

Mona Montessori
Academy - Carrollton

OPERATIONS POLICY
PARENTS HANDBOOK

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REV:

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Mona Montessori Academy - Carrollton
1417 Ismaili Center Circle, Carrollton TX 75006

Operations Policy/Parents Handbook

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1. Mission Statement

Our Mission is to provide loving care in a clean, safe environment while implementing a developmentally appropriate curriculum to foster learning to the whole child – Socially, Emotionally, Physically and Intellectually.

2. Our Curriculum:

Is based on Montessori methodology, which allows children to engage in activities of their own choice and progress at a pace they are comfortable with. Children learn in fun and engaging ways about early concepts of reading, math language and developing large fine motor skills.

3. Operating Hours:

Mona Montessori Academy operates from 6:30 a.m. to 6:30 p.m. Monday through Friday year-round. The school is closed on certain Holidays. School Calendar will identify the Holidays for each year.

4. Enrollment Application Procedure:

An application must be completed and submitted with all supporting documents before a child can be admitted. All admission requirements are provided to parents in the enrollment package. If there is any change in the enrollment procedure parents will be notified by memos posted on the notice board. The enrollment package will be so updated.

5. Registration:

Registration fee specified in the Fee Schedule and the completed registration packet are due on or before your child's first day with us. Any difficulty in meeting this requirement should be discussed with the director. Payment of registration fee can also hold the spot for your child for up to two months. Class sizes are limited. Registration fees are non-refundable.

6. Tuition and Late Pick-up Fee Policy:

- Tuition is due on Monday for the current week for weekly payments. Late fees are \$5 per day is assessed beginning second day of each week.
- Monthly payment is due on 1st working day of the month. Late charge of \$30 will be assessed on 4th of the month.
- \$50 late fee on 10th of the month. An additional \$5 late fee is incurred each day after the 10th.
- A child may not attend if tuition is still outstanding on the 20th. The child will be readmitted when all accounts are cleared.
- 10% discount on tuition for siblings.
- After 6:00 p.m. the emergency charge is 1:00 per minute paid directly to the person supervising the child.
- If a child is not picked by 6:30 p.m. and all attempts to contact the parent/Guardian or names on the pickup list have failed. We will inform this matter to local authorities and seek help.

Returned Check Fee: A \$35 fee is charged for any returned check. NSF checks must be picked up and the fee plus check amount must be paid in cash. We are sorry for the inconvenience, but after two returned checks, checks will not be accepted.

Monthly Activity Fee: Children aged 3 through 12 may participate in field trips from

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time to time – during the summer months. Please refer to summer programs for information regarding fees for these activities.

Pick Up Fee: Parents of public school children must notify the office if a child is not to be picked up from public school on any given day or a \$10 fee will be assessed.

Absence Policy: There is no reduction in fee for absences, holiday or bad weather closings. Families are paying for the space in the classroom and tuition must be paid in order to save the spot.

7. Parent Visitation Open Door Policy:

Mona Montessori Academy has an “open door policy” which means that parents are welcome to visit and observe their child’s classroom any time. Please inform the front desk. However, if you need to speak with your child’s teacher, please schedule a conference through the office so that someone else can supervise the children while the teacher gives you her full attention.

8. Parent Teacher Conference

These conferences are held twice a year and parents can request conference to discuss any concerns on and as needed basis. During conference time each parent will receive information on the child’s development and have the opportunity to set goals with teachers based on their results from the developmental assessments conducted by the teacher.

9. Parents Participation:

Mona Montessori Academy encourage for parents to participate in our center’s operation and activities. If you want to participate in our school activities by volunteering your time and talent, please contact the center Director who will arrange for time and activities to participate in. This could be a classroom activity or a field trip.

Opportunities for parents includes Class Parties, Open house, Birthday parties, Ornament night, Graduation.

10. Arrival & Departure:

Upon arrival, please take your child to the classroom and ensure that she/he is greeted by the teacher. Parents must sign children in and sign them out at the end of the day. Sign and sign out is set up in the lobby.

Children must arrive no later than 9:30 a.m. each day. If your child needs to arrive later, due to a doctor’s appointment for example, please call the office prior to 9:30 a.m. Children must arrive and depart through the front door of the school only. (Example: Children cannot be delivered to a teacher or be picked up while the class is on a field trip).

11. Pick Up:

We take our responsibility to children very seriously and reserve the right to ask anyone for a photo ID before releasing a child. Anyone picking up a child should bring photo ID in hand – this includes parents.

Children can be picked up only by the parent(s) and those whose names appear on the registration form as being authorized by the parent to do so. If there are custody issues, the parent should discuss the situation with the director as it will probably be

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necessary for the custodial parent to provide a legal document which defines the custody agreement.

If you need someone whose name does not appear on the registration form to pick up your child on any given day, please write the information on the Daily Log at the front desk when you bring the child that day or fax a letter to the same effect. You can either add the name to the registration form or write it on the daily log as being in effect for that day only.

We will require seeing a picture ID (Driver License) of the person before releasing the child. Parents must NOT disclose the front door pin code to any other person even though that person may be authorized to pick the child. We will open the door when the person is at the front door.

Parents must authorize only one person. If more than one person is asked to pick, this will create confusion.

Please avoid picking up your child during nap time as it can be disruptive to the sleeping children. Nap time is 12:30 to 2:30 for children 18 months through pre-K.

12. Absences

If your child is going to be absent, please call or email the office and let us know the reason of absence which is very important to inform the class teacher.

There is no reduction in fee for absences, holiday or bad weather closings. Tuition fee must be paid in order to save the child's spot.

13. Withdrawal:

Please provide written notice thirty (30) days in advance should it be necessary to withdraw your child. Families are responsible for tuition up to that date.

14. Daily Notes and Information:

Please communicate information for the teacher through the office. This enables the director to make certain that every teacher coming in contact with your child is aware of the information should your child's teacher have to leave school unexpectedly. You can tell someone in the office / the front desk.

15. Inclement Weather Closing:

While closing due to bad weather is extremely rare, the center reserves the right to close at any time due to inclement weather. We usually follow along with the area Independent School District. When in doubt, call the school before leaving home to ensure that the school is open.

16. Emergency Preparedness Plan:

This plan is documented in our preparedness plan, a copy of which is available in our office. Exit routes are marked and posted in each classroom. The staff is prepared to address emergency evacuation and relocation. The children will be directed to assemble at the side parking lot of the school far away from the building. If an evacuation to alternate location becomes necessary the children will be relocated to the Josey Ranch Public Library, 1700 Keller Springs Road Carrollton TX Phone 972-466-4800. Children will be escorted to these locations.

17. Physical Activity

Our daily schedule provides opportunities for children to engage in physical activity. Children participate in age appropriate outdoor and indoor activities as part of their daily curriculum.

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18. Screen time policies

Electronic media is only used for educational purposes. Screen time for children over 2 years of ages restricted to less than 2 hours per day.

19. Accommodation of families

To support families and children who may need additional accommodation, including home language, differing abilities and cultural backgrounds. Please notify the Director if you or your child require accommodation and we will ensure that we do our part in making sure your needs are met.

20. Transportation and field Trips:

Summer camp will often have field trips weekly. Transportation trips may be by school bus or walking. Parents will be notified in writing of any field trips requiring transportation by bus.

State law requires:

- Vehicles transporting children shall be in safe operation conditions and drivers shall have a current Texas driver's license.
- Children shall be loaded and unloaded at the curbside of the vehicle, or in a protected parking area.
- A child shall not be taken on field trips unless a parent or guardian has signed permission forms.

Furthermore: The Teachers obtain annual training in driving safety, during field trips children wear summer T-shirts with school's name and phone number. Advance information about field trips is provided to parents in summer calendar.

21. Illness:

Illness requiring pick up includes but is not limited to: temperature of 100 degrees or higher, rash, open sores, diarrhea, or vomiting. Ill children will be isolated from the other children and cared for until they are picked up. Children who become ill at school must be picked up within 30 minutes once the parent or other authorized person has been notified.

Children must be fever free without medication for 24 hours before returning to school. We reserve the right to require a doctor's release particularly in the event of surgery, or prolonged or serious illness.

If your child should experience a contagious illness, please notify the director so that parents of children who may have been exposed can be notified.

As required in Texas Minimum Standards for Day Care, we go outside every day that weather permits. The length of time depends on the relative temperature due to wind chill or heat index. Parents are requested to dress the children appropriately for the weather. A child who is too ill to go outside is too ill to come to school.

22. Immunization Requirements:

Please note the Parents are responsible for providing the copy of a current immunization record by the date of admission as part of your Childs admission records. We require updated immunization records as children receive additional vaccinations. For parents who do not wish for their child to be vaccinated, an affidavit from the state must be obtained and provided. If a child is on an alternate or makeup immunization schedule, there should be documentation from a physician in the child's file.

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The staff is not required to obtain any additional vaccination other than what is recommended by their physician.

23. Medications:

We give meds at 11:30 a.m., 2:30 p.m. and 4:00 p.m. We are obligated to follow the dosage amounts printed on the med container.

Medicine must be signed in by the parent on the Medication Log located at the front desk. Medicine must be in the original container clearly labeled with the child's first and last name. Prescription meds can only be given to the person for whom they are prescribed.

Over the counter medication can only be given if the age-appropriate dosage is listed on the container. If not, a signed and dated doctor's note on prescription form or doctor's letterhead is required. The doctor's phone number must also appear on the note. If pain med which is also a fever reducing med (such as Tylenol) is signed in, the child's temperature will be taken before administering the med. If the child has a fever of 100 degrees or higher, the parent will be called to pick up the child.

24. Nutrition/meals:

Children are provided by nutritious meals and snacks. Our Menu and food program guidelines under the state and requirements (milk must be served with breakfast and lunch) all meals are approved by the CACFP program for the nutritional appropriateness Snacks and Meals: are served as follows: 7:00 - 8:30 Breakfast, 9:30 – 9:45 AM Snack, 11:00 – 12:00 Lunch, 2:45 to 3:00 PM Snack. There is no extra meal charge for children enrolled in an all-day program. Menus are available at the front desk.

25. Allergies

Children with food allergies, as stated by the child's physician, will be fed equally nutritious alternatives. In some cases, it may be necessary for the director to request that the parent send ready-to-eat food.

If your child is on a special diet or have food allergy the office must have a copy of the doctor's report. An emergency food allergy plan must be completed by the authorize medical official, this is a requirement of the state. Our center is a peanut free zone.

26. Religious food prohibitions

We request parents to notify the front office regarding religious food prohibitions.

27. Breast Feeding:

As a mother of a newborn, if you choose to breast feed, our center will provide a comfortable place with a seat. You can also choose to provide breast milk separately which our infant caretaker will feed.

28. Emergencies and Accidents:

In the unlikely event that your child requires emergency medical attention, you will be notified as soon as the situation allows. If the parent cannot be reached the Director / staff will then contact the relatives or persons listed as emergency contacts listed in the application. If a contact cannot be made the school will contact child's physician.

The child may be isolated from the other children until the parent(s) arrive.

In case of medical emergency school will obtain the necessary emergency medical care

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for the child, including but not limited to transportation to an emergency room.

If a minor accident occurs at school, first aid will be administered, and a boobo report will be written, and copy given to parent. Teachers and office staff will do their very best to tell the parent about the injury at pick up time. Parents will be notified via a phone call in the event of a bump on the head or injury to the face.

IT IS IMPERATIVE THAT PARENTS KEEP CONTACT NUMBERS ON THE ENROLLMENT FORM CURRENT AT ALL TIMES. IF YOU WILL BE AT A DIFFERENT NUMBER FOR JUST A DAY OR TWO, ENTER THAT INFO ON THE DAILY LOG LOCATED AT THE FRONT DESK.

29. Change of Information on enrollment form:

Should you need to update the information on your child's enrollment form at any time, please do so in writing and include your signature and an effective date. Information which should be current at all times includes work/home/emergency phone numbers, parent(s) home address(es), and persons other than parent authorized to pick up the child.

30. Clothing:

Play is the foundation of growth, learning and development for children. Children enrolled at Mona Montessori Academy will enjoy a variety of activities each day including painting, water play, shaving cream play, and playing outside. Parents are asked to send children to school in comfortable, washable clothes – not "Sunday Best." Tennis shoes are the recommended foot ware. Cowboy boots, sandals without heel straps and flip-flops are not allowed as they do not allow children to run comfortably. Additionally, parents are asked to send change of clothing as listed below. Please label all clothing with your child's name.

Dirty clothes will be sent home in a plastic bag each day. Be sure to send clean clothes the following day to replace the dirty ones.

A complete change of clothes includes pants or shorts, shirt, underwear and socks.

Infants – 3 complete changes, 6 diapers daily, baby wipes

Toddlers and Twos – 2 complete changes, 6 diapers daily, baby wipes

Threes and Older – 1 complete change While most older children rarely need a change of clothing at school, it can be embarrassing to the child to have an accident and not have clean clothes to put on and inconvenient for the parent to have to leave work to bring clean clothes.

31. Personal Belongings:

Personal items from home are not allowed at school. The only exceptions are children's books, a naptime blanket, and a naptime lovely (stuffed animal) if your child requires one. Make sure your child's first and last name is written on everything brought to school.

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32. Lost and Found:

Mona Montessori Academy is not responsible for lost or broken items. However, we will do everything possible to help locate missing items. In support of this policy we ask that the items you bring are not very expensive.

33. Naptime:

As stated in Texas Minimum Standards for Day Care, young children must rest each day. Our naptime averages 2 hours (12:30 -2:30) for children aged 2 and older. Children are expected to rest quietly during naptime.

Parents are asked to provide a twin size sheet, towel sheet or beach towel, or crib size blanket (labeled with the child's first and last name) for their child to use at naptime. These items should be taken home and laundered each Friday and returned on Monday. Heavy blankets and comforters are not necessary and difficult to store.

34. Discipline & Guidance:

We believe in a positive approach to discipline. We tell children what to do instead of what not to do thus developing generous and kind instincts in children while guiding them toward self-discipline. Our staff is trained to help children with practices that help them calm down, process choices and redirection. In case where there is a contact in appropriate behavior, parents will be required to attend a parent conference to outline and agree on a behavior on a modification plan.

35. Challenging Behavior

A formal discussion will be carried out with the child's parents to gain information regarding the child's behavior and discuss ways of dealing positively and consistently with the challenging behavior. Parents will be required to implement similar strategies from the program at home to reinforce positive behavior.

Some of the guidelines we follow are.

- Ongoing conversation between the teacher/director and parent to express concerns.
- Encourages collaboration on strategies to address challenging behavior.
- Discussions are framed around the objective of the program.
- Families are informed of their child's progress.

36. Child Abuse Reporting Law Requirement:

Mona Montessori Academy follows all policies outlined in the Texas Minimum Standards for childcare centers. As a parent, you can review the Texas Minimum Standards and the most recent licensing inspection report any time. Please, if you have any concerns, feel free to contact the Director. You can also contact our state licensing representative at 214-583-4253 or on the internet at www.dfps.state.tx.us . The statewide Abuse and Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

Mona Montessori Academy staff are REQUIRED by Texas State law and licensing requirements to report immediately to the police or Child Protective Services (CPS) any instance when there is reason to suspect the occurrence of physical, sexual, or emotional child abuse, neglect, or exploitation. The staff may not notify parents when the authorities are called unless they recommend so.

Some examples of abuse are unexplained marks and bruises on opposite side of the body, and child hygiene issues.

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Annual training will include topics in recognizing and reporting child abuse and neglect. The topics will include types of abuse, neglect, maltreatment and mandated reporter training.

Employee and Parent awareness meetings and conferences will be arranged. In this awareness talk relevant information will be disseminated. Awareness ribbons or like items will also be distributed.

Time to time internet links to current topics published by child advocacy and legal abuse groups will be made available to parents and employees through our newsletter and notice boards.

Parents will be made aware of intervention programs and services available to the victims of child abuse. The information on these programs will be published in our newsletter. These will also be discussed in the Employee and Parent awareness meetings and conferences.

A complete abuse/neglect policy is available in the office for review to parents and staff.

37. Privacy and Confidentiality:

Any concerns regarding children other than your own should be addressed to the director only.

38. Information Posting:

The Mona Montessori Academy will disseminate information by posting it on their bulletin boards. This information may pertain to certain activities (ex. Field trips), inspection reports, or may be of just general in nature. Parents are encouraged to consult the bulletins. If any of these require further clarification parents may contact the Director.

39. Inspection Reports:

As a parent you can review the most recent licensing inspection report any time. This is posted on the bulletin board in the lobby.

40. Hearing and Vision Test Requirements:

As required by TDFPS, Children 3 years and up must undergo these tests every year. Results of these tests must be submitted to us.

41. Water Activities:

During summertime when weather permits, we may have water activities like sprinkler play, Splashing/wading pools. We encourage the parents, if possible, to participate. If your child should not participate in any of the water activities, you should indicate so in the application form.

42. Gang Free Zone:

Our Center is in a Gang Free zone, where criminal offenses related to organized crime activity are subject to harsher penalty. If the center becomes aware of such activities, we will inform all concerned by sending written notices and by having parent meetings.

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43. Childcare standards and Regulations:

Texas Department of Family and protective Services (DPFS) and its Child-Care Licensing Division have established Child Care Licensing standards and regulations. A copy of the Minimum Standards for childcare facilities is available in our office for your review. You can also obtain a copy by visiting http://www.dfps.state.tx.us/child-care_standards_and_regulations.

You can contact the local licensing offices at:

Dallas

2355 Stemmons Freeway, 2nd FL
Dallas, Texas 75207
(214) 951-7902
(800) 582-6036

Denton

3612 E. Mona
Denton, Texas 76201

Plano

550 E. 15th Street STE. 120
Plano, Texas 75074-3422
(800) 252-5400

Hot Lines: Parents may contact the DPFS hotline to report any irregularities and neglect by calling 24 hours 1-800-252-5400.

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Return Page: Please sign and return this page on or before your child's first day at Mona Montessori Academy.

Thank you.

I have received Mona Montessori Academy Policies for Parents and agree to abide by the policies contained therein. Additionally, I understand that the owner and director of Mona Montessori Academy reserve the right to change or amend these policies as needed and it is my responsibility to remain current on said policies by reading memos, newsletters and/or information posted on The Parent Bulletin Board located in the lobby of the school.

Parent/Guardian signature_____

Date_____