



KidsMontessoriAcademy

Operational Policies/Parent Handbook

(Print date October 2014. Effective date October 1, 2014)

Services

Kids Montessori Academy (KMA) opening hours are Monday to Friday, 6:30am to 6:30pm. We provide child care services for children aged 18 months to 12 years. We will give individual attention and encourage children to communicate and express feelings in an appropriate way. We will provide planned activities that will include opportunities;

- to play outside
- for thinking skills and sensory development
- for small and large muscle development
- for active play (indoors and outdoors)
- for language development
- for social/emotional development
- to develop self help skills

KMA will have regular meals/snack times and supervised nap times.

KMA uses a Montessori curriculum that promotes child led activities that are age/readiness appropriate. Our academic curriculum includes language arts, reading, mathematics, social studies, science, art and music. Exposing your child to all these areas of learning will 'plant the seeds' and provide a solid foundation for your child's lifelong learning journey.

KMA has an open door policy allowing parents to come in at anytime to oversee our operations. We welcome suggestions, feedback, and will work with you in any way we can for the benefit of the children and the school.

KMA is licensed by the Department of Family and Protective Services (DFPS), Licensing Division to operate as a Child-Care Center. KMA complies with the Minimum Standards for Child-Care Centers. A copy of which is available to you at school or you can view it on line at www.dfps.state.tx.us. The DFPS phone number is 713-940-3009

Caregivers

All KMA caregivers are first aid and CPR certified and have a cleared FBI background check in compliance with DFPS Minimum Standards. KMA employees are certified/trained Montessori teachers having proven experience in early childhood development. Every year all KMA staff receives ongoing training in early childhood care and education.

Hours of Operation

KMA will provide services between the hours of 6:30am to 6:30pm, Monday to Friday, from January 1st to December 31st each year. With the exception of the following days when KMA will be closed:

- New Year - we will close for two consecutive workdays (one day will be January 1st, the date of the second day will be notified in advance)
- Good Friday
- Memorial Day
- July 4th (if the day falls on a Saturday we will close on Friday and if it falls on a Sunday we will close on Monday).
- Labor Day
- Thanksgiving (Thursday and Friday)
- Christmas holiday, we will close for two consecutive work days (one day will be December 25th, the date of the second day will be notified in advance)

KMA will follow the decisions made by Fort Bend School District regarding school closure due to exceptional circumstances/severe weather.

If KMA has to close due to exceptional circumstances/severe weather conditions, there will be no makeup day.

Enrollment Procedure

Full time enrollment is Monday to Friday between 6:30am to 6:30pm. KMA also offers a variety of part time schedules if space is available. A child may attend up to 12 hours per day/up to 60 hours per week.

Parents must complete an enrollment pack prior to their child's first day of attendance, which includes:

1. DFPS, form 2935-Admission Information, must be accompanied by child's immunization record;
2. DFPS, form 7293-Child Assessment Form;
3. KMA Discipline and Guidance Policy; and
4. KMA, Child Care Agreement.
5. KMA Photography Permission Form

Should circumstances arise that results in the need for KMA to stop providing services for a child, the parent(s) will be notified of the last day one week in advance, unless the circumstances require immediate action.

If the family wishes to withdraw a child, KMA requires two weeks notice in advance. Tuition fees still need to be paid during the period of notice regardless of whether the child is or is not in attendance.

A child may be discharged from KMA for reasons such as, but not limited to;

1. failure to pay fees on time (grounds for immediate termination, without a notice period);
2. lack of parental cooperation;
3. Inappropriate behavior
4. KMA feels the inability to meet the needs of the child; and
5. failure to complete and return required forms.

Discipline

KMA believes in preventative measures when it comes to discipline, such as good classroom management and positive reinforcement to guide a child to a successful day. If child discipline is necessary the child would have "thinking time" one minute per the age of child or take away privileges earned as a class.

Inappropriate behavior could include but is not limited to; not listening and following direction, OR verbal or physical aggressive behavior towards another child or staff member e.g. hitting, kicking, biting, foul language, bullying spitting; OR mis-treating equipment/furniture i.e. throwing, purposely breaking or being destructive with equipment and furniture.

If a child has ongoing inappropriate behavior, parents will be notified and asked for their cooperation to work with the school to correct/improve behavior issues. If a child's inappropriate behavior continues to cause disruption in the classroom that makes it difficult for the caregiver to meet the needs of the child and the other children in the classroom, the Director would find this a reason to discharge the child from KMA without notice.

If a child's behavior of any kind creates a situation that jeopardizes their own safety or the safety of another child or staff member this is a reason that a child would be discharged from KMA without notice.

Fees, Charges and Refunds

Your child's Enrollment Agreement will detail the amounts payable for any fees and charges that are not detailed below.

REGISTRATION FEE is due before the first day of attendance. This fee is non-refundable.

SECURITY DEPOSIT is due on or before the first day of attendance. On your child's withdrawal/graduation from KMA this deposit will be credited against your final invoice.

TUITION FEES are due in advance and may be paid weekly, bi-monthly or monthly, by cash or check (payable to Kids Montessori Academy).

All our published tuition fees include a discount for paying by cash or check.

If you choose to pay by credit card (we do not accept AMEX and Discover) the discount will not apply; meaning if you pay:

- one weeks tuition the published fee will be increased by \$3:00;
- bi-monthly tuition the published fee will be increased by \$5.00; and
- monthly tuition the published fee will be increased by \$10.00.

RETURNED CHECK - if KMA has a returned check, a fee of \$35.00 per returned check will be charged to the parent.

LATE PAYMENTS - any fees or charges that are not paid by the due date will be subject to a late charge. Late charges will accrue at a rate of \$5.00 for every day a payment is late after the due date, until the account is paid up to date.

SUPPLY FEE - KMA will charge an annual supply fee per child due on August 1st each year. This fee is non-refundable.

If a child is enrolled part way through a school year, the supply fee will be prorated. This fee is non-refundable.

VACATION CREDITS - Each year from August 1st to July 31st each child is entitled to a total of five vacation days when your regular tuition is reduced by 50%. Vacation days can only be used during the months of June, July, August and December.

Vacation days may only be taken as five consecutive days and KMA must be given one weeks advance notice of your intension to use your vacation days. No refund or credit to your tuition account will be given for any unused vacation days.

For students enrolled part way through an entitlement year, vacation days will be pro-rated per whole month of enrollment.

For all other weeks in the year whether the child is in attendance or not, regular tuition fees will apply. For students enrolled only for the summer program no vacation credits are offered.

LATE PICK UP - the charge for late pick up is \$1 per minute for each minute after 6:30pm.

If after 6:30pm KMA has had no communication from the parents and KMA is unable to contact either parent or designated person(s) authorized to pick up the child, then the Center will contact the DFPS.

ADDITIONAL SERVICES - on occasion KMA may provide additional services that may require additional fees. Parents will be notified in advance

of such services and their agreement will be required to accept the additional fees and their child's inclusion in the additional service.

Discipline

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If a child has ongoing inappropriate behavior, parents will be notified and asked for their cooperation to work with the school to correct/improve behavior issues. If a child's inappropriate behavior continues to cause disruption in the classroom that makes it difficult for the caregiver to meet the needs of the child and the other children in the classroom, the Director would find this a reason to discharge the child from KMA without notice.

If a child's behavior of any kind creates a situation that jeopardizes their own safety or the safety of another child or staff member this is a reason that a child would be discharged from KMA without notice.

Withdrawal Policy

If you wish to withdraw your child from KMA you must give at least one week's advance notice, in writing. Tuition remains due during the notice period whether your child is in attendance or not.

Procedure for Release of Children

A child will only be released to a parent or a person designated by a parent.

If a parent wishes to designate a person to collect their child from the Center then they must provide KMA with written authorization detailing the designated person's name and telephone number and on what day and approximate time the designated person will be picking up the child.

The authorized person will be required to show a valid photo identification as proof of their identity i.e. drivers license, passport when they collect the child from KMA, we will not release a child to any person who is not able to show proof of their identity (a valid photo ID).

A caregiver cannot legally prevent a parent or person designated by a parent from picking up a child. However, if the caregiver suspects that the person collecting a child is under the influence of drugs or alcohol then the caregiver will notify the parents (if applicable) and/or the police to request their assistance.

Please be aware that law enforcement officers and DFPS Child Protective Services staff have the authority by law to remove a child without the parent's permission. KMA procedures will be followed to request valid photo identification of any persons that the caregiver does not know.

Illness and Exclusion Criteria

KMA will not admit an ill child if:

1. The illness prevents the child from participating comfortably in child-care center activities including outdoor play;
2. The illness results in a greater need for care than caregivers can provide without compromising the health safety and supervision of the other children in care;
3. The child has one of the following (unless the parent provides medical documentation from a health care professional, subsequent to a medical evaluation by said health care professional, that states the child can be included in child-care center activities):

- (A) Armpit temperature of above 100 degrees and accompanied by behavior changes or other signs or symptoms of illness;
 - (B) symptoms and signs of possible severe illness such as lethargy, abnormal breathing, uncontrolled diarrhea, two or more vomiting episodes in 24 hours, rash with fever, mouth sores with drooling, behavior changes, or other signs that the child may be severely ill.
4. A health-care professional has diagnosed the child with a communicable disease, and the child does not have medical documentation to indicate that the child is no longer contagious.

If a child becomes ill while in care, KMA will contact the parent to pick up the child. Children who are ill will be cared for apart from the other children, we will give the child appropriate attention and supervision until the parent picks up the child. We would ask that if your child is ill that they are collected within an hour of receiving notification from KMA.

Critical illness or injury that requires immediate attention of a physician KMA will;

1. Contact emergency medical services (EMS) or take the child to the nearest emergency room;
2. give the child first aid treatment or CPR when needed;
3. contact the physician identified in the child's records unless otherwise directed by EMS; and
4. contact the child's parents.

Procedure for Dispensing Medication

KMA will administer medication to children only if:

1. Parents have signed an authorization form that includes the times each dose is to be administered in accordance with the label directions;
2. the medication **MUST** be prescribed by a Health Care Professional, KMA staff will not administer over the counter medication;
3. any medication **MUST** be in its original container labeled with the child's full name and the date brought to KMA;

4. parents must leave the medication with a KMA staff member;
5. medication will ONLY be administered according to the label directions or as amended by a physician;
6. medication will only be administered to the child for whom it is intended, and;
7. medication will not be administered after its expiration date.

If a child has a periodic and recurring medical problem a parent or health-care professional may sign an authorization that allows KMA to administer medication when symptoms occur for up to a six month period. The authorization MUST include symptoms to watch for. If KMA administers medication in this manner then a parent will be notified and the details will be recorded in the child's record. All the aforementioned requirements at 1-6 above will still apply when administering medication in this manner.

Vision and Hearing Requirements

Children enrolled who are 4 years old by September 1st MUST have a vision and hearing screening within 120 days of admission. Children must have a screening or professional examination, and a copy of the results must be provided to KMA for their child's record.

Immunization Requirements

(a) KMA is required to hold on record a copy each child's immunization record from birth. The records and immunizations must be up to date in accordance with the applicable immunization requirements specified by the Texas Department of State Health Services (DSHS) in 25 TAC 97, subchapter B.

(b) Exemptions for immunization requirements must meet the criteria specified by the DSHS.

(c) All immunizations required for the child's age, unless exemptions apply must be completed by the date of admission to KMA.

(d) Parents must provide us with their child's immunization records by the date of admission.

Keeping Children Safe

The Law Requires caregivers to report suspected child abuse or neglect to the Texas Department of Family and Protective Services or law enforcement. Call 1-800-252-5400 to make any confidential reports.

Field Trips

KMA may offer field trips to children aged 4 and older. If a field trip is offered then signed parental consent will be required before any child attends the field trip. Any additional charges associated with the field trip will be notified to the parent ahead of time. If a parent does not give consent for their child to attend a field trip then the child will remain at school and be placed with another class for the duration of the field trip.

Transportation

KMA offers transportation to school from KMA and from school to KMA for children pre K thru year 5, authorized by the parent. KMA will provide booster seats for children to comply with the Texas Transportation Code. If a parent prefers they may provide the safety seat system for use in transporting their child, provided the equipment is appropriate and can be properly secured in the vehicle.

Emergency Preparedness

KMA has an emergency preparedness plan for human and natural events. In case of an emergency it is the caregiver's responsibility to move the children to a designated area or an alternate shelter known to all caregivers.

Our evacuation procedure is utilizing a safe available door to exit the building and to walk with the children to Juan Seguin Elementary, Grand Mission Blvd, Richmond TX 77407.

For children who are less than 24 months of age, who have limited mobility or who otherwise, may need assistance in an emergency, such as children who

have mental, visual or hearing impairments will be assisted by staff members in addition to their class teacher i.e. cook, cleaner and administrative staff.

A diagram showing the evacuation/relocation routes is filed at the Center and is available for the DFPS and parents to review at any time.

The director is responsible for implementing the emergency preparedness plan. In the director's absence should an emergency situation occur a caregiver designated by the director will be in charge of emergency evacuation and relocation.

In the event of severe weather conditions, caregivers and children will move to the mid way point in the central corridor of the school.

Once the children are safe and accounted for the caregivers will begin contacting the parents of the children in care and local authorities.

KMA will conduct fire drills once a month. KMA will also check all smoke/carbon monoxide detectors and fire extinguishers to ensure they are functioning correctly once a month. In addition, KMA will also conduct a drill for severe weather, once every three months. KMA will document all safety/evacuation/relocation drills, which is available for parents and DFPS to review at any time.

Pets

KMA has pet fish on the premises for the children's enjoyment and education. If the children do come into contact with the pets, the caregivers will ensure the children practice good hygiene and hand washing. Occasionally to support the understanding of life cycles, KMA will have caterpillars/tadpoles that will allow the children to observe the transformations during life cycles.

Extra Curricular Activities

KMA allows outside providers to offer children's activities on the premises, these include but are not limited to gymnastics, basketball, and dance.

It is the decision of the parents to enroll their child in any activities that are offered. All payment for such activities are made directly to the service provider

Changes in Policy

Should KMA have any changes in policy, parents will be notified in writing and will be required to sign for their acceptance and understanding of the policy changes.

Useful Contact Information

Director: Uramila Jajoo

Kids Montessori Academy
7919 Grand Mission Blvd, Richmond, TX 77407

Tel: 281-232-7775

E-Mail: admissions@kidsmontessoriacademy.com

DFPS License Number: 1377146

Department of Family and Protective Services

Tel: 713-940 -3009

Web: www.dfps.state.tx.us

Child Abuse Hotline Tel: 1-800-252-5400 E-mail: txabusehotline.org

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