



CENTRAL MONTESSORI SCHOOL

PARENT HANDBOOK 2024-2025

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WELCOME TO CENTRAL MONTESSORI SCHOOL POLICY NO.1

Dear Parents,

Welcome to Central Montessori School (CMS), where we are honored to partner with you in the educational journey of your child. As a Christian Montessori school, we deeply value the teachings of Dr. Maria Montessori and her profound understanding of the vital importance of the first six years of life (ages 0-6) in shaping a child's development—physically, cognitively, emotionally, socially, and spiritually.

Dr. Montessori emphasized that each child is a unique creation, endowed by God with an inner, dynamic force that guides their growth and learning. At CMS, we believe our mission is to nurture and release this inherent potential, enabling each child to construct their mental being and develop to their fullest extent possible.

Our classrooms are thoughtfully prepared to meet the developmental needs of each child. Guided by teachers who embody the servant-hearted spirit of Christ, we provide a structured, orderly environment that grants the right kind of liberty to explore and learn. Through the use of Montessori Didactic Materials, we aim to support children in the following ways:

- Develop fine sensory-motor coordination
- Experience the joy of self-directed achievement
- Cultivate habits of initiative, persistence, and order
- Engage in self-correction and self-teaching
- Sharpen perceptual, observational, and judgment skills
- Foster creativity and a lifelong love of learning
- Build self-confidence and independence
- Develop prolonged concentration and a positive self-image
- Establish a foundation for success in reading, writing, and arithmetic.

We are dedicated to providing your child with a nurturing environment that supports their academic, emotional, spiritual, and moral development. We look forward to partnering with you and your family on this important journey.

May God's blessings be with you and your family as we work together to nurture your child's growth.

Serving with Joy in Christ,

The Central Montessori School Team

"You can count the seeds in an apple, but you can't count the apples in a seed. When you teach, you never know how many lives you will influence...you are teaching for eternity." — Karen Jensen



When

**MISSION STATEMENT
POLICY NO.2**

Central Montessori School (CMS) is a ministry of the Korean Central Presbyterian Church of Houston (KCPCH). As a Christian Montessori School, CMS integrates the child-centered educational approach of Dr. Maria Montessori with Biblical teachings. Each child is nurtured to develop spiritually, emotionally, physically, and academically in an environment that reflects the love of Christ and the principles of grace, peace, and respect. We believe that each child is unique and made in God's image, arriving at CMS with different needs, backgrounds, and experiences. Our mission is to provide a Christ-centered Montessori environment where children can discover that they are loved by God and created in His image. We strive to show God's love through His Son, Jesus Christ, and the cross. Our teachers exemplify God's love in tangible ways in the classroom.

PHILOSOPHY POLICY NO.3

Central Montessori School (CMS) follows Dr. Maria Montessori's belief that each child is endowed by God with an inner, dynamic force, often referred to as the "inward teacher" through which the child builds into himself/herself. We endeavor to empower each child to develop this innate potential to the fullest extent by creating an orderly and prepared environment that meets the needs of each developmental stage.

Through the Christian Montessori Method, we prepare children to live in alignment with the Kingdom of God by nurturing the following:

- (1) A love for the Lord with all their heart, soul, mind, and strength
- (2) Respect for themselves, others, and the environment
- (3) Future leadership qualities that will promote peace and harmony across the world
- (4) Great hope for the future of humanity

**TEXAS LICENSING RULES AND REGULATIONS
POLICY NO.4**

Central Montessori School's license is issued by the Texas Department of Family and Protective Services (DFPS). We adhere to all DFPS regulations and standards to ensure a safe and compliant environment for all children. A copy of the DFPS Minimum Standards can be viewed online at the [DFPS Minimum Standards](#), or you may contact the licensing office at 713-940-3009. Our most recent inspection report is available for review in the school office.

**HOURS OF OPERATION POLICIES
POLICY NO.5**

CMS operates from 9:00 a.m. to 3:00 p.m., Monday through Friday. We offer early-school and after-school programs for families needing extended care. The early drop-off program operates from 8:00 a.m. to 9:00 a.m. The after-school program is available from 3:00 p.m. to 5:00 p.m. and 3:00 p.m. to 6:00 p.m. (depending on your needs). The after-school program offers flexible registration options: (1) Monday - Friday, (2) Monday, Wednesday, and Friday, or (3) Tuesday and Thursday. Parents are advised to select the option that best fits their scheduling needs. For any further questions, please contact the School Director.

CMS follows the Katy Independent School District's calendar for holidays and emergency closings. In the event of inclement weather or other emergencies that disrupt school operations, parents will be notified via email. No refunds or make-up days will be provided for missed days due to closures.

ENROLLMENT POLICY NO.6

Enrollment is open to children aged two to five years. It is granted on a first-come, first-serve basis, regardless of race, color, creed, religion, national origin, gender, or disability. A non-refundable registration fee of \$200 is required to secure your child's place.

Prior to attendance, parents must submit all necessary forms, including:

- Registration Form
- Health Statement
- Immunization Records
- Hearing & Vision Check-Up (for children aged four or older)
- Signed Acknowledgement Forms
- Financial Agreement Form

Please inform us promptly of any changes to your home address, phone number, authorization to pick up your child, or emergency contact information. Failure to submit these documents or provide updated immunization records may result in disenrollment.

Continued enrollment at Central Montessori School is contingent upon the parent's, emergency contact persons', and child's adherence to the policies and procedures of Central Montessori School as outlined in this handbook. This includes, but is not limited to, timely payment of all fees and tuition.

FEES AND TUITION POLICY NO.7

7.1 REGISTRATION AND FEES

An annual, non-refundable registration fee of \$200 and a \$150 Montessori Material Maintenance Fee are required. Once your child starts school, the Montessori Material Maintenance Fee is non-refundable.

7.2 TUITION PAYMENTS

Tuition is due by the last school day of the preceding month. Late payments will incur a \$10 daily late fee starting on the 1st of the following month. All payments must be made through the Brightwheel app. Payments will be processed using the ACH processing fee as follows: ACH Fee: 0.6%, \$0.25 minimum, \$2 maximum. Refunds will not be provided for missed days, holidays, professional development days, and weather-related closures. If you experience difficulties in making your payment on time, please contact us immediately. We are committed to working with you to find a resolution.

7.3 VACATION/ILLNESS ABSENCE

Tuition is required to be paid at the regular rate regardless of any absences from school, whether due to sickness, vacation, or any other reason, including Thanksgiving, Winter Break, and Spring Break. This policy is in place as the tuition serves to reserve your child's spot in the class, and as such, is not contingent on their attendance. Failure to pay tuition on time constitutes grounds for immediate dismissal from the program. Timely payments are essential for maintaining your child's enrollment at Central Montessori School.

7.4 DISCOUNTS

CMS offers a 5% discount for members of KCPCH and a 5% discount for the second child in a family. Please note that these discounts will only be applied if tuition payments are made on time.

**CONFIDENTIALITY
POLICY NO.8**

Confidential information, including but not limited to names, address, health information, and other sensitive data, will be shared only with staff members on a “need to know” basis for the purpose of ensuring appropriate care for each child. Any unauthorized disclosure of this information is strictly prohibited.

Outside of Central Montessori School, confidential and sensitive information about a child will only be shared when the parent of the child has provided written consent, except where otherwise provided for by law. In such cases, parents will be provided with a document detailing the information that is to be shared outside of Central Montessori School, persons with whom the information will be shared, and the reason(s) for sharing the information.

Any parent who violates the Confidentiality policy may result in the disenrollment of their child.

**MANDATED REPORTING OF SUSPECTED CHILD ABUSE AND/OR NEGLECT
POLICY NO.9**

Minimum Standards 746.501(25)

Under the Child Protective Services Act, CMS employees are legally obliged to report any suspicion of abuse or neglect to the appropriate authorities. As mandated reporters, we are not required to discuss these suspicions with parents before making a report, nor to investigate further, as this is the responsibility of the appropriate authorities. Under the Act, mandated reporters can be held criminally responsible if they fail to report suspected abuse or neglect. Central Montessori School takes this responsibility very seriously and will make all warranted reports to the appropriate authorities. The Child Protective Services Act is designed to protect the welfare and best interest of all children.

As mandated reporters, the staff of Central Montessori School cannot be held liable for reports made to Child Protective Services, which are determined to be unfounded, provided the report was made in "good faith."

Causes for reporting suspected child abuse or neglect include, but are not limited to:

- Unusual bruising, marks, or cuts on the child's body
- Severe verbal reprimands
- Improper clothing relating to size, cleanliness, season
- Transporting a child without appropriate child restraints (e.g., car seats, seat belts, etc.)
- Dropping off or picking up a child while under the influence of illegal drugs or alcohol
- Not providing appropriate meals including a drink for your child
- Leaving a child unattended for any amount of time
- Failure to attend to the special needs of a disabled child
- Sending a sick child to school over medicated to hide symptoms, which would typically require the child to be kept at home until symptoms subside
- Children who exhibit behavior consistent with an abusive situation

If parents feel they need assistance with possible child abuse, neglect, or sexual abuse, we encourage you to get help. Please call the National Parent Hotline at 1-855-427-2736 or visit www.helpandhope.org/find-help.html

The Texas Abuse & Neglect phone number is 1-800-252-5400, if you would like to report any suspected abuse or neglect.

**PARENT CODE OF CONDUCT
POLICY NO.10**

Central Montessori School requires the parents of enrolled children at all times, to behave in a manner consistent with decency, courtesy, and respect. One of the goals of Central Montessori School is to provide the most appropriate environment in which a child can grow, learn and develop. Achieving this ideal environment is not only the responsibility of the employees of Central Montessori School but is the responsibility of each and every parent or adult who enters the center. Parents are required to behave in a manner that fosters this ideal environment. Parents who violate the Parent Code of Conduct will not be permitted on school property thereafter. Please refer to the Policy on Parent's Right to Immediate Access for additional information regarding dis-enrollment of the child when a parent is prohibited from accessing school property.

10.1 SWEARING/CURSING:

No parent or adult is permitted to curse or use other inappropriate language on school property at any time, whether in the presence of a child or not. Such language is considered offensive by many people and will not be tolerated. If a parent or adult feels frustrated or angry, it is more appropriate to verbally express the frustration or anger using non-offensive language. At NO time shall inappropriate language be directed toward members of the staff.

10.2 THREATENING OF EMPLOYEES, CHILDREN OTHER PARENTS OR ADULTS ASSOCIATED WITH CENTRAL MONTESSORI SCHOOL:

Threats of any kind will not be tolerated. In today's society, Central Montessori School cannot afford to sit by idly while threats are made. In addition, all threats will be reported to the appropriate authorities and will be prosecuted to the fullest extent of the law. While apologies for such behavior are appreciated, the school will not assume the risk of a second chance. Parents must be responsible for their behavior at all times.

10.3 PHYSICAL/VERBAL PUNISHMENT OF YOUR CHILD OR OTHER CHILDREN AT CENTRAL MONTESSORI SCHOOL:

While Central Montessori School does not do corporal punishment for children, such acts are not permitted in the school facility. While verbal reprimands may be appropriate, it is not appropriate for parents to verbally abuse their child. Doing so may cause undue embarrassment or emotional distress. Parents are always welcome to discuss a behavior issue with the teacher and to seek advice and guidance regarding appropriate and effective disciplinary procedures.

Parents are prohibited from addressing, for the purpose of correction or discipline, a child that is not their own. Of course, no parent or other adult may physically punish another parent's child. If a parent should witness another parent's child behaving in an inappropriate manner or is concerned about behavior reported to them by their own child, it is most appropriate for the parent to direct their concern to the classroom teacher and/or School Director. Furthermore, it is wholly inappropriate for

one parent to seek out another parent to discuss their child's inappropriate behavior. All behavior concerns should be brought to the classroom teacher or director's attention. At that point, the teacher and/or director will address the issue with the other parent. Although you may be curious as to the outcome of such a discussion, teachers and/or the School Director are strictly prohibited from discussing anything about another child with you. All children enrolled in our school have privacy rights and are further protected by our Confidentiality Policy. You may be assured that we will not discuss anything about your child with another parent or adult visiting the center.

10.4 SMOKING:

For the health of all Central Montessori School employees, children, and associates, smoking is prohibited anywhere on school property. Parents are prohibited from smoking in the building, on the grounds, and in the parking lot of Central Montessori School. Parents who smoke in their cars must dispose of the cigarette prior to entering the parking lot.

10.5 VIOLATIONS OF THE SAFETY POLICY:

Parents are required to follow all safety procedures at all times. These procedures are designed not as mere inconveniences but to protect the welfare and best interest of the employees, children, and associates of Central Montessori School. Please be particularly mindful of Central Montessori School entrance procedures. We all like to be polite. However, we need to be careful to not allow unauthorized individuals into the center. Holding the door open for the person following you may, in fact, be polite. However, that person may not be authorized to enter the premises. Security procedures are only as strong as the weakest person in our organizational chain. Be alert and mindful. Immediately report any breaches to the School Director.

10.6 CONFRONTATIONAL INTERACTIONS WITH EMPLOYEES, OTHER PARENTS, OR ASSOCIATES OF CENTRAL MONTESSORI SCHOOL:

While it is understood that parents will not always agree with the employees of Central Montessori School or the parents of the other children, it is expected that all disagreements be handled in a calm and respectful manner. Confrontational interactions are not an appropriate means by which to communicate a point and are strictly prohibited.

10.7 VIOLATIONS OF THE CONFIDENTIALITY POLICY:

Central Montessori School takes very seriously the responsibility of maintaining the confidentiality of all persons associated with the school. Parents must understand the implications of this responsibility. Parents need to recognize that the Confidentiality Policy not only applies to their child or family, but all children, families and employees associated with Central Montessori School. Any parent who shares any information considered to be confidential, pressures employees or other parents for information which is not necessary for them to know, will be considered to be in violation of the Confidentiality Policy.

10.8 CELL PHONE USAGE

Proper parent communication is imperative when working with young children. It is difficult to communicate when cell phones are in use. Effective December 1, 2010, the Texas Department of Health and Human Services passed new regulations prohibiting the personal use of cell phones in classrooms. Please end all calls prior to entering the building so that our Central Montessori School staff can properly communicate with you.

10.9 QUESTIONS OR CONCERNS

Minimum Standards 746.501(19)

If parents have questions or concerns about our program, we encourage you to have open communication with your child's teacher and the School Director. Through open communication, we can ensure that all parties are well-informed and working as partners in the child's education. From time to time, the School Director may complete a "Parent Concern Form". Parents will receive a copy of this form with the appropriate outcome.

**PARENT'S RIGHT TO IMMEDIATE ACCESS
POLICY NO.11**

Minimum Standards 746.501(b)(1)

Parents of a child in our care are entitled to immediate access, without prior notice, to their child whenever they are in care at Central Montessori School, as provided by law.

In cases where the child is the subject of a court order (e.g., Custody Order, Restraining Order, or Protection from Abuse Order), Central Montessori School must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. In the case where both parents are afforded shared/joint custody by order of the court, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Central Montessori School, both parents shall be afforded equal access to their child as stipulated by law. Central Montessori School cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. If a situation presents itself where one parent does not want the other parent to have access to their child, Central Montessori School suggests that the parent keep the child with them until a court order is issued since our rights to retain your child are secondary to the other parent's right to immediate access. Central Montessori School staff will contact the local police should a conflict arise.

Central Montessori School will dismiss any child whose parent is prohibited from entering upon school property. Due to the parents' right to immediate access policy, as well as state and federal regulations, Central Montessori School cannot have a child at the school when the child's parent is prohibited from accessing it. Central Montessori School will not agree to any request to maintain a child's enrollment even if the parent agrees to stay out of the school. Such an agreement is a violation of the law and will not be entertained.

**DISMISSAL
POLICY NO.12**

Central Montessori School reserves the right to dismiss any parent or child from the program at any time.

Parents will be refunded of any unused tuition within two weeks of the dismissal. A school check will be mailed to the address indicated in the child's file. Any past-due balances must be paid within 30 days of the dismissal. An invoice detailing the past-due balance will be forwarded to the address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the school's legal counsel for collection.

The School Director or designee will assist the parent in gathering their child's belongings at the time of dismissal. Parents are required to leave school property immediately, in a calm and respectful manner. Central Montessori School will request assistance from local authorities should any parent become disruptive or uncooperative while gathering their child's belongings upon dismissal.

A dismissed child and their parents must call and request an appointment with the School Director if they wish to return to school property following a dismissal. Appointments are made at the discretion of the School Director and are not a right of the dismissed child or parent.

Following a dismissal, any parent or child who harasses, threatens, or in any manner causes harm to anyone affiliated with the school by calling, writing, or through any other means will be prosecuted to the fullest extent of the law by Central Montessori School.

WITHDRAWAL POLICIES
POLICY NO.13

A 30 day written notice is required when withdrawing a child for any reason. If the required notice is not given, parents will be charged the full tuition for an additional month.

Following their last day of enrollment, the parents and the child are not permitted to re-enter school property without prior permission from the School Director. A withdrawn child and his/her parents are required to call and request an appointment with the School Director if they wish to return to school property following the last day of enrollment at Central Montessori School. Appointments are made at the discretion of the School Director and are not a right of the withdrawn child or parent.

**COURT ORDERS AFFECTING ENROLLED CHILDREN
POLICY NO.14**

In cases where an enrolled child is the subject of a court order (ex... Custody Order, Restraining Order, or Protection from Abuse Order) Central Montessori School must be provided with a Certified Copy of the most recent order and all amendments thereto. The orders of the court will be strictly followed unless the custodial parent(s) requests a more liberal variation of the order in writing. If both parents are afforded shared/joint custody by court order, both parents must sign the request for more liberal interpretation of the order.

In the absence of a court order on file with Central Montessori School administration, both parents shall be afforded equal access to their child as stipulated by law. Central Montessori School cannot, without a court order, limit the access of one parent by request of the other parent, regardless of the reason. In the event that one parent does not want the other parent to have access to their child, Central Montessori School advises that the concerned parent retain custody of the child until a court order is issued.

If conflicting court orders are presented, the most recently dated court order will be followed.

Once presented with a Protection from Abuse Order or a Restraining Order, Central Montessori School is obligated to follow the order for the entire period it is in effect. Employees of Central Montessori School cannot, at the request of anyone, except the issuing judge, allow a Protection from Abuse Order and/or a Restraining Order to be violated. Central Montessori School will report any violations of these orders to the court.

ARRIVAL PROCEDURES POLICY NO.15

School doors will open at 8:50 a.m. for regular school hours. Parents or authorized guardians are required to walk their child to the designed drop-off area outside the school building. Upon arrival at Central Montessori School, parents or authorized adults must use the *Brightwheel* app to check their child in for the school day.

To ensure that all enrolled children benefit from the curriculum and activities planned, children must arrive promptly by 9:00 a.m. The school doors will close at 9:10 a.m. Parents arriving after this time are required to ring the front door bell, at which point a staff member will escort the child into the school. For any arrivals after 9:30 a.m., a Tardy Form must be completed, and a staff member will escort the child into the classroom.

In our experience, children who arrive on time and participate fully in Morning Worship demonstrate greater emotional stability and a calmer demeanor throughout the day. Morning Worship provides an opportunity for children to be soothed and centered, as the collective singing of praise songs in the morning helps ease emotions. Conversely, children who arrive after the conclusion of worship often struggle throughout the day, leading to a significant disruption not only to their own experience but also to their classmates, who have already settled into a peaceful and focused atmosphere.

We respectfully request the full cooperation of parents in ensuring that all children begin their day in a calm and prepared manner by arriving to school on time to fully participate in Morning Worship.

Repeated instances of tardiness (three or more within a school year) after 9:30 a.m. will result in a meeting with the School Director to explore alternative solutions to better support the child's needs. Regular and punctual attendance is essential to your child's success.

15.1 EARLY DROP-OFF ARRIVAL PROCEDURES

The hours for Early Drop-Off are 8:00 a.m. - 9:00 a.m. Parents or authorized adults utilizing Early Drop-Off may drop off their child anytime between their registered drop-off and 9:00 a.m.

Parents or authorized adults participating in Early Drop-Off are required to park their vehicles in the staff parking lot behind the school building, in front of the playground. They must then enter through the gate with their child and ring the three bells on the wall of the room connected to the outdoor classroom.

15.2 HEALTH CHECKS

Minimum Standards 746.501(26)

Parents are required to notify the child's teacher or School Director of any special instructions or needs for the child's day. The parent must present the special instructions in the form of a letter and verbally discuss them with either the classroom teacher or the School Director. These special

instructions include but are not limited to: early pick-up, an alternative pick-up person, health issues over the previous night which need to be observed, and/or any general issues/concerns that the school providers should be aware of to best meet the needs of your child throughout the day.

When a child arrives at school in the morning, the teacher may conduct a health check. If the child's temperature exceeds 100 degrees, they will be sent home. The child may return to school after being fever-free for 24 hours without the aid of medication.

15.3 NOTIFICATION OF ABSENCE

Parents are required to inform the school by 8:30 a.m. if a child will not be present at school on a scheduled day. This will enable the school to more effectively maintain appropriate ratios and help the classroom teacher effectively plan for the day.

Parents who fail to provide proper notice of an absence on three occasions within one school calendar year will result in the child being dismissed from the school.

If your child is ill, we request that you notify the School Director of the absence and the nature of the illness. This enables our faculty to keep track of any illnesses which may occur at our school. This information will only be shared with staff on a "need to know" basis. If your child has a communicable disease, we ask that you share the diagnosis with the School Director. Once again, only the information regarding the communicable diseases will be shared. Central Montessori School will take all measures necessary to protect your child's confidentiality.

15.4 SCHOOL'S RIGHT TO REFUSE ADMISSION

Central Montessori School reserves the right to refuse admission to any child at any time with or without cause.

Possible reasons for the refusal of admission include but are not limited to:

1. The need to maintain compliance with Licensing Regulations.
2. Staff deems the child too ill to attend.
3. Domestic Situations that present a safety risk to the child, staff, or other children enrolled at Central Montessori School if the child were to be present at the school.
4. Parents' failure to maintain accurate, up-to-date records.
5. Parents' failure to complete and return required documentation in a timely fashion.
6. Untimely payments

Please note, parents will not be reimbursed tuition for days their child was refused admission to the program.

PICK-UP PROCEDURES POLICY NO.16

Students will be dismissed at 3:00 p.m. For the safety of all children, parents or authorized individuals must utilize the *Brightwheel* app to officially check out their child at the time of pick-up. The Brightwheel app allows us to track all pick-ups for accountability and ease in a positive tone. Once the child has been checked out and placed in the custody of the parent or authorized individual, full responsibility for the supervision of the child while on school premises is assumed by the parent or authorized individual.

Additionally, parents or individuals designated to act *in loco parentis* are required to sign any incident or accident reports pertaining to the child's day at the time of pick-up. The classroom teacher may provide a brief summary of the incident to the parent or authorized individual during pick-up. However, if a more detailed discussion is necessary, it is required to schedule a separate meeting at a later time, as the teacher must maintain supervision of the other children in the classroom.

16.1 LATE PICK-UP:

A \$15 fee will be charged for pick-ups occurring between 3:10 p.m. and 3:30 p.m. After 3:30 p.m., an additional fee of \$1 per minute will be applied. For after-school pick-up, late fees will begin to accrue at 5:01 p.m. (or 6:01 p.m. for the later session) at a rate of \$1 per minute.

Please note that enrollment may be discontinued after three instances of late pick-ups within one school year.

16.2 PROHIBITION OF EARLY PICK-UP FOR PERSONAL REASONS

Early pick-up for personal reasons is prohibited. At CMS, we view our mission as more than merely caring for children; it is a responsibility entrusted to us by God, and we strive to fulfill it to the best of our ability. Personal schedule changes and early pick-ups for convenience disrupt the flow of lessons and negatively impact children's learning habits. If there is an unavoidable reason for early pick-up or absence, contact the School Director directly.

We kindly ask that personal reasons for early pick-up be kept to a minimum out of respect for the child's educational experience.

16.3 PERSONS APPEARING TO BE IMPAIRED BY DRUGS/ALCOHOL AT PICK-UP

The staff of CMS will contact local police and/or the other custodial parent should a parent appear to the staff of Central Montessori School to be under the influence of drugs and/or alcohol. The parent's right to immediate access does not permit the school to deny a custodial parent access to their child even if the parent is or appears to be impaired. However, Central Montessori School staff will delay the impaired parent as long as possible while contacting the other parent, the local police, and Child Protective Services.

Any other authorized person who attempts to pick up a child and appears to the staff of Central Montessori School to be under the influence of drugs and/or alcohol will be denied access to the child. The staff of Central Montessori School will contact the child's parents, local police and Child Protective Services to notify them of the situation.

16.4 EMERGENCY/ALTERNATE PICK-UP

At enrollment, parents will complete emergency/alternate pick-up information on the Enrollment Form. Parents are encouraged to include on this form any and all persons who, in the course of events, may be asked to pick up their child from Central Montessori School. In an emergency situation, the child's parents will be called first. If they cannot be reached, staff will call the persons listed on this form until someone can be reached.

Should the staff get in contact with the parent, and the parent is unable to pick up the child, it is then the responsibility of the parent to arrange for their child to be picked up by someone on the emergency list. The student must be picked up within one hour. Failure of the parent to make such arrangements will result in dismissal from the program.

The persons on the emergency/alternate pick-up list will be required to provide a Government-issued photo ID prior to the school releasing the child. There will be no exceptions to this rule.

Parents will be asked to determine which persons (if any) on the emergency/alternate pick-up list have the right to act "*In Loco Parentis*." *In Loco Parentis*, status affords the pickup person the right to discuss confidential information about the child's day, including but not limited to incident/accident reports and behavior issues. In the absence of this designation, the people on the emergency/alternate pick-up list are only afforded the right to pick up the child. Staff is not permitted to discuss the child's day with them.

Central Montessori School reserves the right to refuse/ban any person listed on the emergency/alternate contact list for any reason, including but not limited to violations of the policies/procedures contained herein. It is the responsibility of the enrolling parent(s) to inform each person on the emergency/alternate list of the policies/procedures contained herein.

Parents do not need to be listed on the emergency contact list. The nature of the parental relationship affords the parents (in the absence of a court order indicating otherwise) the right to pick up their child. All changes and/or additions to the emergency/alternate pick-up list must be made in writing and be dated and signed. Only custodial parents have the right to make changes or additions to this form.

Employees of Central Montessori School are prohibited from being listed on the emergency/alternate contact list.

16.5 PICK-UP BY A PERSON WHO IS NOT ON THE EMERGENCY LIST

If parents wish for their child to be picked up by an individual not listed on the registration form, they must send an email in advance, including the full name and a copy of the driver's license of the individual picking up the child. Upon arrival, the individual must present the same driver's license when picking up the child.

SCHOOL CALENDAR AND EMERGENCY CLOSURE POLICY NO.17

POLICY NO. 17.1 SCHOOL CALENDAR



School Year Calendar 2024 - 2025

Highlights Date

August

- 5-9 CMS Teacher Orientation Day
- 14 First Day of School and Fall Semester

September

- 2 Holiday(LaborDay) *No student & Staff
- 20 Professional Learning Day *No Students

October

- 25 Fire Truck Visitation
- 14 Holiday(ColumbusDay) *No Students & Staff
- 31 Picture Day

November

- 1 Professional Learning Day *No Students
- 22 Class Thanksgiving Feasts
- 25-29 Thanksgiving Holiday *No Students & Staff

December

- 19 Class Christmas Party
- 20 Early Dismissal & End of Semester
- 23-31 Winter Break *No Students & Staff

January

- 1-3 Holiday(NewYear) *No Students & Staff
- 6 Professional Learning Day *No Students
- 7 First Day of Spring Semester
- 20 Holiday(MartinLutherKing,JR.Day) *No Students & Staff
- 29 100th Day of School Celebration

February

- 14 Class Valentine's Day Party
- 17 Professional Learning Day *No Students

March

- 7 Rodeo Day
- 10-14 Spring Break *No Students & Staff

April

- 11 Pajama and Movie Day
- 18 Holiday(Good Friday) *No Students & Staff
- 21 Professional Learning Day *No Students

May

- 9 Year-End Performance
- 22 Early Dismissal and Last Day of School

August 2024

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

September 2024

S	M	T	W	T	F	S
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8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

October 2024

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26	27	28	29	30	31	

November 2024

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24	25	26	27	28	29	30

December 2024

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29	30	31				

January 2025

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February 2025

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March 2025

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30	31					

April 2025

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May 2025

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24	25	26	27	28	29	30
31						

* The school calendar events are subject to change. In case of changes, parents will be notified via email.

* The school follows the Katy ISD holidays, early dismissals, professional days, and weather policies.

POLICY NO.17.2 EMERGENCY CLOSURE

CMS follows the KATY ISD calendar schedule for the school year. However, if severe weather is accompanied by a significant event, such as a loss of power or water, making it difficult to continue education at CMS, the school will close.

In the event of an emergency closing and/or inclement weather, parents will be notified of the closing by email.

Should the school need to close in the middle of the day, the school staff will attempt to reach the child's parents first to arrange for pick up. Should the staff be unable to reach the parents, the persons listed on the emergency contact form will be called until pick up arrangements can be made. Staff will notify the parents or emergency contact person at the time of the call, of the pickup location should the children need to be evacuated from the school. Parents or emergency contact persons should report directly to the alternate location if one is indicated.

No tuition refunds or reductions will be made for emergency closures.

CURRICULUM INFORMATION (CHRISTIAN MONTESSORI) POLICY NO.18

CMS' Christian Montessori education consists of a three-year curriculum designed to teach children from ages 2 to 5, built on the foundational principles of the Biblical Word of God and Monthly Themes.

Each month's curriculum is like a different building, based on a foundation called the STONE. The two foundational pillars—the Biblical Word of God and Monthly Themes—are erected on this STONE. Everything within the building is delivered to the children through the Christian Montessori Method.

18.1 COSMIC EDUCATION

Dr. Montessori believed that exposing children to nature heightens their awareness of the interdependence and connectedness of all living things. As they come to value the integrity of all life through this understanding, a peaceful approach develops naturally. This concept is called "Cosmic Education."

To support this, the CMS Montessori curriculum ensures that children experience nature as much as possible through our Outdoor Classroom, Gardening, Sensory Walk, and Backyard. In addition to outside experiences, there is a dedicated space inside the Montessori classroom called the Nature Table.

The Nature Table contains natural objects such as pine cones, feathers, stones, shells, flowers, leaves, twigs, and empty bird nests. Additionally, the table provides tools for exploration and investigation, such as magnifying glasses, microscopes, and tweezers. Several related books containing stunning real-life photographs offer further insight. This Science Nature Table inspires the children to explore at their own pace and prepares them to be scientists in the future.

18.2 GRACE, COURTESY, AND GOOD MANNERS

Last but not least, one of the most important aspects of Christian Montessori is consciously incorporating Grace, Courtesy, and Good Manners into all lessons. We encourage children to develop these qualities in everything from holding doors open to saying "please" and "thank you." There is daily modeling of the kinds of manners and actions that will not only make children stand out in society but also help them become witnesses to the grace-filled life that Christ brings. Good manners are a tangible outworking of the Golden Rule. They are lubricants, like oil, that help prevent and ease the friction of daily life.

To learn more about these programs and the wonderful things they offer, visit www.centralmontessorischool.org.

18.3 DAILY SCHEDULE OF ACTIVITIES

CMS follows a daily schedule designed specifically to meet the children's developmental, social and emotional, and personal needs. All schedules are contingent on the needs of the children and may vary from day to day. Below is a **sample** of your child's typical day:

PRIMARY DAILY SCHEDULE

- 8:50 - 9:00 Entrance into School
- 9:00 - 9:20 Morning Worship
- 9:20 - 9:30 Going to the Classroom
- 9:30 - 10:00 Circle Time
- 10:00 - 12:00 Montessori Work
- 12:00 - 12:30 Lunch
- 12:30 - 12:40 Bathroom Break
- 12:40 - 1:00 Story Time or Outdoor Activity
- 1:00 - 2:30 Class Divisions
 - A Group: Nap
 - B Group: Montessori Work
 - C Group: Tutoring for Language or Math
- 2:30 - 3:00 Afternoon Worship (Grace, Courtesy, Good Manners, Bible Songs, and Monthly Theme Song Practice)

PRE-PRIMARY DAILY SCHEDULE

- 8:50 - 9:00 Entrance into School
- 9:00 - 9:20 Morning Worship
- 9:20 - 9:40 Snack Time
- 9:40 - 10:00 Playground
- 10:00 - 10:30 Circle Time
- 10:30 - 10:50 Bathroom Break or Diaper Change
- 10:50 - 11:50 Montessori Work Time
- 11:50 - 12:00 Washing Hands and Preparing for Lunch
- 12:00 - 12:30 Lunch
- 12:30 - 1:00 Story Time or Outdoor Activity
- 1:00 - 2:20 Nap
- 2:20 - 2:30 Bathroom Break or Diaper Change
- 2:30 - 3:00 Afternoon Worship (Grace, Courtesy, Good Manners, Bible Songs, and Monthly Theme Song Practice)

DAILY SEQUENCES OF CIRCLE TIME

- Greetings with Good Morning Song
- Calendar Work (Days of the Week, Months of the Year, or Weather)
- Phonetic Alphabet Sounds & Numbers Songs
- GCGM (Grace, Courtesy, & Good Manners)
- Theme Lesson
- Words of the Month
- Montessori Material Presentation

18.4 CLASS ASSIGNMENTS

Primary Classes have the mixed-age classroom, which offers a range of benefits that contribute to the social, academic, and emotional development of children. Through the natural interactions that occur in a mixed-age setting, children learn important life skills such as empathy, cooperation, and leadership. Academically, they are given the freedom to progress at their own pace, with opportunities for both peer learning and individualized instruction. Emotionally, they develop confidence, independence, and strong interpersonal relationships. These advantages make the mixed-age classroom a powerful and effective component of the Montessori method, supporting the holistic development of each child.

This well-rounded approach to education not only prepares children for academic success but also equips them with the social and emotional tools necessary for lifelong learning and personal growth. The mixed-age environment truly embodies the Montessori principle of "following the child," allowing each one to thrive in a nurturing and dynamic learning community.

Central Montessori School will transition children from Pre-Primary to Transition Class or Primary Class twice a year, however, from time to time we may request a transition sooner based on the individual child's needs and their Sensitive Periods.

18.5 UNIFORM POLICY

Monday is a "Uniform Day." Every Monday, students are required to wear the school uniform shirt. For boys, the bottom attire must consist of khaki or navy pants, while girls may wear either khaki or navy pants or skirts.

If Monday is a holiday, the first school day of the week will be designated as Uniform Day. Although Monday is the required Uniform Day, students are strongly encouraged to wear uniforms on a daily basis. Additionally, every Friday, students should wear their Spirit Shirts. We ask that all students show their support for Central Montessori School (CMS) by adhering to this policy.

18.6 STAFF TO CHILD RATIOS

Central Montessori School follows the staff to child ratio established by the state licensing ratios. Central Montessori School will never run higher ratios than established by the Texas Department of Health and Human Services Child Care Licensing unless a significant event or emergency arises.

18.7 NAP AND REST TIME

Children under the age of 3 have lunch, engage in activities that develop their Gross Motor Skills vigorously, and then take a nap. Nap time is between 1:00 and 2:30, but it varies depending on the child; generally, they nap for about more than an hour. Children aged 3 and older have lunch, engage in activities that develop their Gross Motor Skills vigorously, and then are divided into groups: (1) those who still need a nap, (2) those who have Rest Time and then do Montessori Work, and (3) those who have Rest Time and then receive individual tutoring in Language and Math.

Whether a child needs a regular nap of more than an hour is determined by the School Director based on the observations of Montessori expert teachers, who assess each child's Sensitive Period.

18.8 PERSONAL CARE SUPPLIES NEEDED

Please label your child's name clearly and individually on ALL belongings.

Students are required to bring:

- * 1 backpack
- * A bag of diapers (if the child wears diapers)
- * 2 packs of wet wipes
- * 1 bottle of hand sanitizer
- * 100-count of disposable paper napkins for lunch and snack placement
- * 1 reusable water bottle (labeled with name)
- * 1 individual lunch (if school lunch is not ordered)
- * Change of clothes in a Ziploc bag: 1 shirt, 2 pants/shorts, 3 pairs of underwear, and 2 pairs of socks
- * Closed-toe shoes (Crocs, sandals, boots, flip flops and slippers are not recommended)

*** In Montessori education, we strive to foster children's independence, which is one of the Sensitive Periods for young children. To support this, please choose snack boxes and lunch containers that are easy for children to open and close on their own. Small-sized food that your child can easily pick up with a spoon or fork is also recommended. Regarding shoes, although children practice tying shoelaces, such as bow ties, through the Practical Life Dressing Frames activity, until they fully develop this skill, please provide shoes that are easy for them to put on and take off by themselves to build up their independence. ***

18.9 BIRTHDAY CELEBRATIONS

We will continue our cherished Montessori Birthday Walk tradition for the Birthday Celebration. However, to ensure a balanced environment for all students, we will no longer hold formal birthday celebrations in the classroom. Since not all children have birthdays during the school year, we want to make sure every child feels included and valued. You are still welcome to send goodie bags or cupcakes if you wish to mark your child's special day. If you would like to prepare a goodie bag for a birthday celebration, we kindly ask that you refrain from including chocolates or candies. When sending cupcakes, please note that small-sized cupcakes with minimal or no icing are preferred. At CMS, we do not recommend foods that are high in sugar.

18.10 POTTY-TRAINING POLICY

In Primary Montessori Classes, students must be fully potty trained as they engage in Montessori activities independently. However, we understand that even potty-trained children may face difficulties

using the school restroom as they adapt to a new environment. Therefore, we allow a Grace Period for new students joining the Primary Class to support them during this adjustment phase. However, for this independent learning to take place in Primary Classes, the entire Primary Classes must be fully potty trained by October 1.

In the Pre-primary classes, children are not required to be potty trained.

18.11 PARENT/TEACHER CONFERENCES AND COMMUNICATION

Minimum Standards 746.501(6)

Open communication between parents and Central Montessori School (CMS) is essential for ensuring your child's success. CMS offers multiple methods for maintaining effective communication with parents. In some cases, parents may be required to sign documents acknowledging that communication has occurred. This signature is solely an acknowledgment of communication and does not imply agreement or admission. Please note that failure to sign required documents may result in immediate dismissal from the program.

The following are the primary methods of communication used at Central Montessori School:

- Communication via *Brightwheel*: The *Brightwheel* app is the preferred method for contacting your child's homeroom teacher.
- Email Communication: When emailing your child's teacher, please CC the administration team at admin@centralmontessorischool.org. For finance-related inquiries, email finances@centralmontessorischool.org, ensuring the administration team is CC'd.
- Verbal Communication: You may communicate verbally with your child's teachers or the Director during drop-off and pick-up times.
- Class Note: In the Pre-primary Class, the lead teacher sends daily messages to parents regarding diaper changes and the amount of food their child has eaten. However, in the Primary Class, unless there is an urgent need for communication, the teacher shares information once a week (typically on Fridays), accompanied by photos that summarize the child's activities throughout the week.
- Parent/Teacher Conferences: Parents are encouraged to request a conference to discuss their child's academic or developmental progress in the classroom.
- Observation: Parents who wish to observe must complete and submit an Observation Request Form to the school office at least one week prior to the desired observation date. The recommended observation time is between 10:00 a.m. and 12:00 p.m., during the Montessori work period. For children who do not take naps, the time between 1:00 p.m. and 2:30 p.m. is also suitable for observation, though other time slots may be arranged.

HEALTH AND SAFETY POLICY NO. 19

19.1 PRE-ENROLLMENT REQUIREMENTS

Minimum Standards 746.501(11,13)

Central Montessori School (CMS) follows all state and federal health and safety regulations to ensure the well-being of each child. Our staff undergoes continuous training to remain compliant with health standards, and our policies are aligned with the most current safety protocols.

Each child must submit a completed pre-enrollment packet, including a Health Statement from a licensed medical professional and up-to-date immunization records. The Health Statement form, which must be filled out and signed by the child's physician. Failure to provide up-to-date immunization records may result in disenrollment. For more information on the recommended childhood immunization schedule, please visit www.tdh.state.tx.us/immunize.

A state-issued notarized waiver is required for any delayed vaccinations. If immunizations conflict with religious belief, a signed affidavit must also be submitted to CMS.

19.2 HEALTH DISCLOSURE STATEMENT

Parents must sign a Health Statement upon enrollment. This statement acknowledges that, outside of care, parents are responsible for controlling their child's exposure in the community and complying with state, county, and local orders.

If the child is exposed to infectious illnesses, such as COVID, they must notify CMS management immediately. In addition, parents must inform CMS if they or a family member have traveled to any CDC-designated "at-risk" countries. CMS reserves the right to temporarily exclude the child from care under such conditions for the safety of others.

19.3 CHILDREN WITH SEVERE ALLERGIES AND MEDICATION

Parents are required to provide a signed Food Allergy Action Plan upon enrollment or whenever an allergy is identified. This plan must be updated annually or as needed. The form, signed by both the child's physician and parents, can be requested from the office.

CMS will only administer over-the-counter or prescription medication in its original, labeled containers, accompanied by a doctor's note with explicit instructions for dosage and administration. For this, a Medication Form must be completed. CMS will only dispense prescription medication that is prescribed for administration three or more times daily. Medications prescribed fewer times must be given by the parent at home.

CMS will dispense over-the-counter fever-reducing medication (e.g., Children's Tylenol, Children's Motrin) as needed, but only with a doctor's note and with an unopened bottle supplied by the parent.

19.4 ILLNESS POLICY:

CMS is committed to maintaining a healthy environment for all children. If a child exhibits symptoms of illness, such as a fever of 100°F or higher, vomiting, or diarrhea, parents will be contacted and must pick up the child within one hour of notification. If parents are unable to do so within the allotted time, they are required to arrange for someone listed on the Emergency Contact List to pick up the child. For the child to return to school, they must be symptom-free for at least 24 hours without the use of medication.

In cases where a teacher or staff member believes the child is still too ill to participate in the program, the School Director reserves the right to refuse re-entry until the child is deemed well enough to return. Parents are also encouraged to notify the School Director if their child will be absent due to illness, so the school can monitor the health of the community. Confidentiality will be maintained, and information will only be shared with staff on a need-to-know basis.

19.5 COMMUNICABLE DISEASE POLICY:

CMS follows the American Academy of Pediatrics Model Health Policies and Procedures Manual to manage communicable diseases. If a child exhibits symptoms of a communicable disease, such as COVID-19, Hand, Foot, and Mouth Disease, or Pinkeye, etc., parents will be required to pick up the child within one hour of notification. A doctor's note confirming that the child is no longer contagious is mandatory for re-entry into the school, and the child must also be symptom-free for at least 24 hours without medication.

In cases where a communicable infection is suspected, even without a formal diagnosis, the child may be temporarily isolated from other students. Families are discouraged from sending the child to school if other household members, such as siblings or parents, are diagnosed with a communicable disease, until all family members have fully recovered.

If a child is diagnosed with a communicable disease, parents must notify the School Director. This allows the school to inform other families that a communicable disease is present within the school. However, only the essential information regarding the illness will be shared, and CMS will take all measures necessary to protect the confidentiality of your child. In the case of head lice, parents will be informed at pick-up, and the child must be treated before returning to school.

Parents' cooperation in managing communicable diseases is essential to maintaining a safe and healthy school environment.

19.6 BITING POLICY

Biting is developmentally appropriate for children under age 2.5. For children over aged 3 and older, biting will follow behavior plans. Three biting incidents within a school year may result in termination of enrollment for older children, as the safety of all students is paramount.

Parents are expected to work cooperatively with CMS staff to identify strategies to curb this behavior. Failure to cooperate may result in the termination of services.

Parents will be notified by incident/accident report that a biting incident occurred during the course of the day. The staff may not discuss with either parent the identity of the other child involved in the incident. This information is considered to be confidential and cannot be disclosed. The staff of Central Montessori School cannot discuss the medical history of any child involved in a biting incident with the other party. It is recommended that any child involved in a biting incident be seen by their family physician if the parents are concerned about communicable diseases possibly resulting from the biting incident.

19.7 INCIDENT/ACCIDENT REPORTS

If a child is involved in an accident, an Incident Report will be provided for parents or persons designated to act "in loco parentis" and all incident/accident reports must be signed at the time of pick-up. The classroom teacher will be able to briefly discuss the matter with you at pick-up. However, should you feel it necessary to have an in depth discussion or meeting, it is most appropriate to schedule the meeting for a later date because the teacher is responsible for supervising the remaining children in the classroom.

Should a person other than the parent or one designated to act "*in loco parentis*" pick-up the child, a parent or person designated to act "*in loco parentis*" must sign the Incident/Accident Report and return a copy to the School Director within 24 hours. Failure to sign and return an Incident/Accident in this time period will result in your child's exclusion from the program until the Report is signed and returned.

19.8 NUT FREE SCHOOL

CMS prohibits nuts and nut-based products due to severe allergies. Cross-contamination from equipment used with nuts is also strictly prohibited. Nut allergies can result in severe, life-threatening reactions even from indirect contact, such as touching surfaces or smelling nut products. This includes, but not limited to, milk made with nuts such as almond milk.

19.9 FIREARMS AND WEAPONS

No person is permitted to carry any firearm, ammunition, or weapon on CMS property for any reason. Violation of this policy will result in immediate dismissal from the program.

19.10 WATER PLAY DAYS

Minimum Standards 746.501(15)

CMS hosts designated water play days using splash tables, wading pools, and other water activities. Parents must sign a Permission Form found in the registration packet for children to participate.

19.11 INSECT REPELLENT AND SUNSCREEN

Minimum Standards 746.501(18)

CMS will apply sunscreen and/or bug repellent at the parents' request. Parents must supply the products in their original containers and sign a permission slip.

19.12 PHYSICAL ACTIVITY

CMS believes in the importance of daily physical activity for every child. Children will engage in 30 to 60 minutes of active play daily, weather permitting. When children participate in physical activity every day, multiple health benefits accrue. Regular physical activity builds healthy bones and muscles, improves muscular strength and endurance, reduces the risk for developing chronic disease risk factors, improves self-esteem, and reduces stress and anxiety. Beyond these known health effects, physical activity may also have beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction. Research has shown that physical movement can affect the brain's physiology.

Central Montessori School will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities.

All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and climbing. Hats may be worn to protect children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy shoe equivalent
- Clothing for the weather, such as a lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days".

19.13 FIRE/EMERGENCY DRILLS

Minimum Standards 746.501(5)(23)

CMS conducts monthly fire and emergency/evacuation drills without prior notification, as this is the most effective way to assess the effectiveness of fire and emergency/evacuation plans.

Parents may not sign children in or out during a fire/emergency drill. During real emergencies, children must be picked up within one hour of notification. CMS staff will follow the Emergency Preparedness Plan, and parents should remain calm and cooperate with school staff.

19.14 INJURIES AND MEDICAL EMERGENCIES

All student injuries are directed to the school office. Should a child sustain a minor injury, scrape or cut, basic first aid and lots of tender-loving-care will be given. An Incident Report will be filled out and parents will be notified. In case of a bump to the head, a parent or emergency contact will be asked to come to the school and personally check the child's condition before the child can return to class.

In the event of a more serious injury, appropriate first aid measures will be taken immediately to care for the child and the parents or the authorized emergency contacts will be called immediately. If parents or the authorized emergency contacts cannot be reached, the child's physician will be consulted for medical advice. Major medical problems will be handled by calling 9-1-1 and the child's doctor. The child will be transported to the hospital designated on the child's health form. Any expenses incurred will be the responsibility of the child's family. Please make sure the school office has all current information. Additionally, please make sure the school office receives all medical updates promptly. Accurate information is crucial during any emergency situation.

If a child ingests or comes in contact with a poisonous substance, the staff will contact the Poison Control Center at 1-800-222-1222 and will contact the parent or the designated guardian immediately via phone.

19.15 ALTERNATE SAFE LOCATION

Minimum Standards 746.501(23)

If CMS is deemed unsafe, staff and children will relocate to an alternate safe location as detailed in the Emergency Preparedness Plan. Once the children are assembled here, the staff will begin contacting parents or emergency contact persons for pick up. As stated before, children must be picked up within 1 hour of the telephone call.

19.16 FOODS

Minimum Standards 746.501(10)

All age groups:

Parents must provide a doctor's note for any food allergies or dietary restrictions, with instructions for

managing allergic reactions. Allergen-free snacks are encouraged, and parents must label snacks with their child's name if requested by the teacher. Parents are required to provide written notification of any food/dietary restrictions. (i.e. lactose intolerance, vegetarian diets, wheat free/gluten free diets)

19.17 SNACK

At CMS, depending on the homeroom teacher and the developmental stage of the children in each class, some classes bring individual snacks, while others have class snacks. For classes with a rotating snack schedule, parents need only provide class snacks approximately once a month. However, the frequency of your turn will depend on your child's class size. Parents are encouraged to provide healthy, allergen-free snacks.

If your child's homeroom teacher asks you to prepare an individual snack from home EACH day, please be sure to label the snack container with your child's name. Healthy snacks are always encouraged. Your child's teacher will provide information about any allergies within the classroom and provide you with a list of healthy snack ideas and allergen-free alternatives. Please do not send juice with your child to avoid unnecessary sugar intake. All students will be encouraged to drink water with their snacks.

CMS is a nut free school. No nut and nut-including products. Please read all labels before you send food products to school. Please consult the teacher to see if there are any additional allergies to avoid when bringing in snacks for the class. CMS is not responsible for the nutritional value or for meeting the child's daily food needs.

BEFORE AND AFTER SCHOOL PROGRAM SNACK

Before school drop off, students must pack a breakfast-type food item if your child has not eaten anything in the morning. Students who are enrolled in the after-school program will need to bring an additional after-school snack from home.

19.18 LUNCH

CMS offers two options for lunch: purchasing through the school's catering company, *Simply Fresh*. (new.thesimplyfreshkitchen.com) or bringing a packed lunch. Simply Fresh is known for their high level of food satisfaction and preference among children. Since the meals are prepared for children, they are not overly salted. Each meal is delivered with the child's name labeled on it. For children with allergies, all necessary information is clearly labeled, and meals are delivered individually, making it a safe option.

The other option is that children will need to bring a packed lunch from home. Please do not send soda/juice or foods high in sugar. We recommend parents to choose from the basic food groups to create a well-balanced, healthy meal when selecting food for your child's lunch. Also, please pack lunches that your child can eat successfully and independently. Teachers are not responsible for feeding students or microwaving food.

19.19 HEARING AND VISION SCREENING

Minimum Standards 746.501(12)

Hearing and Vision Screenings are required for children aged 4 and above by the Special Senses and Communication Disorders Act, Texas Health & Safety Code, Chapter 36.

19.20 CONSUMER PRODUCT SAFETY COMMISSION

All products that CPSC has recalled are posted in the CMS office for your review. CMS makes a conscious effort to review the recall notices and remove any unsafe products.

19.21 HEALTH CHECKS

Minimum Standards 746.501(26)

Staff will conduct visual health checks upon arrival each morning. Any unusual symptoms will be reported to parents immediately. If your child has an accident overnight, please notify staff members when dropping off so that we can assist in watching the child for side effects. A Central Montessori School staff member may complete an "Incident Report" to document these situations.

19.22 VACCINE-PREVENTABLE DISEASES

Minimum Standards 746.501(27)

CMS staff is encouraged to receive an annual flu shot and required to be up-to-date on the Pertussis vaccine to help protect children from illnesses.

19.23 GANG-FREE ZONE

Minimum Standards 746.501(b)(2)

Under the Texas Penal Code, any area within 1000 feet of a licensed child care center is a gang-free zone, and criminal offenses related to organized criminal activity are subject to a harsher penalty.

DISCIPLINE
POLICY NO. 20
Minimum Standards 746.501(7)

CMS implements Positive Discipline and Montessori Guidance Techniques to help children develop self-regulation, self-esteem, and self-control. We approach discipline as a means of nurturing the child's inner moral compass and sense of responsibility, consistent with the values of grace and courtesy.

Our methods focus on teaching behavior rather than punitive measures, ensuring that all children develop personal standards of self-discipline. Just a few examples used in this situation are: encouragement of good behavior instead of focusing only upon unacceptable behavior; reminding a child of behavior expectations daily by using clear, positive statements and redirecting behaviors. Central Montessori School staff will never use Corporal Punishment or negative discipline that may hurt or humiliate a child.

Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. This aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior. Positive cooperation is required from the family when dealing with disruptive behavior. We feel that consistency from all parties involved is the best way to handle these issues.

Central Montessori School employees are trained in Positive Discipline. Positive Discipline techniques and beliefs are used at all times in the classroom. These techniques and beliefs include:

- Our role is to teach behavior, not to stop behavior.
- Adults present themselves as role models in the classroom, and as such, are to behave in the same manner expected of the children.
- Using active calming techniques for both children and adults
- Understanding that all behavior is a form of communication. When children act out, it is an opportunity to teach, not to punish.
- Meeting the needs of the children so that they can meet the needs of their peers. Allowing children to express their emotions while supporting and comforting children in distress.
- Understanding that all children can only see the world through their version of reality, and helping children see the world as a positive place to live.
- Being optimistic and positive about all children enrolled in our school.
- Greeting each child every morning in a positive and impactful way.

20. 1 SPECIAL NEEDS, BEHAVIORAL EXPECTATIONS, AND TERMINATION OF ENROLLMENT

At Central Montessori School (CMS), our teachers are highly experienced, competent, and deeply committed to working with young children. CMS values open and honest communication between the school and parents, as we strive to meet the unique needs of each child. While we will make every

reasonable effort to accommodate a child's individual needs within our capacity, there are limitations to the support we can provide.

If a child requires additional staff support, CMS will make reasonable efforts to arrange for such assistance. However, if additional support is required for a period exceeding two weeks, or if the school's facilities and staff are unable to provide the specialized care or supervision needed, CMS will assess its ability to continue accommodating the child. CMS operates with a classroom-based teaching model, and sustained one-on-one assistance is not feasible long-term.

In situations where a child's behavioral issues persist despite our best efforts, or the child requires continuous supervision beyond what is reasonably expected for their age and developmental stage, CMS reserves the right to determine if we can continue to meet the child's needs. Should it become apparent that the school cannot provide the necessary care and support, CMS may make the difficult decision to terminate the child's enrollment.

For persistent and excessive inappropriate behavior, parents will be issued a Behavior Report. If the behavior continues, the Director will contact the parents to schedule a conference to develop a positive behavior plan. The Director may recommend further corrective action, which may include but is not limited to, suspension or removal from the school, depending on the severity of the behavior.

PARENT PARTICIPATION/VOLUNTEERS

POLICY NO. 21

Minimum Standards 746.501(20)

Parents are invited and encouraged to be involved in their child's education through volunteering. There are many different ways in which parents can participate and volunteer at the child care center. Parents may volunteer to attend trips, read in the classroom, assist teachers, and/or coordinate special events. If you are interested in volunteering, please send an email to the school. Parents not interested in volunteering directly in the classroom may donate items, do maintenance work, or assist in the front office.

Any parent who volunteers in the classroom on a regular basis will be required to pay for and secure all criminal background checks, as required by our licensing regulations. Any person, including parents, with felony convictions, sex offender convictions and/or open investigations into any criminal activities will not be permitted to volunteer in the classroom, or on field trips.

Parents with court orders detailing custodial arrangements will only be permitted to volunteer on days in which they are afforded custody (joint/shared custody arrangement) as per the court order. For example, if a parent is afforded custody on Tuesdays and Wednesdays, that parent will only be able to volunteer on those days. Parents with visitation only (sole/exclusive custody arrangements), will only be permitted to volunteer with the express written permission of the custodial parent.

Central Montessori School reserves the right to make Volunteer assignments. Central Montessori School does not guarantee the volunteering parents will be assigned to locations where their child(ren) is present.

**ITEMS FROM HOME
POLICY NO.22**

Children are not permitted to bring toys, electronic devices, or jewelry from home unless requested for curricular purposes. This includes cell phones and video games. Parents are responsible for enforcing this policy with their child. Parents are encouraged to consult the School Director should they find their child is having difficulty with this policy.

Central Montessori School will provide a cot. Parents should purchase the same type of a pad and a blanket for the child.

All items brought in for use as part of the curriculum, and/or for nap/rest time will be inspected by Central Montessori School staff for safety and appropriateness and may be prohibited at the sole discretion of Central Montessori School.

22.1 JEWELRY/ACCESSORIES:

Due to risks of damage, loss, or sharing issues, children are not permitted to bring toys, jewelry, or electronic devices from home. In addition, Central Montessori School will not be responsible for damaged, lost or stolen valuables. It is the parents' responsibility to enforce this policy with their children.

**STAFF EMPLOYMENT BY CLIENTS
POLICY NO. 23**

The staff of Central Montessori School are prohibited from being employed by any client (current or former). Parents are prohibited from employing CMS staff for personal services (e.g., babysitting, house sitting, nanny services, and carpooling regardless of whether or not those services are voluntary or paid). Violations will result in the termination of services and forfeiture of any fees.

Employment refers to any relationship outside of the school's services which involves an employee of Central Montessori School to interact with a current or former clients of Central Montessori School. Such relationships include but are not limited to, baby-sitting, house-sitting, nanny services, etc.

Employees of Central Montessori School are prohibited from participating in social networking relationships with clients of Central Montessori School. This includes, but is not limited to, accepting or requesting friend requests on media sites such as Facebook, Twitter, Snapchat or Instagram.

**CAMERAS AND PHOTOGRAPHS
POLICY NO. 24**

CMS has closed-circuit cameras in all classrooms for safety purposes. A monitor is located in our front lobby for parents to view. Footage is only accessible by CMS and can only be released with a court order.

Disclaimer:

CMS uses CCTV to record activities in the school for safety purposes only. Please know that when you are in the school building, you are being recorded visually. No audible recordings are made.

24.1 PHOTOGRAPHS

Photos of children will only be taken with a school-owned camera and used for educational purposes. Parents may photograph their child, provided permission is granted by other parents for group photos. If parents wish for their child to not be photographed, they may remove them from the events.