



PARENT HANDBOOK



2020-2021



Mission Statement

We are Montessori educators working together to provide a warm, loving, and nurturing environment for our children. We share a vision of peace, both in the classroom and within the child. We strive to create the perfect prepared environment which allows the children to follow in the steps of Dr. Maria Montessori's philosophy. We follow the needs of each individual child to assure they feel loved, cared for, and respected while encouraging their natural quest for knowledge and independence.

Philosophy

Our Montessori education program is based on the discoveries of Dr. Maria Montessori, one of the first female Italian physicians and one of the first advocates of early childhood education. Inspired by Dr. Montessori's philosophy, we follow in her footsteps to create prepared environments where children are exposed to a non-competitive, calm atmosphere with materials designed to stimulate the child's natural curiosity. Montessori values take advantage of the children's sensitive periods, where, during these times, the children are much more receptive to language, math, cultural & science, music, sensorial & practical life. Children progress through each area of the curriculum with independence and the freedom to manipulate the unique Montessori materials with trained educators guiding them step by step.

We believe in the observation and promises of Dr. Montessori:

- That each child carries within him the person he will become someday.
- That each child is unique, meaning they learn and develop at his/her own pace.
- That the preschool years are critical for learning. Research has shown that 80% of our brain growth happens by age 3, and 75% of their language by age five.
- That Montessori children learn how to love to learn. Patterns established in these important early years set the foundations for confident, competent learners- for life.
- That children who attend Montessori schools develop valuable personal characteristics; among them are self-confidence, independence, sense of order, initiative, self-discipline, ability to concentrate, persistence, increased curiosity and pride in learning.

We believe that all these things happen when children are free to develop at their own pace in a joyful and peaceful atmosphere that balances intellectual stimulation, creativity, respect, and love.

Values and Objectives

- **Respect** – Self-respect, respect for non-living and living things, tolerance, honesty, integrity, and responsibility.
- **Compassion** – Concern for one another, for humanity, kindness, peacefulness, understanding, patience, acceptance, and warmth.
- **Love of Learning** – Discovery, exploration, teamwork, curiosity, and ownership.
- **Service** – A lifelong commitment to giving something back through service to others who are in need.



- **Independence** – Doing for oneself, understanding one’s own capabilities, taking pride in their own independence and decisions.
- **Interdependence** – Responsibility to, and healthy dependence upon one another. A sense and love of community.
- **Excellence** – Quality in all that we do to serve the children, and the cultivation of the pursuit of excellence within our students.

Center Operations & Programs

Our Hours of operation are from 7:30 am to 5:30 pm Monday through Friday.

Half-Day School Program: 8:30 am - 12:30 pm

School Program: 8:30 am - 3:30 pm

Extended Day Program (Includes pre/after care): 7:30 am - 5:30 pm

Application

Appointment for a Tour/Visit

This is the first step in our enrollment process. This allows you, as a parent, to assess the school, our classrooms, and the Montessori Method. This meeting is typically about 30 minutes long.

Interview and Child Visit

During our second encounter, prospective parents or guardians will make an appointment to meet with the Head of School, while the child visits one of our classrooms for proper placement. This is an opportunity for the school to meet the family, discuss goals, and align visions. This is also an opportunity to ask specific questions about the school, its programs, the staff, and the Montessori philosophy.

Enrollment Decision/Acceptance

The school makes its decision on enrollment. It is at this time that you will be notified about the acceptance or waiting list status in one of our programs.

The Financial Agreement, the Recurrent Charge Authorization Form, and the Enrollment Application/fee must be completed before the student(s) first day.

Fees

There is a \$300 registration fee due at enrollment. Registration fees are annual and non-refundable.

Late Fees: Tuition payments made after the 5th of the month are considered late. A \$30 late fee will be automatically added to your account.

There will be a \$45 charge for any checks returned.



Late pickup fee: A late Pick-Up fee will be charged if a student is not picked up by 5:30 pm. The fee is \$15.00 for the first 5 minutes of tardiness, \$1 per each additional 1-minute increment. A late fee will be charged per family and will be automatically added to the account the day the child is picked up late. Late Pick-Up fees that are not paid before the next billing date may result in your child being withdrawn from the program.

Holiday Closings

Parents must plan accordingly for the following dates when the school will be closed:

signs will be posted at the front desk as reminders

August 2020 - June 2021

Back to school on Monday, August 17th, 2020

VPK Program begins Wednesday, August 19th, 2020

CLOSED

SEPTEMBER 7TH, 2020 (MONDAY)

SEPTEMBER 28TH, 2020 (MONDAY)

OCTOBER 12TH, 2020 (MONDAY)

NOVEMBER 26TH – 27TH, 2020 (THURS - FRIDAY)

DEC. 24TH – 25TH, 2020 (THURS - FRIDAY)

DECEMBER 31ST, 2020 (THURSDAY)

JANUARY 1ST, 2021 (FRIDAY)

JANUARY 18TH, 2021 (MONDAY)

FEBRUARY 15TH, 2021 (MONDAY)

MARCH 19TH, 2021 (FRIDAY)

APRIL 2ND, 2021 (FRIDAY)

MAY 31ST, 2021 (MONDAY)

LABOR DAY

YOM KIPPUR (TP)

COLUMBUS DAY (TP)

THANKSGIVING BREAK

CHRISTMAS & CHRISTMAS EVE

NEW YEARS' EVE

NEW YEAR

MARTIN LUTHER KING JR. (TP)

PRESIDENTS DAY (TP)

SPRING BREAK (TP)

GOOD FRIDAY

MEMORIAL DAY

Last Day of school May 28th, 2021

Last day of school and VPK Pompano: June 9th, 2021

Summer Program starts June 14th, 2021

All holidays have been calculated into the monthly tuition and expenditures. There is no credit for school holidays or absences.

In the event of any emergency, including hurricane watch or warning, we will follow any decision taken by Broward County school system as far as evacuation and school closing.



Tuition Policy

All School Programs are annual amounts that can be paid in one lump sum due August 1st; or in ten equal installments due on the 1st of the month and are considered late on the 5th of each month.

The weeks/days that the school is closed have been calculated into the tuition; therefore, no adjustment is made for those closures. Tuition includes holidays, staff development days, and the months when there is no instruction for the full month. There will be no refunds for absenteeism or vacations.

Rates are subject to annual increases as needed to maintain the level of quality in our programs and the caliber of our staff and teachers.

Parents/guardians assume full responsibility for the school year's tuition when a signed enrollment agreement is turned in and accepted by the school with the registration fee. At this time a spot is reserved, and the spot is considered "filled".

Arrival and Dismissal

Parents must come into the center with their children to drop-off and pick-up. All children must be signed in and out each day. Sign in and out books/devices are located in the reception area.

This is extremely important, as these attendances are used in the event of an emergency. Children will only be released to parents/guardians or to an adult that has been designated in the registration form. If anyone other than parents is picking up a child (information must be in the enrollment packet) they must show proper identification along with the password, which has been provided to staff in your child's enrollment packet.

We want to encourage our parents to be responsible. Please do not leave little brothers and sisters in the car when picking up the older siblings. It is against the law, and there is a list of unwanted situations that may arise. The older sibling will take some time to gather his/her things, walk through the class, or the staff may have a report they want to give the parent. Also, please make sure to hold your child's hand BEFORE walking out the door, in order to prevent any accidents.

Written and signed proof from both parents must be given to the staff in case of any changes made to the drop-off/pick-up authorizations. The school will not release any children unless prior information has been given to the school staff from the parent(s). We do not accept changes made over the phone/text.

Classrooms

Transition periods, such as drop-off and pick-up times are critical points of childcare for teachers and students. It is of the utmost importance that we limit distractions as much as possible during these hours. Therefore, we kindly ask that parents wait in the lobby when picking up/dropping off their child. Due to



safety concerns, parents are **prohibited** from opening their child's classroom door during pick-up and drop-off. Our staff will ensure that your child exits/enter their classrooms with all his/her belongings.

As with any of our departure times, please allow enough time for your child to complete his/her work and put it away. The children are aware of their responsibility for the work and it causes confusion for everyone when the parents do not follow the rules. We ask parents to greet your child in a joy-filled but relatively quiet manner. We know that there are times when you are in a hurry, but we hope that you will "slow down" while in school.

Tardy Policy

Regular and punctual attendance is critical to ensuring a positive experience for your child. Consistency and routine are essential elements of a child's Montessori experience. Erratic attendance can lead to missed lessons and interruptions in the child's natural learning process, a sense of alienation from the classroom activities and routines as well as a feeling of social isolation. Punctual attendance is expected of all children, for reasons other than (please see "Circumstances listed below"). Consistent tardiness disrupts the classroom and shows disrespect for the teacher and other students. It is not uncommon for children who regularly arrive late to school or miss school frequently to exhibit behavior changes.

If a child has consistent tardiness, the parent(s) will be asked to come in for a conference with the office to discuss rectifying the situation. If the behavior continues, we may ask that the child be taken home upon arriving late to school. Please bring your child to the office to drop off and he/she will be escorted to the classroom at an appropriate time to minimize disruption to the teacher and other students.

Tardiness is excusable by the Director under the following circumstances:

1. Court appointment
2. Serious illness or death in the immediate family
3. The student has a doctor/dentist/professional appointment (professional note from doctor/dentist/professional will be required to verify)
4. Family emergencies
5. Religious holidays

Children are expected to arrive no later than 9:00 am for a successful school day. Children will not be accepted into their classroom after 10:00 am without proof of one of the reasons stated above. Children brought after 11:00 am will not be accepted regardless of a notable excuse. Arrival, after 11:00 am, creates a very disrupted schedule, disrupted nap time, and eating schedules. We kindly ask parents to make appointments as early as possible or consider taking the rest of the day.

Medical Information

Medical information, (form #3040, physical and form #680, immunizations) along with a signed emergency medical authorization form located in the enrollment packet must be on file before your child (children) can enter school.



The school requires all immunizations must be current or your child will be forced to be suspended from the program until immunizations have been provided to the administration.
We require all children to provide current immunizations and physicals before enrolling in any program.

Medication Policy

Only prescription medication is to be administered by the childcare facility. Prescription medication brought to the childcare facility by the custodial parent or legal guardian must be in the original container. Prescription medication must have a label showing the name of the physician, child's name, the name of the medication, dosage, and other medication directions. All prescription medication shall be dispensed according to written directions on the container label. The facility must have written authorization from the custodial parent or legal guardian to dispense prescription medication. The written authorization must be dated and signed by the custodial parent or legal guardian, and must contain the child's name, the name of the medication to be dispensed; and the date, time, method of administration, and dosage to be given. Medications shall have child-resistant caps unless otherwise provided by the pharmacy or manufacturer. Medications shall be plainly labeled and stored in an orderly fashion at the front desk only.

Topical Appliances/Sunscreen

Please make sure to apply any topical creams such as mosquito repellent, sunscreen, afterbite cream, lip balms or oils BEFORE your child comes into the classroom. Living in Florida means our children are exposed to a lot of sun throughout their day here at school, and mosquitos are seasonal. (Please refer to your child's schedule for playground times). The sun/mosquitoes can cause several side effects to all children, including sunburn/allergy. Because some of our children are extremely sensitive to aerosols/sprays/creams, we ask that parents help us out by applying any of these needed items at home.

Notification of Absence

Parents need to notify the school if a child will not be in attendance 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. If a child is ill, we request that you notify the school, not only of the absence but also the nature of the illness. This enables the staff to keep track of any illness that 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, so that parents of the children in the school may be notified that a communicable disease is present. Once again, only communicable disease information will be shared.

Communicating Changes

In the event that a significant change is going to occur, or has occurred in your home, the center needs to be informed. This helps us to better interact with your child. All information is confidential.



Family Matters

We are here for the well-being & safety of our children and to see them succeed in the best possible environment, and we understand that sometimes relationships and families go through change. For this reason, it is important that the school and BOTH parents are always in communication and relaying needed information. Please contact the Head of school to make an appointment to confidentially discuss sensitive family matters. These may include custody agreements, pick-up concerns, legal matters, and other pertinent information that will guide the program in meeting your child's needs. We also ask parents/guardians to refrain from publicly discussing personal family matters and disputes to the front desk staff, teachers, or in front of their child.

We ask families going through changes to please follow and adhere to the following policies:

Authorization

Unless there is a certified copy of a current effective court order specifically revoking or restricting rights those parental rights submitted to the school, both parents/guardians will:

- Have access to the child's file and will be able to change/add information, **both parents will be notified of the change by a printed copy and email immediately and must confirm they received the information.**
- Be allowed to pick-up the child from school with proper identification, as stated in the file.
- Have access to all the school's information, including assessments, incident reports, newsletters, and regular school information.
- Be invited to attend all events hosted by the school.

Schedules

Unless otherwise stated by court order, it is the sole responsibility of **BOTH** parents to workout scheduling agreements between each other and **NOT** the school. The school will not participate in arranging pick up/drop off for any child, nor will intervene in this arrangement.

Payment

Once the financial agreement has been signed by both parties, it is the parents/guardian's responsibility to adhere to the agreement. Complete payment must be made by the first of the month. The school will not intervene in conflicts between custodial parents over payment issues.

In the event that these policies are not respected by either party involved, the office will sit down to discuss the Child's further enrollment in the program.

Sick Child Attendance and Limitations

Young children attending a school facility tend to experience a frequent level of illness (runny nose, cold and flu symptoms, upper respiratory tract infection, diarrhea, asthma, hepatitis A infections, etc.) that may not allow them to participate in the school's activities.



State regulations require that a child with these conditions be excluded from school. If there is a suspicion that a child is suffering from a communicable illness or the child develops symptoms related to an illness, he or she will be removed from the classroom, and the parent/guardian will be contacted and asked to pick up child within 30 minutes of the first phone call. If parents cannot be reached, the person designated as the Emergency Contact will be notified and requested to pick up the child.

State regulations require that a child with these conditions be excluded from school:

- A fever of 99.9 or above (Child will not be allowed for 24 hours unless stated otherwise by a doctor's note)
- A skin rash that has not been identified by a phone call or in writing by a doctor
- Diarrhea and or vomiting two or more times in a day
- Evidence of head lice
- Severe coughing or excessive runny nose
- Conjunctivitis (pink eye)
- Sore throat or difficulty swallowing
- Stiff neck
- Infected skin patches
- Pain of which the child complains and interferes with normal activity
- Evidence of infection
- Excessive fatigue
- A moist or open sore

Contagious diseases must be reported to the school by the parent as soon as the illness has been diagnosed so that other parents may be notified of the exposure.

Parents may be called to pick up their child if the school feels the child is not suited, comfortable, or has the energy for the day's activities. The school has the right to send a child home regardless of a doctor's note if symptoms continue.

Surgeries or procedures which require the child to be under anesthesia, have open wounds or need adult care administered, will be asked to stay home for a certain period of recovery.

CHILDREN ILL BECAUSE OF COMMUNICABLE DISEASES MUST HAVE A WRITTEN STATEMENT FROM A DOCTOR STATING THAT THEY ARE NO LONGER CONTAGIOUS BEFORE RETURNING TO SCHOOL. All children sent home must be symptom-free for 24 hours per the Child Care Ordinance before returning to school.

Expulsion Policy

Unfortunately, there are sometimes reasons we must ask that a child be removed from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the family of the child(ren) to prevent this policy from being enforced.

When a child needs redirection in the classroom:

Staff will try to redirect child from negative behavior.

Staff will reassess the classroom environment, appropriate activities, supervision.

Staff will always use positive methods and language while disciplining children.



Staff will praise appropriate behavior(s).

Staff will consistently apply consequences for rules.

Child will be given verbal warnings.

Child will be given time to regain control.

Child's disruptive behavior will be documented and maintained in confidentiality.

Parent/guardian will be notified verbally.

Parent/guardian will be given written copies of the disruptive behaviors that might lead to expulsion.

The director, classroom staff and parent/guardian will have a conference(s) to discuss how to promote positive behaviors.

The parent will be given literature or other resources regarding methods of improving behavior.

Recommendation of evaluation by professional consultation.

Recommendation for evaluation by the local school district child study team.

Expulsion Schedule

If after the remedial actions above have not worked, the child's parent/guardian will be advised verbally and in writing about the child's or parent's behavior warranting an expulsion. An expulsion action is meant to be a period of time so that the parent/guardian may work on the child's behavior or to come to an agreement with the school.

The parent/guardian will be informed regarding the length of the expulsion policy.

The parent/guardian will be informed about the expected behavioral changes required in order for the child or parent to return to the school.

Parental actions for Childs Expulsion

Failure to pay/habitual lateness in payment.

Failure to complete required forms including the child's immunization records.

Verbal abuse to staff.

The parent threatens physical or intimidating actions toward staff members.

Habitual lateness in picking up a child after the closing of the school. (5:30 pm)

Childs actions for expulsion

Failure of child to adjust after a reasonable amount of time.

Uncontrollable tantrums/angry outbursts.

Ongoing physical abuse to staff or other children.

Unable to toilet train in our three-year-old program.

Safe Sleep Policy

1. All childcare staff caring for infants and childcare staff that may potentially care for infants will receive training on how to implement our infant Safe Sleep Policy.
2. Infants will always be placed on their backs to sleep unless there is a signed Alternate Sleep Position Waiver- Health Care Professional Recommendation in the infant's file. A waiver notice



will be posted at the infant's crib. This facility does not accept Alternate Sleep Position Waiver – Parent Request. Waivers will be retained in the children's records as long as they are enrolled.

3. Since babies can easily turn over from the back to the stomach, a childcare staff member will turn the baby onto their back should they roll onto their stomachs. This is in accordance with the American Academy of Pediatrics (AAP) recommendations. Childcare staff can further discuss with parents how to address circumstances when the baby turns onto their stomach or side.
4. Sleeping infants will be visually checked daily, every 15-20 minutes, by assigned staff. The sleep information will be recorded on a Sleep Chart. The Sleep Chart will be kept on file for one month after the reporting month. We will be especially alert to monitoring a sleeping infant during the first weeks the infant is in childcare. We will check the infant for:
 - Normal skin color
 - Normal breathing by watching the rise and fall of the chest
 - His or her level of sleep
 - Signs of overheating: flushed skin color, increase in body temperature (touch the skin), and restlessness
5. Staff will reduce the risk of overheating by not over-dressing or over-wrapping the infants.
6. All parents/guardians of infants cared for in the facility will receive a written copy of our Infant/Toddler Safe Sleep Policy before enrollment, will review the policy with staff, and sign a statement saying they received and reviewed the policy.
7. The temperature in the room where the infant(s) sleep will be kept between 68-75°F and monitored by the thermometer kept in the infant sleeping room.
8. To promote healthy development, awake infants will be given supervised "tummy time" for exercise and for play.

Safe Sleep Environment

9. Infants' heads will not be covered with blankets or bedding. Infants' cribs will not be covered with blankets or bedding. We may use a sleep sack instead of a blanket.
10. No loose bedding, pillows, bumper pads, etc. will be used in cribs. We will tuck any infant blankets in at the foot of the crib and along the sides of the crib mattress.
11. Toys and stuffed animals will be removed from the crib when the infant is sleeping.
12. Pacifiers will be allowed in infants' cribs while they sleep. When the pacifier falls out of the sleeping infant's mouth, it will not be reinserted into the infant's mouth. The pacifier is the only object we will allow in a crib.
13. A safety-approved crib with a firm mattress and a tight-fitting sheet will be used.
14. Each infant will sleep in his or her own crib. Only one infant will be in a crib at a time unless we are evacuating infants in an emergency.
15. No smoking is permitted in the infant room or on the premises.

Parent Involvement



Part of our enrollment process involves accepting families who take a strong interest in their child's life in school. Throughout the Academic School year, we will be teaching topics such as "Culture Month" and hosting special events. Parents will be welcomed into the classroom separately to volunteer by bringing in projects, special foods, and help with any planning! Also, those who have a talent, career, or hobby that they think would be interesting to the children are encouraged to come into a volunteer.



As an important part of our Practical Life education, we teach our students the importance of all living things, and how to care for them and their home. For this reason, at the beginning of the year, the staff set up a thoughtful schedule, where each parent will be delegated one week to bring in snacks/flowers/vegetables/fruits for their classmates.

All parents interested in volunteering in the classroom and/or special events, can go to <https://delraybeachmontessori.com/pta> and sign up to be part of our PTA! Once signed up, an email will be sent for further arrangements.

Open House

The school will be hosting an Open House for our 3-6 Environments during February. During the Open House, parents will be welcomed into the environment of their child. This will be a sharing experience where the parents will have the opportunity to step into the prepared Montessori environment, where your child will demonstrate how we present Montessori lessons.

Communication

Monthly newsletter: "New Generation Montessori News You Can Use", will be e-mailed on the 1st of each month with informative articles and upcoming events. Please make sure the staff has your correct email on file.

Friday take-home folders:

Students work for the week, Monthly Calendars, Newsletters, and any school/teacher notes will be sent home every Friday in students Friday Folder. Notes may include reminders of special events, policies, and needed items for the upcoming week. Please make sure to return your child's folder **EVERY MONDAY**.

For Pictures of special events, classroom activities and other Announcements, please add us on social media:

- Follow us on Facebook: /WeAreMontessori
- Instagram: @wearemontessori
- E-mail: info@ngmca.com



• Website: www.ngmca.com

Communication with the school:

- **Phone number:** 954.784.2757
- **Fax:** 954.734.8626
- **Email:** Pompano@ngmca.com

In case of an emergency, or imperative information parents should always call the school right away. For situations that are not an emergency, parents are welcome to contact the school through e-mail or by calling the school and speaking to the front desk staff.

In place is an SMS/Text contact number for the school to contact parents *if needed*. Please do not rely on this form of contact for emergencies/crucial information.

Our preferred method of contact is via email. The School will try to reply within one business day. You can email after hours but expect a response during regular business hours.

Electronics/Tablets/Devices

Early years are fundamental for the children's brain development and also the first window to develop social connections. Electronic devices may have an adverse effect on children's development as stated by the American Academy of Pediatrics (AAP) and for that reason, we have a strict **no electronics policy** for our students. If any device is found in the student's belongings it will be taken to the office and returned to the parents at pick up time.

We ask parents to refrain from dropping off their children with iPad/Phones/Videos. This causes children to have a more difficult time coming into their classroom, socializing, and adapting to a school day without electronics.

For further information, you may read the following article from AAP.

<https://www.aap.org/en-us/about-the-aap/aap-press-room/Pages/American-Academy-of-Pediatrics-Announces-New-Recommendations-for-Childrens-Media-Use.aspx>

Parent-Teacher Conferences (3-6 Environments)

There will be two parent/teacher conferences a year for each student. The first conferences will be held in the Fall, the second set of conferences will be held in the Spring. Any parent(s) that may have any type of concern(s), before or after the conferences, are always welcome to arrange a meeting with the office BEFORE or AFTER class time. Children's progress and any issues that the child may be having can be discussed at this time.

Accidents



In the event of a minor injury, first aid will be administered by a qualified staff member and the child will be given the care and comfort needed. A written accident report will be filled out for any injury requiring first aid and the report will be given to the parent at the end of the school day. If needed, parents will be called regarding accidents or injuries that either require emergency care, or may require a parent's further attention, or for which a parent may want to seek non-emergency medical care.

Please note that while every effort is made to give parents an accident report in a timely manner, there may be situations when an accident is communicated verbally before the report is completed (e.g. a minor injury occurring on the playground just before pickup time).

Show and Tell (3-6 Environments)

Show and Tell will take place every **Monday**. This is a great experience for children's verbal communication, expression, and building self-confidence. Please make sure to refer to your monthly calendar for monthly themed show and tells.

Show and tell items will be brought into the class but may not be played with during classroom work hours. Books, items from nature, and photographs are some show and tell examples. If needed, please bring show and tell inside a zip-lock bag with a note which may help the teacher & student understand/explain the meaning of the item. Toys, things of a violent nature, stuffed animals, and items not pertaining to our themes are prohibited.

****Please make sure to label all Show-and-Tell items.**

Marking of Belongings

The Department of Children and Families asks all parents to label all items brought into the center as they pertain to food and drink. Labeling with a permanent marker does not suffice, as it wears off after washing. We ask parents ahead of time to please plan accordingly and bring in all containers/sippy cups with clear labels that are waterproof. This helps staff members limit illness, germs, and keep an organized environment for your children.

Parents are advised to clearly mark all of their child's belongings including sweaters, blankets, sheets, extra clothing, educational items brought to share, books, and personal supplies. Each child must keep track of his or her own possessions **as the school is not responsible for lost items (Ask the front desk for the Lost and Found)**. An effort is made to empty the lost and found prior to major school holidays. At the end of the year, remaining items are donated to charity.

For labels, we love to use: Dinkleboo.com

Dress Code



Students are required to wear the school uniform Monday through Friday (2 years and older). In addition to helping us keep a safe and orderly environment, it allows our parents to have easier mornings with your little ones, and it gives our children a sense of belonging and community.

Uniform Shirts: \$18.00

ALL CHILDREN NEED TO HAVE TWO COMPLETE CHANGES OF CLOTHING AT SCHOOL AT ALL TIMES.

Please send pants, shirts, underwear, and socks in a labeled zip-lock bag. Children should always wear clothing that is clean, dry, and appropriate for the day's weather. On cold days, dress your child in a sweater.

We ask that all children wear closed-toe shoes at all times (sandals are not permitted). Most jewelry is not permitted. Bracelets, necklaces, anklets, rings, and earrings that dangle below the earlobe are prohibited. This is to prevent children from getting tangled in their jewelry. Please keep in mind that children love to share, play and may not remember where things were placed, for this reason, we ask parents to please refrain from bringing children in with items of sentimental value (ex. "Grandmas earrings")

Toileting Policies

Using the toilet is a very natural and gradual process that develops at the child's pace, rather than when the parent decides the child is going to be toilet 'trained'. We never force the child to use the toilet or potty. We allow independence. Children do not need to be toilet trained to enter our Beginners Preschool program as toilet training is a vital part of their daily schedule. However, we do like children to be potty trained and have a certain amount of independence to enroll in our 3-6-year-old preschool programs. 3-year old's should be sent to school in underwear, not in pull-ups. Although we expect that the very young children may have potty accidents, we cannot wash clothing that has been soiled. All soiled clothing will be sent home in a plastic bag or discarded. Please make sure that your child has extra clothing in his cubby during potty training.

Lunch and Snacks

Lunches brought from home should be healthy. "Junk food," candy and soft drinks are prohibited and will be sent back home unopened. The children have a rigorous afternoon schedule and good nutrition plays an important role in each child's ability to fully participate. Please read labels and strive for a healthy balance. We ask the children to leave large amounts of uneaten food in their lunch boxes so you can see what they did not want and better judge what to pack. Keep in mind that they are likely to eat fruits and vegetables when they are hungry and when healthy choices are being modeled by teachers and peers. Strive to try new foods periodically. Please include an "ice pack" in your child's lunchbox and avoid perishable food as we cannot refrigerate food.



Nut-Free Policy

- We are built on a foundation of love and support that honors the goodness and unique gifts of every student. We recognize that food allergies may be severe and even life-threatening.
- While considering all options to manage food allergy exposure at our school, we realized that any compromise to this policy would present an increased safety risk. We feel it is our duty as a school community to reduce that risk as much as possible and implementing this nut-free policy is the best way to do this. We thank you for helping us maintain a safe environment for all of our students.
- We ask that no nuts of any kind be brought into our school for any reason. Foods sent in for snack, lunch, or any class event (including parties, field trips, etc.) should be carefully checked to make sure they are nut-free. Families can help ensure that our school stays nut-free by reading packaging labels and reminding children not to share food with other children at school. We need to make sure that there is little opportunity for a child to be exposed to foods that could harm him/her.

PARENT/STUDENT RESPONSIBILITY

- Please do NOT send any kind of nuts to school, including the following:
 - Peanut butter or any other nut butter including Nutella
 - Crackers with peanut butter or other nut butter filling
 - Any muesli bar, biscuit, or other product that list nuts as an ingredient
 - Trail mixes with nuts, granola bars with nuts, or dried fruit with nuts
 - Cereal with nuts (EG: Honey Nut Cheerios)
 - Nuts in salad
 - Candy or cookies containing nuts
 - Anything cooked in peanut oil or another nut oil that has been cold-pressed, expelled, or extruded

Please make sure that you always check the labels on the food you are sending into school. The FDA requires all manufacturers to list on their label if peanuts and/or tree nuts are in their product. If it says peanuts/tree nuts are contained in the food, consider it a banned item. Remember – manufacturing processes change, so food that was safe, may not continue to be. It's still important to read the ingredient label each time you purchase food.

- Food labels that say: — “May contain peanut or tree nuts” are NOT OK to bring to school.
- Food labels that say: — “Made on equipment that also processes peanuts or tree nuts” are NOT OK to bring to school.
- Food labels that say: — “Processed in a facility that also processes peanuts or tree nuts” are NOT OK to bring to school.
- Parents of students with life-threatening allergies must provide the school with emergency medications and a written medical treatment protocol for their students for addressing allergy-related events. The School Office Director will maintain medication and information.
- We cannot guarantee that a student will never experience an allergy-related event while at school, but we are committed to student safety, and therefore have created this policy to reduce the risk that children with allergies will have an allergy-related event.



We appreciate your cooperation with this policy—and your help in keeping our students safe and healthy.

Microwave

Hospital emergency departments and burn centers report that they are treating many children burned from quick-cooking, microwave-heated noodles, and pasta products, such as instant noodles, macaroni-and-cheese, and other similar convenience food products. These burns occur because microwave ovens heat foods to extremely high temperatures, and the foods and liquids are heated unevenly.

The safety of our students is always our top priority, and we want to prevent this from happening, therefore we do not use any microwaves in our center. We are asking parents to please help us out by:

- Bringing food that is already warmed and stored in a thermos
- Bringing foods that do not require a microwave
- Bring in pre-packaged, ready to go meals

Breakfast

Please make sure your child has had a healthy and nutritious breakfast to have a productive, and fun day at school! Children arriving before 8:00 a.m. may bring breakfast with them if needed. Breakfast will not be given after this time.

Snack Suggestions:

- Vegetables and fruits (cut to child's finger size)
- Dips (not too runny)
- Crackers and cheese
- Raisins or dried fruit
- Sandwiches: cut into fourths or in different shapes with cookie cutters. Tuna, SunButter, hummus, honey, cheese, etc. on various kinds of bread make good snacks.
- Hot dogs (Cut appropriately)
- Different baked breads (banana, zucchini, carrot, etc.)

Choking Hazard Foods

Food is a common choking hazard. Many children do not chew their food well, so they try to swallow it whole. Foods that are the most dangerous are round and hard. Since our children are 5 years of age or younger, we take extra safety measures. Below are samples of foods that are not permitted.

- Whole Hot dogs
- Nuts and seeds
- Chunks of meat or cheese
- Whole grapes
- Hard, gooey, or sticky candy
- Popcorn
- Chunks of butter



- Raw uncut vegetables
- Chewing gum

Please help us out by cutting food into pieces smaller than one-half-inch; this will make sure that if your child swallows their food whole, it will not get stuck in their throats.

Lunch and Snack Schedules

Lunch schedule:

Seedlings: 11:30 am

Sprouts: 12:00 pm

Saplings: 12:30 pm

Afternoon snacks will be served daily between 3:00 pm and 5:00 pm

Organic Lunch

The school provides Organic Lunches (at an extra cost) to children from Monday through Thursday. Organic Lunches are delivered fresh every morning by Yummy In My Tummy and include a full balanced meal. Snacks must still be provided by the parents.

Yummy In My Tummy is an independent service contractor, and therefore New Generation Montessori has no responsibility

y towards parents/children who wish to contract this service. All waivers and Allergy releases must be signed directly by the parents to Yummy In My Tummy.

Pizza Fridays

Pizza is delivered to the school every Friday. Parents are welcome to opt-in and out of this service.

What to Bring From Home

Infants (Seedlings)

Bottles (1 per feeding), bibs, disposable diapers, wipes, two changes of comfortable clothes to be kept at school, small crib sheet. Each article must be labeled. Must come with a foldable cloth bag that fits in the cubby. Before your child's first day, please make sure to provide a schedule for your child's daily activities which have been practiced at home, including feeding times, nap times, tummy time, bowel movements, etc. Our staff will only warm breast milk if parents have brought inappropriate bottle warmer and packs (if necessary).

**Please refer to our CDC guidelines:

https://www.cdc.gov/breastfeeding/recommendations/handling_breastmilk.htm

Ones and Twos



Sippy cup, bibs, disposable diapers, wipes, two changes of comfortable clothes to be kept at school, small crib sheet, and a small blanket. All blankets and sheets must come with a foldable cloth bag that fits in the cubby. Each article must be labeled.

Threes and Fours

Wipes, underwear, two changes of clothes to be kept at school, a small crib sheet, and a small blanket. All blankets and sheets must come with a foldable cloth bag that fits in the cubby. Each article must be labeled. Please bring in a comb (and hair ties for the girls), wipes to be used on the face. All items must be labeled and placed in a zip lock bag. We will incorporate these lessons into our daily routine to guide the child in self-care and proper hygiene practices.

Pre-schoolers

One complete change of clothes to be kept at school. Each article must be labeled. Please bring in a comb (and hair ties for the girls), wipes to be used on the face. All items must be labeled and placed in a zip lock bag. We will incorporate these lessons into our daily routine to guide the child in self-care and proper hygiene practices.

Every Friday, all blankets will be sent home to wash, along with Friday take-home work folders. Take-home folders and washed sheets must be returned to school every Monday.

Work will not be sent home if the folder is missing.

Your Child's First Week of School

Your child's first day of school should be filled with joy, expectations, and questions. Just like adults, children have many feelings when they come into a new environment and meet different friends and teachers. Some may experience separation anxiety, and we would like parents to know that it is extremely common. We suggest for first-time students that you consider shorter days that will grow throughout the week. We ask that you say your goodbyes prior to entering the class, as it will be easier to transition once you have left. Linger will only delay your child's adjustment. This time shall pass, and your child will soon develop a love for school and learning. We kindly ask for your patience during this transition.

Birthdays

Birthdays are one of the most special times for the children. Children enjoy bringing in special items to share with their friends. An amazing way to allow your child to do this is by letting him/her choose a small plant or book to donate to the class as a representation of this grand celebration. Your child will experience a Sun Celebration to honor their special day. We ask that you provide your teacher with a timeline of your child's life; the timeline will include 1 picture for every year, ending with the most recent picture of your child. We kindly ask parents to provide timeline two days prior to your child's birthday. If his/her special day lands on a weekend, note that we will celebrate the previous Friday. This will be presented to the class. Be as creative as you'd like. You are welcome to join us in rejoicing. We understand that treats are the best part of celebrating one's birthday, therefore we allow you and your



child to share something deliciously special with the class. Acceptable treats include muffins and fruit. Due to possible allergen exposure, we only allow store-bought treats. Balloons, sparklers, and candles are not permitted. Goody bags can be brought to the front office to be distributed to the parents during dismissal.

Books Policy

We are passionate about helping children to develop a love for books and reading. We believe that a strong foundation of respect and love for books and reading will create one of the most important steppingstones for children to become excellent and confident readers. With this, your child will be able to enjoy the wonderful world of learning and exploration.

During this exploration stage and introduction to books, we sometimes have accidents occur, where a book is damaged or ripped by a student. To encourage our children to care for these precious materials, we ask that parents take the book home and with their children, tape, or glue where the book has been damaged.

If the book is not able to be taped or put back together, we kindly ask parents to replace the book.

This is a good opportunity to teach your children the importance of taking care of their materials, the importance of caring for books and reading, and the importance of respect for other belongings.

We thank you in advance for helping us to educate our children to grow and together to help our world become a better place!

Discipline Policy/Behavior Re-Direction

Our staff models expected behavior and uses positive methods of discipline which encourage self-control, self-direction, positive self-esteem, and cooperation amongst the children. Corporal punishment is unacceptable and is never used in our environment. We offer a peaceful seating area for children who feel overwhelmed. They will be directed to that area when needed to reflect on their behavior. Our goal is to give the children the tools needed to self-soothe and self-correct inappropriate behavior. We aim for the child to understand that we care enough to prevent them from negatively affecting themselves and/or others. The following step, in the case, that their behavior consists, will be separating the child from the class to no longer disturb those learning. A discussion with the child will always take place so that they understand why their behavior is not accepted. If further attention is needed, a conference with you, your child's teacher, and administrative staff will be scheduled.

Major Emergency/Disaster Procedures

Drills



Safety drills are conducted on a monthly basis. These include fire, evacuation, tornado, intruder, and lockdown. If you arrive at drop-off or pick-up during an active drill, you will encounter a sign on the front door/window. Please kindly wait outside or in your vehicle until our drill has been lifted and "Cleared". Please be patient, these drills are conducted for the safety and security of our children.

Unexpected School Closings

If the school is closed for any reason, all parents or guardians will be notified immediately to pick up their child. In every instance, we will attempt to provide as much advance notice as possible.

Emergency Evacuation

Evacuation plans are posted in all rooms. In designing the plan for each room, all available exits are taken into consideration, in order to determine the safest route. All doors and windows will be closed. In case of fire, staff members and children will get at least 50 feet away from the building. A headcount (using sign-in/out/attendance) will be taken to make sure everyone is safely out of the building.

After everyone has been evacuated, the fire or police department will be notified. If the children cannot return to the school, a suitable shelter will be made available where they can safely remain until their parents/guardians arrive. In the event of a tornado, staff will move children from all windows and doors and place them in a secure location. Staff members have been prepared to remain calm and reassure the children by explaining what is happening. Teachers will try to comfort the children and redirect their attention to a game or quiet activity. An emergency supply of food, water, clothing, blankets, diapers, and flashlights is kept on hand should this situation arise.

Hurricanes and Tropical Storms

In the event of a severe weather emergency, we will follow the guidelines provided by the county's school board. However, we reserve the right to modify a policy based on the best interest of the children. In the case of miscommunication between the school and the parents, please check the Palm Beach Public Schools website for updates regarding these conditions. Should the school be required to close due to a natural disaster such as a hurricane, parents/guardians will be notified immediately of the school's closing and asked to pick up their child.

Evacuation and Relocation

The safety of the children and staff members is our highest priority.

In the event of an evacuation emergency, all parents will be notified through our messaging system as soon as possible regarding the situation and the response on it, as well as the re-location for pick up.

Our RE-LOCATION SAFE HAVEN location:

620 S Cypress Rd

Pompano Beach, FL 33060

Norwood Pines Park



DIRECTIONS:

Exit New Generation Montessori and make a left (EAST BOUND) onto SW 6th street. Once you reach Cypress Road, make a right and the open-air park will be right next to the gas station.

The park is open, and all staff will be with children towards the back of the park, by the tennis courts

In the case of an evacuation please make sure to follow all advisories sent over the system or posted in the front of the school. **DO NOT ATTEMPT TO ENTER THE BUILDING, ALL CHILDREN WILL BE RELOCATED TO SAFE HAVEN.**

Re-Location is our SECONDARY plan of evacuation. Our primary plan for all evacuations is posted throughout the school, visible to all staff and parents.





Parent Acknowledgment

Please **Initial each article**, sign at the bottom, detach and return to New Generation Montessori before the first day of your Child's start Date.

With my initials, I certify that I have read each article of the parent's handbook, given by my Child's school:

- | | |
|---|--|
| <input type="checkbox"/> Mission Statement, Philosophy & Values, and Objectives | <input type="checkbox"/> Electronics policy |
| <input type="checkbox"/> Center Operations & Programs | <input type="checkbox"/> Parent-Teacher Conferences |
| <input type="checkbox"/> Application | <input type="checkbox"/> Accidents |
| <input type="checkbox"/> Fees | <input type="checkbox"/> Show and Tell |
| <input type="checkbox"/> Holiday Closings | <input type="checkbox"/> Marking of Belongings |
| <input type="checkbox"/> Tuition Policy | <input type="checkbox"/> Dress Code |
| <input type="checkbox"/> Arrival and Dismissal | <input type="checkbox"/> Toileting Policies |
| <input type="checkbox"/> Tardy Policy | <input type="checkbox"/> Lunch and Snacks |
| <input type="checkbox"/> Medical Information | <input type="checkbox"/> Lunch and Snack Schedules |
| <input type="checkbox"/> Medication Policy | <input type="checkbox"/> What to Bring from Home |
| <input type="checkbox"/> Notification of Absence | <input type="checkbox"/> Your Child's First Week of School |
| <input type="checkbox"/> Communicating Changes | <input type="checkbox"/> Birthdays |
| <input type="checkbox"/> Family Matters | <input type="checkbox"/> Books Policy |
| <input type="checkbox"/> Sick Child Attendance & Limitations | <input type="checkbox"/> Discipline Policy/Behavior Re-Direction |
| <input type="checkbox"/> Expulsion Policy | <input type="checkbox"/> Major Emergency/Disaster Procedures |
| <input type="checkbox"/> Safe Sleep & Environment Policy | <input type="checkbox"/> Evacuation & Re-Location |
| <input type="checkbox"/> Parent Involvement | <input type="checkbox"/> Evacuation and Relocation |
| <input type="checkbox"/> Open House | <input type="checkbox"/> Communication |

I, _____, (Parent's Name) acknowledge receipt of New Generation Montessori's parent handbook, which outlines the school's policies and procedures. I have read and agree to abide by all the rules and regulations detailed in the parent handbook. I also understand that sending my child to New Generation Montessori is a choice and that it requires adherence to school policies and procedures. Failure to abide by this agreement may result in the dismissal of my child.

Parent or Guardian One (Print Name)	Parent or Guardian One Signature	Date
Parent or Guardian Two (Print Name)	Parent or Guardian Two Signature	Date
Child's Name (Print Name)		Date
School Representative		Date

