiday: 4th and 5th July 2024
- *Teacher Prep Days: 8th and 9th August 2024
- First Day of 1ST Semester: 12th August 2024
- *Labor Day: 2nd September 2024
- *Fall Break: 14th October 2024
- *Thanksgiving Break: 25th through 29th November 2024
- *Christmas Break: 1/2 day on the 20th Dec., 23rd Dec. through 3rd Jan. 2025
- First Day of 2nd Semester: 6th January 2025
- *Dr. Martin Luther King Day: 20th January 2025
- *Spring Break: 17th-21st March 2025
- *Good Friday: 18th April 2025
- Graduation: 22nd May 2025
- *Memorial Day: 26th May 2025
- *Mid-Summer Holiday: 3rd & 4th July 2025

* School Closed

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, Director

Please 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.