



***"Education for Life"***

# **Parent Guide**



## Livingston Montessori School General Information

**School Hours:** 7:00 a.m. - 5:30 p.m.

**Days:** Monday - Friday

**Website:** [www.livingstontxmontessori.com](http://www.livingstontxmontessori.com)

**Holidays** - Days Livingston Montessori School will be closed:

Labor Day, Thanksgiving Day and the day after, two days for Christmas, New Year's Day, Good Friday, Memorial Day, the Fourth of July.

## Livingston Montessori School Learning Environment

Livingston Montessori is committed to the Montessori educational method. The school provides freedom within a prepared environment, emphasizing unstructured, individualized learning. The child is the center of the environment as he makes choices, sets the pace, and discovers the joy of learning. Basic points of emphasis in the classroom are self-esteem, independence, and respect. A positive approach is used at all times, and discipline comes from within the child, based on the natural desire to discover, achieve, and be a part of an active, self-disciplined group. Teachers prepare the environment and work with the students on an individual basis, and model quiet respect for the children and the environment.

Maria Montessori, (1876-1952) was the first woman physician in Italy. Her system of education is based on a child's developmental needs for freedom, and a carefully prepared environment to help each child grow at his/her own level. The Montessori hands-on activities educate the senses and teach the child how to be observant. The child focuses more on an activity when the hand is involved -- concentration and attention span are developed. A sense of responsibility, self-discipline, courtesy, and respect are concepts a child at any age will learn in the Montessori classroom.

The Montessori program includes practical life skills, sensorial training, language, mathematics, botany, biology, scientific experimentation, geography, drama, art, and music.

A Montessori educational environment has lasting effects. The results are confident, secure children who find pleasure in learning and in the completion of a task. Exposure to rich academic opportunities leads child confidently into higher education with anticipation for more challenges.

For more information visit [www.montessori-ami.org.com](http://www.montessori-ami.org.com)

## Enrollment

Children are accepted for enrollment as space is available without discrimination against any child based on race, color, disability, age, gender, religion, political beliefs, or national origin. Children with special needs are eligible for enrollment if they are able to participate in the school program. We reserve the right to ask a student to leave if they are not suited to our program. We are not responsible for any student who is unable or unwilling to learn in our environment. If you choose to end your child's enrollment, two weeks' notice is required. Failure to provide this notice will result in a charge equal to two week's tuition. Refunds are at the Director's discretion.

When your child is enrolled, please furnish the following, (marked plainly with his/her name):

1. Registration forms with emergency and medical information complete.
2. One change of clothing in a plastic bag.
3. A vinyl rest mat and small blanket if your child is scheduled to be here for rest time.
3. Insect repellent and sunscreen for outdoor play time as desired.

## Arrival and Departure

The state requires your child to be signed in upon arrival and signed out upon departure. Please make sure that a staff member is aware of your child's arrival and departure each day. Please have your child at school by 7:45 a.m. every morning if they will be eating breakfast. Class starts at 8:00 a.m. It is important to be on time!

Please try to keep your "goodbyes" with your child positive and brief. If your child is hesitant to go into class, a staff member can assist you if desired. Feel free to call (in approximately 30 minutes) to check on your child.

**WHEN IN THE CAR LINE, PULL UP AS FAR AS YOU CAN AND TO THE RIGHT. TO KEEP TRAFFIC FLOWING. REMAIN IN YOUR VEHICLE DURING DISMISSAL. DO NOT PARK IN THE CAR LINE. PLEASE PARK IN THE ALLOTTED PARKING SPACES OR ON THE SIDE OF THE STREET.**

Your student **will not** be permitted to leave school at any time with anyone other than those designated on his/her enrollment form, unless we have a signed note or phone call from the parent. A person authorized to pick up a child **must have** identifying information.

PLEASE DO NOT SEND TOYS OR UNNECESSARY ITEMS.  
THESE ITEMS CAUSE DISRUPTION.

## Curriculum

Our curriculum provides your child with experiences in the following areas:

1. Cognitive skills - children learn through various hands-on and group activities.
2. Creative expression - children are encouraged in self-expression through art, dramatic play and dance.
3. Communication Skills - whole language activities encourage the development of speech, reading, and writing skills.
4. Health and safety are emphasized in lessons and daily activities.
5. Physical development - a variety of daily activities promote fine and gross motor skills.
6. Acceptance of diversity - our educational equipment, visual aids, and activities foster acceptance of different types and abilities of people.
7. Positive self-esteem - all activities above help the children to develop an "I can" attitude. Our staff also uses positive guidance methods and encouragement to make each child realize how special he or she is!

We are pleased to provide the following programs:

- Year round Montessori education 2 years of age to Pre-Kindergarten
- Montessori Kindergarten, First - Twelfth Grades (follows LISD calendar)
- After school transportation from Livingston Public Schools
- Summer programs for children of all ages
- Music, Spanish, and Arts/Crafts programs
- Field trips for K - 12<sup>th</sup> Grades
- Gym activities for Pre-K through 12<sup>th</sup> grade

Website: [www.livingstonmontessori.com](http://www.livingstonmontessori.com)

Texas Childcare Licensing has policies to limit TV time for children. Livingston Montessori School may use computers on a limited basis for educational reasons as developmentally appropriate.

## Medical Requirements

Each child must have a complete medical record of immunizations signed by a physician or other certified medical facility personnel on file at the school. If your child has a food allergy, a Food Allergy Plan must be completed by a physician and signed by a parent. We will not serve your child foods listed on this plan. For more information about food allergies [www.foodallergy.com/resources/parents](http://www.foodallergy.com/resources/parents). Records must be complete within a week after enrollment. A physician's statement is required stating the ability of the child to participate in school activities.

## Medical Emergency Procedures

If critical illness or injury requires immediate attention of a physician, our school must:

1. Contact emergency medical services or take the child to the nearest emergency room.
2. Give the child First-Aid treatment or CPR when needed.
3. Contact the physician identified in the child's record if directed.
4. Contact the child's parent.
5. Ensure supervision of other children in the group.

## Vision and Hearing Requirements

The state requires annual vision and hearing screening for children four years of age and older. If we have already completed our screening for the year, it will be your responsibility to obtain vision and hearing screenings for your child within 120 calendar days of enrollment and provide our office with the reports.

## Medication

Medicine is dispensed at the school only when a form is completed and signed by the parent. All medication must be labeled with the child's name and in the original container. Medication prescribed by a physician must be labeled with the child's name, date, directions and the doctor's name. Over-the-counter medication must be intended for the age of your child unless a doctor's note is obtained.

## Absences and Illnesses

A sick child cannot be admitted to school. If your child is running a fever or shows any signs of illness, **please** keep him/her at home. This is for your child's welfare, as well as others. If your child becomes ill at school, you will be notified to pick him/her up. Should your child have a contagious disease, notify the teacher or director immediately so that other parents can be notified. Please call when your child is to be absent. A child who has been absent from school due to a contagious disease must, upon return, bring a written statement from his/her doctor that the illness is no longer contagious. In order to stop the spread of disease, it is recommended that your child be free of symptoms for 24 hours before returning to school.

## Outdoor Activities

The children spend time outdoors each day, weather permitting. In general, a child who is too ill to participate in outdoor activities should remain at home until able to participate in the school program. If for some reason your child is not be able to go outdoors, please discuss this with the director. In general, tennis shoes are best for outdoor play. For the safety of your child, please do not allow them to wear flip-flops, slick soled-shoes, or those without a strap across the back. Our Summer Program includes water activities. Parents will be notified of the days their child will be participating in splash play.

## Parental Notification

In an emergency, parents will be notified by phone call, text or email. Otherwise, we communicate with parents in writing with notes sent home, signs on the classroom doors, etc. Our school has procedures for emergencies that are available for your review. If evacuation is necessary, parents will be notified. We will meet at 209 N Pine St. (old Intermediate track) If there is no answer at the office during an emergency, you may call 936-328-0524 for emergency information. If it is necessary to close the school or delay opening due to weather, it will be on our Facebook, KETX 92.3 FM or sent out on the dashboard text.

This handbook is reviewed annually. Parents will be notified in writing of any changes in our policy, and or by a dashboard text from this number (936) 628-5050.

## Animals

As part of our Science curriculum Livingston Montessori may bring animals into the classroom. We follow State Licensing Guidelines for the health and safety of our students.

## Meals and Food

Parents are required to provide a daily lunch for their child. Please pack foods that DO NOT need refrigeration or microwaved. High sugar foods, such as, candy and sodas will not be allowed.

We encourage parents to provide nutritious foods that their children enjoy. Nutritious foods aid mental growth, energy and good physical health. We will still provide breakfast and afternoon snack.

## Birthdays/Holidays

If you would like to provide a special snack on your child's birthday, please make arrangements with the director. Instead of sweets, please consider a fruit or cheese tray.

The school will notify you of special holiday parties. We would love for you to join the fun! GUMS, SODAS, AND OTHER HIGH-SUGAR FOODS SHOULD NOT BE BROUGHT TO SCHOOL.

## Behavior Management

Discipline must be individualized and consistent for each child, appropriate to the child's level of understanding and directed toward teaching the child acceptable behavior and self-control. Our teachers use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include the following:

1. Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior.
2. Reminding a child of behavior expectations daily by using clear, positive statements.
3. Redirecting behavior using positive statements.
4. As a last resort, a brief supervised separation or time out is used as appropriate for each child. Timeout is limited to no more than one minute per year of the child's age.

Should specific concerns regarding behavior management arise, you will be asked to have a conference with the Director and teacher to discuss strategies for improvement.

*Research has shown that positive guidance teaches children skills which help them get along in their physical and social environment. The aim is to develop personal standards in self-discipline, not to enforce a set of inflexible rules. Giving children understandable guidelines and redirecting their behavior helps them to develop internal control of their actions and encourages acceptable behavior.*

## Expulsion Policy

Unfortunately, there are reasons we have to expel a child from our program either on a short term or permanent basis. We want you to know we will do everything possible to work with the child and family in order to prevent this. The following are reasons we may have to terminate or suspend a child from this school:

### Causes for Expulsion

- The child is at risk of causing serious injury to other children or himself/herself
- Parent threatens physical or intimidating actions toward staff members or students.
- Failure to pay or habitual lateness in payments
- Failure to complete required forms including the child's immunization records
- Habitual tardiness when picking up your child
- Other at the Director's discretion
- Failure of child to adjust after a reasonable amount of time
- Excessive biting
- Other at the Director's discretion

Prior to expulsion, a parent will have a meeting with the Director, to discuss the problem and its possible resolution. Every effort will be made by both the school and the parent to correct the non-compliance. We reserve the right to ask a student to leave if they are not suited to our program.

## **Cell Phones/Electronics**

Personal electronic devices, including cell phones, must be turned off while your student is on campus. If a device is found to be turned on, the staff of Livingston Montessori School will take the item, which will be returned to the parents. Please do not text or call your student's phone. Messages can be taken through the office.

## **Dress Code**

Children should wear comfortable clothes and preferably tennis shoes. Flip-flops are not allowed for safety reasons. Children should have an appearance that would not be distracting to others or disrupt our learning program.

## **Parent Involvement**

Livingston Montessori School has an open door policy. Parents may come into classrooms unannounced at any time. When visiting our classrooms, please be careful not to disrupt activities or students at work. Parents are invited to schedule conferences as desired, so that we can make you aware of your child's developmental progress. We schedule Parent/Teacher Conferences twice each school year. We encourage you to visit often and share your information, objects, and recipes with us. If you would like to make use of your talents to enrich our school, please let the director know.

Please keep us informed of any changes in contact information. You may come by the office, call or email any changes.

## **Questions and Concerns**

Should you have a question or a problem, please let the teacher or director know. We are here to help you in any way we can. In the office we have an area with Parent Information on nutrition, food allergies, samples of healthy brown bag lunches, and Community Resources.

Our staff is trained in child abuse and neglect, CPR and first aid.

If you have any questions about inspections or minimum standards you can find the answers in the office upon request or online with the Health and Human Services Commission.

All employees are required to have training annually covering abuse and neglect. If you are ever in need of help from abuse or neglect you can call 911 or the abuse hotline at 1-800-252-5400.

There is more information online at [www.texasabusehotline.org](http://www.texasabusehotline.org).

The Texas Penal Code states any area within 1000 ft. of our school is a gang free zone. Criminal offenses are subject to harsher penalties.

## **Our goal at Livingston Montessori School . . .**

is to help your child develop a lifelong love of learning. We facilitate this development by providing a creative, nurturing, safe environment filled with challenging opportunities that encourage your child to reach academic excellence.

**We would like to Thank You for giving us the opportunity to enrich your child's life!**



**Livingston Montessori School**  
 622 W Noblitt Street Livingston, TX 77351  
 936-329-8600 FAX 936-329-8602

[livingstonmontessori.com](http://livingstonmontessori.com)

**Tuition Rates**

**Effective August 20, 2018**

Livingston Montessori School is open Monday through Friday from 7:00 a.m. to 5:30 p.m. We offer a variety of programs. Please consult the office for partial week programs.

<u>PROGRAM</u>	<u>WEEKLY TUITION</u>
Toddler (18 - 36 months)	
A.M. Educational Program (7-11:30)	\$120.00
Educational Day (7- 3:00)	\$130.00
Full Day (7 - 5:30 pm)	\$160.00
Preschool (3-5 Years)	
A.M. Educational Program (7 - 12 pm)	\$115.00
Educational Program (7 - 3 pm)	\$125.00
Full Day Student (7 - 5:30 pm)	\$155.00
School Age Activity Program	
After school with transportation	\$65.00
Holiday/Summer Program (7 - 5:30 pm)	\$155.00

10% family discount for 2 children - 15% family discount for 3 children  
 \$100.00 registration fee (\$50 for after school program) is due upon enrollment and renewable each year on August 1<sup>st</sup>. This covers school supplies and insurance.

**Payment Terms**

WEEKLY TUITION IS DUE ON MONDAY MORNINGS OR IN ADVANCE. A \$10.00 late fee will be charged if tuition is not paid by 5:30 P.M. Monday. FAILURE TO PAY WILL RESULT IN TERMINATION OF ENROLLMENT.

A \$25.00 Returned Check Fee will be charged.

LATE PICK-UP CHARGE - \$1.00 EVERY MINUTE AFTER 5:30 P.M.

Tuition may also be paid monthly in advance. If your child is ill for one or more weeks of school, with a doctor's note, only  $\frac{1}{2}$  regular tuition will be charged.

Pre-K & Toddler tuition is not charged for vacation weeks provided one week advance notice is given. This is limited to two weeks during the year. Tuition is not adjusted for other days missed.

Withdrawal Policy - If enrollment ends without two weeks' notice, your account will be charged two weeks tuition. Refunds will be at the Director's discretion.