

CYPRESS MONTESSORI SCHOOL

PARENT HANDBOOK

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Cypress Montessori School

Parent Handbook

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Welcome to Cypress Montessori School where we strive to provide the best Montessori and early childhood education for the community and your child. Our school offers opportunities for learning, discovery, exposure and engagement to a diverse population of students in a safe and clean environment. We focus on the growth, development and enlightenment of your child with individual talents, independence and unique needs in the areas such as language, art projects, science, reading, writing, math, geography, and music. Our school also provides kindergarten and before-after-school programs.

Introduction:

This handbook has been prepared under the guidelines of the Minimum Standards of Texas Department of Protective and Regulatory Services to provide information concerning our school policies and procedures.

Please read it carefully so that you will understand the role we all play in making your child's enrollments and transitions smoothly, and learning how to keep your child healthy and safe at our school.

Should you have any questions regarding any part of the handbook, please feel free to call our school office 281- 861- 6900. After reading this handbook in its entirety, please sign and return this page. This states that both parents have read and understand all parts of this handbook and agree to abide by the policies and procedures set forth in this handbook.

I have read and understood all parts of Parent Handbook and agree to follow all policies and procedures outlined.

My child's Name _____ DOB: _____

Mother's Signature _____ Date: _____

Father's Signature _____ Date: _____

Guardian's Signature _____ Date: _____

Hours of Operation:

The school is open Monday through Friday 6:30am to 6:30pm and all year round with the exceptions of the school closings and holidays (Please see School Calendar). Cypress Montessori School's year runs from August through August.

Tuition and Fee Payment Policies:

Tuition and fee rates are subject to change by the School. Tuition and fees assessed are payable in full by the established deadline for each beginning of the month. Payments are payable in the format of cash, personal checks and money orders. A \$25 late fee will be assessed if payment is NOT received by the third day of each month and thereafter on any unpaid balance. \$25.00 charge is applied to all returned checks and money orders. Returned checks that are NOT paid within 7 days are subject to additional late fee charges. If your child is absent during the days of the month, there is NO refund or deduction of payments. All tuition fees must be paid in full at the beginning of the month regardless of missed attendance.

1. The tuition fees are based on monthly rate. This includes lunch, morning snack, afternoon snack, diapers and wipes for the infants and toddlers. Breakfast is served timely from 6:30 am to 7:45 am.
2. Breakfast and afternoon snack are provided for before/after- school students.
3. If tuition fees are NOT paid in full by the first of the month, a \$25 late fee will be assessed after the third day. If the tuition is NOT received on the fifth day, parents may NOT bring their child to school until all fees are fully paid.
4. If your checks are returned by the bank, a \$25 fee will be charged automatically.
5. Please make sure you arrive on time to pick up your child. After 6:30 pm, a late pickup fee of \$1 per minute will be charged. Late fees are payable in cash to the closing teacher/director upon pick-up. Unpaid late pick up fees will be billed to the child's account balance.
6. Full tuition is due regardless of absences for whatever reason.
7. Parents of school- age children must notify Cypress Montessori School by 1:30 pm if their child will NOT be picked up at their elementary school. Failure to do so will result in a \$10 no-show fee.

Mandatory Student Fees:

Mandatory student fees are defined as fees that are paid by ALL students required by the school.

1. Annual supply fee of \$45 is payable upon submission of an application on an annual basis thereafter. This fee is NOT refundable.
2. Registration fee of \$100 is due once per enrollment year and NOT refundable.

3. There is a 10% sibling discount for the older child on a monthly tuition for two children enrolled. This discount is only offered for parents who pay the full tuition amount.
4. We will be closed on major holidays and emergency weather situations. No tuitions are refundable for the closings.
5. Cypress Montessori School will follow the Cy-Fair ISD schedule for bad weather situations. No tuition discount will be given for the emergency closings.

Vacation Policies:

1. Children's vacation time is limited to 1 week per enrollment year ONLY when they have been enrolled for 6 months or more beginning from the enrolling year from August to August, when you can take your child out of the school for one week without paying for that week. Any vacation days NOT used during this period will NOT be allowed to carry over to the next enrolling year.
2. Parents are required to write a two week notice before withdrawing their child. Vacation time cannot be used during the last weeks of the child's enrollment.
3. Tuition fees will be the same each month regardless of holidays. Parents may choose the timing of tuition free vacation at their discretion only when qualified.
4. The School Director will prorate your vacation fees upon request.

Authorization to Pick Up Children:

In the event that parents are not able to pick up their child, the Emergency Pick up Authorization Form is to be filled out. Prior written notice is required from the parent. In order to release your child, your emergency contact must bring his/her photo ID for verification. If you are unable to do so, you may fax, scan- email your letter to our office. We will NOT accept phone authorization.

School Records:

Student Application Form, Emergency Card and Physician Statement

provide important information about the child, parents and physicians, such as names, address, work and home phone numbers, class enrollment, alternate pickup arrangements, emergency consent agreement. All the forms must be completed and signed. These forms must be on file before your child can attend class.

Health Record Information:

Immunization Record: This record must be current and due on admission and updated whenever your child receives additional immunizations.

Hearing and Vision Screening: All children in Pre-K and Kindergarten classes are required by the State of Texas to have an approval vision and hearing screening performed by a certified evaluator or registered physician each year.

Health History: Parents have the responsibility to inform the school of the child's health history and preexisting medical conditions that the child has ever had, so that we can provide the best care and support.

Prescription Medication: Please complete the medication form in the front office if your child needs a prescription medication given by a physician. Outdated or expired medications will NOT be acceptable. Please notify the school whether or not the medication requires refrigeration. Please give any medicine to the person in the office, do not put it in your child's backpack or cubby.

Over- the Counter Medication: Cypress Montessori will give the child over- the counter medication, such as Tylenol, only with parental written permission and instructions.

Exclusion of Sick Child: The Health Department requires we exclude a child with an illness or condition that is contagious and health-risky to others. The illness includes but is not limited: Fever with behavior changes, chicken pox, pinkeye, infectious diarrhea, lice, contagious rash, streptococcal sore throat, hepatitis, Respiratory Infections and vomiting.

According to Minimum Standards for Child-Care Centers, Cypress Montessori School is NOT allowed to admit an ill child for care if one or more of the following exists:

1. Oral temperature of 100.4 degrees or greater, accompanied by behavior changes or other signs or symptoms of illness:
2. **Armpit temperature of 99.4** degrees or greater, accompanied by behavior changes or other signs or symptoms of illness; or
3. 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

If your child has any of those signs and symptoms, in order to come back to school, your child must be 24 hour symptom free or provide a Doctor's note.

Care of Sick and Injured Child: If your child becomes sick or injured while in care, the school will contact you immediately. You should have your child picked up within one hour, or the school or staff cannot be held responsible for any complications. If it is an emergency, the school will call 911 to provide first aid and the parent or alternate listed on the Emergency Card will be contacted as soon as possible.

Behavior Management and Discipline:

We encourage you to contact your child's teacher or the director should you feel there is a behavior problem with your child. However, at any time on school property, there are no hitting, spanking, pulling, grabbing, shaking, yelling and degrading acts towards a child, or anything of that nature allowed. All childcare staff is required by Texas Regulations to report any suspected incidents of child abuse or neglect to appropriate authorities.

School staff will try to use positive methods of discipline and guidance to bring up child's self-esteem, self-control and self-direction, which include the followings:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
2. Reminding a child of behavior expectations daily by using clear, positive statements;
3. Redirecting behavior using positive statements;
4. Using brief supervised separation or self-thinking from the group, when appropriate for the child's age and development; or
5. Contacting the parent to take the child out of school for the time being if the child's behavior is persistent as the last resort.

Contact of Local Licensing Office:

Cypress Montessori School is licensed by the Texas Department of Protective and Family Services, so we adhere to the minimum standards set by the state. You may view those standards by going to www.dfps.state.tx.us. Our school is inspected on a regular basis and those inspection reports are available for you to review at the TDPRS' web page. If at any time you wish to contact childcare licensing you may do so by calling their number, 713- 940- 5200. All suspicions of child abuse and neglect must be reported by calling 1-800-252-5400.

Procedures to View Licensing Report and Minimum Standards:

Cypress Montessori School will post each licensing report on the office bulletin board. We leave the minimum standard book on the sign-in and sign-out counter for parents to view at any time. If you have any questions, we will be glad to help.

Security and Surveillance:

Our video surveillance cameras around the facility and inside the classrooms have been installed for the safety of your child and protection of the school staff and property. We

do not post surveillance videos online due to privacy protection. Additionally, fire and security systems have been monitored by professionals around the clock.

Please make sure you SIGN your child in and out each day. This book is located on the office counter.

Arrival and Dismissal:

To help your child develop independence, please do not carry your child (at walking age) to school, but encourage him/her to put his/her belongings in the cubby and get settled on his/her own. Please be quiet upon arrival to minimize disruptions.

When picking up your child, please wait until they have been dismissed and signed off. The child is required to clean up his/her work in order to develop the sense of responsibility when leaving the classroom.

Drop In When Class in Section:

In order to maintain classroom order, you should drop in your child quietly without disturbing the on-going class. DO NOT come into the classroom with your child and DO NOT bring any toys into the classroom.

Dress and Attire:

Your child must be dressed appropriately according to seasons, and no torn clothing is allowed. We prohibit children wearing open toe shoes, flip flops and high heel shoes to the school. Any child that wears open toe shoes will not be able to participate in outside play time for safety and precautionary reasons. We are not liable for falls and accidents pertaining to inappropriate shoe wear. Please let your child wear comfortable tennis shoes or dress shoes.

Bug Season:

During the hot weather, if you want our teachers to put bug spray on your child, please bring your own bug spray to the school. We will help your child put it on. Remember to label your child's name on the bottle and give it to the teacher.

Child's cubbies:

Please check your child's cubby at every departure for dirty clothes and important notices. For toddlers and transitions, please take your daily report home every day from their teachers. All food containers, dirty clothing and linen must be taken home daily. Nap items and lunch box should be taken home to clean every Friday.

Lunch, Snack and Food:

Friday is a day to bring your own lunch and share snacks. Please do NOT bring any food containing NUTS. This includes peanut butter/jelly sandwiches. Please bring 1 serving of snack to share with their friends. You may have your child prepare a sandwich by your child and pack some healthy deserts, such as fruits and vegetables to share with the other children on Fridays.

Birthdays:

For child's party or birthday, food brought from home to share with the other children must be commercially prepared and packaged or store bought. We recommend cookie cakes or cupcakes with a small amount of icing to avoid too much sugar for the children or a healthy snack to share. We usually have birthday celebrations in the afternoon time. Parents are welcomed to attend and bring a poster to show your child's biography from birth to present.

Field Trip for School Age:

The school arranges for field trips throughout the school year when possible and additional fees may be required. All school age children must have a signed permission slip and wear a school t-shirt in order to attend the field trip.

Parent/ Teacher Conference (Primary Class):

Twice a year, teachers will contact parents to schedule a formal conference for talking about your child's progress and needs as well as introducing the school programs. Parents are encouraged to ask questions, make suggestions and give opinions to improve our services and programs.

Show and Tell:

In order to be an educational experience, we request children bring NO toys but special books, something from nature, a souvenir from a trip and pictures drawn by him/her or family photographs. Your child will talk and show the object in front of his/her classmates.

Labeling Names and Leaving Toys at Home:

Please label every item you bring to school with your child's name and leave toys at home to avoid confusions and accidental losses. These items include jackets, sweaters, lunch boxes, cups, backpacks, nap sets and any personal belongings.

Communication:

Please check the bulletin board or the school website at www.cy-montessori.com to keep informed of school and class events. Also, school event pictures will be posted on our main website. Parents are encouraged to send a note or call the front office at 281- 861-6900 to obtain additional information. The best time to have a phone conference with the teacher is between 1:00pm and 3:00 pm.