

**Warren Montessori**

**10247 Warren Pkwy**

**Frisco, TX 75035**

**214 387-8202 Phone**

**214 387-4807 Fax**

**warrenmontessori.com**

**Business Hours 7am-6pm**

**Monday-Friday**

**All Year Round**

**WELCOME**

*Dear Parents,*

*Thank you so much for your confidence in enrolling your child at our school. We will strive to give him/her quality education in a loving, caring, and safe environment. The right of every child to nurturing and safe education irrespective of race, color, creed, or nationality is upheld at Warren Montessori School of Frisco. Please read carefully this student-parent handbook as it details guidelines and procedures of the school.*

*Sincerely,*

*Binny Jawanda*

*Email: [info@warrenmontessori.com](mailto:info@warrenmontessori.com)*

*Web: [www.warrenmontessori.com](http://www.warrenmontessori.com)*

**Mission Statement:**

*It is to establish a foundation of life long learning in a challenging yet nurturing environment. Through the development of self worth, the child grows into a contributing member of our society.*

**The Philosophy:**

*The Montessori Method was developed in the late eighteen hundred by Maria Montessori, Italy's first female physician. She realized that a young child had a great potential for learning. To challenge a young mind she developed an alternative method of teaching that emphasized specially trained teachers and uniquely designed learning materials and apparatus-thus stimulating a pre school age child.*

**Admissions:**

*Tours are given every morning between 8:30 A.M. and 10 A.M., while the classes are in session. We have one-way observation windows- parents are encouraged to stop by and observe during morning hours. After an informal visit with the parent and student an enrollment packet will be given, this should be completed and returned to the office along with a check for \$200.*

**Questions and Concerns:**

*Any questions and concerns regarding the child's education, health, safety or any other general question about the school should be addressed to the Director by phone, email or in person. The e-mail address of the school is [info@warrenmontessori.com](mailto:info@warrenmontessori.com).*

**Conferences:**

*Parent teacher conferences of toddler up to primary classes will be scheduled twice a year. Sign up sheets will be available at the front office prior to the parent teacher conference schedule period. If at any other time a parent would like to speak with a teacher a telephone conference can be arranged at a mutually agreed time. In the case of infants concerns/issues can be discussed with a teacher any time during his/her regular school time.*

***Admission Procedures:***

*After a formal tour has been given if you would like to join Warren Montessori a Enrollment form will be filled out with a non-refundable payment of \$200 will be submitted. This payment will secure your child's spot in our school. Prior to the child's first day of school all the required paperwork along with the first month's dues will be paid in full.*

***The required paperwork consists of the following:***

*Enrollment Form*

*Tuition Agreement*

*Enrollment Requirements Form*

*Immunization Records (must be submitted each time your child visits the doctor)*

*Health Statement*

*Emergency Medical Attention Form*

*Emergency Medical Card*

*Hearing & Vision (4yrs and older)*

***Communication:***

*We encourage open communication between the school and the family. Please keep us*

*informed about any changes in your child's family life that might affect his/her progress. Teachers have your child's best interest at heart. It is your responsibility to keep us up-to-date about change of address, phone number(s), emergency contact names and number(s), etc. The form to update the above information can be downloaded from our web site [www.warrenmontessori.com](http://www.warrenmontessori.com). Please fill this form whenever there is a change of information regarding your child (include only new or changed information) and email it to the school.*

*Warren Montessori will communicate via email for daily, weekly and monthly reminders and upcoming events. We also post monthly calendars outside each classroom door as well as most information on our website.*

***Attendance & Absences-Arrival & Dismissal:***

*Attendance is checked daily and a record is kept in each classroom. If for some reason you decide to keep your child home please call the front office to inform us about your child's absence. Classes begin at 8:30 A.M. sharp. Carpool is provided from 7:30 A.M. to 8:30 A.M., any time after that we ask that you park your car and bring your child inside the building. If you prefer, we would be happy to escort your child to their class. Please try to bring your child during carpool time to avoid congestion at the front office.*

*The person permitted to pick up your child from the school needs to be identified on the child release authorization form and only that person will be permitted to pick up your child. The pick-up permission can be changed on as need basis; however an update child release authorization form with new pick up person information needs to be emailed or faxed before hand. The child release authorization form can be obtained from the front desk or online at our website [www.warrenmontessori.com](http://www.warrenmontessori.com). under "Parent Corner".*

***Late Pick-up Policy:***

*Warren Montessori School will be enforcing a late pick-up policy i.e. if a child is picked-up 5 minutes later than his/her scheduled dismissal time, a late pick-up charge of \$1/minute will be applied. (This includes 11:30 A.M. and 3:00 P.M. dismissal time)*

***The late pick up policy will include the following stipulations:***

*. The Warren Montessori School clock will serve as the "official clock." Please synchronize your watch with the Warren Montessori School clock.*

*. Only for programs with 3:00 p.m. or 11:30 a.m. dismissal times an hourly late charge of \$10/hour option is available. To request this option, a parent needs to inform the school 2 hours in advance of the child's scheduled dismissal time that the child will be picked-up late and the parent is agreeable to an \$10/hour late charge.*

*. There will be no exceptions.*

*A note book, indicating the child's name and at what time the parent arrived late will be kept for the record at the front desk. The parents who pick up their kids late will be requested to sign it. The late charges will be included in the next month fee card of your child.*

***Parking:***

*Parents with children 2yrs and older are asked to use the carpool from 7:30am-8:30am. This allows your child to have independence and walk themselves to the classroom. If your child is younger than 2yrs old, please park in the parking lot and bring your child into the school.*

*We ask that parents do not park under the awning and bring their child inside.*

***Tuition:***

*The tuition is charged on a monthly basis. The regular amount is due on the first day of every month. A late charge of \$8/day will be applied after the 5th day of every month. For all returned checks there will be a charge of \$35.*

**Vacation:**

*Warren does not prorate for vacations taken by families for two weeks or less. If Three or more weeks are taken by families you must pay half of the month with the exception of December. No exceptions.*

**Calendar:**

*The yearly calendar is available online at our website [www.warrenmontessori.com](http://www.warrenmontessori.com) under "Parents Corner"...*

**Confidential:**

*Warren Montessori will not give out any contact information regarding parent phone numbers or email addresses. You may feel free however to leave your contact information for the person you wish to contact at the front desk.*

**Safety:**

*The safety and well being of each child is important. Teachers are expected to be supervising all children at all times. Please don't use drop off and pick up times for parent/teacher conversations as it impacts children supervision.*

*As a safety precaution, please insure your child is fastened in their seats as Warren Montessori will not be liable for any injury that might occur in your car while on the premises.*

*To protect their children some parents have declined to sign the photography waiver, Therefore we cannot allow pictures or videos of other children other than your own to be taken at any school function, unless the parent is present.*

***Emergency Procedures:***

*In the event of an accident or illness in which your child needs medical care Warren Montessori will call you. If your child is severely hurt and immediate medical attention is required we will first call an ambulance then we will call the parents.*

***Fire and Tornado Drills***

*Fire and Tornado Drills are conducted one a month however, any time the alarm sounds you must respond by evacuating the building immediately.*

*When the alarm sounds:*

*Both the teacher and the assistant must line the children up and lead them to the designated area.*

*Infant 1 and Infant II teachers must place children who are not walking in an evacuation crib and lead children to the designated area. Children who are walking may walk outside or also be placed in an evacuation crib.*

*The teacher's are responsible for collecting the class register, check the restrooms, turn off the lights, close the door and follow to the assigned area.*

*During our monthly practices the entire school will meet on the North/West side of the parking lot. Always take your attendance book and account for each child. In the event of a real emergency, we will proceed to the school will meet at Frisco Community Bible Church of Frisco at 10055 Warren Pkwy Frisco, TX 75035 469 362-5588.*

*An evacuation and a relocation map is located in each classroom.*

*In case of an emergency 911 will be dispatched as well as parents.*

***Inclement Weather:***

*In most cases Warren Montessori will follow Frisco ISD in the event severe weather occurs. However, Warren observes the right to change school closures, late arrivals or early dismissals at any time deemed necessary in order to provide the safest circumstances to Warren staff and families. Postings will be on WFAA Channel 8 News under private schools. [www.wfaa.com/closings](http://www.wfaa.com/closings)*

***Gang-Free Zone:***

*Warren Montessori is a gang-free zone designation. This means certain gang-related criminal activity or engaging in organized criminal activity within 1000 feet of this establishment is a violation of the law and is therefore subject to increased penalty.*

***Breast Feeding:***

*Breast Feeding is available for all mothers and babies in our Infant 1 classroom.*

***Allergies:***

*Warren Montessori has chosen to provide a nut free environment. Children will not be permitted to eat peanut butter or any nut or nut products in the school. We will also comply with your wishes regarding food restrictions due to religious reasons. Children with specific diet restrictions must bring a note from home which will be kept in the child's folder at all times.*

***Security:***

*The school is wired to provide restricted access for the safety of your child. Each family is expected to buy a security key for a price of \$11. The security key allows access to building to only authorized person such as parents, employees, etc. Lost keys will also be*

*replaced for the same original price.*

***Illness:***

*The TDFPS has specific Illness Policy guidelines. Warren Montessori will adhere to these policies. If a child develops symptoms such as, temperature, diarrhea, vomiting, rash, or head lice, in school parents will be notified and arrangements should be made for the child to be picked up within 30 minutes. A child cannot return to school unless he/she has been symptom free for 24 hours without medication.*

***Dispensing Medication:***

*When a child needs to be administered any medicine in school an authorization form needs to be filled out and signed by the parent. After the medication is dispensed the teacher will initial the form showing that the medicine has been administered. Medicine will be given only at 11:30 A.M. and 4 P.M. We will not be able to dispense any eye or eardrops. Medicine must be in the original container with the label. Dosage must be clearly written by a doctor or labeled on the container.*

***Accident & Medical Emergencies:***

*The office staff will handle all minor bruises and scratches. An accident/incident report will be written by the teacher and the parent will be informed about it. Parents are required to read and sign Accident/Incident forms. In case of an incident parents of all involved children will receive a copy of the incident form. There will be no names mentioned as required by the state for privacy reasons. In case of any serious accidents the parents will be contacted and the child will be rushed to the nearest medical facility. The notarized form already on file will give us the permission to do so.*

**Enrichment Resources:**

*We welcome any parent who has a special talent, interest, hobby, or culture that they want to share with their child's class. Such resources provide valuable lessons for the children.*

**Discipline:**

*Discipline is imparted through loving, positive and consistent reinforcement and redirection. Physical punishment is prohibited. Inappropriate behavior leads to the child being separated from the rest of the class and placed on a „thinking mat.. This gives him/her time to gain control of his/her emotions and a chance to improve his/her behavior. In case of continuous indiscipline the parents will be involved and a parent-teacher conference will be held under director's supervision. Parental support in dealing with behavior problems is essential.*

**Discipline Action:**

*The steps listed below will be followed by Warren Montessori staff in the event of a disciplinary problem.*

- 1. Child will be given a warning.*
- 2. Conduct report will be written, which the parent must sign and return. Failure to sign discipline form may result in dismissal.*
- 3. Parent conference will be held when three conduct reports have been written. Refusal to attend conference will result in dismissal.*
- 4. Child may be permanently dismissed from Warren Montessori Program.*

**Dismissal from Warren Montessori:**

*Warren Montessori reserves the right to refuse service for the following reasons:*

- 1. Failure of parent of a child to follow Warren Montessori policies, procedures or rules.*
- 2. Three written conduct reports or serious misbehavior that warrants immediate dismissal.*
- 3. Parents or children that are physically or verbally abusive to staff.*
- 4. Failure to pay fees as scheduled*
- 5. Failure to provide updated information and records.*
- 6. Failure to adhere to closing time.*
- 7. When the onsite Director or Owner at their discretion, believe that the continued service is not in the best interest of the child and or program, or that the child can not be reasonably accommodated.*

***Respect:***

*We are committed to the recognition of dignity, uniqueness, and diversity of the children, their families, and colleagues. In order to maintain these values:*

- 1. We will not discuss or talk about your child or any child in their presence.*
- 2. We will not discuss another family with anyone.*
- 3. We will not discuss the staff with anyone.*
- 4. We will only discuss your child with you.*
- 5. Concerns will only be addressed directly by the school with the parents involved only.*

***Respect for Staff:***

*Children will not be moved from one class to another at the same level. We ask that parents do not request a classroom for their child when transitioning to another level. All classes are equal.*

*The classroom is the children's work place. Parents are asked to respect this and address concerns to the front desk. The teacher will then address your concerns during their break time.*

*Warren Montessori does not allow staff/teachers to baby sit out side of school. This will be in violation of our employee handbook and will put the teacher at risk for losing their job. In addition, the director may ask for your immediate withdraw from our school.*

### ***Celebration of Life:***

*In keeping with the Montessori Philosophy please provide a healthy snack such as a muffin mix, cake mix, fruit or a trail mix (no nuts) so that they may share with their classmates. No store bought cupcakes or cakes. Please bring a poster board with pictures of your child growing up to share with their friends. You may also donate a gift to your child's class from the class wish list. Please no goody bags.*

### ***Summer Camps:***

*The school is open the whole year round except for major holidays. During the summer we have summer camp. Attendance during June and July is optional for toddler and primary classes only. Montessori classes continue throughout the summer with emphasis on extra curricular activities.*

### ***Water Activities:***

*Children will only have the opportunity to participate in water activities such as splash day and waterslides during the summer months. Children 12months and older may participate with parental consent. Parents must apply sunscreen prior to coming to*

*school. Water shoes and a towel must also be provided.*

***Field Trips:***

*Warren Montessori will provide transportation which will be teacher or director led during the summer. Parents are required to sign a permission and waiver form. There will be no exceptions if the form is not signed.*

***Dress Code:***

*All children (toddler-primary) must wear the school uniforms with the logos provided by Academic Outfitters, The uniform can be purchased by Academic Outfitters located at 721 N. Central Expressway Plano, TX 75075. Or online*

*<http://www.educationaloutfitters.com/schoolstore.aspx?SchoolCode=TX0924>*

*Children need to wear a white or red collared shirt, with navy blue shorts, skirt or pants.*

*Girls do have an option to wear jumpers.*

*Fridays are casual days. Please make sure that the girls wear shorts under their dresses as a respect to themselves.*

***The following will not be allowed at anytime:***

*Light up or themed shoes. Super Heroes such as Spider Man or Power Rangers on their shirts or shoes. These violent characters encourage the children to initiate or act out their actions.*

*Parents must provide the padded mat w/pillow & blanket from Academic Outfitters for their child during rest time. The classrooms have limited storage space therefore pillows, sleeping bags, and backpacks are not allowed.*

**Shoes:**

*For Safety and comfort shoes should fit and cover the entire foot. Tennis shoes, black or navy. Water shoes that cover the entire foot is required for Splash days.*

**Jewelry:**

- . No Necklaces*
- . No rings*
- . No bracelets*
- . Small studs are acceptable.*

**Lost Items:**

*Warren Montessori will not be responsible for any lost items such as jewelry, hairclips, clothing, blankets etc. Each item of clothing must be labeled with your child's name. Please do not send your child with anything of value.*

**Meals:**

*Parents must provide lunch for their children or purchase a lot lunch from Made With Love, If lunch is not provided, Warren Montessori will charge a fee of \$5.00 per day for your child to have a hot meal.*

**When providing lunch please note:**

*No nut products (Peanut Butter, Individual Peanut Snacks, Peanut Cookies)*

*No soda or canned carbonated beverages*

*No candy or any kind*

*No fruit that needs to be cut or peeled (bananas are ok)*

*Nothing that requires knives or can openers*

*No fast food in original containers*

*Morning and Afternoon Snack will be provided by the school.*

***Toys:***

*Children like to bring things from their home. Please encourage them to bring things on days when their class has Show and Tell. They may bring things from nature or a special book or a photograph from a trip. No toys please.*

***Parental Involvement:***

*Warren Montessori is proud to have an open door policy where parents may observe their child through our one way observation windows. We do ask that you remain on the outside of the classroom so that teachers can maintain classroom management. If you are needing to speak to a teacher please see the front desk and we can ask the teacher to step out of the classroom. Please keep questions and conversations to a minimum.*

*We have scheduled days when we would like parents to pay us a visit. This will initiate a process of planning for our fundraisers, teachers. appreciation luncheons, and other social gatherings. An orientation day will be held to discuss the school procedures and policies in more detail. All volunteers are mandated to have criminal background checks done as per the state regulations.*

***Withdrawal from School:***

*At the time of enrollment the school collects a deposit of \$475 of advanced fee as deposit. If a child needs to be withdrawn from the school a thirty day of written notice is required.*

*On the last day of the child attending the school, the deposit will be refunded. Unless a thirty days notice is given, the parents will forfeit their deposit.*

*If you decide to withdraw your child without a 30 Day written notice you will forfeit the monthly tuition and your deposit. These are rare cases, but we would like the opportunity to normalize your child to the classroom environment. This could mean your child crying for a period of 3-6 weeks.*

***Additional Important Information:***

*Warren Montessori will make available upon request a copy of minimum standards and the child-care center's recent licensing inspection report. A parent may contact the local licensing office at 1-800-582-6036, PRS child abuse hotline at 1-800-252-5400, and PRS website at [www.dfps.state.tx.us](http://www.dfps.state.tx.us)*

*Parents may also receive email notifications from the CPSC by going to <https://www.cpsc.gov/cpsclist.aspx>. By doing this you will receive information about children's products that have been recalled.*