

BellaVision Montessori



2017-2018

PARENT HANDBOOK

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Statement of Services:

BellaVision Montessori School (BVMS) offers year-round structured Montessori programs for children ages 6 weeks to 6 years. Our daily activities and programs consist of a flexible schedule that has been created to provide diversity and challenge for children in all age groups. Our programs include the areas of Language, Math, Sensorial, Practical Life and Cultural Subjects.

Mission Statement:

To provide and deliver high quality Montessori programs and establish within a child, intellectual, emotional and social growth needed to be a successful global citizen by cultivating independent thought as well as awareness of their environment; empathy for others, social ease and confidence.

Goal:

It is our goal to foster in the children deep and persistent curiosity that will lead to lifelong pursuit of knowledge, to help them become independent, confident global citizens.

Admissions and Enrollment

Enrollment in our program is open to all families of our community. We operate on a non-discriminatory basis. BVMS does not discriminate based on race, color, religion, disability, sex or national and ethnic origin in administration of its educational, admissions policies, or athletic and other school administered programs. The staff and curriculum appreciate and respects cultural diversity in the classroom.

New Student

All forms in the enrollment packet must be filled out completely and signed by the appropriate parties before a student can be admitted. Only the child(ren)'s parent or legal guardian may enroll a child(ren) (Proof of custody may be required). The application must be accompanied by a non-refundable supply fee. Applications which are not fully completed or not accompanied by the supply fee will not be considered. Parents will be required to comply with all state regulations and school rules as set forth in this Parent's Handbook

Admission of students with Special Needs

BVMS complies with all American Disabilities Act (ADA) regulations. We desire to make special accommodations for children who require such accommodations, provided it is within our power and authority to do so. Accommodation can be a specific treatment prescribed by a professional or a parent, or a modification of equipment, or removal of physical barriers. The accommodation shall be recorded in the child's file. Whenever we deem it appropriate to the needs of the child, to have a child with special needs in our school, the entire staff must follow the reasonable accommodations we have made for that child. Any questions about the accommodations of the child should be referred to the Director.

Paperwork, Forms and Annual Renewal

We are required by the state to have current and updated information on each child in our school. This is also for your safety. Prior to the start of every academic year, we will have you renew and refresh all your paper work and all forms. There will be a deadline given for compliance to this requirement and a fine may be charged if the new paperwork is not turned in on time. Failure to renew and refresh paperwork does not constitute withdrawal from the program and fees will continue to accrue per the newest published rates including all late payment convenience fees and all other fees due. Annual supply/ material fees will also be added each year at this same time. If BVMS is penalized or fined for incomplete information on one of our admissions forms or for failure to update/renew this information due to a parent's neglect, that fine will be passed on to the client responsible including an additional \$50 administration fee.

Supply Fee and Deposit

The **Supply fee** and deposit are due prior to the child's first day at BVMS. The **Deposit** is equal to one week's tuition, that is used as the last week's tuition amount. The **Deposit** will only be used as last week's tuition amount if a two-week withdrawal notice has been given. The **Deposit** is due upon initial enrollment and the **supply fee** is due upon initial enrollment and annually, at the beginning of each academic year. The **Deposit** will also be adjusted annually or as the contracted rates change. Children who pull out of the program for a specified or un-specified length of time will not keep their place in the program and will be required to register as a new student with the appropriate documents, material fee and deposit when they return. The exception to this will be children who physically pull out of the program but whose parents continue to pay their full weekly fees to retain the spot in our program.

Monthly and Weekly Tuition Fees

It is our philosophy that clients are paying for the spot their child will take in our school. This is **not** based upon attendance but rather on the set weekly or monthly fee that is due regardless of the attendance habits of the child who has acquired the spot. Our fee structure is based upon a monthly or weekly fee that is set by the contract, signed by the parent's upon enrolling the child(ren) in the program. These contracts may be adjusted from time to time as needed with a two weeks' notice of intent to change services. This is to be allowed at the discretion of the management based on space availability. Contracts are re-done annually prior to the first of each academic year. Since the monthly or weekly set fees remain the same, no invoice will be given to remind you of these fees. A monthly statement of activity will be sent out usually by the end of each month, if requested. Add on fees will occur for enrichment programs or in the case of School aged children who need additional services due to an irregularity in school schedule such as an early dismissal, school out day or school break. In the case of summer break, a new contract will be entered by the parent's specifying the charges for this period.

Payment Policies and Procedures

Tuition may be paid in one of two ways:

- 1.** monthly, due on the first day of each month
- 2.** weekly, due on Monday of each week.

Payments may be paid by credit card or check in the office or through an online automatic debit program deducted monthly or weekly. No cash payments will be accepted. All payments will be **payable to: BELLAVISION MONTESSORI SCHOOL.**

Late Payments: A \$25.00 late fee is charged for payments received after the 5th day of the month for monthly payments. A \$10.00 late fee charge will apply if payment is not received by 6:30 pm on Tuesday for weekly payments and a \$5.00 fee for each additional day that payment is not received.

Insufficient Funds: A \$35 assessment fee is charged for returned checks or insufficient funds. After two NSF checks are received by the school, payment will be required by cashier's check or money order.

Unpaid Accounts: Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the school. Clients may pay by check, cashier's check, credit card or Money Order. We use a collection agency for unpaid accounts. Parents are liable for reasonable attorney fees and collection costs.

Discounts

BVMS is pleased to offer the following discounts: 1) 10% tuition fee discount for each additional sibling enrolled in a full time or extended program only. The discount will be applied to the lower tuition. Supply fee and deposit are excluded from discount.

Refunds

We do not issue refunds. In the event, you have over-paid, the credit will be applied to your next week's or month's tuition. In the event, you have a balance after your child's last day, all applicable fees including the two weeks' notice required will be subtracted from any balance prior to a final refund being issued. Checks for this are cut monthly and will be mailed per our monthly bill payment schedule.

Receipts and Statements

Receipts are available upon request. Annual statements for tax and accounting purposes are available upon request for all accounts with a zero balance.

Late Pick Up Fee

Our school closes at 6:30 pm Monday - Friday. For unexpected delays in pickup due to inclement weather or unforeseen circumstances, we extend a **first time, one time, No Charge policy**. We respectfully request that parents/guardians who are not able to pick up their children by their designated pick up time, make alternate pickup arrangements. If pickup of a child occurs beyond the designated pickup time on a recurring basis, the parent/guardian will be issued an invoice for a Late Fee charge of \$1.00 per minute after the designated pickup time.

Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. Parents notified that a child is ill and needs to leave the school for the day will be provided with a "reasonable period" (60 Minutes) to pick-up the child or the above "Late Fee Charge" will also apply. An attempt will be made to contact individuals on the emergency contact list after child(ren) have been left 15 minutes past the designated pickup time. Children left at the school later than 60 minutes past closing will be considered abandoned and Child Protective Services will be informed.

Early Drop Off Fee

Our school closes at 6:30 am Monday - Friday. Children will not be permitted in the building prior to opening hours. For half day and full day programs, drop off time begins at 8:15 am. Parents dropping off earlier than the allotted time will be subject early drop off fee of \$1.00 per minute.

Vacations, Absences and Leaving the School

Vacations should be prearranged with the office management or Director in advance. Each family will receive one week of non-paid vacation per year, if your child is enrolled for at least one year in a full day or extended day program. Illnesses will be charged at the regular weekly rate. We request that all absences be reported to the BVMS office prior to or the day of the absence.

Withdrawals from BVMS

Enrollment is understood to be for the full school year (August – May). No fees are refunded. We require a two-week written notice prior to your child withdrawing from the school or a change in your child's contract. Once notice has been given, the tuition must be up to date for every day till the last date mentioned on the written notice. Fees for two weeks will be added if a two-week written notice is not given prior to your child leaving the school. Failure to notify the school will cause all fees to continue until written notification is given. When notification is finally given, two additional weeks will be added.

Programs

Infants	5 Days M-F	
	Extended Day	06:30 AM - 06:30 PM
Toddler Class	5 Days M-F or 3 Days/ Week	
	Half Day	08:30 AM - 12:30 PM
	Full Day	08:30 AM - 03:30 PM
	Extended Day	06:30 AM - 06:30 PM
Transition Class	5 Days M-F or 3 Days/ Week	
	Half Day	08:30 AM - 12:30 PM
	Full Day	08:30 AM - 03:30 PM
	Extended Day	06:30 AM - 06:30 PM
Primary Class	5 Days M-F or 3 Days/ Week	
	Half Day	08:30 AM - 12:30 PM
	Full Day	08:30 AM - 03:30 PM
	Extended Day	06:30 AM - 06:30 PM
After School	5 Days M-F	
		3:00 pm - 6:30 P.M.

Note: Drop off time for half day and full day programs starts at 8:15 am.

The Whole child approach

Recognizing that no two children are the same, we nurture every aspect of your child's development at his or her pace.

Accreditation:

BVMS is a new program but will strive to distinguish itself as one of the top Montessori schools by seeking an outside accreditation with the American Montessori Society. We need to be in operation for three years before we become eligible for their Accreditation. For more information concerning this, please see the management or the Director.

Class Divisions and Age:

We endeavor to have a challenging and appropriate atmosphere for children of all ages. Classroom divisions are based upon three issues. These are: the individual developmental needs of each child, state set student to teacher ratios, and the overall enrollment management plan of the school. Children under 3 years are divided into classes by age since this keeps them with children at their own developmental level and keeps our age-based student to teacher ratios easy to calculate. In most cases it is our target to have children together with the children with whom they are developmentally compatible.

BVMS requires that all students entering the Transition program must be at least 24 months old. They do not have to be toilet trained. However, they must be walking. All students entering the Primary program (age 3-6) must be at least 36 months old, toilet trained and achieved specific academic goals.

Mixed Age Grouping:

Our program encourages mix-age grouping of children to provide a rich learning environment that recognizes that all children are unique and develop at their own pace and according to their individual interests and abilities. Our teachers and staff are educated in mixed-age grouping to help ensure it is implemented with the utmost focus on the child's development and safety. Mixed-age grouping is an effective tool in child development providing many benefits including:

- Older children learn to be helpful, patient and tolerant, while developing increased confidence in their own skills and abilities.
- Younger children have the opportunity to learn more advanced cognitive and socialization skills from the older children.
- Individual differences in development are better accommodated.
- Children are challenged to think about problems in a more creative and flexible way as they observe children of different ages approaching problems differently than they do.

Quiet Time

We believe that children need a balance of activities that include large motor and active play as well as structured quiet time. Our program includes a quiet time for all children Kindergarten and younger. All children from 1 year of age through Primary will receive a quiet time and/or rest time each day for at least one hour. Realizing each child's rest needs are different, we try to offer alternative ways of resting by providing soft music, stories, etc. for those who choose not to sleep. This will be established by their flexible schedule posted in that respective classroom. Infants' individual schedules will determine when they nap.

School Policies

Hours of Operation:

BellaVision Montessori School is open from 6:30 am to 6:30 pm, Monday through Friday.

Holiday Hours and Observants:

We are closed New Year's Day, Memorial Day, the Fourth of July, Labor Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve Day early pick up and closed Christmas Day, New Year's Eve early pick up and closed New Year's Day. If holidays fall on a weekend day, the weekday closest to that day will be observed as the holiday. (i.e. Christmas Eve falls on Sunday and Christmas falls on Monday – BellaVision Montessori School will observe these days on Monday and Tuesday) These days will be decided at the beginning of the academic year and will be published in our annual calendar. All holidays will be charged at the regular rate.

Other Closures:

Due to state training requirements BVMS will be closed a minimum of 2 days during the year for teacher in-service training. This will be in the form of one day in the spring and one day in the late summer. These days will be decided in at the beginning of the academic year and will be published in our annual calendar. You will be charged at the regular rate for the weeks these days fall.

In the event of unplanned closures due to inclement weather or other unforeseen reasons, we will follow Lamar ISD calendar.

Drop Off:

Parents must accompany their child(ren) into the school every morning and clock their child(ren) in immediately before dropping their child(ren) off in the appropriate classroom. Children will not be permitted in the building prior to opening hours. New families will be given a code to use to clock each child in. The clock in/out system is located at the front office. The children are not allowed to come into the school area alone or to sign themselves in. This is for their protection in case of a fire or other emergency. We require that all children have direct contact with a person upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior which may adversely affect the child or the group. If any of these things are determined, the child must go home immediately.

Pick Up:

All children must be picked up and by an adult and/or person approved by the parent. All children must be clocked out before being picked up from their classroom. Anyone, including all parents, who are to be allowed to pick the child up, **must** be listed on the Pick-up Permission form or be approved in writing by a parent. In an emergency, parents may call the school and give verbal approval of an alternate individual. However, this is strongly discouraged. The school reserves the right to not allow any individual onto BVMS's property for drop-off or pick-up if they have created a problem. Anyone not recognized by sight will be asked for a picture ID. In the event, anyone out of the ordinary is to pick-up the child, please alert the office prior to that time. This is in addition to them being on the Pick-up Permission form or approval as stated above. It is the parent's responsibility to notify the office and make changes on this form whenever necessary. This form is re-done annually.

Late Pickup Policy:

Parents, or those picking the children up, are required to call ahead if they feel they are going to be more than 5 minutes late. An attempt will be made to contact individuals on the emergency contact list after children have been left 15 minutes past designated pickup time. Children left at the school later than 60 minutes past school closing will be considered abandoned and Child Protective Services will be informed. If no parent or emergency contact can be located within 15 minutes of trying to contact the parent, the "Late Fee Charge" will also apply.

Parking Policy:

BVMS has a drop-off area by the doors to the building. Due to the limit of the number of vehicles that may be in this area, please park in one of the parking spaces if you anticipate you will be in the building longer than 5-10 minutes. We strongly urge you to turn your car off and lock it when you come in to drop-off or pick-up your child(ren). BellaVision Montessori School is not responsible for items lost or stolen from cars or from the parking lot or facility.

Incident Reports:

Safety is a top priority of BellaVision Montessori School. Yet, there are times when a child will have an accident/ incident. If the accident/incident requires “more than a hug”, our teachers will complete a report for you detailing what happened and the nature of the injuries. If any first aid is administered, the treatment will be described to you. The incident report, signed by the teacher in charge at the time of the incident, will be at Director’s office. We ask that you sign the copy provided to you and return it to the Director’s office to confirm that you were notified of your child’s injury. This system is aimed at ensuring communication at all levels and can be a very good way to be certain little things are not forgotten in a hasty departure. If your child happens to be injured by another child, we ask you to please respect the child’s privacy by not asking us to reveal the name of the child. It not only puts our staff in an awkward situation but could cause a confrontation between our families. We will handle all behavior problems in a professional and appropriate way.

Toilet Training:

Toilet training is best accomplished with the cooperation of teachers, parents and children. Children learn toileting skills through consistent positive encouragement from adults at home and at the school. Toilet Training usually begins around 18 months of age. Each child will begin at a different time and progress at a different rate. The staff will provide documentation of your child’s progress each day. The Director and staff are available as a resource to answer any questions about your child’s toilet training progress at BellaVision Montessori School. Several complete changes of clothes should be kept at the school during this period.

Toys

BellaVision Montessori School has a wide variety of beautiful materials, and other resources to offer children during class time. Primary classes will have show-and-tell related to the week’s lesson. Personal toys are not permitted in the school, as they can cause disputes and can be broken or lost. The exception to this is show-and-tell or sleep-toys which should be labeled with the child’s name. BVMS is not responsible for stolen, lost or broken toys or clothing.

Do not bring toy guns, war toys or other toys of destruction.

Clothing

We encourage the children to dress for play and comfort as seasons change. Because our program is based on nature based play and exploration your child WILL get dirty!! Children will have opportunities for outdoor play twice a day weather permitting. It is required that you bring two sets of extra clothes for your child in case of a spill or accident. We have some extra clothes available, but we may not have the item your child needs in his/her size. **If your child comes home in school clothes, please wash the clothes and return them within one week.**

Diapers

BellaVision Montessori School parents will be expected to provide Diapers/ Pullup with Velcro for their child(ren). Parents should provide diaper ointment (if needed) for your non-potty-trained children. All items must be labeled with the child’s first and last name. If you have any questions, please check with the office.

Supplies

Each child will be provided with all the instructional supplies necessary here at BellaVision Montessori School. ***Please mark all items sent to school clearly with your child’s name.***

Additional personal items which are needed include:

- 1) A small blanket for rest time.
- 2) Two sets of extra clothing for 2 and up and three sets for Infants and Toddlers.
- 3) Diaper ointment, sunscreen etc. (if a special kind/brand needs to be applied as per doctor instruction)
 - a. Fill out the non-prescription form

Children’s Birthdays

Birthdays are a very special ceremony here at BellaVision Montessori School. It’s a celebration of each year of your child’s life. Your child’s teacher will ask you to make a poster filled with pictures of your child from birth to their current age. They will bring this poster to school on the day of their celebration.

Parents are welcome to bring goodies or snacks for a classroom party. However, no balloons, hard or chewy candy are permitted. Candy must be nut free. Any party favors including chocolate must be in goodie bags for distributing with the kids. This must immediately be kept in their backpack and opened at home.

Parents must notify the teacher about the party celebrations about a week in advance. This notification must include the food items that will be presented to the kids. We request you to not change the food items once the school has been notified. This is done so that the school can reach out to the parents of our kids with allergies to check if the child can have the snack provided or if they wish to send a special snack for the child.

Bringing Food from Home

Breakfast and lunch should not be brought from home without prior approval. The school will provide these meals for the children. To ensure that the children are eating safe food, the following guidelines will be met. 1) Food may only be brought from home if a specific need warrants it and arrangements have been made in advance with the management. 2) This food is considered a supplement to what we serve and should meet nutritional guidelines. 3) Perishable food brought from home should be contained to avoid contamination. 4) Prepackaged snacks may be brought from home for birthdays and parties that do not meet nutritional guidelines. (Please notify the child's teacher prior to bringing special treats.)

Meals and Snacks

Our meal and snack service consist of a breakfast, morning snack, a hot lunch, and an afternoon snack. All food served will be nutritious and healthy. Each child will be encouraged to eat what is prepared and to try new items as introduced. Please alert our staff of any food allergies or food restrictions. Doctors note is needed for allergies or food restrictions.

Food for Infants and Crawlers:

Parents must provide food/ breast milk/ formula/ liquid/ milk for children in the Infant and Crawler rooms. The Infant and Crawler rooms are equipped with Bottle Warmers, and refrigerators. All bottles are required to have a sticker with the child's name and the date the bottle was made. Please be certain to inform staff in the classroom the type of formula your child is using, and any other facts regarding breast milk and diet. Do not bring open baby food jars - Licensing requirements restrict us from serving prepared baby food from previously opened jars. Any unused baby food will be sent home or thrown away each evening. Breast milk must be handled in a manner consistent with universal precautions. Please clearly identify all breast milk.

Portraits and Pictures:

We offer school pictures two times a year, in the spring and fall. The fall photos usually include two sittings per child and spring portraits include one sitting and a complete class portrait. You can view proofs before purchasing. In addition, we may take pictures of the children playing or for use on their cubbies or for use with a project or we may need pictures of children for promotional use. There is a "Photo Release form" with your paperwork giving us permission to take your child's picture or include them in short video footage.

Transportation Policy:

Parents are responsible for their child's transportation to the school and for arranging their own car pools. BellaVision Montessori School will provide transportation for school aged children from school at the locations that this service is offered. BellaVision Montessori School will provide transportation for field trips as the opportunities arise. Parents will be notified about field trips in advance and written permission will be obtained. The school complies with all Texas State laws that pertain to motor vehicles as well as transporting children who are enrolled in a licensed child care or school.

Insurance Responsibilities:

BellaVision Montessori School complies with the minimum insurance coverage as suggested by our independent agent. For more information concerning policies and liability see management.

Water Activities:

During warm weather, we have water play on our splash pad. Parents give permission for water play on the enrollment forms. Children must wear water shoes to participate in water play on the splash pad. On splash days a swim suit, towel, and water shoes should be provided, and all labeled with your child's full name.

Breastfeeding:

Parents are welcome to provide breast milk for their child while in care. We can store it in the refrigerator or freezer. Please label with your child's full name and the date. Parents are also welcome to breastfeed in their child's classroom. A comfortable rocking chair will be provided for that purpose, and they can turn away from the cameras in the room.

Infant Sleep Exception

Infants not yet able to turn over on their own must be placed in a face-up sleeping position in the infant's own crib, unless you have completed Sleep Exception Form that includes a signed statement from a health-care professional stating that a different sleeping position for the child is medically necessary. We will not allow an infant to sleep in a restrictive device. If infant falls asleep in a restrictive device, the infant will be removed from the device and placed in a crib as soon as possible. Infants may sleep in a restrictive device if you have a completed Sleep Exception Form that includes a signed statement from a health-care professional stating that the child sleeping in a restrictive device is medically necessary

Vaccine:

Employees are not required to take a vaccination to be employed with BellaVision.

Pick Up Permission Form:

All persons authorized to pick a child up from the school must be listed on the PICK-UP PERMISSION FORM. To avoid confusion, it is the responsibility of the parent enrolling the child into our school to properly fill out all forms. In a custody situation, the parent enrolling the child into our school takes full responsibility to ensure that this is in accordance with their specific court agreement, which must be attached to the enrollment forms if any limitation of rights is suggested by the PICK-UP PERMISSION FORM. If a parent who is not listed, or who believes the information given to us was inaccurate, contests the authorization details they must first offer proof that they are indeed the legal parent or guardian and have legal rights to pick the child up. We then will require lawyers from both sides to be contacted and both attorneys will be requested to give us documentation as to the individuals approved for pick-up. The school reserves the right to not allow any individual onto our property for drop-off or pick-up if they have created a problem.

Information Change:

Parents are to notify the school of any change in home or work phone numbers and addresses. This is for your safety so that we may reach you in an emergency. The school requires that someone listed on the Pick-Up Permission form of each child be available within thirty (30) minutes notice to come and pick up a sick child or a child that BellaVision Montessori School has determined needs to go home. It is required that all changes of phone numbers, places of employment, residence changes or changes in pick-up information be turned into the office immediately. Please give the Director written notice of the change as soon as possible.

Child Abuse Reporting Policy:

The State of Texas requires that BellaVision Montessori School and all members of child care institutions be on the lookout for, and report to the State and appropriate authorities all suspected cases of abuse to a child.

At BellaVision Montessori School our staff are mandatory reporters of Child Abuse. All incidents or suspected incidents will be turned over directly to the Child Protective Services for investigation. We are not allowed to do our own investigation and are required by law to report anything of a suspicious nature. It is advised that clients make the staff aware of any lingering bruising or other visible injury to minimize suspicion of possible child abuse or endangerment.

The following steps are to be taken if a staff member is suspected of child abuse:

- A staff member who has a situation or investigation pending should immediately notify the Director or most senior leadership staff member in the building.
- The person who suspects abuse should bring it to the attention of the Director or most senior leadership staff member in the building.
- The supervisor will check on the complaint and if they agree that there may be abuse, the supervisor will report the incident to Child Protective Services and our State licensing authority.
- We will then follow their advice regarding whether or not to suspend the staff member

If a staff member is found in a case of child abuse, we will take the following steps:

- We will allow the staff member to appeal the decision

- The Director or an appointed member of the leadership staff will meet with the individual to go over the incident and form an opinion as to its validity and/or consequences to the School and the individual.
- Based on the advice of our licensing agent, we will either suspend the staff member or allow them to continue their job until the appeal is completed.
- The staff member will meet with the Director or an assigned member of the leadership staff during this time and steps will be taken to ensure that there won't be any problems.

If after the appeal the decision is still founded, we will take one of the following steps based on the advice of our licensing agent:

- The staff member will be terminated from their position at the School.
- We will inform the parents that we have a staff member who has a founded child abuse on record. We will also let the parents know what the charge was.

Licensing:

We understand the importance of keeping strict compliance with the Texas (DPFS) state licensing regulations in order to ensure a quality environment for your children. BellaVision Montessori School complies with the applicable state licensing regulations and policies. These requirements cover staff qualifications, facility, playground, health and safety guidelines, and child/staff ratios. A copy of the minimum standards for Licensed Child Care Centers may be reviewed in the school office. Our recent inspection report is posted in the lobby bulletin board.

If you have any questions or concerns regarding child-care licensing or minimum standards rules, please contact Texas Department of Family and Protective Services:
Local Licensing Office:

1110 Ave. G
Mail Code: 2706
Rosenberg, Texas 77471 Phone: (832) 595-3000

PRS Website: www.dfps.state.tx.us. **1-800-582-6036; Abuse/Neglect Hotline: 1-800-252-5400**

Additions and Changes

BellaVision Montessori School reserves the right to edit or adapt the policies in this handbook as the needs arise. The school will make all changes and additions available at the time these changes are made. Clients and customers will be notified of these changes through the normal written communication system of the school at the time they are made.

Behaviour Intervention Policy

Our goal is to provide an open-door policy for students, parents, and teachers. We encourage all to be active participants in each day's activities. With involvement, we become familiar and comfortable with each other. There will be occasions when we need to make suggestions, comments, and requests for help, and this might make one party or the other be uncomfortable when stating those comments for fear of risking this unique relationship. We appreciate you, your child, and our teachers for developing the best relationships possible, and we strive to help in any way. Listed below are some helpful hints:

- If you are feeling uncomfortable with anything - no matter how small - please speak to the teachers who are there to assist you when concerns arise. Letting those moments build up may require more help in the long run. The teachers are trained to take things in a positive nature.
- Please know the administrative staff is comfortable assisting you and the teachers in resolving any situation and will provide support to each of you.
- If you feel your concerns are not being addressed, the owner of the BellaVision Montessori School is also available by phone, email, or in person.

At BellaVision Montessori School, the staff are trained in using positive reinforcement as a means of discipline. Our goal is to find solutions and to provide the very best environment for your child. We have a detailed Discipline policy including an early intervention system which we call our "Behavior Intervention Policy."

1. At BellaVision Montessori School we believe that children need limits to feel secure about themselves and their environment. The purpose of discipline is to help children learn acceptable behavior and develop self-control. The basis for our Discipline Policy is an organized and prepared classroom and prepared staff members. At BellaVision Montessori School, we strive to develop a positive relationship between the teacher and the child. We also believe that if an interesting and challenging program is offered to the child, then discipline problems are at a minimum. If inappropriate behavior does occur, we will begin with a positive approach.
2. Discipline shall be reasonable, appropriate, and in terms the children can understand.
3. Praise and encouragement of good behavior shall be used instead of focusing upon unacceptable behavior only.
4. Punishment that is shaming, humiliating, frightening, verbally abusive, or injurious to children shall not be used.
5. Punishment shall not be related to food, rest or toileting.
6. Spanking or any other type of corporal punishment is prohibited. ("Corporal punishment" is the infliction of bodily pain as a penalty for behavior of which the punisher disapproves.)

The following is considered unacceptable behavior:

- Running in the classroom
- Leaving the area or group without permission
- Becoming disruptive
- Removing shoes or other articles of clothing
- Yelling during classroom time
- Throwing toys, rocks, sand
- Using toys and materials inappropriately
- Aggressive behavior
- Abusive, or inappropriate language
- Arguing with staff members or other children
- Lack of Cooperation
- Hurting themselves or others, such as scratching, hitting, biting, spitting, kicking, and pulling hair
- Behavior determined by the director to be unacceptable

The teacher has these prime responsibilities when dealing with inappropriate behavior:

1. **Redirection** - Encourage child's good behavior and/or redirect his or her activity.
2. **Behavior Report**
 - a. If the child's behavior continues to be inappropriate
 - b. OR the severity denotes an un-resolved problem.
3. **Behavior Intervention Meeting**
 - a. If the child's behavior continues to be inappropriate, a behavior intervention meeting may take place

- b. Those in attendance will be the parents, the child’s lead teacher, Director and a member of the leadership team.
 - c. This may be called by any of the individuals listed above.
 - d. Behavior Intervention Meeting - During this time the parent or guardian, the lead teacher and the Director of the school will meet to determine if the child is capable of drastically changing his/her behavior to allow re-entry into the program. This is the mandatory behavior intervention meeting described in the Behavior Intervention Policy.
4. **Sending a child home**
- a. When the child becomes out of control
 - b. And/or when the child fails to respond to the measures taken by the BellaVision Montessori School Staff.
 - c. This is at the discretion of the Director or Designated Director present
5. **Suspension**
- a. Three written behavioral reports within a nine-week period constitute the child being suspended from the School for one week. Fees will still be paid for this week to retain the child’s space in the BellaVision Montessori School program.
 - b. If the child does continue in the program and does receive a fourth behavioral report within a 30-day period, termination of services may occur at the discretion of the Center Director.
6. **Termination of services**
- a. When the severity of a problem is great enough that it could endanger the safety of the child(ren)’s welfare. Termination may be effective immediately after consulting the Director or Designated Director present. The parent or guardian will be notified. The School considers this to be a drastic measure and would not resort to such unless the child’s behavior significantly and directly threatens the physical or mental health, safety or well-being of one or more of the other children or team members and, that threat cannot be eliminated.

In addition to the above, the school will use three methods to track behavior and communicate with parents.

- 1. Daily Reports – a parent/school communication format that does not count as a written behavior report. If the teacher deems necessary, a copy will be kept on file.
- 2. Observation Form – a school documentation of observed inappropriate or challenging behavior. These may be filled out at any time by any school staff member and are used solely to track behavior patterns. These are to be turned in daily to the lead teacher of the student and then to the Director for filing.
- 3. The “Behavior” Report – These are the “Incident Report” and are duplicate. The original is filed in the child’s file and the copy is given to the parent, if requested. These are pre-approved by the Director of the school. Each “Behavior” Report counts as one of the three that would result in suspension.

BVMS expects parental involvement and cooperation in all aspects of discipline. Failure to comply can warrant termination. We reserve the right to discontinue work with any child/parent whose needs we cannot meet. The key to effective discipline is consistency. We try to be as consistent as possible in all areas. We provide the child with a warm and loving atmosphere in which to grow and learn. The school reserves the right to require the dis-enrollment of a child per our “Discipline Policy” and/ or the “Behavior Intervention Policy”.

Health & Safety

Medication

All medication to be given to children must be in the original bottle with the instructions clearly printed on it as provided by the doctor's prescription or by the pharmaceutical company. All medicine including scripted and un-scripted medications must be in an up-to-date bottle and not be outdated or past-dated. All prescription medication must have that child's name on the script. All non-prescription medicine must have a permanent sticker with the child's name and the date the medication was left at the school. A "Permission to give Medication" form needs to be filled out prior to the administration of any medication. All medicines must be personally handed to the Director or Staff in charge at the time of arrival along with the "Permission to give Medication" form (Filled out). BellaVision Montessori School reserves the right not to give medicines if the dosage is questionable or not per the label. BellaVision Montessori School reserves the right to request a doctor's consent via hand written prescription for any non-prescription medications. A copy of the "Permission to Give Medication" form along with the medication bottle and any remaining medication will be returned to the parent upon completion of the course of medication.

Immunization Policy: Updated immunization records are required for each child. If your child is enrolled in public school system, we would need a signed statement from the child's parent that the child's immunization record is current and on file at the school that the child attends. The statement must be dated and include the name, address, and telephone number of the school listed in the statement. Tuberculosis testing and screening is currently not required in the state of Texas.

Children with severe allergies

For the safety of your child, parents are required to provide a signed copy of the "Authorization For Emergency Care for Children with Severe Allergies" form, detailing any allergies, food or otherwise, from which their child suffers, at the time of enrollment or when the allergy is discovered. This form must be completely filled out by the child's physician and parent(s) or legal guardian(s), and must be updated every six months, or more frequently/ when status changed, as the case may be. In addition to this form, parents must provide a copy of any additional physician's orders and procedural guidelines relating to the prevention and treatment of the child's allergy. This form can be obtained by request from the center director. If the child has a severe allergy and is using an EPI PEN, we need to see the doctors note with instructions and the prescription of the EPI PEN. Parents must also execute a "Release and Waiver of Liability for Administering Emergency Treatment to Children with Severe Allergies" form. This form releases BellaVision Montessori to take necessary actions set forth in the "Authorization for Emergency Care for Children with Severe Allergies" form, provided BellaVision Montessori exercises reasonable care in taking such actions. Any medication required to treat an allergic reaction must be provided in accordance with the Medication Policy detailed herein.

BVMS will publish the menu (breakfast, lunch and snack) that will be served to the children every week. Parents are strongly advised to review the list against the allergy list to make sure that these are acceptable food items.

Illness and Continued Health

These guidelines are for the welfare of all our children. To provide a safe and healthy environment we rely on our parents to monitor their children with these guidelines in mind. Outdoor play is essential to your child's development. We feel that if your child is too sick to play outdoors then they are too sick for group care. A child that is ill or has a temperature of 100.5 degrees or above should be kept at home. All children shall have direct contact with a staff member upon arrival for early detection of apparent illness, communicable disease, or unusual condition or behavior. A child that is too ill to remain in the school shall be supervised and cared for until the child can be cared for elsewhere. The child will be sent home if he/she is running a temperature of over 100.5 degrees, if he/she is vomiting or has diarrhea, or if it is suspected that he/she has a contagious disease. In the event, you are called to come pick up an ill child, you must pick your child up within an hour, or "Late Pick Up Fee" will apply. If a child needs to be sent home and their parents are unreachable, we will call the emergency contacts listed on the Pick-up Permission form. If no one is available by contact after 30 minutes the "Late Pick Up Fee" will apply. The school reserves the right to request the child to see a physician or have a physician's note prior to returning.

The child must be symptom free for 24 hours or a doctor's note has to be provided before returning to school.

Hearing and Vision Screening

Texas Health and safety Code requires that all children enrolled in any public or private school must be screened or have a professional examination for possible vision and hearing problems. All children who turn 4-years old by September 1st

MUST be screened within 120 days of admission. Ask your child's pediatrician for vision and hearing screening during their four-year-old checkup. Please provide BVMS with a copy of screening to be part of your child's health record.

In Case of Fire Emergency:

Smoke detectors are in each area of the school. Fire extinguishers are located on the wall near each exit door. These detectors and extinguishers are checked regularly and inspected by a professional annually. Emergency phone numbers are located on the wall near each phone, in each classroom first aid kit, and on the wall near each fire extinguisher. Fire drills are held monthly.

The detectors and emergency fire alarm pulls are directly wired to the Fulshear Fire Department. When an alarm is set off the fire department responds immediately.

- In case of a fire emergency, the smoke detector alarm will go off and the teacher will instruct children to line up at the nearest exit immediately
- As the children are lining up, the assistant/teacher will check all areas of the classroom for children (bathroom, closets, etc.) and get the emergency bag
- The teacher will guide the children out of the building as quickly as possible with the emergency bag
- The teacher will walk with the children to the designated meeting place based on the evacuation map posted at the door of each classroom
- Once assembled in a safe place the teacher will take attendance using the CSR log (Time Clock and CRS sync before keeping copy in the classroom)
- Authorities can be notified using the cell phone and emergency numbers
- Parents will be notified using the emergency contact list. This list is checked and updated monthly (Review RED folder contents)

In Case of Medical Emergency:

In the case of a serious medical emergency, a senior teacher or staff member trained by the Red Cross in first aid/CPR will evaluate the situation, direct someone to call 911, and follow instructions from emergency personnel. If a first aid/CPR trained staff member is not immediately available, the supervising adult will call 911 and follow the instructions from emergency personnel. Should the child need to be transported to a medical facility, a familiar teacher or staff member will ride with the child to the hospital and remain with the child until a parent or guardian arrives. The floating teacher on duty or a member of the administrative staff will step into the classroom to ensure remain children are being supervised according to required ratios. It is important to keep all your emergency contact information up to date; the school, using this information, will contact parents.

Lockdown:

BVMS will actively have drills in the event that the building should have an intruder. Teachers will gather children to restrooms, lock all doors to classrooms, and keep children quiet until notified. The director and assistant director will secure building and contact local authorities. Every child will be accounted for and parents will be contacted via email, text, or phone calls as soon as all is secured.

Fire Drills:

Random fire drills will be conducted monthly and a special alarm bell will ring. The emergency procedures described above will be practiced.

School Closings, Delayed Openings:

If severe weather conditions make travel hazardous, school may be postponed, closed early, or canceled, BellaVision Montessori School follows the school closing policy of the Lamar ISD. Please listen to your local radio and television stations for school closing and delay information. There is no tuition credit or make up days given for weather and emergency related school closings.

Local and National Emergencies:

If children and staff need to evacuate the building due to a national or local emergency, they will proceed to the closest safe building as directed by emergency personnel. The school will only be evacuated in the event the building is deemed not safe for occupancy by the police/fire department. Please tune into your local TV and Radio stations for more emergency

information. Please ensure that all information, telephone numbers and emergency contacts are updated and checked throughout the year.

Inclement Weather and Flooding:

BellaVision Montessori will make every effort to remain open during Inclement Weather. In case of Flooding, we will only operate if it is safe to do so. The school highly recommends that each family have an emergency plan for picking up your child at school.

Alternate Shelter:

If children must be evacuated & transported to an alternate shelter away from the center it is the responsibility of staff to move the children to:

**Fun and Fitness Center
25350 Canyon Fields Dr.,
Richmond TX - 77406.**

Gang-Free Zone:

By law, all childcare facilities are required to include this information in their Parent Handbook.

What is a gang-free zone?

A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of your child care center. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

How do parents know where the gang-free zone ends?

The area that falls within a gang-free zone can vary depending on the type of location. The local municipal or county engineer may produce and update maps for the purposes of prosecution. Parents may contact their local municipality or court house for information about obtaining a copy of a map if they choose to do so.

What is the purpose of gang-free zones?

Similar to the motivation behind establishing drug-free zones, the purpose of gang-free zones is to deter certain types of criminal activity in areas where children gather by enforcing tougher penalties.

Communication and Events

Our Staff:

At BellaVision Montessori School, we strive to provide nurturing, quality care in a highly interactive Montessori learning environment. Our friendly, qualified staff are an integral part of providing this environment. Our current staff has had

- A detailed interview and screening process.
- Approval by the state of Texas through a background analysis that cross references state and federal criminal records as well as child abuse reporting records to ensure that each employee has a background that is clear.
- State CPR and first aid requirements fulfilled.
- Required Early Childhood In-service hours completed.

We believe firmly in training and continued education for all our employees and staff. Each has qualified themselves to work with your children by attending specific training classes and often college level courses to learn about early education and the needs of children. We emphasize training and encourage all of our employees to exceed the state minimum number of clock hours of training required to be qualified to continue to work in an early education setting.

Staff and Parent Relationships:

BellaVision Montessori School considers it inappropriate for parents and clients to solicit our staff to work for them either in their business or homes. We are not legally or financially liable for our employees or any of their actions when they are off the clock or no longer employed by BellaVision Montessori School. All employees have signed a statement saying that they will not engage in “care for hire” or any employment by or for any past or current client family of BellaVision Montessori School while currently employed by BellaVision Montessori School or for eighteen (18) months after their last day of employment. An employee who violates this policy has violated their employment agreement and is subject to possible termination. It is inappropriate for a client or parent to solicit any employee for any type of work. Clients who violate this policy may be subject to termination of service.

Written Communication:

The success of our program is based on establishing a partnership between our parents and our staff. Open and frequent communication will help your child have a positive early learning experience. We will endeavor to keep you informed concerning your child’s day and overall development through several written means.

- Monthly parent newsletters to keep you informed as to the overall program
- Parent Board – updated with current information about BellaVision Montessori School and curriculum.
- Daily written communication in the form of “Daily Report” form, through Media communication, “Incident/ouch” forms, and classroom memos will be placed in the front office for your acknowledgement and signature from time to time.
- Parent/Teacher meetings / Conferences twice each year
- Parents always have the option of requesting specific parent/teacher interaction to aid in their child’s development at any time.

Camera and Privacy Policy:

For Security and privacy purposes, cameras located in classroom are for live streaming only. Playback and recorded video cannot be viewed after 24 hours.

Verbal communication:

We will endeavor to be communicative during drop-off and pick-up times. However, this is not a good time for extended conversations since the staff members/teachers have responsibilities for all the children in the group. Furthermore, the person caring for your child at the pick-up time may not be the individual who has spent most of the day with your child. This is since many children spend 10 hours a day at the school and most of our employees only work 6-8 hours. Since children learn best in the morning, we schedule teachers who are responsible for class room development during the earlier hours of the day. We suggest that you go to your child’s “lead” or “primary” teacher to obtain detailed information on your child’s general growth and development. You can call to see how your child’s day is going or to speak to your child’s teacher for more detailed conversation. The best time to call and speak to your child’s teacher is during naptime. There is always a member of management available for you to talk to in person or on the phone. You may also use the “Suggestion box” to leave information for Management, or you can e-mail us at cd@bellavisionmontessori.com.

Parent Involvement:

We encourage all parents and or guardians to be involved in the activities. We believe that parental participation is key to any successful school or child care program. At BellaVision Montessori School, we strive to fill the gap created during early separation and educational opportunities and when parents are not available. We welcome parental visits. We have an open-door policy that allows parents access to the school during operating hours. We have enclosed a sample list of some of the opportunities for involvement in our school. Parents are in no way limited to the involvement listed below. Any parent wishing to be involved in another area is strongly encouraged to contact the BellaVision Montessori School office or Director with their suggestion.

1. Parent Meetings (Usually 2-3 times per year)
2. Fall Open House
3. 2 individual conferences/year
4. Programs and Special activities, such as the Holiday Program
5. Special parent's involvement activities such as our THANKSGIVING FEAST
6. Party Day Volunteers
7. Come and eat lunch with your child on their Birthday
8. Classroom Volunteer for Field Trips
9. Send special treats for snack or meals (Store bought only! Please notify the teacher a day or two in advance). Please include the ingredient information on the store-bought box to help our teachers include kids with allergies into the celebration.
10. Help with School Fund Raiser 2 times a year
11. Participation in a parent's group
12. Reverse Field trips (When we bring a "field trip" type activity to our property)

We also expect parental involvement in discipline and behavior intervention as outlined in these policies.

Policy for Parents Who Cannot Participate:

If a parent feels like they would like to be more involved in the school but cannot due to their work schedule, or due to other conflicts, we will help them find a project or area which they can do on their own time. A member of the leadership staff will meet with the parent to find their area of interest. We will offer suggestions to them based on their interests and time. For example, if the parent likes to sew, we may offer to have them make doll clothes or repair mat sheets.

Visiting the School:

You are welcome to visit your child at the school at any time. We do ask that you check in with the office or sign-in desk before going to your child's room. It is the responsibility of front office staff to make sure any visitor for a child or employee has checked in with the office. If you are coming to eat lunch with your child, please let us know in advance. Persons not listed on the "Pick-Up Permission" form, will not be allowed to visit your child. In a custody situation, please note that the same procedure will be followed as listed in the Pick-Up section. Parents are encouraged to pre-arrange opportunities to share lunch with their child or visit the class. Extended family members such as grandparents and aunts are also welcome to visit in certain pre-arranged situations. The custody challenges of our current society demand that we follow strict guidelines in this regard. Feel free to contact a member of the management team if you wish to set up a "visit" from an extended family member.

Classifications:

Due to strict licensing guidelines and safety issues we require that all individuals on our property be categorized as one of the following:

- 1) A scheduled employee during the regular course of their work day
- 2) A Child who is in our care (all paperwork has been filled-out)
- 3) Parents or others during regular drop-off or pick-up (This to be approximately fifteen (15) minutes)
- 4) Delivery personnel – From a regular or expected company delivering items to the school (should be in eye sight of an employee always and arriving at an expected time)
- 5) Visitor – Must be approved by the office and should be accompanied by an employee always, not to exceed once per month and limited to a maximum of 2 hours
- 6) Volunteers – Anyone who is helping with a class party or in any other capacity or anyone who has been a "visitor" for more than once a month or for over 2 hours.

7) An Intruder – Action will be taken by the staff to notify the proper authorities

Therefore, anyone who is in the building or on the property for an extended period must be considered either a “visitor” a “volunteer” or an “intruder” including parents and employees who are off the clock.

Volunteers:

Any parent wishing to help chaperone an event must go through our screening process. Volunteers are also welcome in our school. Anyone visiting or volunteering for more than one day per semester must go through a screening process. Our screening process includes, but is not limited to, 1) a signed statement indicating whether or not they have had a conviction of any law in any state, or any record of founded child or dependent abuse in any state; 2) a signed statement indicating whether or not they have a communicable disease or other health concern that could pose a threat to the health, safety or well-being of the children; 3) undergoing a fingerprinting and background check 4) a signed statement regarding child abuse 5) going through New Teacher Orientation. Any “visitor” who spends extended periods of time in the school will be considered a volunteer and be required to go through the screening and training listed above.

Intruders:

The safety of the children is our first concern. Although we have an open-door policy and welcome parents to visit their children, we also have a commitment to the parents of the other children in the program. Since we cannot attest to the background of anyone that has not gone through our screening process we also cannot allow parents to spend extended periods of time in our facility without requiring them to fulfill certain screening and training requirements. These are set by state law and our policies. Any individual who does not submit to our safety policies concerning “Visitors” and “Volunteers” must be considered an intruder and appropriate steps will be taken to protect our students and staff.

Privacy Policy:

Child Privacy:

The staff of BVMS values the privacy of each family that is enrolled in our program and will keep personal and private information secure. A form will be sent home asking for permission to add your name to the school directory. Only families that give the school permission will be added to the directory. The school will not give out phone numbers, birthdays, or addresses of families that have elected to remain out of the directory.

If any parent in our classroom notices inappropriate behavior on part of our kids, please inform the concerned teacher. The child's name must not be disclosed to any other party. If BVMS management/staff is notified of any such behavior, the parent **will be** warned. Three of such warnings will lead to your child being suspended from the school.

Staff Privacy:

The school also respects the privacy of the entire staff. The office will not give out home phone number or addresses. Teachers may elect to give out e-mail and phone numbers; however, they are not required to do so. During the school day the staff will be given messages when you call. If it is an emergency, please notify the person answering the phone and the teacher will be called to the office.

Code Of Conduct:

The purpose of this policy is to provide guidance to all parents, our students, visitors to campus and staff working in our school by stating some of the principles, rules, values, conduct and behavior we require of them when they are on campus. We believe adherence to this Code of Conduct for parents, students, visitors and staff will both enhance the learning experience and benefit everyone involved. Thus, we ask that you closely review the following and sign below to indicate your agreement to follow and abide by this Code of Conduct for parents, students, visitors and staff:

- Parents, students, visitors and staff need to work together in a cooperative and friendly manner for the benefit of our children;
- All school/ classroom rules and will enforce them when applicable and help the children understand them;
- You will make an effort to convey to the children a supportive attitude toward education and the school;
- All parents, students, visitors and staff in our school community should be treated with respect. This includes that no abusive behaviors either via written communication, language or attitudes shall occur towards anyone who is a parent, student, visitor or staff member and none will be considered acceptable by BellaVision Montessori;
- You will set a good example in your own speech and behavior to demonstrate respect towards all parents, students, visitors and staff; and
- If you have a concern you will respectfully first approach school management in good faith to help resolve any issues.

In order to support a peaceful and safe school environment the school cannot tolerate parents, students, visitors or staff exhibiting the following:

- Disruptive behavior which damages or interfere with the operations of any area of the school or damages school property.
- Using loud, threatening or offensive language, cursing or displaying temper.
- Any abusive or threatening e-mails or text/ voicemail/ phone message or other written communication.
- Defamatory, offensive or derogatory comments regarding the school or any of the students, visitors, parents or staff at the school. This includes in person or via any digital forum such as Facebook, Next-door or other social media sites and business directory listings.
- Any emotional abuse, physical aggression, intimidation or threatening behaviors of any type towards another adult or child. This includes physical punishment or emotional abuse against your own child on school premises.
- Approaching someone else's child in order to discuss with them or chastise them because of the actions of one child towards another child. If necessary, these issues must be addressed with the management staff at BellaVision Montessori.
- Any consumption of alcohol or being under the influence of alcohol while on school property.
- Any consumption of non-prescription medicine or being under the influence of non-prescription medicine while on school property.

BellaVision Montessori retains at its sole discretion the right to terminate it's relationship with the undersigned in the event BVMS determines you have violated any of the foregoing. This may include, but not limited to, the loss of your child's reserved space in our program, request for your removal from our property, or whatever other remedy BVMS deems is appropriate given the circumstances.

Parents Signature: _____

Date: _____