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## **MISSION STATEMENT**

Our Mission is to provide a safe, nurturing and stimulating environment where children's growth and happiness are encouraged and championed. Our carefully formulated material, activities and environment provide the children the opportunity to develop important attitudes, appreciation, skills, ideas and habits that are essential for a lifetime of creative thinking and learning.

CVMS celebrates racial, ethnic and religious diversity and believes all differences in each child make our environment richer. We know that all children are capable of learning. We create a noncompetitive atmosphere where each child can enjoy success in appropriate learning experiences at their developmental level. We adhere to the unique Montessori philosophy of education, which enables the students to become confident, competent and enthusiastic learners for life.

## **ADMISSIONS PROCEDURES**

At CVMS, we do not discriminate, but encourage racial, ethnic, religious, and economic diversity in our student body. Our acceptance decisions are determined by the degree that our Montessori program can meet the needs of each individual child. We also strive to maintain equilibrium between gender and age level in every classroom in order to create a well-rounded group of children.

CVMS may, at its discretion, dismiss or suspend a student at any time if the student fails to conform to regulations established by CVMS; or if a parent or guardian fails to assist CVMS in the implementation of its policies.

### **Eligibility**

Children must be at least 3 months old for admission. Siblings of current students and Montessori transfer students will receive special consideration.

Kids registered after school begin will be placed in the school "*waiting list*" until space is available.

### **Parent School Visitation**

We encourage parents to schedule a time to visit the school to experience the Montessori learning environment and observe the interactions between teachers and students.

After your child is enrolled and has acclimated/normalized to the Montessori classroom, we have an open door policy to parents/guardians. Parents are welcome, in our school, at any time during the day. We do ask that you refrain from visits during nap times as this can be disruptive to our sleepers.

## **ARRIVAL & DISMISSAL**

**Arrival:** All children must arrive at CVMS by 8:30 a.m. It is important for your child to arrive on time to ensure your child's participation in all classroom activities. On time arrivals allow teachers the opportunity to greet each child and welcome them to the classroom. We begin our day with circle time and a group lesson with a snack period. Children who miss these lessons are deprived of this time and routine. In addition, when children enter the classroom after 9:00 a.m., it is disruptive to students and teachers who are engaged in lessons. If a student repeatedly comes after 9:00 am (cut off time), parent should report at the office before dropping their child.

**Dismissal:** All children must be picked up promptly at their designated dismissal time 1:00 p.m., 3:00 p.m., and 6:00 p.m. Any parent arriving to pick up their child after their designated dismissal time will be charged \$5 dollars for every five minutes late per child. We understand that emergencies and extenuating circumstances periodically arise which are beyond your control. Late fees are paid separately from your tuition.

Your child will be released only to people listed on your enrollment application. Exception to this would be a written note from you giving permission to release your child to another designated person. CVMS staff will ask anyone unfamiliar picking up your child to provide a photo identification.

## **ATTENDANCE**

It is important for your child to attend regularly in order to fulfill your child's need for consistency and order. This also enables your child to participate fully in class lessons and other learning experiences. Parents must contact the school when their child is absent.

### IMPORTANT:

You must SIGN YOUR CHILD IN AND OUT EACH DAY, on the roster in your child's classroom. It is your responsibility to sign your child in and out each day.

## **BIRTHDAYS**

Children enjoy celebrating their birthdays with friends at school. Please make arrangements with your child's teacher if you would like to celebrate your child's birthday in the classroom.

Parents may send a special healthy treat for the class to enjoy at snack time, such as juice, fruits, carrot sticks, mini-muffins, cake, etc. Please limit candy.

Parents are strongly encouraged to attend their child's birthday celebration.

CVMS does not allow piñatas, bouncy houses, jungle gyms, clown parties, water slides, etc. Please contact the office for approval before making any decision.

If you are planning a home party for your child and do not intend to invite the whole class, invitations must be mailed to the individual's home.

## **COMMUNICATION GUIDELINES**

Administration of CVMS believe that concerns a parent may have are best addressed and resolved through direct and open discussion. We encourage parents to speak directly with your child's teacher regarding a particular issue related to a classroom situation. If the parent does not feel that the issue has been effectively resolved after speaking with the teacher, or if there is a particular sensitivity, the parent should make an appointment with the Director. The Director will investigate the issue and develop a plan of action. Such actions may include but are not limited to a meeting between the teacher and the parent; a meeting with the teacher, the Director, and the parent, or further meetings between the Director and the teacher.

Teachers only have time for quick conversations with parents during arrival and dismissal, as all of their energy must be focused on the safety and well being of the children. Further communication is welcomed and encouraged outside of class time. Please feel free to schedule a conference with your child's teacher. You may also discuss any immediate needs or concerns with the Director. Translation will be provided.

## **COMMUNICABLE DISEASES**

If your child has a communicable or contagious disease, please contact CVMS right away so that we can alert the parents of other students who may have been exposed. Children with communicable diseases may not attend school until the disease is no longer contagious, as described in the Exclusion of Ill Children Policy that parents receive at enrollment. We may ask for written notification from your child's doctor to allow your child to return to school. **(SEE EXCLUSION OF ILL CHILDREN POLICY)**

## **DAILY SCHEDULE**

Daily schedules are posted in each classroom and in CVMS brochures. Please refer to your child's classroom for their specific daily schedule.

## **DISCIPLINE**

Discipline is approached in a positive manner. Teachers model appropriate behavior, extend encouragement, and provide the children with positive choices. Our goal is to promote effective problem solving techniques for the children and to help them take responsibility for and learn from their actions. Discipline at CVMS does not involve corporal punishment, humiliation, verbal abuse, or other forms of cruel or severe punishment.

The Conduct Code and Discipline Policy of CVMS are as follows:

Behaviors that endanger the physical and emotional well being of any child or adult are unacceptable here at Children's Village Montessori School and Day Care Center. We have the right to be treated with courtesy and respect, therefore:

- No child or adult (teacher, parent or visitor) shall harm another in any way, physically or verbally.
- No child or adult shall disturb the work of another child.

When a problem arises, the procedures are as follows:

For minor problems: If a child is disruptive, (s) he will be redirected to a lesson and/or invited to observe or participate in activities. If necessary, the child will be invited to the quiet place where the child can listen to music, get a book, or do a puzzle. The child can rejoin the group, on his/her accord, when (s) he is ready to be a team member.

In cases of violent (tantrum) behavior, the child will be asked to remove him/herself from the proximity of the other children who can get hurt. A child may be carefully restrained if the teacher and/or assistant feels that harm could come to the child.

Children are encouraged at all times to discuss their feelings and behaviors with the adults in the classroom.

CVMS does not use physical, humiliating, or frightening discipline. We do not deny a child food, rest, or toilet privileges.

CHILD ABUSE: Chapter 827, Section .07 Florida Statutes, requires that we report any suspected child abuse or neglect (physical, sexual, emotional) to the proper authorities.

## **BITING**

Young children will bite one another on occasion. While biting is not a preferred activity, it is reasonable to assume that biting, as it is a developmental behavior, will occur occasionally between young children. CVMS will try to limit biting among children. While each situation will be reviewed on a case by case basis, incidences of biting may result in consequences including but not limited to:

the requirement of a shadow ( to be provided at the related family's expense); time away from school; and / or , permanent removal.

CVMS reserve the right to evaluate each scenario and determine consequences as needed.

## **EMERGENCIES**

In the event that your child is involved in an emergency situation, he or she will be brought to the school office and receive the appropriate care. You will be notified

immediately. If necessary, we will send your child to the nearest hospital in an ambulance, accompanied by at least one member of CVMS faculty. We will send the medical consent form, signed by his/her parent, with the child to ensure immediate treatment. It is **imperative** that parents keep all emergency information updated.

## **EMERGENCY DRILLS**

At CVMS, we will have monthly fire drills scheduled emergency fire drills. This is a great opportunity to instill safety awareness in the children.

## **HOLIDAYS**

CVMS will be closed for Standard Holidays and Holiday Breaks during the year. Monthly calendars will be provided at the beginning of each month and sent home with your tuition statements describing any school closing. During our Holiday Break periods, We offer Child Care Services for an extra fee, depending on how many parents request our services ahead of time, (minimum of 10 kids per day will be necessary in order to offer these services). If you are interested in hourly child care service, you must notify the office at least two weeks before the Holiday/ Spring break periods.

## **FINANCIAL POLICIES**

The school operates on a planned budget and must meet its many financial obligations promptly. It is the responsibility of parents to pay all tuition and other charges incurred on or before the 5<sup>th</sup> of each month. Late fees in the amount of \$25.00 will be assessed beginning on the 6<sup>th</sup> of the month. When withdrawing; 30 days written notice is required. CVMS will not refund or reduce any part of the tuition or other charges because of dismissal, absence, or withdrawal of a student either before or during the school year. CVMS may suspend or dismiss a student if tuition and other charges have not been paid by the specified due date.

Payment Procedures: CVMS provides monthly tuition statements before the 1<sup>st</sup> of each month. The statements are sent home in your child's backpack. It is your responsibility to have the regular monthly payment delivered to the administration office within the appropriate time frame, regardless if you have received the statement or not. CVMS will gladly reprint your statement, if necessary.

## **REGISTRATION & FEES**

After a child's acceptance and payment of the required registration fee has been received, parents must complete, sign, and return all enrollment forms to CVMS before your child's first day of attendance. This registration fee is non-refundable.

Registration Fee and Activity/ Material Fee are paid annually.

There is a \$30 fee for each returned check. If CVMS receives more than one returned check per family, we reserve the right to request the parents to pay on a cash basis. Tuition fees are annual, payable on a monthly basis and there are no discounts or refunds given regardless of attendance, holidays, break periods or teacher workdays, as the school must continue to meet all expenses incurred for the operation of the facility.

## **ILLNESS**

Children with a fever of 100 degrees or greater must be kept at home until they are fever-free (without fever reducing medication) for 24 hours. CVMS reserves the right to send your child home, if, in the judgment of the faculty your child is contagious to other children, too ill or uncomfortable to be in school, or unable to participate effectively in class activities. We will call and inform you of your child's illness and you must arrange to pick up your child within 60 minutes. If you are unable to pick up your child, you will need to contact someone to pick her/him up at the school.

If your child is recovering from an illness and you do not feel that he/she can fully participate in our special programs and outdoor play, please keep your child at home. We are staffed so that we may provide a clean and safe environment for a collective group of children and are not able to take time out to provide individual attention for ill children during these activities.

CVMS continue to reinforce the hygiene policy of washing hands prior and after any activity.

## **IMMUNIZATIONS**

Children must receive and have proper documentation of all state-mandated immunizations in order to attend CVMS. Parents are responsible to supply all updates on their child's immunization records, along with the State health form upon enrollment.

## **MEDICATION**

We do not dispense medication at school without prior written consent. If your child needs medication during the day, you will need to complete a Medication Authorization form from the administration office, which provides specific doses and time schedules.

## **INJURIES**

Staff at CVMS will make every effort to ensure the safety of your child while in our care. Unfortunately minor accidents may occur. We will notify you if your child has an illness or accident and require to sign an accident report. Parents are responsible for all medical bills that may occur. In case of a serious accident, we will contact you

immediately. If we are unable to reach you by telephone, we will contact the person listed on your enrollment form. If we are unable to reach your emergency contact person, we will take your child to the nearest hospital.

## LICENSE

CVMS is fully licensed by the Florida Department of Children and Families. It is our responsibility to maintain the minimum standards published by DCF. You can find those standards at [www.cdf.com](http://www.cdf.com).

## LUNCH & SNACK

Children who are picked up after 1:00 each day will need to bring a snack lunch Monday–Thursday and on Fridays we offer an option of pizza delivered (at \$3.00/week charge).

Please send the same amount of food your child would eat at home.

Suggested lunch items include but are not limited to:

- Finger Sandwiches: PBJ, Ham & Cheese, Tofu, Tuna/Chicken/Egg Salad, Grilled Cheese
- Tortillas wraps with Cream Cheese, sliced Hot Dogs, Chicken Strips
- Tacos/ Burritos/ Tostados
- Buffalo Wings/ Drum Sticks (chicken wings & legs)
- Chicken Nuggets
- Egg Rolls
- Soups (in thermos)
- Bagels with Cream Cheese, Tuna/Chicken/Egg Salad, Pimento Cheese
- Homemade Pizza (a slice of bread, English muffin or bagel, spaghetti sauce & cheese)
- Pasta (warm, in a thermos or cold) with Vegetables, Butter, Spaghetti Sauce or Chicken
- Yogurt, alone or with Fruit
- String Cheese
- Apple Sauce
- Crackers, alone or with Cheese or Peanut Butter “sandwich style”
- Raw Vegetables; Carrots/Celery Sticks, Broccoli, Cauliflower with or without Ranch
- Dressing or Peanut Butter for dipping
- Fruit: Sliced Grapes, Bananas, Strawberries, Orange/Apple Wedges, Kiwi, Peaches, Mangos
- Multigrain bars
- Raisins, Cranberries, Apricots, Prunes (or other dried fruit)

Drink items: Water, juice boxes, milk

Please DO NOT send soda pop, candy (or any high sugar item)

If you would like your child to eat a certain food warm, please heat it up in the morning and send in a thermos. If you feel the food you send should be served chilled please freeze the night before or send an ice pack in the lunch box.

Fridays are "Pizza" days – if you choose to purchase pizza, you do not need to send a lunch.

If children eat all their food and are still hungry we provide nutritious snacks and juice each day.

If your child has food allergies or is a vegetarian, please notify us and plan to provide him/her with a snack on the day there is an item which he/she can not eat.

## **LOST & FOUND**

When your child loses something, please inquire with your classroom teacher and in the office. After a reasonable time, we will give all unmarked and unclaimed articles to charity. CVMS is not responsible for lost or stolen items. Please mark all belongings and do not send valuables to school.

## **MESSAGES & TELEPHONE**

Please check your child's backpack/bookbag on a daily basis for newsletters and messages from teachers. Please direct all telephone calls to the school at (305)757-1236 The teachers will return telephone calls when they are not directly involve with the children.. Only in cases of emergency will we notify teachers immediately. If no one answers the telephone, please leave a message and we will get back to you promptly.

## **PARENT – TEACHER CONFERENCES**

Parent – Teacher Conferences are scheduled annually or on an as needed basis. This time enables parents and teachers to discuss the child's development and any concerns the parents may have. Usually these are in the form of informal meetings. Parents are welcome to request a conference at any time throughout the school year. Traslation will be provided.

## **PARENT MEETINGS**

CVMS will host parenting workshops or parent pot luck dinners at various times throughout the year we strongly encourage you to participate. The topics will be of interest to most parents (ex: positive discipline, Montessori philosophy, safety, raising healthy children, creating a stimulating environment at home, etc.) In addition to providing information to parents, it also encourages school spirit and unity among teachers, students, parents, and staff in order to provide the best education for your children

## **PARENT VOLUNTEERS**

We invite parents to volunteer your time and talents to CVMS. We are always in need of volunteers to help in many different areas and welcome your support. Please contact your child's teacher or the Director to see how you can get involved.

## **FRIDAY FOLDERS**

Friday Folders will be sent home weekly. The Friday Folder must be returned to the classroom teacher on the following Monday.

## **PROGRESS REPORTS**

As a means of individual evaluation for Pre K classes, a Progress Report will be sent home at the end of every quarter (December – March – May). Progress Report document student progress and development, with respect to all academic subjects, specialties and conduct.

## **DAILY REPORT**

Infants classes will give a daily report stating your child routine on daily basis; like feeding time, diaper changing, nap time and behavior.

## **REST TIME**

Children that take a nap while in class, a mat will be provided. We ask that you provide a blanket for your child to be placed on the padded mat for rest time. These will be sent home each Friday to be laundered and to returned to school the following Monday. These are your child's personal property and shall be taken when withdrawing from CVMS. Please do not send stuffed animals or dolls or any other items than on the list provided to the parents of each classroom.

## **SCHOOL HOURS**

CVMS is open Monday through Friday from 7:30 a.m. to 6:00 p.m.

We are asking to respect the schedule selected. There will be a \$ 5 dollar charge for any hour( or portion thereof) if you pick up your child after each schedule hour. After 6 pm will result a \$ 5 dollar fee **every 5 minutes**.

## **SCHOOL VISITS**

Throughout the school year, prospective parents, teachers from other schools, relatives, and student teachers observe classes at CVMS. Parents are also welcome to observe classes. Please schedule all observations with the Director. Please do not enter classrooms unannounced or hold conferences with the faculty while the children are in the classroom.

## **SMALL SCHOOL ITEMS**

We have many small items among our classroom materials here at school. Inevitably, some of these seem to find their way home with the children. Any work on our shelves that are missing a piece must be removed from the classroom until the missing piece can be replaced. Because many of our materials are purchased from Montessori suppliers throughout the country, this can sometimes take quite a while. Please help us to avoid the inconvenience of having to remove school work from the classroom by seeing that anything brought home from school is promptly returned. We strongly need your cooperation in this matter Montessori materials are expensive.

## **SPECIAL PROGRAMS**

**After School Program:** We offer an after school 'After Care' Program from 3:00 p.m. until 6:00 p.m. each day. CVMS's After Care Program teachers provide a supportive and caring environment for children. Children may participate in many diverse activities daily in addition to outdoor play. After school activities like Karate, Dance, Art etc.will be an extra charge.

**Summer Program:** CVMS Summer Program extends from June through August. Adding to the Montessori environment, children participate in exciting activities such as art projects, nature studies, theatrical performances, cooking classes and water play. They also learn about the world around them through field trips or special guests that are scheduled for group presentations. The objective of the summer program is to foster creativity, discovery, and friendship in a loving, supportive atmosphere.

## **STUDENT CLOTHING**

The clothing worn by the children becomes a part of the classroom environment and has an effect on the ambiance. We require that all children wear a uniform each day (except Fridays). Uniforms are mandatory in Pre k and Kindergarten classes.

**T-shirts/Polo shirts are available in the office for purchase.**

Boys: School uniform khaki pants or shorts, tennis shoes or crocks.

Girls: School uniform blue dress, uniform blue or khaki skirt, tennis shoes or crocks.

If your child does not arrive in uniform, CVMS may supply a t-shirt for that day. It needs to be laundered and returned within two days, or a fee will be added to your tuition statement.

**STUDENT RECORDS**

We treat all information contained in a child's record as privileged and confidential. Records will be released to other educational institutions only with written consent from the child's parents. If parents wish to review their child's records, they may ask the Director.

**TOYS & PERSONAL BELONGINGS**

Children may not bring toys to school. We do welcome books or other educational material for sharing. Please label all personal belongings. CVMS is not responsible for the loss or damage of your child's personal property. Again, please encourage "educational" items- books, postcards, photos, found nature items, rather than toys, cars, trucks etc. On your child's show-n-tell day you may fix a snack with your child to be shared with the class (please make this sugar free). This is to teach the concept of hosting.

**PHOTOS/VIDEOS**

On occasion your child may be photographed at CVMS for the school web site, advertising, classroom displays or parent gifts. If you do not wish your child to be photographed please let your child's teacher and CVMS director know prior to his first day of school.

A photo/video release form is included in the enrollment package or you can request at the office.

**FIELD TRIPS and TRANSPORTATION**

Field trips are a part of the educational experience. Permission slips are sent home one week in advance. Permission slips must be signed and returned to the classroom teacher in advance of the trip. Children can participate only if the permission slip is returned. In advance of each trip, your child's teacher may assign up to three adult chaperones.

Travel for field trips is frequently provided by an outside service.

## **BAD WEATHER (TROPICAL STORM – HURRACANE)**

In case of *bad weather* please follow the local news for information about school closing.

If your child is in the School and we have a *bad weather* situation, we will contact you so arrangements can be made to pick up your child.

Same will occur if we have no power.

## **YOUR CHILD'S FIRST DAY AT CVMS**

You can help prepare your child for his/her first day of school by engaging in discussion with your child about his/her classroom, teacher, friends, and all of the fun things that your child will do while at CVMS. Please arrive between 7:30 a.m. and 8:00 a.m. on the first day.

After your child is greeted by the classroom teacher and welcomed give your child a good-bye kiss and hug, then depart. It is our experience that children transition easier when the good-bye is kept brief. Although some children become very upset the first time that their parent leaves them at school, they usually settle down shortly after their parents leave. Please feel free to call the Director throughout the day to see how your child is doing.

Again, please remember to label all items brought to school.