



# **Parent Handbook Table of Contents**

- Welcome to Global Montessori Academy**
- Contact Information**
- Mission Statement**
- Goals**
- Our Program**
- Typical Daily Schedule**
- Admissions**
- Withdrawal**
- Attendance**
- Discipline**
- Tardiness**
- Departure**
- Late pick up Policy**
- Late Payment Policy**
- Non Sufficient funds Policy**
- Unscheduled school closings**
- Safe Arrival & Departure Procedures**
- Expectations of Families/Volunteering and Communication**
- Classroom Observations**
- Parent conferences**
- Field trips**
- Health**
- Medicine**
- Show and Tell**
- Emergency Procedures**
- Accident and Emergency Medical Procedures**
- Sids Policy**
- Dress Code**
- Toilet Training**
- Outdoor Play**
- Nap and Rest Policy**
- Lunch**
- Policy on Sexual Harassment**
- Birthday Celebration**

## *Maria Montessori*

*“The most important period of life is not the age of university studies, but the first one, the period from birth to the age of six. For this is the time when man’s intelligence itself, his greatest implement, is being formed. At no other age has the child greater need of intelligent help...”*

*Maria Montessori, M.D,*



## ***Welcome to Global Montessori Academy***

***Dear Parents:***

***Welcome to Global Montessori Academy. Please take time to read this handbook thoroughly, and then keep it in a handy place for frequent reference. All parents are expected to be familiar with the school policies and to abide by them.***

***Sincerely,  
Mary Opatha  
Head of School***

### **Contact Information**

School Address	Global Montessori Academy 6453, NC HWY 55, Global Montessori Ln, N.C. 27713
Phone Number	919.345.5896 or 919.361.6275
Fax Number	919.361.6276
Web Site	<a href="http://www.globalmontessori.org">www.globalmontessori.org</a>
E-Mail	<a href="mailto:info@globalmontessori.org">info@globalmontessori.org</a>

### ***Hours of Operation***

Global Montessori Academy is open from August to June, Monday through Friday. The current calendar notes holidays, and special events.

	Arrival	Dismissal
Before-School Care	7:30 AM	8:30 AM
Full-Day	8:30 AM	3:30 PM
After-School Care	3:30 PM	6:00 PM

### ***School Closing, Delay, or Early Dismissal Due to Weather***

Global Montessori Academy will follow Durham County Public School System's (DCPSS) Inclement Weather Policy.

## **Mission Statement**

Our Mission at Global Montessori Academy is to provide a quality educational program for all children. To give all children an opportunity to grow socially and intellectually, awaken the spirit of every child by developing a strongly held set of values, such as self-respect, honesty, responsibility, kindness, peacefulness, sense of concern for others, and a love of community.

## **Goals**

G.M.A has as its goal to serve the community by providing a Montessori environment and education for all students. The four core curriculum areas, practical life, sensorial, math and language, are enhanced by cultural studies including music, art and geography. We believe in Maria Montessori's philosophy that all children are unique, curious about their world, and are born with a desire to learn. We respect these characteristics and it is our goal to provide an environment where the child will have a quality learning experience.

## **OUR PROGRAM**

**Infant A** -The classroom consists of children from 3 months to 9 months. They begin learning to enjoy music & movement. Class ratio 1:5

**Infant B** -The classroom consists of children from 9 months to 18 months. They begin to learn through music & movement, talking and familiarizing basics sounds. Class Ratio 1:5

**Toddler A/Transition** -This room consists of children from 18 months to 2.5 years. The children learn through hands on materials and activities designed for the child's fine and gross motor skills. They begin concentrating on potty training. Class Ratio 1:6

**Primary** -Ages 3 years to 6 years, The children learn through hands on materials and activities designed for the child's fine and gross motor skills. They begin to explore activities that foster independence, respect and the joy of learning with opportunities to develop self esteem and caring relationships along with lessons in language, reading, math, science and geography. Class Ratio 1:10

**Special Services** -GMA offers transportation services for children 3 years old and older who needs to be transported to and from GMA with additional costs. We also offer after care and Summer camps for non-GMA students.

## **Typical Daily Schedule**

This is the typical daily schedule. This schedule varies based on weather and the classroom.

8:30 A.M. -8:45AM Wash hand and greet the Teacher

8:45AM – 9:00 AM Circle Time

9:00 AM – 10:30 AM Children work with Montessori educational materials and or Enrichment programs (Music, Spanish, Dance, and Art) Group lesson in Science, Plants, Animals, Astronomy, Anatomy, Geography, and presentation of new materials

10:30AM – 11:30AM Outside play

11:30AM – 11:40AM Lunch set up

11:40AM – 12:00PM Lunch

12:00PM -12:15PM Dismissal/Clean up and set up for nap/rest time

12:15PM – 12:30PM Story time

12:30PM - 1:45PM Nap/Rest Time

1:45PM – 3:00PM Pre kindergarten work time

1:45PM – 2:00PM clean up (for nappers)

2:00PM – 3:00PM Afternoon work time

3:00PM – 3:15PM Clean up

3:15PM-3:30PM Dismissal

3:30PM-6:00PM Aftercare

## **Admissions:**

Tours are one of the best opportunities that GMA has to convince parents that our center is the right place for you and your child; therefore, GMA encourages parents to schedule a tour in our school. Please take note that tours are made by appointment only. Once you have made the decision to join our family, important paperwork will be handed to you that need to be filled before the intended first day of school of your child. After receiving all the completed paperwork, your child will be officially admitted to our school.

If no spaces are available in the school, the child may be placed on a waiting list after submitting a completed enrollment form, having an interview with the administrator and paying the \$50.00 nonrefundable registration fee. Placement is dependent upon space available. Children may be enrolled at any time during the school year.

Global Montessori Academy has a 60-day trial period, during which time the child will be assessed to see if he/she responds favorably to the School's environment. During this time, either Global Montessori Academy can rescind the child's admission at any time during this 60-day period, if Global Montessori Academy cannot meet all the needs of the child.

## **Withdrawal**

In the event of a family move, or with extenuating circumstances it is agreed and understood that the parent/guardian will provide notice in writing to the school 30 calendar days prior to the last day of attendance. Failure to give 30 days' written notice will result in being charged for the next 30 calendar days from receipt of such notice regardless of your child's attendance.

## **Attendance**

Regular attendance is very important. Please call the school if your child is absent from school.

## **Discipline**

An important step in admission is that parents read and agree to observe our discipline policy. All children will be directed to positive choices for their behavior at school. The Montessori environment encourages students to develop self-control. However, when children come from other schools it sometimes takes time for this sense of freedom and choice with responsibility and accountability, to make a difference in a child's self control. If a child is having a particular behavior problem that is not corrected after using positive classroom management, the parent will be called and an agreement reached between the teacher, parent, and child as to how the child will correct the negative behavior

## **Tardiness**

Classes begin with circle time, which help children succeed during their school day. It is very important that children arrive on time (8:30 a.m.). Children feel embarrassed about coming into school late. Please make every effort to enhance your child's self esteem and success at school by being on time.

## **Departure**

School ends at 3:30 p.m. for the full day program and 6:00 pm for aftercare program. Children will only be dismissed to those who are authorized by the parent in the child's application form.

## **Late Pick-up Policy**

Our staffs work very hard while they are with the children and needs to prepare the classrooms for the following day; therefore, asking them to remain after work hours imposes a need of change on their personal individual time. We realize that unexpected circumstances arise; thus, we ask that you notify us as soon as it becomes apparent that your child will be picked up late for us to make the necessary arrangements for adequate staffing and a fruitful day.

A late fee charge of \$25 for all children picked up at the non-contracted time will be due at pick up. An additional \$ 20 for each 15 minutes after the regular scheduled pick up time.

### **Late Payment Policy**

After the fifth of every month and your child's tuition fee has not been received, a \$25 late fee charge will be added to your account. GMA is readily available to help you, but we will not know your situation until you speak to us. Payment arrangements are available but needs to be made in advance with the Director.

### **Non-sufficient Funds Policy**

Any returned check will be charged an additional \$35. In addition, the total amount due to GMA will need to be paid in cash within 7 business days. Please come in and talk to the Director regarding your circumstance/s that may have led to your situation so that she can better assist you.

### **Unscheduled School Closings:**

Inclement weather is a normal part of the school year. Global Montessori Academy will follow Durham/Wake County Public School System's (DCPSS) Inclement Weather Policy.

### **Safe Arrival and Departure Procedure:**

Parents are responsible for bringing inside their child in the building and taking them to their designated classrooms after 9:00 am. Each child needs to be accompanied by a parent inside the building during drop-off and pick-up after carpool time. Upon arrival and before leaving, please make sure that your child shakes the hands of the teacher to make sure of accountability. Please note that only the person listed on the child's emergency file is allowed to pick-up a child if the parents are unavailable to do so.

Children must never be left unattended in the building, on the playground or in the parking lot.

### **Expectations of Families/Volunteering and Communication**

GMA recognizes that families are a key element in all child care programs and building a positive relationship with yours is one of our main goals; therefore, we have provided various opportunities for each family member to be involved in our program through volunteering. Listed below are some examples of volunteering opportunities that you may want to consider and sign-up for in the near future.

- A. Assisting in classroom activities like reading to children, helping the teachers in arts and crafts project, gardening, etc...
- B. Chaperoning during Field trips.
- C. Helping with improvement projects in school.
- D. Planning and organizing special events.
- E. Being a room parent.
- F. Visiting the classroom and speaking to the children as a resource person in the topics related to what the children are learning.
- G. Help in carpool Morning and evening.

We also understand that some parents may not be able to volunteer; thus, you can still get involved in a different way like donating items that the teachers need, doing maintenance work, or assisting in the office.

GMA also has a communication book located at the entrance of your child's classroom. We would like to respond to your concerns, requests, or any questions properly and in a timely manner. Please use this book, and the teacher will respond accordingly.

We also send out updates about what the children do as a class and the children in action weekly through emails and post updated pictures on the school's Face book page.

### **Classroom Observation:**

All parents are invited to observe their child in class. Please let the office know ahead of time in order to avoid overcrowding in the classroom. Pick up observation guidelines at the office prior to the observation.

### **Parent Conferences**

Parent-teacher conferences are conducted during the school year – November or April. There is no excuse good enough for missing these conferences as the **teachers are willing** to schedule them at any time parents are available to attend. Your child deserves for you to attend these important meetings. Sign-up sheets will be available two weeks prior to these conferences.

### **Field Trips**

The purpose of field trips is to enhance learning. All field trips are age-appropriate. Sometimes we cannot bring the real item to the school, so we need to go and visit. We welcome participation of parents on field trips. If you would like to become involved in field trips, please tell your child's teacher. All drivers must show proof of current license, registration, and insurance. All children participating in field trips must turn in a signed permission slip.

### **Health**

In case of illness or injury, parents would be contacted immediately. Parents are asked in enrollment packet for persons to notify in case of emergency in case the school cannot reach parents. If necessary, a child would be transported by ambulance to the hospital.

## **We ask that parents keep their child home on DAYS THAT THE CHILD HAS:**

- Temperature over 100 degrees underarm or 101 degrees orally
- Strep throat, until 24 hours after treatment has started
- Two or more episodes of vomiting within a 12 hour period
- A red eye with white or yellow discharge, until 24 hours after treatment
- Scabies or lice (no nits in hair)
- Chicken pox or a rash suggestive of chicken pox
- Tuberculosis, Impetigo, until 24 hours after treatment
- Pertussis, until five days after appropriate antibiotic
- Hepatitis's A viral infection, until one week after onset of illness or jaundice
- Sudden onset of diarrhea characterized by an increased number of bowel movements compared to the child's normal pattern and with increased stool water
- When a physician or other health professional issues a written order that the child be separated from other children
- Open sores that cannot be covered until a health professional states that the child is not infectious

## **Medication**

We will not administer medications at school. Many medications are now long lasting and may be administered in the mornings and again in the evenings. Please ask your doctor if it is possible to prescribe this type of medication because school staff is not authorized to administer it.

**Please make sure all emergency information is correct and current in the main office. Should any information change throughout the year, please notify the classroom teacher and main office**

## **Show and Tell**

We encourage children to bring objects of educational value such as plants, flowers, shells, nature and science objects, tapes, books, current newspaper articles or pictures to school for show and tell. We do have a regular show and tell day of which you will be notified. We ask you to cooperate, however, in seeing that toys, treasures, money, play jewelry, etc., be left at home. We also do not want Barbies, Disney items, brought to school. These items only cause trouble since the children cannot play with them during the school period and they are easily lost or broken. Cowboy boots, guns, holsters, gum and candy also fall into this category. Live animals may be brought to school, but please talk to the teacher first.

## **Emergency Procedures**

GMA has constantly been aware that unavoidable situations may happen whether it is manmade or not. We conduct monthly fire drills, shelter-in-place drills, and lock down drills pursuant to the NC DCDEE Child Care Rules to be prepared in any emergencies. The children are taught on how to respond when they hear certain number of whistle blows and fire alarm. In addition, GMA will have its Emergency Preparedness Response (EPR) in place for any actual emergencies, and this will also be practiced.

## **Accident and Emergency Medical Procedures**

GMA wants to ensure that your child will be safe with us always; therefore, GMA's staffs are all trained in CPR and First Aid. Should your child be involved in an accident/ incident during the course of the school day, the teacher will address the situation using his/her CPR or First Aid training if needed. Once the child is stable, an accident/incident report will be filled out by the teacher that will be handed to you for signature, and the teacher will let you know what had happened. The original report will be given to you, and a copy of the same report will be kept on your child's file. If you feel unsatisfied after talking with the teacher about the situation, please talk to the Director. A conference can be scheduled to talk about the matter.

## **SIDS Policy**

GMA upholds NC Child Care Rules .0606 and .1724 regarding Sudden Infant Death Syndrome or SIDS. According to NC Law G.S. 100-91(15), child care providers caring for infants 12 months of age or younger, are required to implement a safe sleep policy, share the safe sleep policy with parents/guardians, and participate in Infant-Toddler Safe sleep and SIDS Risk Reduction in Child Care training.

## **Policy on SIDS**

Infants aged 12 months or younger must be placed on their backs for sleeping unless a written waiver from a health care provider, and a duly filled out Alternate Position Waiver form is received.

1. Only pacifiers are allowed in an infant's crib while they are sleeping. If the pacifier falls out of the mouth of the sleeping infant, it will not be reinserted.
2. Toys and stuffed animals will be removed when the infant is asleep.
3. No pillows, bumper pads, blankets will be allowed in an infant's crib. Instead, please send in a sleep sack.
4. Infant's heads will not be covered with blankets or any bedding.
5. Room temperature will not exceed 75 degree Fahrenheit.

6. The assigned staff to the infant classroom will visually check the infant every 15 minutes and will be recorded on a Sleep Chart that will be maintained for one month. The staff will monitor the infant for any signs of overheating, skin color, and breathing.

7. GMA is a no-smoking campus including its surrounding premises.

8. Each infant is assigned a crib. We do not allow sharing of cribs unless we are evacuating in an emergency.

9. A crib that is safety approved with a firm mattress and tight fitting sheet is the only kind of crib that we will be using.

10. In accordance with the American Academy Pediatrics (AAP) recommendations, an infant who easily turns from their back to their stomach will be placed on their backs and then allowed to adopt on the sleep position that they prefer.

11. Infants that are awake will be given supervised tummy time.

12. A copy of GMA's Sleep Policy will be furnished to each parent before enrollment. This document needs to be reviewed with the Director if you pursue to enroll your infant, and a signed statement stating that you have received and reviewed this document.

13. A copy of the Sleep Policy will be placed in a prominent place in the classroom including a poster about infant safe sleep practices.

## **Dress Code**

Children's clothing should not be an obstacle to their enjoyment of the activities at school. Their clothes should allow them to run and climb and play freely. Certain accessories are a distraction to children at school—jewelry, purses, hats, sunglasses, toys, and money. These items are better left at home.

We strongly recommend that soft-soled shoes be worn to enable the children to effectively participate in activities which will develop coordination. Also, do not send your child to school in "flops" or sandals. Shoes with closed toes are acceptable. Socks should be worn with shoes. We ask that all children bring an extra set of clothes including socks and underwear with his name marked on it. This way, if your child ever needs a change of clothing, it is available. If the child is working on or new at potty training, please send him/her to school in real underwear or under panties, and provide a few extra pairs for accidents if they occur.

Our program stresses independence and clothes that allow a child to dress and undress himself, without help, are preferred and of great benefit in that regard. Avoid difficult snaps, belts, shoulder straps, or anything that your child cannot undo or do himself.

## **Toilet Training**

At GMA, we believe that each child is unique including the right time for potty training. We do not require that your child be potty trained upon enrollment for children ages 2 and older although we suggest that you begin at home. We will be your partner during this special time. Please let us know your routines of potty training at home, and we will do our best to accommodate them at school. For the parents of the children ages 2 years old and younger who would like to begin potty training, we suggest that you look for some readiness signs that your

child might show to be a successful potty trainer. For instance, the ability to say “potty” or any term that the child uses to designate that he/she would want to go potty. The child shows the ability to undress themselves and ability to stay dry for longer periods of time in a diaper/ pull-up throughout the day. Please talk to the teacher if you deem that your child is ready, and the teacher will let you know about her assessment.

## **Outdoor Play**

Here at GMA, we recognize the importance of play. Play is a wonderful, fun way for children to learn. We consider our outdoor play area as an extension of our classrooms; therefore, we have designed our play area to be surrounded by nature. In doing so, the children will learn how to appreciate nature, do explorations, and expand on their curiosities like on how things come to life, and do gardening. All children go outside for the entire full day session weather permitting. It is important that you provide weather appropriate clothing for your child including an extra pair of closed-toe shoes that will be used for outdoor playtime to prevent any injury on their feet.

## **Nap and Rest Policy**

Naps and rests are very important for a growing child’s body, and for this reason, we encourage children to take a nap between 12:30pm-1:30pm. For some children who do not take naps, they are encouraged to rest quietly on their designated mats while browsing or reading a book. Please make sure that you bring a clean crib sheet every Mondays to be brought home for washing every Fridays. You may also send a blanket and pillow if your child is accustomed to this way of sleeping.

## **Lunch**

Here are a few suggestions to aid in the preparation of school lunches for your child.

Remember: **DO NOT SEND** candy, gum, chips or lots of sweets.

Please put food in a container your child can open.

***One of each** of the following items should be packed for your child.*

- **Milk**—must be fluid milk 3/4 cup
- **Meat/Meat alternate**
  - Lean meat, poultry, or fish without bone
  - Alternate protein product
  - Cheese
  - Egg
  - Cooked dry beans or peas
  - Peanut butter or other nut or seed butters
  - Nuts and/or seeds
  - Yogurt, plain or sweetened

- **Grains/Breads**—must be enriched or whole grain
  - Bread
  - Cornbread or biscuit or roll or muffin
  - Cold dry cereal
  - Hot cooked cereal
  - Cooked pasta or noodles or grains
- **Vegetable or fruit or 100% fruit juice**
  - Serve two different vegetables or fruits to equal

### **Snack**

Snacks are available to the children at all times. Some of our work is food preparation such as carrot or apple slicing or nuts to crack. There is also a snack table where a child may participate one time during the morning and/or afternoon. Parents are welcome to donate snacks and juice. A list of what we are having and a sign-up sheet will be available in the office for you to sign and donate whenever possible.

Also, paper products are often needed such as toilet paper, paper towels, napkins, etc. These will be included on the snack list along with any other needs.

### **Policy on Sexual Harassment**

Any instance or report or observation of sexual oriented misconduct, whether physical or verbal, from one child to another must be brought to the attention of the school director promptly. The director will document and file details, then proceed according to individual discretion.

### **Birthday Celebration**

This is a very special way for a child to celebrate birthdays. Parents are invited to come on this day. Please give us your child's written Celebration of Life when registering; it will be updated each year. The child walks around the circle one time for each year of life. A short paragraph is read as the child walks to describe a few things of importance that happened each year.