



# Parent Handbook 2018- 2019

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Welcome to Miami Gardens Montessori. We are delighted that you have stopped by and have chosen to enroll your child into our program.

### **Philosophy**

We believe that children, their families and society all benefit from a solid educational foundation in the child's early years; and there is a critical link between their childhood experiences and later successes in life. Our teachers and staff encourage the children to develop their individual interests and strengths through the purposeful utilization of diverse materials, experiences and environments. We strive to integrate families and the community into our activities to fully engage all facets of childhood learning using the philosophies of the Montessori curriculum.

### **Our Vision**

Our vision is to inspire a global movement in education. Our goal is to provide the foundation children need to expand into the world, with practices, tools and support to develop their greatest potential. We achieve our vision through exploration, independent thinking and learning within an imaginative and dynamic environment that awakens the thirst for knowledge.

### **Mission**

Miami Gardens Montessori is committed to providing a safe, nurturing environment where the child's potential can be fully reached. We achieve this by fulfilling not only the child's basic needs, but also offering them a place where children can learn to love learning.

### **Goals**

Miami Gardens Montessori programs foster active learning, support for the whole child in a child friendly environment. Our goal is to achieve the following:

- For the children to feel safe and loved while at school
- Embrace team work
- Promote and foster a love of learning
- Strive for excellence in everything we do!
- For the parents to have full confidence in the care and education of their children
- To instill confidence in the children in order to promote independent learning
- For the children to be well-prepared for later schooling
- For the children to positively contribute to their communities as youth and as adults

### **Admission Procedure**

When you come to visit, you will see our fully educational equipped facility, view the curriculum, and meet our excellent and highly qualified staff. At this time, we will give you information on the tuition and fees, as well as more detailed information about the school. Enrollment applications are accepted on an on-going basis.

## Hours of Operation

While our primary concern is always the children, we also try as much as possible to meet the varied needs of the parents. Our doors are open year round, five days a week, Monday through Friday, from 6:00am to 6:30pm during the fall and from 6:00am to 5:00pm during the summer.

**ALL STUDENTS MUST ARRIVE TO SCHOOL ON OR BEFORE 9:00am. If a child arrives after 9:00am and does not have proper documentation or a valid reason, they will be returned home. Arriving late disrupts the learning environment.**

A fee of \$10.00 for the first minute, then \$1.00 each additional minute will be charged. If the school is not contacted by 5:30 p.m. Charges will apply starting at 6:30 pm. we are required by law to contact the local police department and Child Licensing and Enforcement.

**HOLIDAYS: We observe the following holidays:**

|   |                       |
|---|-----------------------|
| <b>Good Friday 1/2 Day</b>                | <b>Christmas Eve</b>  |
| <b>Memorial Day</b>                       | <b>Christmas Day</b>  |
| <b>Independence Day</b>                   | <b>New Year's Eve</b> |
| <b>Labor Day</b>                          | <b>New Year's Day</b> |
| <b>Thanksgiving Day and the day after</b> |                       |
| <b>Martin L. King Jr. Day</b>             |                       |

**REGISTRATION AND TUITION:** A non-refundable registration fee of \$100.00 per child or \$175.00 per family is due upon registration and every school year thereafter. A \$125.00 per. Child (\$175.00 per family) curriculum fee is charged at the time of registration and every school year thereafter. Tuition must be paid in advance on the 1<sup>st</sup> of the Month or bi-weekly on Monday's (please see attached tuition schedule). If tuition is not received by the close of Monday, a **\$30.00** late fee will be added to your account. Your child may not return to school the following week unless tuition plus late fees have been paid. Payments are accepted in the form of cash, credit card and money order.

**THERE WILL BE NO CREDITS APPLIED FOR SCHOOL SCHEDULED HOLIDAYS, SICK DAYS, PERSONAL VACATION TIME AND EMPLOYEE PLANNING DAYS. TUITION IS DUE REGARDLESS OF ABSENCE. REGISTRATION FEES, CURRICULUM FEES AND TUITION PAYMENTS ARE NOT REFUNDABLE.**

**VACATIONS:** With four (4) weeks advance WRITTEN notice, Miami Gardens Montessori will approve two weeks of vacation per calendar year for children whom have been enrolled for **one consecutive year**. If adequate notice is given, tuition will be waived for the requested vacation weeks **only**.

## **Health Requirements**

Your child's health is a matter of major importance to us. A child must not be brought to the school with any communicable diseases. Should a child have any symptoms of a communicable disease, the parent will be notified. The parent **MUST** pick up the child/children up from school.

**HEALTH FORMS:** Current immunization records (blue form), as well as physical examination (yellow form) must be provided before enrollment. Even though the school will remind you about any expired form that needs to be updated it is the parent's responsibility to keep their child's file current. Children with expired forms will not be allowed to attend school until a new form is provided.

## **Illness Policy**

Children with upper respiratory infections, rashes, diarrhea, inflamed eye, impetigo, fever, ectoparasites (head lice, etc.) Gastro Intestinal symptoms and any illness that can be spread to others by close contact will not be permitted into the center. In order for your child to return to the center, a written statement from an examining physician indicating that the condition is not contagious must be provided. Should a child become ill after arrival, the parent will be required to remove the child as soon as possible. You are responsible to notify the center at once if your child has a communicable disease

A parent will be called to make arrangements for the child to be taken home if:

- the child develops a fever over 100 (Please keep child out **24 hours** after fever is reduced )
- diarrhea and/or vomiting
- The child has a sudden onset of a rash
- The child develops an eye irritation
- Has symptoms of possible communicable disease
- Has any discharge from the nose (green), eyes or ears

**UNDER EXTREME CIRCUMSTANCES, TUITION CREDITS MAY BE GIVEN IF A STUDENT IS EXTREMELY ILL AND MISSES MORE THAN A WEEK OF SCHOOL. A DOCTORS NOTE MUST BE PROVIDED TO THE SCHOOL ON THE DAY THE CHILD IS CLEARED TO RETURN TO SCHOOL.**

## **Medication**

**MEDICATION:** Miami Gardens Montessori WILL NOT administer any liquid medication. The only medication that we will administer will be Asthma pumps and EPI pens as needed. Each parent must complete a medication authorization form.

**Medication is never kept in the classroom, please do not send medication in your child's bag or containers.**

## **Emergency Medical Plan**

Upon enrollment, our school will require that the parent/guardian signs an Emergency Medical Plan Released Form authorizing us to take whatever steps may be necessary to obtain emergency care for your child if warranted. These steps may include but are limited to the following:

1. Attempt to contact parent or guardian.
2. Attempt to contact any of the persons listed on the emergency medical form
3. Attempt to contact child's physician

**In the event we cannot contact a parent or child's physician, we will do the following:**

- Call another physician or paramedics
- Call an ambulance
- Have the child taken to an emergency hospital in the company of a staff member

Any expense will be covered by the child's family and/or their medical insurance. The school will not be responsible for anything that may happen as a result of false medical personal information given to the school.

## **Drops off/Pick up Procedures**

The safety and security of your child is our primary concern. No child will be released to any person(s) other than the authorized parent, guardian, and listed individuals on the registration form. Any person(s) authorized to take the child from school must present a picture ID, a copy will be made and saved in the child's file. The Miami Gardens Montessori reserves the right to prohibit the release of a child to an individual who appears **intoxicated or otherwise impaired**. It is very important that your child is clocked in/out on a daily basis. The child care facility shall immediately notify DCF and the Local Police Department in the event a child isn't picked up by an authorized person within one hour after the scheduled closure time of the facility.

## **Nutrition/Meals**

Our School will provide breakfast, lunch and an afternoon snack which is included in the tuition

**NO OUTSIDE FOOD IS PERMITTED FOR ANY STUDENT. ALL STUDENTS MUST ADHERE TO THE CHILD CARE FOOD PROGRAM GUIDELINES.**

Milk is served with breakfast and lunch and snack as indicated on the menu. Whole milk is served to children under the age of two. After age two, low fat or fat free milk is served. We participate in the Food Program which follows the USDA guidelines for children's nutritional needs ages 1-6. If a child is required to have a modified diet, a written statement is mandatory and is kept in the child's file.

## **Rest & Relaxation**

At our school naptime is from 12:30 noon to 2:00 pm. Children should bring a fitted crib size sheet and a small blanket, both clearly labeled with your child's first and last name. Those are to remain in school Monday through Friday at which time they must be taken home to launder and brought back the following Monday. Our school will provide sleeping mats. **Pillows or large bulky blankets are not permitted.** It is the parent's responsibility to ensure the sheets are laundered on a weekly basis and brought in upon arrival on Monday morning. If your child soils his or her sheets within a week, please make sure to take them home and bring back a clean set next day of attendance.

### **Parent Involvement**

Here at Miami Gardens Montessori we welcome parent involvement. Parents are allowed to sign up on the calendar once a week to volunteer in their child's classroom.

### **Television Usage**

The use of the television is not a regular occurrence. The television is only used for educational purposes only.

### **School Closing**

In the case of a natural disaster, which would permit us to leave the building, the children will be moved to interior areas that do not have windows or rooms, which have hurricane proof windows. We will follow the decision of Dade County Public Schools regarding the closing of schools. Parents will be asked to pick up their child immediately if there is a need to evacuate the center.

### **Clothing**

At Miami Gardens Montessori UNIFORMS is MANDATORY. The **UNIFORM consist of a Polo School shirt and kaki bottoms.** Loose, comfortable, washable clothing allows children to play freely. Sneakers are the safest shoes for your child to wear while playing on the playground. Two complete changes of clothes, including underwear and socks should be kept in your child's cubby at all times. Pants with elastic waist are a great aid for children learning to toilet train. Please label all of your child's clothing. Our school will not be responsible for any lost or misplaced items. Keep track of your child's use of the change of clothes to ensure that there is always a clean change of clothes available should your child need it. **(Uniform polo shirts can be purchased from the school office during school hours)**

### **Toys from home**

Our school kindly asks that you leave your child's toys at home or in the car. Children are naturally possessive of their toys and allowing them to bring them creates situations that can otherwise be avoided

### **Special Events**

From time to time there may be a special event such as party, special guest or field trips. We will notify you in advance of the event and any charges are applicable. You will be required to sign a permission slip for some events such as outdoor field trip.

### **Termination of Enrollment**

In the event that you deem it necessary to terminate your child's enrollment at our school, we require a two-week written notice of intent. There are myriad reasons why you may choose to take this action. If your reason has to do directly with our program we ask that you please discuss it with our Director and express your concerns before choosing to terminate enrollment. Our school will always strive to meet your family's needs within reason and without disruption to our program.

### **Behavior Problems**

Our school will make every effort to work with the parents of children having behavior problems in the school. We are here to serve and protect all of our children, though children displaying behavior problems, which has been determined to be upsetting to the physical and emotional well-being of another child may require the following action:

#### **-Initial Consultation**

The director may require the parents of that child who attends the center to meet for a conference. The problem will be discussed and defined on paper. Goals will be established and the parent will be involved in creating approaches towards solving the problem

#### **-Second Consultation**

If the initial plan for helping the child fails, the parent will again be required to meet with the director. Another attempt will be made to identify the problem, outline new approaches to the problem and discuss the consequences if progress is not apparent

#### **-Suspension**

When the previous attempts have been followed and no progress has been made towards solving the problem, the child maybe suspended from the school indefinitely. The director may immediately suspend a child at anytime he/she exhibits a behavior, which is harmful to him/herself as well as others. A parent maybe called from work at anytime the child exhibits uncontrollable behavior that cannot be modified by the center's staff. That parent may be asked to take the child home immediately. Suspensions from the school may vary from a few hours to an indefinite period.

### **NON-DISCRIMINATION POLICY**

We believe in providing appropriate education in the least restricted environment for children with special needs by allowing them the opportunity to interact and learn together with non-disabled children.

- Provide an "inclusive" educational environmental in which all children can succeed

- Enable children with disabilities to develop autonomy, independence, competency, and confidence.
- To provide all children with accurate developmentally appropriate information about their own and other disabilities is different in one respect but similar in many others.
- Enable all children to develop the ability to interact knowledgeably, comfortably, and fairly with people having various disabilities.
- Provide support and information related to developmentally appropriate practices to families of children with special needs and makes accommodations as required by the Americans with Disabilities Act.

### **OPEN DOOR POLICY**

The Miami Gardens Montessori welcomes you and your family with regard to your sex, age, religion, national origin, color, race, marital status, physical or mental disability, or veteran status. We encourage you to visit our center at any time to observe and stay involved in your child's daily life at our school.

### **PARENT/TEACHER INTERACTION**

The success of a child's experience at Miami Gardens Montessori is often dependent on how well we are able to establish and maintain positive relations with each child's parent. Techniques for establishing and maintain parent relation include newsletters accessible to our parents, having staff/parent meeting. As well as sending home monthly progress reports and or daily news if requested by parent.

### **CHILD ABUSE AND NEGLECT**

As mandated reporters all observations or suspicions of child abuse or neglect will be immediately reported to the child protective service agency no matter where the abuse might have occurred. Staff member will call the Florida Abuse Hotline 1-800-962-2873 or 1-800-96-ABUSE to report abuse or neglect. Other way to report child abuse or neglect can be done as follows:

- Fax at 1-800-914-0004, or

- Online at <http://www.dcf.state.fl.us/abuse/report/>

The staff member will follow the directions of the child protective services agency regarding completion of written reports.

If a caregiver is suspected or accused of child abuse or neglect may be suspended or given leave of absence pending investigation of the accusations. Such caregivers may also be removed form the classroom and given a job that does not require interaction with children. Parents or legal guardians of the suspected abused or neglected child will be notified. Parents and guardians of the other children in the program will be notified by the Director or Owner if a caregiver is suspected or accused of abuse or neglect so they may share any concerns that have had.

However, no accusation or affirmation of guilt will be made until the investigation is complete. Caregivers found guilty of child abuse or neglect will be summarily dismissed or relieved of their duties.

## Fee Schedule 2018-2019

\*Siblings Discount: 10% for the second child on full time basis only

### FULL DAY:

|   |  | Amount  |
|---|--|---|
| <b>Registration</b>   |  | <b>\$100.00 per child<br/>\$175.00 per family</b>                         |
| <b>Annual Curriculum<br/>Before/After Care \$55.00<br/>Weekly</b> |  | <b>\$125.00 per child<br/>\$175.00 per family</b>                         |
| <b>Toddlers &amp; Explorers</b>                                   | <b>Ages: 12 months (Walking)<br/>– 5 years</b> | <b>\$320.00 (bi-weekly)<br/>\$640.00 (monthly)<br/>\$600.00 (monthly)</b> |
| <b>Kindergarten</b>   |  |   |
| <b>4 year old<br/>VPK (9:00am-12:00pm)</b>                        |  | <b>FREE</b>   |
| <b>4 year old<br/>VPK Extended (6:00am-<br/>6:30pm)</b>           |  | <b>\$210.00 (bi-weekly)</b>   |
| <b>Mandatory Uniforms</b>   |  | <b>\$15.00 per shirt<br/>(5 shirts for \$65.00)</b>                       |

### HALF DAYS (8:30 AM- 1:30 PM)

|                                 |  | Amount                      |
|---------------------------------|--|-----------------------------|
| <b>Toddlers &amp; Explorers</b> | <b>Ages: 12 months (Walking) –<br/>6 Years</b> | <b>\$265.00 (bi-weekly)</b> |

### **Payment of tuition and additional fees:**

1. Tuition must be paid Bi-weekly on every other Monday. If you select to pay tuition monthly it must be paid by the 5<sup>th</sup> of each month to avoid late fees. A **LATE FEE of \$30.00** will be charged if tuition is not paid on Monday or by the 5<sup>th</sup> of the month for parents paying monthly. **Students will not be allowed to attend school if tuition and late fees are not paid in full by Wednesday or the 5<sup>th</sup> of the month. (NOTE: Advance monthly payments are accepted.)**
2. There will be no credit for school schedule holidays or missed days/sick days. Tuition is due regardless of absence; tuition will not be pro-rated. Tuition balance must be current in order for your child to attend school.
3. **We accept cash, debit cards and money orders ONLY.**
4. It is mandatory to sign your child in and out on a daily basis.
5. Parents are responsible to notify the school of any changes (address, telephone, contact, etc. pertaining to the child.
6. In the event that a child is not picked up by 6:00pm; there will be a late pick up fee due of **\$10.00** and **\$1.00 per minute** thereafter until child is picked up. **Late Fee is due when child is picked up.**
7. Parents having difficulty making it to school by 6:00pm will need to make alternative arrangements and notify the administration accordingly. **NOTE: Even if notified, late fee is still applied.**
8. Parents must give a **two-week written notice** of any cancellation or change in the child's attendance.



## **Acknowledgement of Parent Handbook**

I, \_\_\_\_\_ acknowledge that I have received a copy of the Miami Gardens Montessori Preschool Parent Handbook and I do commit to read and follow the procedures and practices.

\_\_\_\_\_  
Print Name of Parent or Guardian

\_\_\_\_\_  
Signature of Parent or Guardian

Name of Child \_\_\_\_\_

Date \_\_\_\_\_