



**“Where children learn  
to make a difference”**

# **Parent Handbook**

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# WELCOME

Dear Parent,

Welcome to Riverchase Montessori. We know and anticipate that your child will grow and develop in our school, learning the why and the how of the many academic questions he/she faces as part of growing up. To assist him/her while discovering the facts of our world, and the society in which we live is one of the purposes of our mission.

It is with this Handbook that we provide you with the policies and necessary information about the operation of Riverchase Montessori. We would like you to know that this handbook is only a general guide and it does not purport to be complete regarding all details. We welcome all the questions and suggestions you might have during the course of the year.

The emotional and academic progress of your child are our stock in trade. We encourage, therefore, that all communication remain open between parents and teachers. Work accomplished by your child is sent home weekly, written reports and conferences are regularly scheduled throughout the year. In the event you should require a special conference, simply request it. We will be happy to accommodate this need at all times. We also ask you to please communicate to the school all major changes, if any, taking place in your child's life which necessitate readjustment. Our mutual cooperation is of paramount importance for the sole benefit of your child.

Parent's communication and participation in our school events is always open and welcome. Please be aware that school procedures and concerns about policies of the school, participation in the school operation and activities, the school's most recent inspection, and instructions on how a parent may contact the local Licensing office, child abuse hot-line number **1-800-252-5400** and PRS=Protected Regulatory Services website **www.txabusehotline.org** are available to you. Furthermore, a copy of the Minimum Standards Rules is available to you at all times at the front desk.

The warmest welcome to Riverchase Montessori.

Sincerely,

School Director

DFPS Denton Office  
535 S Loop 288, Suite 2001  
Denton, TX 76205  
(940) 381-344  
[www.txchildcaresearch.org](http://www.txchildcaresearch.org)

## MISSION STATEMENT

Riverchase Montessori applies the Montessori Philosophy, the principles, the techniques and the verbalization needed to obtain a class environment conducive to order, independent learning and self-discipline. With these elements, we assist the child to reach his/her maximum learning potential while providing the necessary tools to grow and cope with the demands of everyday living in a successful manner. Riverchase Montessori is represented clearly in the words of our slogan: "Where children learn to make a difference".

***It is our mission to provide to each and every child the opportunity to excel and become above-average students applying the philosophy and method of Dr. Maria Montessori. It is in this way that Riverchase Montessori contributes to forming individuals confident in character, academically successful, and socially adjusted. At Riverchase, we instill a high regard for moral values, integrity and respect for others, providing positive contributors to our society and to the world.***

## THE MONTESSORI PHILOSOPHY

Dr. Maria Montessori, an Italian medical doctor and educator, developed a method of education with a philosophy based on the natural development of the senses in children. She was able to combine her medical background and educational knowledge.

Rationalizing these two factors, she was able to establish what we now refer to as "The Four Planes of Education". Dr. Montessori saw education as an aid to life. Therefore, learning to prepare a snack and clean up afterwards is as important as understanding the concept of reading and writing skills. Observers are always struck by the calm that prevails in the classroom, a self discipline that is obtained as a result of having children occupied and on task.

Through carefully planned initial exercises, the child experiences success in his efforts and thus acquires a sense of security and confidence as an independent learner. Children develop the ability to be creative and original in their attempts to express themselves. The chief objective of the Montessori philosophy is to introduce children to the joy of learning at an early age, and to provide a framework in which intellectual and social discipline go hand-in-hand.

The following books will provide more detailed information on the Montessori philosophy and on the techniques and principles used in the classrooms:

- 1) Maria Montessori: Her Life and Work by E. M. Standing
- 2) A Modern Approach by Paula Polk Lillard
- 3) Dr. Montessori's Own Handbook by Maria Montessori
- 4) Education for a New World: Dr. Maria Montessori



## THE MONTESSORI CLASSROOM

Our classrooms are called environments. Entering into a Montessori environment is entering into a place specially prepared for the fulfillment of every child's needs in which comfort and motivation take place. It is a carefully designed classroom with mixed ages working together or individually, with materials that invite all children to touch, think, discriminate and associate. Within this prepared environment the child works freely, learning to concentrate, thus fulfilling his/her internal needs. A sense of self-discipline naturally takes place which provides limits, respect for others, and choices of Montessori activities and curriculum work.

Montessori Certified and Trained Teachers welcome each child and show all children gradually how to do all the work in the classroom- giving to all the opportunity to repeat the lessons freely and as needed. By observing the children a Montessori Teacher will know when it is necessary to assist or to occasionally structure and or re-direct behavior. More importantly in this environment, each child preserves their self-esteem and learns to respect others. These are character traits which will last them throughout their lives.

Furthermore, our classrooms meet the needs of each individual child and offer many opportunities to encourage each of them to make choices on a daily basis. Our environments are conducive to complete cycles of work successively throughout the day. This encourages children to go from one cycle of work to the next ,working according to their ability. This particular cycle of work contributes to a feeling of accomplishment and self-esteem, giving each child the opportunity of progressing at his/her own pace and motivating him/her to continue working independently. By following Dr. Maria Montessori's philosophy and Method is how Riverchase Montessori contributes in each child to becoming independent and self-motivated learner.

## MONTESSORI PROGRAMS

Riverchase Montessori has structured all programs by keeping in mind the different stages of growth in order to fulfill the needs of each child at a certain age. Thus, all requirements and needs are considered. Each program offers a selection of Montessori Materials complemented by academic curriculum. All are set in an attractive and orderly manner. It is in each of these programs that teachers are very much aware of not only the physical needs of each child but also the formation of their character and emotional development.

### Infant and Toddler Programs:

These programs are for children ages 6 weeks to 23 months. Structured in three different classrooms: 6 weeks to 12 months, 13 to 17 months, and 18 to 24 months. The daily needs of the Infant/ Toddler such as diapering, feeding and toilet training are the optimal times for interaction, cooperation, intimacy and mutual enjoyment. Using these times for social learning experiences encourages full participation of the infant/toddler and the caregiver. These times become the opportunity for much communication and for nurturing. As the infant is "refueled" by such attentive, caring interaction, he/she is ready to explore and to learn all activities planned in the environment. The primary goal for Infant and Toddlers at Riverchase is the

development of movement and independence. Their prepared environment offers them respect, support and responds to their basic needs for independence, exploration and the building of trust and self-esteem.

Parental involvement is encouraged; parents know their child better than anyone else. Parents and caregivers must feel comfortable in exchanging knowledge and experience about each child.

The structure of the curriculum for Infants is based on five developmental areas: Sensory and Perceptual, Physical and Motor, Self-help Skills, Language, Social and Emotional. Caregivers reinforce the infant's self-initiated activities by paying full attention, while being quietly available.

Toddlers are prepared to move up into the Pre-Primary Program at age two. A joyful smile on the caregiver's behalf when the toddler solves a coordination, control of movement or association on their own, conveys pleasure in his/her success. Gentle validations as such are used to encourage and support each child in their cycles of work. The Toddlers curriculum is basically the initiation of the child in activities in the areas of Practical Life, Sensorial Development, Language and Vocabulary, Art /self-expression and Pre-Math. Our goal is to contribute to the formation of each child - one who feels secure, autonomous, happy and competent.

All warm meals- breakfast, lunch and three snacks- are cooked and served at school on a daily basis as part of your monthly tuition. Extra curricular activities are also a part of your tuition and include daily visits to the Multi-Sensory Gym for Infants and Toddlers, Music for Motor Development, Rhymes and Songs.

### NOTE:

#### SAFE SLEEP FOR INFANTS 12 MONTHS OLD OR YOUNGER

Teacher training to place infants on their backs until they can roll over on their own. The teachers are also trained on not placing ANYTHING inside the crib with the infants while they sleep. This includes blankets, stuffed animals, sleep positioning devices, and pacifiers with straps or other attachments. Cribs should only have snug fitted sheets over the mattress.

#### BREASTFEEDING

Breastfeeding is available for all mothers and babies in our Infant 1 classroom. We have two rockers and encourage mothers to breastfeed their babies or provide breastmilk to be given while mothers are away.

### Pre-Primary Program:

The Montessori Curriculum starts formally in this class.

The Pre-Primary Program naturally is an extension of the Toddler's. The child is surrounded by a very carefully prepared environment which is divided by centers such as Practical Life, Sensorial, Language, Cultural Subjects, Art, Puzzles and manipulative materials designed to prepare the child for more abstract learning.

A consistent routine of work is established with the purpose to guide and fulfill the needs children have at this age. Our carefully prepared environment allows them to have a positive experience and the opportunity to develop self-discipline and concentration. The toilet training is a fundamental aspect of this program. Children at this age are more sensitive and aware of the control of their body. Therefore, they contribute very willingly to the process of Toilet Training, which is a requirement for children to be promoted into the Primary class.

The Montessori Guide is very much aware of the particular needs this stage of growth requires and we are glad to provide an environment in which the needs of your child can be met in a natural and rational manner.

**The Pre-Primary Program focuses on the following:** Order in the environment, respect of others, good manners and social skills, care of person, control of movement, repetition of the exercises, training of the senses, preparation for reading and writing as well as math. Toilet Training is also one of the main focuses, as well as a criteria for promoting your child to the Primary Program.

All warm meals-breakfast, lunch and three snacks- are cooked and served at school on a daily basis as part of your monthly tuition.



## Primary Program

Beginning at age 3 and completely toilet trained, the children are invited to work independently in the areas of Practical Life, Sensorial, Language, Mathematics and Cultural Subjects. All the materials the child works with are designed to lead the child towards abstract thinking. The Montessori teacher facilitates the classroom activities and monitors each child's progress from one activity to another. The teacher is trained to deal with each child individually and to design an academic curriculum or plan of work according to age and ability. This allows each child to pick a choice of work while providing him/her with the satisfaction of their own discovery and a feeling of accomplishment and pride.



Dr. Montessori outlines various periods of Sensitivity, in which a child is more capable and motivated to learn reading, writing, math, and order effortlessly. Teachers are very much aware of these Sensitive Periods and encourage the children to develop them to their maximum potential. Children take home their work every Friday, in order to communicate to you the progression that is taking place weekly. They also take their napping blanket, pillow etc., to be washed at home and to be returned to school the following Monday.

All warm meals - breakfast, lunch and three snacks- are cooked and served at school on a daily basis as part of your monthly tuition. Extra curricular activities that are also part of your tuition are: Music, Yoga, Choreography and Movement, Singing and Playing, Computer Lab, Library Skills and Spanish. Other lessons are also offered at the school at an extra cost such as: Tennis Lessons, Soccer, Gymnastics, Karate, Computers and Ballet.

## Kindergarten and Elementary

Children in this program are within the age range of 5 to 8 years. Beginning at age 5, the Kindergarten and Elementary programs are a philosophical extension of the preschool, with a curriculum consisting of the traditional disciplines. Sensitive Period of Memorization takes place during this range of age. In addition to our rather unique academic program being high on our hierarchy of importance, we also place stress on the child's affective development. Social relationships, emotions, and positive attitudes are among the topics of discussion which are openly treated in the classroom. Our goal is that children at this age, in addition to receiving a formal and highly academic education, will come to appreciate their own worth and have a high regard for others.

At the end of the school year the children will be tested, by the Stanford Test of Basic Skills. Please let us know if your child is going to be transferred to a traditional or another private school, so we can better prepare your child for this transition, especially if your child will take an acceptance examination. Our test procedures are different than traditional; therefore, it is best that children be exposed to taking tests in the traditional way in advance.

Riverchase prepares your child for a natural and well adjusted transition into a Public School or another Private School, providing him/her with the self confidence and the high academic level needed. Thus,

when transferred, a placement in a challenging and adequate level should take place.

All warm meals - breakfast, lunch and three snacks- are cooked and served at school on a daily basis as part of your monthly tuition. Extra curricular activities that are also part of your tuition are: Music, Yoga, Choreography and Movement, Zumba, Computer Lab, Library Skills and Spanish. Other lessons are also offered at the school at an extra cost such as: Tennis Lessons, Soccer, Gymnastics, Karate, Computers, Ballet., Mandarin Language and Chess.

## ENROLLMENT PROCEDURE

When applying for acceptance at Riverchase Montessori, please make an appointment to tour our school and to have an interview with the Director. As a procedure of enrollment, your child is invited to spend one half day in a Montessori Class. This will be at no cost to you.

An evaluation of your child's progress will be made in order to provide correct placement, and to personalize a curriculum for him/her. The director will relate to you the results of your child's visit and observations when your child is picked up.

After your child's acceptance into our program, you will be required to pay a registration fee of \$200.00, thus securing a place at the school. This is a one time non-refundable fee, a supply fee of \$150.00 twice a year (August and January) will be added to your invoice accordingly. Monthly tuition and Supply Fee are prorated on the basis of your initial date and are not refundable.

Riverchase Montessori accepts all students with an expectation of promoting above-average learning levels. However, the school will accept children with manageable learning differences. Children with such differences are expected to meet the standards and expectations of classroom behavior, not be disruptive and not require substantially more than their fair share of the teacher's attention. In the event Riverchase Montessori is unable to meet the developmental needs of your child (emotional, and academic), the acceptance of your child will be conditional to a trial evaluation of 90 days or a 30 day notice will be given for you to find a suitable place for your child. Recommendations of other schools or Home Schools are given to you at this time.

## TUITION AND FEES

The tuition is divided into monthly installments for the academic school year with the option of a Summer Program. A minimum increase of 5% and no more than 10% may take place annually. You will be informed of the increase before the following school year starts and this information will be in the pre-annual registration package.

Our billing policies state that tuition payments are invoiced on a monthly basis. Payments are due on the first of each month. A LATE FEE OF \$35.00 WILL BE ASSESSED FOR PAYMENTS RECEIVED AFTER THE FIFTH OF THE MONTH AND \$10 PER DAY AFTER THE 15TH, UNTIL TUITION BALANCE IS PAID IN FULL. IN THE EVENT TUITION IS NOT PAID ON TIMELY FASHION YOUR CHILD MAY NOT ATTEND SCHOOL. TUITION SHOULD BE PAID IN FULL FOR THAT MONTH IN ORDER TO INICIATE YOUR CHILD IN OUR SCHOOL AGAIN. A 10 % discount is applicable to the tuition of the second child. [A written notice of withdrawal needs to be given at the front desk 30 days in advance in order to stop the next billing cycle. Uncollected Tuitions will be handled by a Collection Agency.](#)





## ARRIVAL AND DISMISSAL

The school hours are 6:30 a.m. to 6:30 p.m. Teachers begin the curriculum work at 8:00 and end at 2:00 p.m. The hours before and after this period are considered to be the before/after school care. Teachers spend time immediately before and after the class handling the record-keeping, cleaning and preparing the classroom, as well as discussing the children's progress with the assistant. Naturally, at arrival and dismissal time, teachers cannot engage in long conversations with parents. So that teachers can better maintain class time, we would appreciate that you request an appointment in the event that you need to discuss your child's progress.

**DISMISSAL:** In the event someone other than a regular driver is to transport your children, a written note must be sent to the office. Children will not be released to an unauthorized person. If you need to leave a message for the teacher, please do so in writing and drop off at the front desk. **A LATE CHARGE OF \$10 PER MINUTE IS CHARGED TO YOUR INVOICE IF PICK UP TAKES PLACE AFTER 6:30 PM.** A Drivers License will have to be shown as a means of identification for any person other than the child's parents that is not listed in the Release Authorization form.

## DAY CARE DAYS ONLY

Riverchase Montessori is primarily a private school and we follow the calendar of the CISD. We are aware of the need of our working parents for day care services, therefore, we are open from 6:30 a.m. to 6:30 p.m. Monday through Friday, during the Spring Break, Fall Break and Winter Break providing day care services for students that are enrolled in the different programs. When CISD closes for the Staff Development Days, Riverchase Montessori is open for regular school days.

## IMMUNIZATION REQUIREMENTS

A record of current immunizations is required by the Texas Law. It should be signed by the current Pediatrician or child's General Physician. It should be **updated every year** along with Parent Agreement, Tuition and Fee Schedule as well as updated Information in the event of a change of address and phone number. Any other changes that affect the Guardian or Custody of the child need to be updated with legal supporting documentation.

## Vaccine Preventable/ Employees

Staff is not required to have immunizations; however we encourage all staff to obtain immunizations.

## DRESS CODE

In addition to being neat, comfortable, and appropriate for the weather, school clothing should be easy for the child to manage by himself and be completely washable.

Riverchase Montessori has a Uniform Code : pants or shorts with the school t-shirt. In the environment of a Montessori classroom, it is important to move quietly-therefore, we ask that the children wear rubber-soled shoes instead of clogs or boots. (No blue jeans. please).

Please label all clothing with your child's first and last name, specially winter coats, sweaters, blankets and rain-coats.

A change of clothes needs to be provided and be left at school in case a change of clothes is needed. All laundry of clothes changed takes place daily. No dirty clothes or soiled clothes are sent home.

## CHILD ABUSE/NEGLECT

Riverchase Montessori is committed to the awareness and prevention of abuse and neglect of children. That is why we require new care givers to review our policy on prevention of abuse and neglect of children. That is why we require new care givers to review or policy on prevention of abuse and neglect of children. In addition, all care givers must obtain at least one hour of at least one hour of annual training that must focus prevention, recognition, and reporting of child abuse and neglect, including:

Factors indicating a child is at risk for abuse or neglect.

Warning sign indicating a child may be a victim of abuse or neglect.

Internal procedures for reporting child abuse or neglect.

Community organization that have training programs available to child-care center staff members, children, and parents.

We not only warn our staff to be aware of the signs and prevention of abuse/ neglect, we want all parents to know an understand these techniques as well.

## NON-DISCRIMINATORY POLICY

Riverchase Montessori admits students of any race, creed, national or ethnic origin, and each child is accorded rights, privileges, and activities that are made available to students, including administration of its educational and admission policies, and all other school administered programs

## GANG-FREE ZONE

Riverchase Montessori is a Gang Free Zone. This means certain related criminals activity within 1,000 feet of this establishment is a violation of the law and therefore, will be subject to increased penalty.

## PARENTAL INVOLVEMENT

Riverchase Montessori is proud to have an open-door policy where parents may observe their child in the director's office on the TV screens at anytime during the school hours of operation.

## SCHOOL CALENDAR

A yearly calendar is part of your Welcome Package, which will facilitate vacation planning in advance. For your convenience, the monthly events and different parent involved activities that will take place at the school are listed in our newsletter and on the school calendar.

## EXTRA CURRICULAR ACTIVITIES

### Music and Rhythms:

Children are invited to follow the music and to adapt a suitable move to it. Control of body and concentration to the music rhythm.

Coordination of movement is very important for the brain development as well as for the preparatory work the brain makes for association and coordination.

Ms. Priscila Moore, is our **Ballet Teacher** (from 2:30 pm on) We also offer **Spanish, Chess, Physical Education, Experiments and Science Lessons, as well as some Lego Robotics** as part of our extra curricular programs.



Child abuse and neglect will not be tolerated. If any of our staff suspects abuse or neglect towards one of our students, we are required by law to report it. Also, parents who suspect situations should do so as well. Below is the contact information for the Texas Abuse Hotline: 1-800-252-5400 <https://www.txabusehotline.org/Login/Default.aspx>

## SPLASH PAD IN JUNE/JULY

The children will be using the splash pad in the months of June and July only if they are 1 yrs. Old and older. You must have a waiver filled out and returned with a parent or guardians' signature and date before the child can use the splash pad. All children will be asked to use "water shoes" when using the splash pad.

- A. All children must have sunscreen applied to them.
- B. Walking, jumping only, Running is not allowed while playing on the splash.

Ratio on the splash park– Riverchase Montessori is adding an extra care giver to the low ratio stated in the standard to provide extra safety to each of the children.

0-23 Months	# of adults /supervise	# of Children
0-23	1	1
2yrs.	1	2
3yrs.	1	6
4yrs.	1	8
5yrs.	1	10

## LUNCH AND SNACKS

Riverchase Montessori provides warm meals and snacks as part of your tuition. Meals are prepared at school, as fresh and organic as possible. In lieu of the fact that children have different allergies to be considered, a menu will be given to you at the beginning of the month. You are welcome to substitute and or complement the school menu to guarantee your child's feeding needs. We will be happy to warm and serve to your child the food that is sent from home. Natural fruit juice, water, cheese and crackers of natural ingredients are available at school for snacks. Varieties of raw fruits and vegetables are also offered at regular intervals.

We encourage parents to pack only nutritious foods to be consumed at school, in the event that your child does not participate in our lunch program.

A copy of our menu along with our newsletter is provided to you online. Please print your copy, mark the days your child should need a change in menu and we will be happy to accommodate this need on an individual basis.



## BIRTHDAYS

Since every child's birthday is important at Riverchase Montessori, each child has their traditional "Celebration of Life" at our school. Children's birthday parties should be kept simple as a courtesy to the teachers. It is advisable not to provide any other food containing chocolate or nuts, since some children may have allergies. Treats for the children to consume are welcome.

Teachers Celebrate the children's birthday with the Celebration of Life which is a traditional way to celebrate a birthday in a Montessori class, lighting a candle for every year of the child's life and walking around a world indicating the seasons of the year.

Children are also welcome to bring pictures of their previous years, share them with the entire class and talk about some of his/her memories. Parents can also participate in sharing these memories with the rest of the class.

The time element dedicated to birthday celebrations is after lunch, from 12 pm (after lunch) or from 2:30 (after nap time). Please communicate with teachers of the date suitable for you so they can incorporate the Celebration of Life into the routine of the day. We thank you in advance for your cooperation.

## ILLNESS AND MEDICATION

In the event your child is absent for more than three days, please report the reason to the school. When you have verification of the fact that your child has a communicable disease, please call the school immediately so that a note may be sent home to inform other parents. Because school children are easily susceptible to communicable diseases, the school reserves the right to make judgment concerning the child's ability to participate in daily school activities.

Please do not send your child to school when he/she is ill or has any contagious condition.

Fever, vomiting, diarrhea, discharge from eyes or nose, unidentified rash or postulates, red watery eyes, cough, sore throat, and dizziness are signs of sickness. You will be asked to pick up your child if these symptoms appear, or in the event that your child contracts head-lice, you will be asked to pick up your child. Children that contract head lice can only return to school when treatment has been completed and they are free of any head lice..

In case of a minor accident at school, parents are called immediately after first aid is given. An accident report form with a copy will appear at the door of your child's class for you to sign. Please return one signed copy to the front desk and keep the other for your files.

If the accident requires immediate medical attention and a parent cannot be reached, the emergency numbers indicated in the Emergency Form will be called. If the child's doctor cannot be reached, the school will take appropriate measures as detailed on the emergency release form signed at the time of registration.

In the event medication needs to be administered to your child during school hours, you will need to complete the medication log with the name of the medication, times and amount of medicine needed to be administered. Medication should be left at the front desk. It should be in the original container, clearly marked with the child's name and dosage instructions. Teachers will be glad to administer the medication as per your instructions and sign a form immediately after it is administered.

All medication goes home every day, unless parents designate a bottle for the school to keep until it is all finished, after being administered as needed.

Date of medication has to be within the six months of the date prescribed. [No medication can be administered without the medication form signed.](#) If the child needs medication on an as needed basis, an authorization form signed by the parent, guardian or physician is necessary. Instructions will be followed according to the physician's prescription. This prescription will need to be renewed after a period of six months.

[A child should be free of fever \(without the use of medication or fever reducer\) for 24 hours before returning to school. If your child does come to school with a fever you will be called to come pick him/ her up. In the child have allergies, Parents need to complete the Allergy Emergency Form sign by the physician with a recommended plan in the event of an allergy attack..](#)

## **INSECT REPELLANT AND SUNSCREEN**

Riverchase school allows use of outdoor element protection in accordance with DFPS Minimum Standards 746.501. Parents may provide insect repellent and/ or sunscreen for their child.

Please apply insect repellent and/ or sunscreen in the morning prior to the student arriving to the student arriving to school. The teacher and/ or office may reapply again before the child go's outside at the parent's request.

## **HEARING AND VISION SCREENING**

Children four years or older are required by Texas Law to be screened for vision and hearing problems before the completion of the first semester of enrollment at the school or within 120 days of enrollment. The school schedules testing once each year. Parents pay the fee for this testing directly to the testing company or are welcome to provide us the results of the tests if already administered by the child's pediatrician.

## **DISCIPLINE POLICY**

Children in need of discipline will be removed from their activity and asked to "sit aside" for a brief moment. The teacher will apply different management techniques and verbalization of feelings to be able to resolve the situation in a rational manner. We re-direct the behavior of the child by giving him/her new choices.

Sitting aside is not a punishment. It is another opportunity for the child to integrate back to work, focusing on a constructive choice of behavior. Snacks are never withheld if behavior needs to be re-directed.

**Biting** is monitored very closely. Children are not allowed to bite for any reason. When the biter is identified, a conference is scheduled with his/her parents. More than three bites from the same child are grounds for probation for two weeks.

## **INCLEMENT WEATHER**

If it is necessary to cancel classes due to inclement weather, the school will close if the Independent School District closes. We will inform you through the Channel 5 news at 6:30 a.m. and /or through our web site. Riverchase Montessori reserves the right to call for an early dismissal in the event severe weather is predicted for early afternoon .

In the event of early dismissal, parents will be notified via phone at the number (s) they have listed on their Emergency Form. This decision will be made based on the safety of our students, parents and staff who have to travel back home during these hours.

## **PARENT- TEACHER CONFERENCES AND OBSERVATIONS**

Your child's work is sent home on a weekly basis. Written reports are provided to the parents at conference time reflecting the progress and achievements of the child. Parent-Teacher conferences are scheduled in November and in April. There will be a schedule form posted on your child's class , with periods of 30 minutes, marked for each parent. If you are unable to make the appointment, please notify the school. Both parents are urged to attend conferences if possible. Parents are welcome to come to school and observe their child's work and activities at any time without having to secure a prior approval.

## **Parental Involvement**

Riverchase Montessori is proud to have an open- door policy where parents may observe their child in the director's office on the tv screen at anytime during the school hours of operation.

## **PERSONAL POSSESSIONS**

Some children like to take something from their secure home environment to school,. We understand this need. Security blankets, stuffed animals or what ever the child likes to hug when feeling insecure is allowed. Please leave other toys, jewelry, candy, money, food, gum, and backpacks at home, or in the car.

Sometimes a child may, by accident, return home with some small Montessori objects. If this should happen, we request that you return it as soon as possible, since these materials are often expensive to replace, and other children will miss enjoying playing with it.

Children are permitted to bring G-rated movies from home to be watched after school hours, only during inclement weather and during school vacation. Please label it with the child's name and make sure that the teacher gets it personally.

## **PARKING LOT SUPERVISION**

When children are in the hands of the parents in the parking lot , it is the parent's responsibility to ensure the safety of their own children. Running, playing and engaging in parent to parent conversations that neglect the supervision and safety of the children is prohibited. Riverchase Montessori is released of complete liability as a result of this negligence.

## TOBBOCO AND ALCOHOL

No one must smoke or use tobacco products at the school, on the premises, front porch, the playground or during school functions. No one must be under the influence of or impaired by alcohol or controlled substances at the school, on the premises, front porch, playground area or during school functions.

Ordinance: 746.3703

## WEB PAGE AND PARENT ACCESS CODE

Parents are welcome to access our web page at [www.riverchasesmontessori.com](http://www.riverchasesmontessori.com). Entering your code in our web page, you will be able to access our monthly newsletter, calendar, special events, menu and most of all the photo gallery section in which you can see pictures of your children working.

## AFTER SCHOOL PROGRAM

Riverchase Montessori offers an After School Program. Children are picked up from the public school they are attending. Meals and snacks are provided to the children when they arrive. In addition to the daily care provided, Riverchase Montessori will accommodate your child during public school closings (such as Spring Break). Meals and an extra dosage of arts and crafts and organized activities are scheduled during these days for the same monthly tuition. During the summer months the After School Program guarantees your child a place in our Summer Camp Program for the charge of the current full day tuition. **Children enrolled in this program also pay the Supply Fee per semester and a fee per day they attend Riverchase when their school is closed.**

## VACATION POLICY

- In the event your child needs to go on vacation during the school year (August to May) for a period of one month, a deposit of \$300 needs to be paid in order to hold a position of enrolment in our school. This fee is paid before the child departs with a 30 day notice.
- This deposit is applicable towards the tuition of the month when my child returns. Month of arrival will be prorated from the date the child returns.
- In the event my child takes more than one month to come back the Re-enrollment Fee changes to a Registration Fee of \$200. Your child is considered a new student when he/she exceeds one month of absence during the school year.
- I understand that the month in which my child departs and gives notice of vacation is paid in full regardless if departure date is in the middle of the month.

Tuition is prorated only the first month of enrollment when a child starts in the middle of the month. The school does not prorate tuition during the remainder of the school year.

## TERMINATION NOTICE

Riverchase Montessori has the right to terminate a child's enrollment at any time it is considered necessary. The needs of the students take top priority and prompt attention to these needs will be given. If it is determined that the Montessori setting is not benefiting a particular child, the parents will be asked to seek an alternative program. In this case, parents will be presented with a list of alternative programs in the area that may be more beneficial for the child. If your child has special needs, please disclose them in detail in the Health Information Form at the time of enrollment.

Riverchase Montessori reserves a position in the classroom for your child every day of the month. In the event parents choose to withdraw and terminate their child's enrollment during the month, the decision is respected by the administration of the school and executed as per parents request immediately. Tuition for that month or portion of that month is not prorated and not refundable.



# EMERGENCY PREPAREDNESS PLAN AND EVACUATION/ RELOCATION PROCESS

When the decision is made to evacuate the School facility, the director will make the announcement in the most expeditious way possible that all persons are to evacuate to their assigned assembly area and await further instructions. At that time, the building is evacuated completely. The director will notify appropriate personnel and communicate what type of emergency is present. In the event of a fire, the Director is responsible to call 9-1-1 from a cell phone outside the building once the evacuation is complete.

Children 24 months and under will have a different routing for emergency and fire drills. It is mandated that infants 12 months and under be placed in evacuation cribs in order to remove them quickly from the building. Children 13 to 24 months are assisted by extra caregivers in order to carry and/or to walk safely with each child. The Center staff will evacuate their children as follows:

Infants 6 weeks to 12 months: The Infant 's Senior Caregiver shall put infants in an evacuation crib and move to the designated evacuation assembly area. Infant supervisor is to bring all attendance sheets, child rosters, and information sheets. During inclement weather, if possible, take appropriate supplies to protect the infants.

Infants 12 months to 24 months: The Infant 2 teacher and assistant teacher are immediately directed to carry and/or walk with two infants each to the designated evacuation assembly area.

Toddlers Groups and Preschool Groups: Each lead Supervisor Teacher along with corresponding assistants and or caregivers are responsible to gather their respective classes in a group and supervise an orderly evacuation to the designated assembly area. All attendance sheets, child rosters, and information sheet. Upon arriving at the designated evacuation assembly area, all children must be physically accounted for against the sign-in log and the results reported to the director immediately.

For inclement weather, if possible, take appropriate supplies to protect the children. Other caregivers and available personnel will assist the staff with evacuation and then proceed to perform their assigned duties.

NOTE: Under no circumstances are staff to stop for any of their own or children's personal belongings, including, jackets, shoes, purses, etc.

In the event of an emergency situation in which the children and staff need to vacate the premises, parents may pick up their children from the building across the parking lot and on the same side of the street as the school. (1529 E. Sandy Lake Rd. Coppell, Texas 75019) The following forms need to be filled out and kept on file at school: Emergency Medical Permission Form, Health Information Form, Medication Permission Release. These forms are a part of your child's file and the teacher maintains them until your child is picked up.

Give the child freedom  
and he will reveal himself.

Dr. Maria Montessori

## Conclusion

We hope that this Handbook answered satisfactorily all your questions. Please feel free to contact us any time. We will be glad to assist you in any way possible. We also welcome your suggestions, ideas and concerns.