

Midland Montessori School

PARENT HANDBOOK

A Guide to Policies and Procedures



Preschool, Kindergarten

and

Elementary Education

2024-2025

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Tuition and Fee Schedule

Tuition may be paid in one lump sum or payments of 10 or 12 months. Ten-month payments are June and September-May. Twelve-month payments are June – May. Payment plans are handled through FACTS Management Co. D E W A R Tuition Insurance is required for payments plans.

Tuition amounts include supply fees for the year (\$200.00 - preschool, \$275.00 - kindergarten, \$325.00 - elementary), but do not include FACTS fee or insurance fee.

CLASS	YEARLY TUITION	10 MONTH PAYMENTS	12 MONTH PAYMENTS
PRESCHOOL	\$7294.00	\$729.40	\$607.83
KINDERGARTEN	\$9942.00	\$994.20	\$828.50
ELEMENTARY	\$11076.00	\$1107.60	\$923.00

A 5% discount will be given to ALL students from the same family.

ENROLLMENT FEE - \$230 per student

CLASSES AVAILABLE:

Monday-Friday

Preschool-3 years and 4 years old

8:15 am - 11:15 am or 12:00 pm – 3:00pm

Kindergarten- 8:00 am – 2:40 pm

Elementary First -Third- 8:00am – 2:45pm

Elementary Fourth-Sixth 8:00am – 3:00pm

Board of Directors

Anthony Speer – President
Paul Morrow – Vice-President
Shannon Weisenfels – Secretary
Marcia Walker – Treasurer
Phillip Douget

Head of School – Donna Luke

Office Administration – Emma Rodriguez

HR Administration – Amme Blumenauer

IEP Coordinator – Holly Rowland

PA Chair/Social Media – Jen Cochran

Faculty

Preschool

Darby Mensch – Lead and Tandy Sanchez – Assistant
Aruna Alluri – Lead
Sarah Sirgo – Lead

Kindergarten

Georgia Franklin – Lead
Aline Lage – Math and Assistant
Paola Jaramillo – Assistant
Hannah Sirgo – Assistant
Holly Rowland - Reading

Lower Elementary

Christie Romero – Lead
Chelcee Schlitching – Lead
Mayra Thompson – Assistant
Veronica Whitfield - Assistant
Jennifer Reed - Assistant
Natalie Whitfield – Assistant
Kim Sowders – Reading
Amme Blumenauer – Reading
Holly Rowland – Reading
Kyle Rawlins - Science

Upper Elementary

Chrissie Mee – Lead and Language
Leaf Faller – Math and Cultural Studies
Kyle Rawlins – Science

Ceramics Teacher – Danielle Kiser

Language/Dyslexia Practitioner - Holly Rowland

Music – Mac McCoy

Spanish – Cristina Vallejos

Custodian – Jennifer Read/Paola Jaramillo

Maintenance – Tony Luke, Andrew Rodriguez

School Overview

MISSION STATEMENT

Midland Montessori School, Inc. is a non-profit school whose mission is to provide an engaging, well-equipped Montessori community where nurture and guidance from qualified teachers lead children to self-discipline, confidence, and a love of learning.

EDUCATIONAL PHILOSOPHY

Midland Montessori School is dedicated to the learning methods developed by Dr. Maria Montessori (1870), a pioneer in education and child development. Dr. Montessori believed that children are naturally curious and have an innate desire to learn about the world. Her method allows children to fulfill this curiosity and explore their interests by completing specific tasks that move from simple to complex. Children become creative and independent learners because they understand concepts rather than simply memorizing facts. Freedom with responsibility in the classroom is the key to instilling confidence, pride, and strength of character in the child.

The child-centered Montessori classroom is a caring community where children practice kindness, respect, and responsibility. The focus on each child as an individual makes this approach unique.

Parents are recognized as the child's first and most important teacher; therefore, they are encouraged to be actively involved in their child's education. Visits to the classroom are welcome and parents are invited to share their talents, knowledge, and interests with the students. Midland Montessori parents, teachers, and children work together as a community of learners.

SCHOOL HISTORY

Midland Montessori School was established in 1987 by Laura Morrow when she began teaching five preschool students two days a week in a rented Sunday school classroom at Grace Presbyterian Church.

The next year, the small preschool moved to a permanent location, a house on Andrews Highway, which was converted into a child-centered Montessori environment for preschoolers.

The school remained at the Andrews Highway location until 1998 when a new building was constructed at the current Austin Street location. At this time, the school became a non-profit corporation, Midland Montessori House, Inc., and added a first grade. Movement to the new building also allowed upper elementary (4th - 6th grade) classes to be established at the Andrews Highway location the following year.

In 2000, a second building was completed on the Austin Street campus to accommodate the growing elementary school population. At this time, all classes were moved to the current Austin Street location and the children's house on Andrews Highway was donated for use by a church. In 2009, an additional building across the street from the main campus, The Morrow Children's House, was dedicated. This building is used for upper elementary, art, and music.

The name of the corporation was changed to Midland Montessori School in 2002 in order to better emphasize the evolution to a full elementary school. Currently, Midland Montessori School offers preschool, kindergarten, and elementary (1st – 6th grade) classes.

Midland Montessori School has approximately 160 students enrolled and boasts a low student/teacher ratio.

SCHOOL FACILITIES AND LOCATION

Midland Montessori School is centrally located on Austin Street one block west of Midkiff Road between Andrews Highway and Cuthbert Avenue.

The campus is comprised of three buildings. The preschool and elementary buildings contain open classrooms, which are neat and orderly with many engaging materials and natural lighting. The fully enclosed playground is safe and appropriate for children, and is equipped with a covered picnic areas.

HOURS OF OPERATION

Office	7:45 AM – 3:30 PM
Preschool (Morning)	8:15 AM - 11:15 AM
Preschool (Afternoon)	12:00 PM - 3:00 PM
Kindergarten	8:00 AM - 2:40 PM
Lower Elementary	8:00 AM - 2:45 PM
Upper Elementary	8:00AM – 3:00PM

GOVERNING BODY

Midland Montessori School, Inc. operates as a Texas non-profit corporation. The governing body of the school is the Board of Directors. The Board sets school policy, works closely with the Director of the School, and oversees the Operational Committees, which run the school. These committees are comprised of Board members, faculty, staff, and parents.

SCHOOL COMMUNITY

Midland Montessori School values a strong partnership among its students, teachers, and parents. This partnership, which is based on mutual respect and common goals, forms the school community.

FACULTY AND STAFF

Midland Montessori School has exceptional, experienced, and qualified teachers trained in the Montessori Method. The teachers are certified through one or more of the following: American Montessori Society, North American Montessori Center, Permian Basin Montessori Training Program, Southwest Montessori Training Center, and the State of Texas.

All faculty is trained in First-Aid and CPR.

All Faculty and Staff meet the standards required by the licensing agencies listed above and are required to undergo a criminal history check/FBI fingerprint check at the time of employment.

LICENSING AND STANDARDS

Midland Montessori School is licensed by and operates in accordance with the laws of the State of Texas, including but not limited to standards set by the Texas Department of Health and Human Services for Licensed Child-Care Centers, standards set by the state and local Departments of Health, and standards set by state and local building authorities.

A copy of the minimum standards for each of these licenses or certificates and copies of the most recent licensing inspection reports are available in the school office for your review. Information concerning licensing is also available at http://www.tdfps.state.tx.us/child_care and <http://www.txchildcaresearch.org>. The address and phone number of the local Child Care Licensing office may be found in Appendix II.

NON-DISCRIMINATION POLICY

Midland Montessori School does not discriminate on the basis of gender, race, color, religion, or national and ethnic origin in the administration of its educational policies, admissions policies, and other school-administered programs or in the employment of faculty and administrative staff.

Child day care operations are public accommodations under the Americans with Disabilities Act. (ADA), Title III. To learn more, visit <https://www.ada.gov/resources/child-care-center>

Administration of Operational Policies and Procedures

Administration of the school's policies and procedures are carried out by the Director of the School, faculty, staff, and Board of Directors. If you need to speak with someone concerning an issue at the school, please contact the Director of the School.

The school relies on the input of the parents. If you see a maintenance issue or repair that needs to be attended to, want to make a suggestion, or have a problem that needs to be resolved; do not hesitate to contact the Director of the School, or President of the Board of Directors.

Parents may contact the Director or the President of the Board of Directors to set up an appointment to review and discuss any concerns or questions about the policies and procedures of the school.

A copy of the school's Parent Handbook is available on the school website or in the school office. Parents must initial on the school contract indicating that they have reviewed a copy.

NOTIFICATIONS TO PARENTS

ALL NOTIFICATIONS WILL BE SENT VIA EMAIL, SCHOOL FACEBOOK PAGE, AND TEXT

All written confidential notifications to parents will either be emailed, mailed or delivered directly by hand from a teacher to a parent at school.

Notices concerning class activities may be sent home with the child, posted on the classroom door, emailed, on our school Facebook page, and/or texted out to parents.

NOTIFICATIONS TO TEACHERS

All confidential written notifications to teachers from parents need to be delivered directly by hand from a parent to the office or emailed directly to the teacher. Notifications may not be delivered by the child.

ADMINISTRATIVE POLICIES

The office will be staffed every school day from 7:45AM until 3:30PM. Please try to conduct any administrative business with the school during that time. You may contact the school via phone 432- 699-1665 or email: admissions@midlandmontessorischool.org

Please notify the school office immediately of any change of address, phone number, or emergency contacts.

STUDENT RECORDS

All student records are confidential and all persons having access to children's records or files may not discuss or disclose personal information regarding the children or their families.

Records will be kept on file for five years after a student has left the Midland Montessori School.

Parents have the right to access, inspect, and review any and all records while in the presence of a school official. Please make an appointment to do so. These files must remain in the school, but copies of records may be released to parents or to persons authorized by the parents in writing.

Student Records may consist of, but are not limited to Application information, Enrollment forms, Health and Emergency Information, Attendance Records, Progress Reports, Standardized Test Scores, Conference Summaries, Vision/Hearing screening records, assessments, Parental Authorization for various School Activities, and any Illness/Incident Reports.

School records are released from school to school. Parents will sign a release form from new school to be sent to Midland Montessori School releasing records.

SMOKE FREE/VAPING FREE/GUN FREE/GANG FREE ZONES

A gang free zone is designated within 1000 feet of the school property and premises. Premises to include school facilities and parking lots of 1006, 1009, 1010 Austin St.
See Appendix IV

Admission / Registration

ADMISSION POLICIES

Midland Montessori School offers morning and afternoon 5-day/week half-day preschool classes for children ages 3 to 5, and kindergarten and elementary school (1st – 6th grade) classes for children ages 5 to 12.

The school requires that children be toilet-trained and able to use the restroom independently prior to entrance.

Children must be at least five years of age by September 1st of the school year to enroll in Kindergarten.

Admissions and placement priority is granted to current students and to siblings of past or present students in accordance with the admissions deadlines set by the Board of Directors. At the end of this priority admissions period, available spaces are filled on the basis of application date and prior Montessori experience.

ADMISSION/REGISTRATION PROCESS

New students must complete steps 1-6. Returning students must complete only step 6.

1. Observation

Parents are required to tour and observe the classrooms of interest before making application for their child. The Montessori classroom is a unique environment and the best way to get to know the school and learn about the Montessori educational philosophy is to tour the school and observe the children as they work.

2. Admissions

After touring the school, a "Getting to Know You" form will be given to parent to fill out with prospective student information. Upon returning completed form, an interview time will be scheduled. Interviews are with prospective student/teacher in the classroom.

3. Student Interview / Student Visit

Preschool children will have a scheduled interview with one of our preschool teachers. Interviews are about 15 minutes and are done in the classroom with prospective student and teacher.

Candidates for Kindergarten will be assessed as they work one on one with a teacher through a 45-minute evaluation.

4. Admission/ Placement

Parents will be notified by email and/or writing of their child's admission after the interview.

Children may be offered admission into a particular class in accordance with the priority rules given in the above stated Admission Policy.

Preschool

Admission will be granted to either a morning or afternoon class depending on availability.

Parents have the opportunity on the application form to request AM or PM classes. Requests cannot always be honored, however, because of limited space and the need for age and gender-balanced classrooms

Elementary

Admission to elementary school is on a grade level basis.

The child will be accepted to a certain grade level based on the teacher's assessment of the student during the student visit and during the parent interview. The child's placement rests ultimately with the Director of the School.

5. Denial of Admissions

If after the complete application process, the teacher and Director of the School do not believe that Midland Montessori School is the optimum environment, your child will not be granted admission to the school. We realize that every child is unique and has specific needs. In some cases, we may not be able to address the needs of your child. In this case, we will try to recommend some educational alternatives. Often times, the child is too young to begin, and we may recommend that parent return for an interview the next year.

6. Acceptance of Placement and Registration

Parent will be notified of acceptance and placement in a timely manner by a phone call or email from the Head of School. The next step in registration is for parent to come by the school office to pick up a tuition agreement contract. Upon completion of the contract and a \$230 enrollment fee will secure the child's spot. **Please note: A child's spot will not be held without the contract/registration fee.**

PLEASE NOTE: The Tuition Agreement Contract is a full-year binding contract.

In order to complete registration of your child at Midland Montessori School, you must complete an online enrollment process and set up an account through RenWeb. A health form signed by a physician and shot record will be required. Instructions to set up online enrollment will be sent to you upon receipt of your tuition contract.

TUITION POLICY

TUITION SCHEDULE

The tuition and fee schedule for the current academic year may be found at the front of this Handbook. The tuition and fee schedule for the next academic year will be published in February.

A tuition discount of 5% is given to all siblings.

There is no penalty charge for making monthly payments or discount for payment in full.

TUITION PAYMENT

Tuition may be paid in full or divided into a 10- or 12-month payment plan.

All tuition is debited from a checking account through FACTS. You may choose the 5th or 20th of the month to pay tuition.

SCHOOL CONTRACT

MMS contracts **are binding** once electronically signed by parent/custody of student.

There is a cancellation date/time listed on the contract before it becomes a binding contract. Refer to present year contract for date/time.

Curriculum

PRESCHOOL AND KINDERGARTEN PROGRAM

The three-year old, four-year old, and Kindergarten classrooms are thoughtfully prepared educational environments where children are free to grow and learn under the observation and guidance of the teacher. The classrooms contain a selection of carefully designed “works” from which a child may choose. As the children manipulate these works, they teach themselves through their senses, primarily the sense of touch. In addition to the Montessori curriculum of Sensorial materials, Practical Life, and Language and Math, the children work in the areas of science, geography, history, art, music, Spanish, and movement.

Children who complete the full three-year Preschool and Kindergarten program will have the skills necessary for a successful elementary education.

Children must be at least five years of age by September 1st of the school year to enroll in Kindergarten.

ELEMENTARY PROGRAM

The Elementary program offers education for six through twelve-year-old children in classrooms where students of different ages and abilities work side by side. Each classroom is an active environment. Children receive lessons from the teacher, then go on to work individually, in pairs or in groups. Activity takes place at desks, tables, or on mats on the floor. The classrooms are rich in Montessori educational materials (many of which are extensions of those used in the Preschool and Kindergarten classrooms) and research resources that support the students’ growing interest in their expanding world.

The curriculum includes language, mathematics, studies of the earth, the universe, plants and animals, geography, history, human needs, invention, art, and music. The Montessori reading and language program incorporates the use of multi-sensory materials and is enhanced with Alphabetic Phonics, SRA, and children’s classic literature.

Academic excellence is achieved in the Elementary program through an emphasis on mastery of skills and concepts, rather than on grades. Students are encouraged to ask questions, research subjects, and draw their own conclusions. Multiple methods for learning and the time needed for success are provided because all children do not learn in the same way or at the same pace.

Children who complete the Elementary program are well prepared, enthusiastic and ready to embrace and appreciate a lifetime love of learning.

INDOOR/OUTDOOR PHYSICAL ACTIVITY PROGRAM

Movement is an important component of the Montessori curriculum. Research continues to support the Montessori theory in which studies have shown that educational activities that occur with physical movement positively influence academic achievement. Students that are allowed to stand and move during the day show that their memory, attention, mood, and academic achievement improve. If you picture a traditional classroom, children are carefully seated in neatly organized rows and expected to sit and concentrate for extended periods of time. Within every Montessori classroom, students can move to do his or her work and can be found sitting on the floor at a mat, sitting at a table, or a desk. Their options are varied according to the materials they are working with. Montessori students move in a "purposeful manner" throughout their day. They are free to move to gather their materials which are needed; therefore, the in class daily physical movement is ongoing throughout their day.

Students enjoy their playground areas with a variety of equipment and playing areas for 30 minutes per day. It is incorporated into their every day schedule weather permitting. Please Note: Children will not go outdoors during inclement weather such as temperatures below 42 degrees fahrenheit or above 99 degrees fahrenheit, rain, sleet, or snow. During inclement weather, children will have opportunities for stretches and physical movement indoors. Students enjoy their playground areas with a variety of equipment and playing areas for 30 minutes per day.

A more structured playtime/PE is planned two-four times per week for kinder-sixth grade. Students learn basic skills and games in a supportive atmosphere that encourages each student to do their best. Our goal is that each student develops a life-long appreciation of the importance of physical exercise and activity.

Visiting the School

Midland Montessori School has an open-door policy. We recognize the role of the parent as the child's most important teacher, and all parents are welcome to observe our classrooms at any time. We also welcome and encourage visits to the school from prospective families and the community during our open house in January. All visitors must sign in and out in the school office.

We open up our classrooms for parent observations during the month of October. We want all parents to observe our classrooms to get a picture of your child's environment. This is very beneficial before our Parent/Teacher conferences in November.

When you come to observe a class, please adhere to the following guidelines during your visit: sit quietly and observe; try not to make your presence felt; do not initiate conversation; and do not handle the materials, or take photos/videos. We recommend these guidelines to minimize interference in the children's environment.

Volunteering

Opportunities for volunteering include being a room mother or father, working on the book fair, sharing your time in the classroom, making materials at home, teacher appreciation lunches, and much more. The volunteer spirit is what makes Midland Montessori School a success.

All volunteers must sign in/out at the school office before entering a classroom.

Student Evaluations / Conferences Progress Reports

INCLUSIVE SERVICES AND IEP

Students who have been diagnosed/assessed for learning differences by a licensed diagnostician will have an IEP (Individual Education Plan) set up. School must have a copy of the formal assessment in order to create and implement the IEP.

PARENT CONFERENCES

Two Parent Conferences take place during the school year, one in the fall and one in the spring. There is no School for children on conference days.

Teachers and or parents may request additional conferences if needed.

Progress reports will be distributed in January and May.

STANDARDIZED TESTING

Terra Nova Standardized testing will take place in grades fourth-sixth in the second semester.

CONFERENCES

Teachers cannot conference with you during class time or during drop off / pick up your child. Please call the office or email student's teacher to set up a conference.

At your request, a teacher conference can be set up at any time in the school year. You and the teacher may choose to conference on the phone or by email. If a conference is needed the office will schedule a time that is convenient for teacher and parent.

School Policies

ATTENDANCE POLICY

We value our time with the students. A student must be in attendance for 90% of the school year in order to be placed or promoted to the next grade level. Special circumstances (such as COVID-19, flu, etc.) that cause extended absences must be approved by the Head of School. Regular attendance is expected in all grade levels unless a child is ill or cannot participate in daily activities. Many classroom activities cannot be made up. If a child is **frequently late or leaves early**, the teacher will request a **conference with the child and parents**. Kindergarten and Elementary attendance will be reported as part of a student's progress report.

ARRIVING TO SCHOOL

Preschool

- Parents are asked to wait on the sidewalk outside of the fence until the green gate door is open. (Playground will not be open before classes.)
- Students are asked to walk in the gate holding a parent's hand. (We ask that parents do not carry the child in, as walking in is part of the independence that Montessori fosters.)
- Parent will not enter classroom. Student will walk in and sit at their circle.

Some young children may have difficulty separating from parents. When you bring your child to school, please tell the child goodbye and that you will be back when class is over. Please be firm and do not linger or follow your child inside. We will take good care of your child! If the child continues to be upset and cannot be consoled, please be assured we will call the parent.

Kindergarten and Elementary

- Carpool line will be open at 7:45am. Children are to remain in the car until car reaches a teacher who will open the door. **(Please have your child ready to exit the car with shoes on, backpack on, lunch in hand, and coats if needed.)** We like to keep our carpool line moving! **NO CELL PHONES MAY BE IN USE DURING DROP OFF TIMES ONCE CAR HAS REACHED THE PARKING LOT OR WHILE IN THE SCHOOL ZONE.**

TARDINESS

Chronic tardiness has an enormous impact on children. At the elementary level a lesson might be given to the whole class at the beginning of the day, and any child who arrives late may miss part of/or the entire lesson. In the Primary classroom, the teacher takes time with each arriving student to welcome, connect, and assist the child in becoming engaged in their morning circle

time. A child arriving late finds the teacher already engaged, giving a lesson and unable to free themselves to make the vital connection. It is difficult for a little one to come in when the class has already started. It is important for parents to that all children are uncomfortable when they arrive after the start of class.

PLEASE NOTE: THREE TARDIES WILL EQUAL ONE ABSENCE.

DISMISSAL FROM SCHOOL

Preschool parents will wait to pick children up outside the gate until the gate is opened at the designated dismissal times.

Kindergarten-Upper Elementary students will be picked up in a carpool line. Carpool lines begin at 2:45pm for Kindergarten, 2:50pm for Lower Elementary, and 3:00pm for Upper Elementary. **Car tags will be given to parents to display during the carpool line. Tags must be clearly displayed on windshield. NO CELL PHONES MAY BE IN USE AT CARPOOL PICK UP TIMES ONCE CAR HAS ENTERED THE PARKING LOT OR IN THE SCHOOL ZONE.**

Students will be only be released to a parent or someone designated by the parent in writing. If the teacher does not recognize the person picking up a child, the person driver's license will be checked for verification with the written note. Teacher or Staff will call parent, to verify pick up if parent has not previously notified teacher/office.

Please be on time! Parents who are more than five minutes late for pick up will be debited through their FACTS Incidental account a late pick up fee of \$2.00 per minute.

ACADEMIC CALENDAR AND HOLIDAYS

Midland Montessori School's academic year consists of approximately 156 days. We follow the MISD calendar throughout the school year with the following exceptions: school begins in September rather than August, we have a full week of vacation at Thanksgiving, and students do not attend school on parent/teacher conference days. Dates of holidays and conference days are given on the calendar included in this Handbook. A copy of the school calendar is also available in the school office or on our website: midlandmontessorischool.org

FAMILY VACATIONS

It is difficult for a child to miss school for an extended period of time for any reason. Obviously, a child must stay home when sick or quarantine is necessary. However, a family vacation while school is in session should be avoided. Many lessons are given each day at all grade levels from preschool-6th grades. Lessons can be long and complex, and it is not possible to present the new concept of skill with the same level of detail to a child who has missed the initial presentation. Since we do not rely on workbooks or worksheets, it is not possible to send a student off with a week of work. *Please note: We will gather assignments to be sent home to the best of our ability for a child who is in quarantine due to COVID or extended illnesses.* **We ask that parents please plan vacations to coordinate with the**

school calendar.

SNOW DAYS AND WEATHER

Please check your email and texts for information on delays or cancellations due to weather. In case the school is delayed in the morning, do not bring your child to school until the stated start time. Teachers may be delayed as well and will not be at school to watch your child.

All morning preschool classes will be cancelled in the case of a delayed morning start due to weather.

CLOTHING

The following rules apply to **ALL** students:

Children should wear durable play clothes to school. Girls who wear skirts or dresses *must* wear shorts underneath. Tennis shoes worn with socks are required for the playground. The following shoes are **not acceptable**: cowboy boots, dress shoes, sandals, crocs, flip-flops, or wheelies.

Please label all jackets with child's name.

Hats are allowed on the playground, but must be taken off in the classroom. Please apply sunscreen to your child in the morning. We will play outside every day except in very bad weather. Please see that your child comes to school with appropriate clothing for the weather.

Preschool

Please remember that your child must be able to undo and refasten his/her own clothing when using the bathroom. Elastic waistbands allow independence for young children. **Belts and overalls should not be worn** as they are difficult and time consuming for the children to buckle and unbuckle. Velcro fastened shoes are suggested so that children can put their own shoes on. Often, children must take their shoes off to remove playground sand. ***Girls must wear shorts under dresses and skirts.***

All children must wear socks and tennis shoes that fit well every day.

Kindergarten and Elementary

Students should wear neat, comfortable clothing appropriate for learning. Shorts and skirts should be fingertip length. ***Girls must wear shorts under dresses and skirts.***

Shirts must be long enough to cover a child's mid-section and back.

No tank tops, halter, or spaghetti straps will be allowed. Teachers will use their discretion concerning inappropriate logos on shirts. No extreme haircuts/hair color is allowed.

All children must wear socks and tennis shoes that fit well every day.

If your child is not dressed appropriately as outlined in this Handbook, a phone call will be made to a parent to bring the appropriate clothing for the child.

PERSONAL POSSESSIONS

Please do not allow your child to bring toys or belongings from home to school. They will be taken up by the teacher and may not be returned. Toys stowed in pockets become distractions during the school day. If he or she has something special to show the class, please talk with the teacher before sending it to school.

PARTY INVITATIONS

We will not allow party invitations to be handed out on school property. We ask that you please mail your invitations. Student addresses are available through Parents Renweb.

SOLICITATIONS

Any student, parent, teacher, or individual wishing to solicit for an organization other than the school may do so only after normal school hours. **Please do not solicit from any teacher, student, or parent before or during school.**

SNACKS

Preschool

NO snack will be served to preschool students. Please be sure your child has a good breakfast or lunch before arriving to school.

Kinder - Elementary

Parents will be charged two \$35 snack fees (Fees will be debited through your FACTS Incidental Account, one in September and one in January)
School will purchase items to be distributed as a morning snack.

Snacks may consist of: pretzels, cheese crackers, peanut butter crackers, animal crackers, granola bars, breakfast bars, cheez-its, goldfish, cheese sticks, yogurt, beef jerky, and fruit.

LUNCH FOR KINDER-ELEMENTARY

All kinder-elementary students are required to bring an insulated water bottle filled with only water to school every day.

PLEASE BE SURE YOUR CHILD IS ABLE TO OPEN EVERYTHING IN THEIR LUNCHBOX BY THEMSELVES.

Students eat outside everyday unless the weather is unfavorable. If weather is unfavorable, we will eat in the classrooms.

During warm weather, please include a re-freezable ice pack or a frozen water bottle in your child's lunch box to keep food from spoiling. Please write your child's name on their lunch box.

Please do not send food that must be refrigerated or heated. Children *will not* have access to the kitchen or an opportunity to heat their food and may not ask teachers to do so. We also request that you not send food in glass containers for safety reasons.

Fresh fruits and vegetables are healthy alternatives to candies and cookies. **Please do not include gum, candy, sweet or caffeinated soda, or sugary desserts in your child's lunch.**

In the event that a child forgets his/her lunch, the teachers will supply peanut butter or cheese and crackers along with a nutritious snack. **Please DO NOT bring the forgotten lunch after the gate has closed.** This is a great opportunity to teach responsibility to your child.

FAMILY PICNIC DAYS

A Family Picnic Day is an all-school picnic hosted by the Parents' Association where hot dogs, BBQ, etc. are sold to parents and children. The proceeds are used to purchase materials for the school. There are two Family Picnic Days throughout the school year.

Code of Conduct

STUDENT CONDUCT FOR THE CLASSROOM

- We are expected to return work to its place on the shelf.
- We respect each other's workspace.
- We walk and talk quietly in the classroom.
- We respect and handle the materials with care.
- We are **respectful, kind** and **considerate** to our classmates and teachers.
- We accept personal responsibility for the care of our school.
- We complete assignments as requested by the teacher.
- We take responsibility for our actions.

PARENT CONDUCT

Families with children at Midland Montessori School become a part of our school community. Our community thrives because we all agree to treat each other with grace, courtesy, and respect. Your acknowledgement indicates your willingness to abide by the following guidelines:

Privacy

Please help us maintain the mutual trust and respect we all need to keep our community healthy and safeguard the privacy of the children, parents, and staff. Sharing confidential, damaging or harmful information is not acceptable.

Etiquette

Midland Montessori staff, teachers, and parents all are expected to strive for high standards of respect, etiquette, and behavior. All policies and procedures should be followed. Modeling proper etiquette is good for our children to see and for our community-we should always model the very best behavior for them.

PARENT COMMUNICATION

When a parent has a question, concern, or grievance, they should make every effort to bring their issue to the appropriate person/persons as follows:

For Curriculum, Student, and Classroom Issues:

First: Child's Teacher

Second: Head of School

For Questions about School Policies and Procedures:

First: Head of School

Second: Executive Board

The use of broadcast emails, surveys, or social media to contact fellow parents about sensitive issues involving Midland Montessori policies, teachers, staff, and students is inappropriate and may be grounds for probation or dismissal from Midland Montessori School.

DISCIPLINE

We do not anticipate any discipline problems, but would like for you to know how discipline is handled if it becomes necessary. Midland Montessori School's discipline policy adheres to the Discipline Policy set forth by the State of Texas. A copy of this Policy may be found in Appendix III.

Preschool

If a child becomes disruptive, or is unkind or inconsiderate to others; we will remove the child from the situation by inviting him or her to work in another part of the classroom. Usually, we will help the child start on a work of his own. If the behavior continues, the child will be invited

to sit in a “thinking chair” until the child can think of something constructive that he or she would like to do. If the child cannot think of anything, the teacher will help redirect him or her. Verbal reminders are often necessary the first few months of school until the child adjusts to the environment. Most children will have a bad day occasionally. We will let you know if your child is having trouble adjusting. We are committed to giving the children positive reinforcement and guidance as often as possible.

If a child is biting, hitting, kicking, or generally compromising the safety of another child, the parents will be called by the Head of School. If the behavior continues, the Head of School will call the parent to pick up the child from office. After the third offense, the child will be asked to stay home for a period to be determined by the Head of School.

Kindergarten and Elementary

A student is disruptive if he or she is unkind or inconsiderate to others in the class. If a student becomes disruptive, we will move the child to another area or classroom. He/she will be expected to continue his/her work there. Any disciplinary action will include parent notification of the problem and the disciplinary action. A perfectly good student can have a bad day occasionally. We will keep you informed of any problems your child is having adjusting to the environment.

If a child is taken to the office to speak to the Head of School, you will be notified immediately. If the disruptive behavior continues, or if a student is hitting or physically harming another student in any way, a parent will be called to take the student out of class. A student who is continually disruptive, abusive to others, or unable to contribute in a positive manner may be asked to leave the school and be placed in another educational facility.

Recess may be reduced if a child has not used his/her class time wisely.

DISMISSAL OF STUDENT

The student and each parent or guardian of the Student are expected to comply with and uphold all the rules, policies, procedures, and code of conduct of the school. Failure by the student, or by any parent or guardian of the student to comply with, or to uphold, any School rules, policies, procedures, or code of conduct may result in the mandatory withdrawal of the Student, if in the sole discretion of the Board of Directors, such withdrawal is deemed to be in the best interest of the School or the Student. Such withdrawal may be required whether or not any other sanction is imposed for violation of a rule, policy, procedure, or code of conduct.

Health Requirements

Each student must have on file a Health Requirements form which is part of the admissions packet. One of the following options must be selected:

1. Health Care Professional's Statement: My child has been examined within the last year and he/she is able to take part in the program.
2. A signed and dated copy of a health care professional's statement is attached.
3. Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of. An attached signed and

dated affidavit must be submitted.

4. My child has been examined within the past year by a health care professional and is able to participate in the program. Within 12 months of admission, I will obtain a health care professional's signed statement and submit it to the child care operation.

IMMUNIZATIONS

The State of Texas requires that students attending preschool and elementary school have a current immunization record on file at the school. Parents must acquire a copy from their physician or have their physician complete the supplied form and submit it by the first day their child attends school. A copy of the state immunization requirements may be found in Appendix I, in the school office, and at www.ImmunizeTexas.com.

Exception: No record of immunization is required if the school is provided with one of the following documents:

1. Affidavit stating that immunization exemption is granted for "reasons of conscience" including religious belief.
2. A certificate signed by a physician that the immunizations may be detrimental to the student's health;
3. Medical evidence of the students existing immunity as a result of previously contracting the disease.

ILLNESS

Please do not send your child to school if he or she is not feeling well or may be contagious. If your child is unable to attend school, please notify the school office by 9:00AM. Please leave a message if you call before 7:30AM.

The following are reasons to keep your child at home:

- Fever of 100 degrees or above
- Stomachache, vomiting or diarrhea within the last 24 hours
- Cold or flu symptoms, e.g., sore throat, persistent cough, or sneezing
- Greenish-colored discharge from the nose
- Undiagnosed Rash
- Contagious, communicable disease, COVID-19 symptoms
- Head lice

Please inform the school if your child has been diagnosed with any communicable illness,

including but not limited to COVID-19, chickenpox, conjunctivitis (Pink eye), diarrhea disease or infection, head lice, hepatitis A, impetigo, flu, measles, bacterial meningitis, mononucleosis, mumps, pertussis, rubella, ringworm of the scalp, scabies, strep throat/scarlet fever, or tuberculosis.

The school is required to notify other parents and report these illnesses to the appropriate Health Department.

A notice will be posted on the classroom door or emailed within 24 hours of the school learning that a student or teacher has any of the above listed communicable diseases or an outbreak of lice or other infestation in the child's group.

Illness at School

Children with any of the above ailments must be segregated from other children. Children who become ill while at school will be taken to the office isolation room and given appropriate attention and supervision. The parent or a person designated by the parent will be contacted to pick up the child. Parent must pick up their child within an hour the parent was notified.

Please be sure that all phone contact numbers are kept up to date in the office and on your Parents' Ren Web account. If a child is sent home ill from school, the office will provide you with a form that states when your child may return to class.

RETURNING TO SCHOOL AFTER AN ILLNESS

Children should be fever free without medication, rash, vomiting, or diarrhea for 24 hours before returning to school. Children with strep throat may return to school 24 hours after beginning antibiotic treatment, their fever has subsided without medication, and they feel well enough to attend. Children may not attend school if their illness will prevent them from participating in daily activities when they return, including outdoor play, or if they will require special attention from the teachers, which might distract from their regular duties.

Readmission criteria for other communicable diseases may be found in Appendix I.

MEDICATION

We do not administer prescription medications to children at school. We ask that a parent come to school at the appropriate time to administer. We may at times administer, with a parent's verbal or written permission, an over-the-counter medication such as for allergy, pain reliever, antacids. We will contact parent prior to administration and record time, dosage, and administrator of medication. *Please note: A list of long-term medications given to the child at home must be listed on the child's school info in case of an emergency.*

ALLERGIES

If your child has a food allergy diagnosed by a health-care professional, parents must provide the school with a signed and dated food allergy plan (FARE Plan). This plan will be acknowledged by all teachers working with the student. All individual Allergy Plans will be posted in classrooms that child attends.

Preschool

If your child has an allergy to dust or pollen that is exacerbated by the wind or weather and you do not want them outside, you may choose to pick the child up early before recess or keep him/her home for the day.

Kindergarten and Elementary School

If your child has an allergy to dust or pollen that is exacerbated by the wind or weather and you do not want them outside, please check with the teacher to see if your child may remain indoors during recess.

BREASTFEEDING

Comfortable provisions will be made for a parent/staff member in the office conference room to enable a mother to breastfeed her child.

VISION AND HEARING SCREENS

All returning and new students age 3 or older will be screened for possible vision or hearing problems within the first semester of enrollment or within 120 calendar days of enrollment, whichever is longest. Parents may provide evidence of screening conducted within one year prior to enrollment in lieu of screening at Midland Montessori School.

A licensed or certified screener or a health-care professional will conduct the vision and hearing screening. Any child not passing the screening will first be re-screened. If the child does not pass the re-screening, the parents will be notified in writing and encouraged to seek medical care for the problem detected in the vision and hearing screening. Parents will be asked to sign the referral form as verification that they were notified of the problem. Vision and hearing records, including screening results and referrals, will be kept in each student's file.

Speech screening is not required at this time and is not performed at the school. Teachers may make recommendations to parents to have their child screened if they believe that there may be a problem.

ACCIDENT AND INJURY

All teachers in each building are certified in CPR and First Aid.

Minor accidents requiring no medical attention will be reported in a note sent home with the child. A copy of the note will be placed in the child's file.

In the event that a student is injured and requires medical attention, we will call the physician identified in the child's record along with the child's parent or someone designated by the parent on the emergency contact list. A staff member will remain with the child and we will follow the physician's instructions until the parent arrives.

In the case of an emergency that requires immediate attention by a physician, emergency medical services will be contacted or the child will be taken to the nearest emergency room (Midland Memorial Hospital). A parent or someone designated by the parent on the

emergency contact list will be called, as will the physician list on the enrollment form. The child will be given first-aid treatment or CPR as needed. A school representative will accompany the child and stay with him/her until a parent or emergency contact has arrived.

An Incident/Illness report will be filed with Family Protective and Regulatory Services within 48 hours after the occurrence of any accident or emergency requiring medical attention by a health-care professional. A copy of the report, signed and dated by both the Director of the School and at least one parent/guardian, will be placed in the child's file. A copy of the report will also be given to the parents.

A blank copy of an Incident/Illness report can be viewed in the school office.

Student Safety/School Emergencies/Fire/ Weather Drills

Fire Drills will be conducted monthly.

Severe weather drills/lock downs will be conducted four times a year.

Please see Appendix III.

SCHOOL SECURITY

The office door will remain locked during school hours.

The school gates will be latched at all times during the school day for your children's safety.

Midland Montessori School does not allow the possession or use of tobacco, alcohol, controlled substances, firearms, or weapons on the premises, in transportation vehicles, or on field trips.

SUPERVISION

The director or someone designated to be in charge in the director's absence will be on campus at all times. If the director is absent, a notice will be placed in a prominent place stating who is in charge.

All employees and any volunteers who will be with students on a frequent basis must pass a criminal history check. (Criminal history request forms may be filled out in the office.)

In the Classroom

Each classroom is directed by a Montessori certified teacher. Student/teacher ratios are far below the state standards. Teachers will observe children at all times.

On the Playground

The playground will be closed to students/parents before and after school.

There will be no unattended children on the playground at any time.

Children in preschool will not be allowed to play outside of the fenced playground area. Children in the K - 6th grades will be allowed to play outside the fenced playground area provided that there is one teacher for every 20 students in this area.

Playgrounds are inspected on a monthly basis.

On Field Trips (Elementary Only)

The school will follow all state licensing guidelines for supervision on field trips.

Teachers will be driving children and acting as chaperones during field trips. Drivers must hold a current valid driver's license and insurance. Each vehicle must have an up-to-date inspection sticker that verifies that the state-mandated requirements for safety have been met. Drivers must also have a background check and have taken a transportation safety course. All vehicles are equipped with a fire extinguisher.

Drivers must follow all laws and recommendations relating to seat belts, front seat passengers, and airbags. Children must remain in a seat with a seatbelt on until the driver tells them they can remove the seatbelt.

Children must not ride in the front seat of a car without parent written permission.

Children will load and unload at the curbside or in a protected parking area or driveway. A child may not cross a street unless accompanied by an adult any time before entering or after leaving a vehicle.

Children must never be left unattended in a vehicle.

Student/teacher ratios will typically be less than and usually not more than the classroom Student/teacher ratios.

Students will be required to wear tags displaying the school's name and telephone number and will be encouraged to wear school logo t-shirts to make themselves easily identifiable to the teachers.

The teachers will also wear clothing that makes them easily identifiable and have a written list of students in their care, a first aid kit, a copy of allergies, and communication device. One or more teacher on a field trip will be Pediatric CPR/ First Aid certified.

STUDENT RELEASE

No child will be allowed to leave the school grounds unless released to a parent or a person

designated by the parent in writing or unless written permission has been given to go on a field trip.

You must inform the school in writing of the person authorized to pick up your child if it is someone other than you or a person designated on your child's enrollment form.

We will verify the identity of any person authorized to pick up a child, but not known by the staff by asking to see a valid driver's license.

PARKING LOT SAFETY

Please lock your car even if you are going in the school for only a short time.

Children must not be left unattended in a car for any reason. Please take all young children and babies to the classroom door with you.

NO CELL PHONE USAGE WHILE DRIVING INTO THE PARKING LOTS OR IN THE SCHOOL ZONE.

ANIMALS ON THE SCHOOL GROUNDS

Some classrooms include small animals as a part of the Montessori environment. Parents will be notified in writing of any animals present in their child's classroom.

Children and teachers will wash their hands after feeding, cleaning up for, or handling an animal.

Children will not be allowed to handle any chickens, ducks, reptiles or amphibians or any animal that appears ill.

CHILDREN AND/OR PARENTS MAY NOT BRING PETS TO SCHOOL.

PEST CONTROL

Pest control treatment will take place after operating hours and no students will be present during the treatment. Chemicals which leave harmful residues will not be used in areas where children would have access to the residue.

Notification will be posted on the classroom door 48 hours before and after a pest control treatment.

SCHOOL EMERGENCY

In the event of a school-wide emergency, children will be evacuated to an appropriate site on the school grounds or transported to the off-site emergency location (Crossway Church 1000 Upland in accordance with the procedures set forth in the emergency evacuation plan. In an event the street block must be evacuated the children will be transported to Golf Course Road. Church of Christ, 3500 W. Golf Course Road. A copy of this plan is available in Appendix IV for your review. School personnel will remain with the children at all times. Once the safety of

the students is secure, parents or someone listed on the emergency contact list will be notified immediately so that they may come pick up their child.

CHILD ABUSE / NEGLECT

Midland Montessori School staff/volunteers are required by law to report any suspected child abuse or neglect to the Texas Child Abuse Hotline.

If you suspect child abuse or neglect at any time, you may report it to the Texas Child Abuse Hotline at 1-800-252-5400.

Field Trips, and Special Events

FIELD TRIPS FOR ELEMENTARY ONLY

Field trips offer enrichment opportunities beyond the classroom setting in grades first-sixth. Field trips may be scheduled as part of extended studies or they may be community service-related. Field trips will be taken to attend musical events and to visit museums of art, science, and history in the area. Field trips provide an excellent opportunity to practice the Grace and Courtesy skills that children work on as part of the Montessori curriculum.

Parents will be notified in writing at least 48 hours before a field trip is to occur. Notification will include when and where the field trip will take place, when the students are expected to return to the school, and how the students will be transported. This notification may be sent home with your child and also posted on or by the child's classroom door. The school will follow all state licensing guidelines for safety and supervision on field trips.

Please fill out a permission slip for each trip. No student will be allowed to attend a field trip without written parent consent.

If you do not grant permission for your child to attend a field trip, please send a note stating that you will pick up the child prior to the scheduled departure time. Please sign your child out of his/her classroom.

Preschool and Kindergarten will not be taking field trips.

SPECIAL EVENTS

Students may be dismissed early on occasion for special events or before a holiday as noted in school calendar. Parents will be notified in writing at least 48 hours in advance.

Each year, special activities are planned to celebrate the holidays. Please consider volunteering in your child's classroom if you would like to help with these plans.

PARENT'S ASSOCIATION

The Parents' Association also hosts several all-school functions throughout the year. Volunteering in the Parents' Association is a wonderful way for parents to become involved at the school and a great way to make new friends!

Appendix I

Readmission criteria for common illnesses are as follows:

COVID-19 – ALL CRITERIA MUST BE MET BEFORE RETURNING TO SCHOOL:

Fever free for 48 hours without fever reducing medication, 10 calendar days must have passed since onset of illness, and symptoms have improved (cough, breathing, etc.)

Chickenpox-- seven days after onset of rash; immunocompromised individuals should not return until all blisters have crusted over.

Lice-- If head lice are discovered on a student, we will send that child home and notify all parents in the class that there is a case. We will check all the student in the class, as well as siblings. Upon the student's return to school, they will be carefully checked to be certain there are no live or hatching eggs remaining. They may not return to school with nits remain. *Thank you for adhering to our policy to prevent the spread.*

Impetigo-- after treatment has begun

Mononucleosis-- when a physician decides or after fever subsides

Strep/scarlet fever-- 24 hours after antibiotic treatment has begun and fever subsides

Appendix II

Texas Department of Family and Protective Services

516 Air Park Road, Bldg. B
Midland, Texas 79705
432-684-3210
432-684-3295 Fax

Texas Department of Health Immunization Division

www.ImmunizeTexas.com

Texas Child Abuse Hotline

1-800-252-5400

HHSC Privacy Policy

<https://hhsc.texas.gov/policies-practices-privacy#security>

Appendix III

Discipline and Guidance Policy for Midland Montessori School

- Discipline must be:
 1. Individualized and consistent for each child;
 2. Appropriate to the child's understanding; and
 3. Directed toward teaching the child acceptable behavior and self-control.
- A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:
 1. Using praise and encouragement of good behavior instead of focusing only on unacceptable behavior;
 2. Reminding a child of behavior expectations daily by using clear, positive statements;
 3. Redirecting behavior using positive statements; and
 4. Using brief supervised separation or time out from the group, when appropriate for the child's age and development.
- There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:
 1. Corporal punishment or threats of corporal punishment;
 2. Punishment associated with food, naps, or toilet training;
 3. Pinching, shaking, or biting a child;
 4. Hitting a child with a hand or instrument;
 5. Putting anything in or on a child's mouth;
 6. Humiliating, ridiculing, rejecting, or yelling at a child;
 7. Subjecting a child to harsh, abusive, or profane language;
 8. Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
 9. Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Dismissal of Student: *The student and each parent or guardian of the student are expected to comply with and uphold all the rules, policies, procedures, and code of conduct of the school. Failure by the student, or by any parent or guardian of the student to comply with, or to uphold, any school rules, policies, procedures, or code of conduct may result in the mandatory withdrawal of the student, if in the sole discretion of the Board of Directors, such withdrawal is deemed to be in the best interest of the school or the student. Such withdrawal may be required whether or not any other sanction is imposed for violation of a rule, procedure, or code of conduct.*

Appendix IV

Emergency Drills and Procedures

Fire Fire/Evacuation Fire/Gas Leak Severe Weather Lockdown

Designated Areas	All Saints Anglican	Fannin Terrace	Designated Areas
Designated Areas	1000 Upland Ave.	2800 Mogford	
Fire Alarm	Fire Alarm	Fire Alarm	Code BLUE
Code PINK			
Walkie Talkie	Walkie/Talkie	Walkie /Talkie	Walkie/Talkie

Students:

-Stop what you are doing	-Stop what you are doing	-Stop what you are doing	-Stop what you are doing
-Stop what you are doing			
-Exit classroom quickly	-Exit Classroom quickly	-Exit Classroom quickly	-Listen for directions
-Listen for directions	-Listen for directions	-Listen for directions	-Duck and cover
-Move away from doors			
-Meet at designated area	-Walk to designated area	- Enter car as directed	-Remain in position
and windows			
-Once outside, remain quiet	-Once outside, remain quiet	from the teacher	-Maintain silence
-Maintain silence			
and calm	and calm.	-Once in car, remain quiet	
		and calm	

Teachers:

-Check restrooms and hallways	-Check restrooms and hallways	-Check restrooms and hallways.	- Place students in designated
-All doors locked			
-Exit classroom quickly	-Exit classroom quickly	-Exit classroom quickly	-areas in duck and cover position
			-Blinds closed
-Meet at designated area	-Walk to All Saints (take key)	-Place children in cars, take roll,	-Radio office that all are in position
-Move children to safe locations			
-Take roll immediately	-Take roll immediately.	-drive to Fannin Terrace	- Wait for release
	- Notify staff immediately if child is missing	-Parents will be notified	
-Radio in position			
-pick up from location		- pick up from this location	

Appendix V

COVID Policy

Health Requirements/Special Care Needs – Sample Form

FARE – Food Allergy and Anaphylaxis Emergency Care Plan – Sample Form

Appendix VI

Provider's Guide to Parents' Rights

Midland Montessori School

Covid Policy – Effective 9/5/23

Positive COVID Test:

If a student or teacher tests positive for COVID, they must remain at home until they are symptom -free. They may return to school if they are fever free for 24 hours without fever reducing medication and they test negative. *Please note: School must be notified the day of a positive COVID test.*

Household COVID Exposure:

If a household member of a student or teacher tests positive for COVID, the student or teacher may attend school as long as they are symptom free.

Classroom COVID Exposure:

In accordance with our licensing requirements from the Texas Health and Human Services, we will continue to notify all parents of a positive COVID case from a teacher or student.

Midland Montessori School

2024-2025 Health Requirements

Student Name: _____

Date of Birth: _____

Please attach a copy of the child's immunization records before August 1st, 2024

Check Here _____ If the office has received your child's immunization records.

Admissions Requirements: One of the following must be present before August 1st, 2024. If your child has a well check-up after August 1st or before September 3rd, 2024, please call the office or email admissions@midlandmontessorischool.org

Check to indicate the option you select:

- ☐ DOCTOR'S STATEMENT: I have examined the child of the above name within the past year and found that they can physically participate in school activities.

Signature of Physician: _____ Date: _____

- ☐ A FORM OR WRITTEN STATEMENT FROM A HEALTH CLINIC

If you do not have either of the above:

- ☐ Parents Statement: A licensed physician examined my child within the past year, and they can participate in school activities. *Within the next 12 months, I will obtain a physician's statement.*

Name and Address of Physician: _____

- ☐ My child has an appointment for a physical examination on _____
I will submit the physician's statement following the appointment.

Signature of Parent or Guardian: _____ Date: _____

Note: If medical diagnosis and treatment and/or immunization conflict with your religious beliefs, you must sign an affidavit to that effect and attach it to this form. If immunization would injure your child or family, you must obtain a certificate (signed by a physician) to that effect and attach it to this form.

Student Name: _____

Date of Birth: _____

Child's Special Care Needs (Check all that apply or Check None of the above is required)

- ☐ Environmental allergies
- ☐ Food illness (Attached FARE Care Plan form)
- ☐ Existing illness
- ☐ Previous serious illness
- ☐ Injuries and hospitalizations (*past 12 months*)
- ☐ Limitations or restrictions on child's activities (include doctor's note)
- ☐ Reasonable accommodations or modifications
- ☐ Adaptive equipment (*include instructions below*)
- ☐ Symptoms or indications of complications
- ☐ Medications prescribed for continuous long-term use
- ☐ Other: _____
- ☐ None of the above is required.

Explain any needs selected above:

Signature-Parent or Legal Guardian

Date Signed

**FARE**

Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

Name: _____ D.O.B.: _____

Allergy to: _____

Weight: _____ lbs. Asthma: ☐ Yes (higher risk for a severe reaction) ☐ No**NOTE: Do not depend on antihistamines or inhalers (bronchodilators) to treat a severe reaction. USE EPINEPHRINE.****Extremely reactive to the following allergens:** _____**THEREFORE:**

- ☐ If checked, give epinephrine immediately if the allergen was **LIKELY** eaten, for **ANY** symptoms.
- ☐ If checked, give epinephrine immediately if the allergen was **DEFINITELY** eaten, even if no symptoms are apparent.

FOR ANY OF THE FOLLOWING:

SEVERE SYMPTOMS**LUNG**

Shortness of breath, wheezing, repetitive cough

**HEART**

Pale or bluish skin, faintness, weak pulse, dizziness

**THROAT**

Tight or hoarse throat, trouble breathing or swallowing

**MOUTH**

Significant swelling of the tongue or lips

**SKIN**

Many hives over body, widespread redness

**GUT**

Repetitive vomiting, severe diarrhea

**OTHER**

Feeling something bad is about to happen, anxiety, confusion

OR A COMBINATION
of symptoms from different body areas.

1. **INJECT EPINEPHRINE IMMEDIATELY.**
 2. **Call 911.** Tell emergency dispatcher the person is having anaphylaxis and may need epinephrine when emergency responders arrive.
- Consider giving additional medications following epinephrine:
 - » Antihistamine
 - » Inhaler (bronchodilator) if wheezing
 - Lay the person flat, raise legs and keep warm. If breathing is difficult or they are vomiting, let them sit up or lie on their side.
 - If symptoms do not improve, or symptoms return, more doses of epinephrine can be given about 5 minutes or more after the last dose.
 - Alert emergency contacts.
 - Transport patient to ER, even if symptoms resolve. Patient should remain in ER for at least 4 hours because symptoms may return.

MILD SYMPTOMS**NOSE**

Itchy or runny nose, sneezing

**MOUTH**

Itchy mouth

**SKIN**

A few hives, mild itch

**GUT**

Mild nausea or discomfort

FOR MILD SYMPTOMS FROM MORE THAN ONE SYSTEM AREA, GIVE EPINEPHRINE.**FOR MILD SYMPTOMS FROM A SINGLE SYSTEM AREA, FOLLOW THE DIRECTIONS BELOW:**

1. Antihistamines may be given, if ordered by a healthcare provider.
2. Stay with the person; alert emergency contacts.
3. Watch closely for changes. If symptoms worsen, give epinephrine.

MEDICATIONS/DOSES

Epinephrine Brand or Generic: _____

Epinephrine Dose: ☐ 0.1 mg IM ☐ 0.15 mg IM ☐ 0.3 mg IM

Antihistamine Brand or Generic: _____

Antihistamine Dose: _____

Other (e.g., inhaler-bronchodilator if wheezing): _____

PATIENT OR PARENT/GUARDIAN AUTHORIZATION SIGNATURE

DATE

PHYSICIAN/HCP AUTHORIZATION SIGNATURE

DATE

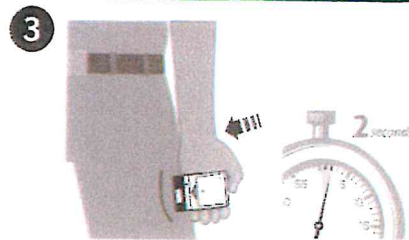
**FARE**

Food Allergy Research & Education

FOOD ALLERGY & ANAPHYLAXIS EMERGENCY CARE PLAN

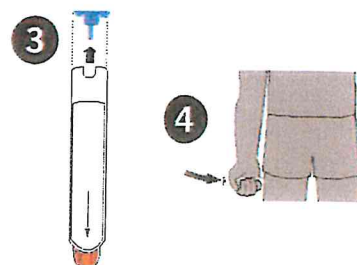
HOW TO USE AUVI-Q® (EPINEPHRINE INJECTION, USP), KALEO

1. Remove Auvi-Q from the outer case.
2. Pull off red safety guard.
3. Place black end of Auvi-Q against the middle of the outer thigh.
4. Press firmly until you hear a click and hiss sound, and hold in place for 2 seconds.
5. Call 911 and get emergency medical help right away.



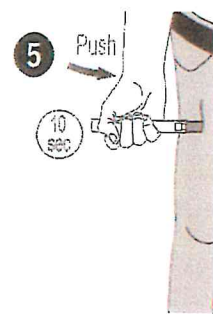
HOW TO USE EPIPEN® AND EPIPEN JR® (EPINEPHRINE) AUTO-INJECTOR AND EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF EPIPEN®), USP AUTO-INJECTOR, MYLAN AUTO-INJECTOR, MYLAN

1. Remove the EpiPen® or EpiPen Jr® Auto-Injector from the clear carrier tube.
2. Grasp the auto-injector in your fist with the orange tip (needle end) pointing downward.
3. With your other hand, remove the blue safety release by pulling straight up.
4. Swing and push the auto-injector firmly into the middle of the outer thigh until it 'clicks'.
5. Hold firmly in place for 3 seconds (count slowly 1, 2, 3).
6. Remove and massage the injection area for 10 seconds.
7. Call 911 and get emergency medical help right away.



HOW TO USE IMPAX EPINEPHRINE INJECTION (AUTHORIZED GENERIC OF ADRENAClick®), USP AUTO-INJECTOR, IMPAX LABORATORIES

1. Remove epinephrine auto-injector from its protective carrying case.
2. Pull off both blue end caps: you will now see a red tip.
3. Grasp the auto-injector in your fist with the red tip pointing downward.
4. Put the red tip against the middle of the outer thigh at a 90-degree angle, perpendicular to the thigh.
5. Press down hard and hold firmly against the thigh for approximately 10 seconds.
6. Remove and massage the area for 10 seconds.
7. Call 911 and get emergency medical help right away.



ADMINISTRATION AND SAFETY INFORMATION FOR ALL AUTO-INJECTORS:

1. Do not put your thumb, fingers or hand over the tip of the auto-injector or inject into any body part other than mid-outer thigh. In case of accidental injection, go immediately to the nearest emergency room.
2. If administering to a young child, hold their leg firmly in place before and during injection to prevent injuries.
3. Epinephrine can be injected through clothing if needed.
4. Call 911 immediately after injection.

OTHER DIRECTIONS/INFORMATION (may self-carry epinephrine, may self-administer epinephrine, etc.):

Treat the person before calling emergency contacts. The first signs of a reaction can be mild, but symptoms can worsen quickly.

EMERGENCY CONTACTS — CALL 911

RESCUE SQUAD: _____

DOCTOR: _____ PHONE: _____

PARENT/GUARDIAN: _____ PHONE: _____

OTHER EMERGENCY CONTACTS

NAME/RELATIONSHIP: _____

PHONE: _____

NAME/RELATIONSHIP: _____

PHONE: _____

Provider's Guide to Parent's Rights

Senate Bill 1098 from the 88th Legislative Regular Session added Section 42.04271 to the Human Resources Code and states that a parent or guardian of a child at a child care facility has the right to:

- Enter and examine the child-care facility during its hours of operation and without advance notice;
- File a complaint against the child care facility;
- Review the child care facility's publicly accessible records;
- Review the child-care facility's written records concerning the parent's or guardian's child;
- Receive inspection reports and information about how to access the child care facility's online compliance history;
- Have the facility comply with a court order that prevents another parent or guardian from visiting or removing the child;
- Be given the contact information for the child care facility's local Child Care Regulation office;
- Inspect any video recordings of an alleged incident of abuse or neglect involving their child provided that:
 - Video recordings of the alleged incident are available;
 - The parent or guardian does not retain any part of the video depicting a child that is not their own; and
 - The parent or guardian of any other child in the video receives prior notice from the facility;
- Obtain a copy of the facility's policies and procedures handbook;
- Review the facility's staff training records and any in-house training curriculum; and
- Exercise these rights without receiving retaliatory action by the facility.

Required Notifications

- The child care facility must provide written notice to the parent or guardian of any other child captured in a video before allowing a parent to inspect a recording.
- The child care facility must provide a parent or guardian with a written copy of the rights no later than the child's first day at the facility.

Helpful Tips

Since a parent may perceive an action taken by a child care facility as retaliatory, keep in mind:

- Documentation is essential in supporting your actions; and
- Follow the suspension and expulsion policy outlined in your operational policies and update your policy, if needed.

