

PARENT'S HANDBOOK

We are happy that you have chosen A Boca Raton Montessori School for your child's preschool experience. This handbook will answer most of your questions. Please take the time to read through the information contained in the handbook. Please do not hesitate to call the school should you have any further questions.

TUITION

Statements are sent home monthly with your child. Tuition may be mailed. The tuition is a yearly fee that is divided into ten (10) installments for your convenience. However, the total tuition is due and payable whether or not your child remains in the school for the entire year. This rule may be modified under extenuating circumstances at the full discretion of the Director of the school. The first payment is due August 1. It must be received by the date in order to receive your child's space for the fall semester. The remaining payments are due on the first Monday of each month thereafter. The tenth and final tuition payment is due May 1. **Payments are considered past due 5 days after the first Monday of each month, and a late fee of \$20.00 is assessed each week thereafter. A \$25.00 fee will be assessed for returned checks.** Two returned checks will necessitate future tuition payments to be made cash. Please note that our teachers are paid for all school vacations, therefore, you are responsible for all ten tuition payments. **Absences due to illnesses or for any reason do not affect tuition**, since child's space is reserved in the program. **Once tuition is paid, it can not be refunded.** All students are assessed a registration fee of \$195.00 and a supply fee of \$135.00 that are not refundable and not transferable.

SCHOOL ATTIRE

Children should come to school in comfortable clothing which allows for freedom of movements. **Rubber-soled shoes, such as sneakers and closed toe shoes are best for activities on the playground. Sandals, leather-soled shoes, boots, dressy clothing should not be worn.** The children do art projects which involve paint and paste, so keep this in mind when dressing for school. It is highly recommended that all children have a change of clothing at school in case of an accident. Be sure to label clothing sent to school. Please send the change of cloth, including shirts, shorts, underwear and socks on the first day of class in a zip lock or similar bag that is clearly labeled. Please keep in mind that the children have to go to the bathroom several times during the day, please avoid complicated belts, snaps and other difficult to use clothing and accessories.

PARENT INVOLVEMENT

Parents are always welcome, invited, and encouraged to participate in the activities of the school. Holiday parties are events that particularly lend themselves to parental participation. We will also be contacting parents to organize the holiday parties. If you would like to share your child's birthday with their class, we encourage a snack at snack time, but please contact the teacher in advance. The school welcome and encourages to stop by anytime and observed our class

DROP OFF AND PICK UP

Please follow the traffic patterns by entering from the RIGHT and exiting from the LEFT driveway. Teachers are on duty from 7:40am to 8:30am to assisting all children from the car. At dismissal, teachers will also be on duty to bring the child to your car. Form a single line parallel to the building. **Stay by your car!** and wait for the teacher to bring your child to your car. **Please be patient!!** this is for safety reasons and to expedite traffic through the driveway. Seat belts and appropriate child care safety are state mandated and must be used. **Please refrain from leaving your car in the driveway during pick up/drop off.**

For the first week of the school is very helpful to post a sign in your windshield listing the name of the child that you are picking up. We have four dismissal times. Full day students are dismissed at 12:30pm and 2:30pm. Extended day students are dismissed at 4:30pm and 5:30pm. Anyone arriving before the dismissal time must stay by their car until teachers are ready to dismiss, unless you have called to have your child ready for an early pick up. **Picking up after dismissal time will result in a \$10.00 late fee for every additional 5 minutes.**

ATTENDANCE

It is important that your child attend school on a regular basis in order to receive the most benefit of the program. Your child's space in the program is maintained when absent until written notice is received by the office. A month's notice is required if you wish to withdraw your child from the program.

Please notify the school if your child will be absent. **It is important that your child arrives at school on time. The first thirty minutes of each session is devoted to socialization and this high quality time for our students before settling in for the more structured activities.** Voluntary Pre Kindergarten (VPK) parents must sign short form or long form attendance sheet at the end of the month.

DISCIPLINARY ACTION

The first method used when your child misbehaves is to discuss the inappropriate behavior with him/her, explain what is expected and why his or her action was wrong. The consequences of continued misbehavior are also explain. The teacher will strive to insure that your child understands.

Our only method of discipline is the **thinking chair**. This technique is done as a last resort and is done only in a positive, constructive manner.

When your child misbehaves, you will be informed and consulted in an attempt to work together to solve problems both at school and at home.

A Boca Raton Montessori School reserves the right to release a student from school for reasons of non-cooperation, a child's inability to adjust to the school program, and continue disruptive behavior problems, as determined by the staff of the school. In addition, continue delinquency and/or non payment of tuition, late fees, penalty fees is reason for dismissal. Of course every effort will be made to communicate any such problems to the parent before such drastic steps must be taken.

HEALTH STATEMENTS

HRS and the State of Florida require that health statements (PBCHD Form 3040), immunization records (Form HRS 680) be on file at the school prior to the beginning of class. These records must be updated every two years. These forms are available at your doctor's office.

SNACKS AND LUNCHES

School does not provide snacks or lunches. Snacks and/or lunches should be sent with the child to school in a labeled lunch box and should be nutritious and well balanced. Lunch boxes are not refrigerated, so you may wish to freeze a juice box or use a cold pack if the item must remain cool. **DO NOT SEND CANDY, SODA, CHOCOLATE COVERED GRANOLA, BARS OR FOOD IN GLASS CONTAINERS.** Flip top thermos bottles are very easy for children to use.

Be sure to include a straw, napkins, and spoons in the lunch box.

HRS ARTICLE XIV - COMMUNICABLE DISEASE CONTROL

Any child who is suspected of having a communicable disease or exhibits other signs and symptoms which includes any of the following, shall be place in a isolation area, and the condition shall be reported to the parent or guardian or other person authorized by the parent, and the child shall be removed from the facility as soon as possible. Such children can return to the child care facility when the following signs or symptoms are no longer present.

- 1- Severe coughing, causing to the child to become red blue in the face or to make a whooping sound.
- 2- Difficult or rapid breathing.
- 3- Stiff neck
- 4- Diarrhea (more than one abnormally loose stool within a 24 hour period).
- 5- Temperature 100 degrees Fahrenheit or higher taken by the auxiliary method when in combination with any other sign of illness.
- 6- Conjunctivitis (pink eye)
- 7- Untreated infectious skin patch(es).
- 8- Unusually dark urine and/or gray or white stool and yellowish skin or eyes
- 9- Vomiting
- 10- Pediculosis Head Lice
- 11- Discharge from nose that is not clear (i.e. yellow, green)
- 12- Any other unusual sign or symptom of illness.

MEDICATIONS

Only prescription medication can be dispensed by the preschool facility. The name of the physician, child, and medication directions for administration must be typed written on the label. All medications must be in the original prescription container. A written request signed by parent and physician shall accompany the medication, stating the name of the medication that is to be given to the child. It is your responsibility to see that the medication is brought home at the end of the school day.

PARTY INVITATIONS

Party invitations can only be distributed at school if you are inviting the entire class. To invite a limited number to a party (as most children do) please mail the invitations to avoid hurt feelings.

PARENT TEACHER CONFERENCES

We are always happy to talk about your child, the school, or the Montessori method and philosophy. Twice each year, we invite parents to schedule conferences with teachers. You need not wait for a scheduled conference to discuss your child's progress. We would welcome a meeting with you at anytime and only ask that you schedule ahead of time by calling the office so the teacher can make arrangements to be away from classroom. **Please do not try to have a conference at drop off or pick up time creating an unsafe situation for the children.**

SPECIAL ITEMS

Children are welcome to bring books, science specimens, and other items of educational interest to class. **TOYS AND VALUABLE ITEMS MUST BE LEFT AT HOME OR IN THE CAR.** After a school day, you may discover tiny cubes, puzzles pieces, beads or other items in your child's cuffs or pockets. These small items are part of the educational material we use in class. Please return these items to the school as soon as possible.

CHILD ABUSE REPORTING

It is mandatory to report any suspicion of child abuse. The report must be made to the Florida Protective System toll free abuse hotline 1800-96-ABUSE (1800-962-2873)

UNIVERSAL PRECAUTIONS

The Centers for Disease Control and Prevention defines universal precautions as "a set of precautions designed to prevent transmission of HIV, hepatitis B virus (HBV), and other blood borne pathogens when providing first aid or health care. Under universal precautions, blood and certain bodily fluids of all patients are considered potentially infectious for HIV, HBV, and other blood borne pathogens".

Universal precautions apply to:

Blood, bodily fluids containing visible blood, semen, vaginal fluid, cerebrospinal, synovial, pleural, pericardial, and amniotic fluids, needles, scalpels, and other sharp instruments.

Universal precautions are achieved by using protective barriers that include:

Gloves, gowns, protective eyewear, aprons.

Universal precautions do not apply to: (unless visibly contaminated with blood)

Feces, nasal, secretions, sputum, sweat, tears, urine, vomitus.

This handbook is a guide to better educate the parents and to protect your child, the teachers, and the staff of the school. Sometimes situations arise that may not be covered in this manual. We ask that you discuss any problems or concerns with the teachers and/or the director. Misinformation regarding any aspect of the school or the children's activities is what this manual is attempting to prevent. All conferences with the school personnel regarding the children are held in strict conference.