

LIVINGSTON



**MONTESSORI
SCHOOL**

"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

Holidays

Days Livingston Montessori School will be closed:

Labor Day, Thanksgiving Day and the following Friday, two days for Christmas, New Years, 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 that educate the senses basically teach the child how to learn, and 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 a confident, secure child who finds pleasure in learning and in the completion of a task. The exposure to rich academic opportunities leads this child confidently into higher education with anticipation for more challenges.

For more information visit www.montessori-ami.org.com

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 self-expression in 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 with 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 - 12th Grades
Gym activities for Pre-K through 12th grade

Website: www.livingstonmontessori.com (Newsletters & Menu will be posted each month)

Enrollment

Children are accepted for enrollment as space is available without discrimination against any child because of 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 week's 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 you desire. Feel free to call in approximately 30 minutes to check on your child.

Our school is a Cell Phone Free Zone. For the safety of all the students and staff, please do not use your cell phone while you are in the car line. It only takes a moment for a student to dart out in front of or behind your vehicle. We ask that you focus your attention on the safe arrival and departure of students.

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 anytime with anyone other than those persons 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.

Medical Requirements

Each child must have a complete medical record of immunizations (TB tests are only as required by state), 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. 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. Certain immunizations are not required for employees.

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 some 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.

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

Parental Notification

In an emergency, parents will be notified by phone; 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, please check our Facebook, listen to KETX 92.3 FM, or KXAX 104.3. This handbook is review annually. Parents will be notified in writing of any changes in policy.

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.

Water Activities

Our Summer program includes water activities. Parents will be notified of the days their child will be participating in splash play.

Meals and Food

Our menu is published with our newsletter. Serving nutritious food to your child is very important to us. Nutritious food aids mental growth, energy, and good physical health. We avoid high sugar and artificial foods. You can find our newsletter/menu on our website www.livingstontxmontessori.com. Printed copies are available in the office. If you choose to provide meal/snacks for your student, we are not responsible for the nutritional value or your child's daily food needs. If you need assistance on packing a healthy and nutritious lunch or snack for your child, www.myplate.org or request assistance in the office.

Natural, whole grain cereals and breads, plus a wide variety of fruits and vegetables, are served at meals and snack times. The amount of protein served either meets or exceeds state requirements. If your child brings their own lunch, please provide a method for keeping perishable items cool, or they will be disposed and lunch provided by the school. Milk is served at breakfast and lunch. If you do not wish your child to be served cow's milk, you must provide a non-dairy beverage that meets the same dietary requirements. Parents must complete a form for this request that will be kept on file. If you would like more information on breastfeeding www.llli.org.

Breakfast is served to children who arrive by 8:00 a.m. Lunch is served between 11:00 - 12:30, depending on the age of your child. A mid-afternoon snack is served at 3:15 p.m.

Food Safety

Our program practices include:

- a) liquids and food hotter than 100 F are kept out of reach
- b) staff are educated on food allergies and take precautions to ensure children are protected.
- c) food that is shared among children at meals is commercially prepared or prepared in a kitchen inspected by local health officials
- d) healthy snacks as listed by the Texas Department of Agriculture are available to students in the after school program
- e) staff do not reward good behavior or clean plate with food
- f) milk, fresh fruit, and vegetables are available to children who bring lunches from home

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 at least 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 from the group, when appropriate for the child's age and development, which 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. You will be notified at least monthly on progress.

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 sometimes 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:

Immediate 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
- Parent exhibits verbal abuse to staff in front of enrolled children
- Other at the Director's discretion

Parental Actions for Child's Expulsion

- Failure to pay/habitual lateness in payments

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