

Cambridge Montessori School

6380 Highway 90A
Sugar Land, TX. 77478
281-491-2223 (ABCD)



Parents' Operational Policies Handbook

School Hours: Mon.-Fri. 6:30am-6:30pm
A Year-Round Private School

Admission & Enrollment

Cambridge Montessori School is a private Montessori school, admitting children of any race, color, creed, and national origin. We believe that contact with people, ideas, and customs of different cultures makes our children more appreciative, tolerant and understanding of the world in which we live. We request all admission forms be properly filled out and in our files before your child's first day at our school. All enrollment information will be updated at the beginning of every school year. We admit children 12 months through 5th grade. Enrollment procedures involve completing the entire enrollment packet and returning to school at least 2 days before your child's start date and paying any relevant registration, security deposit, supply and tuition fees.

Tuition and Fees

Tuition is due the first day of each month. Statements are not mailed; they are distributed at dismissal time or are available at the Front Desk. There is no reduction/ proration for absence or holidays during a month. Payment after the fifth of the month is subject to a \$5.00 per day late charge (if you are on vacation between the first and the fifth of the month, checks are accepted and will be held for deposit to avoid accrued late charges). There will be a charge of \$25.00 per check for all returned checks. A security deposit equal to half of one month's tuition is due on the first day of attendance. This deposit is refundable with one month's written notice while the child is still in attendance.

Annual tax statements are available upon request.

Medical Records

Health records are due 2 days before your child's first day at our school. We must have an up-to-date and validated record of immunizations for your child. Immunizations received during the school year should be documented by providing an updated immunization record to the school. The **HEALTH FORM** given to you in the Enrollment Package must be completed, signed and dated by your physician, and returned to school 2 days before your child's start date.

Vision and Hearing Screening

The State of Texas requires that students four (4) years and above have a vision and hearing screening. You will be informed when testing services are offered at the school. If you choose to have this screening done by your pediatrician, results must be provided when testing services are offered.

Arrival and Dismissal

Parents are requested to be punctual when dropping off and picking up their children. If you anticipate picking up your child late, please inform the front desk. There is a charge of \$6.00 per hour (or any part thereof) for a late pick-up or early drop-off, beginning 15 minutes after the designated pickup time. CMS bases its teacher/student ratio on anticipated child attendance. Early dropoffs or late pickups may require additional staffing. Children will be released only to persons listed on the enrollment form. Morning drive-thru drop-off for All Day children is available from 8:00-8:30 am and for Half and Extended Day children from 8:15 – 8:30 am. All Transition, Pre-Primary, and Elementary students must be in class by 8:30 am. If you arrive after 8:30 am, please park your car in the parking lot and bring your child inside to the Front Desk, or take them back to the classroom. In the interests of all the children, parents are asked to refrain from going inside the classroom once the class has started.

At Noon and 2:30 p.m., a drive-through pick-up service is available. You must have the student's ID card prominently displayed in the front windshield on the passenger's side. If you do not have the card, please park and pick your child up in the lobby. If you need a card, please contact the front office. All students must be signed out by their teacher or person picking

them up. The dismissing teacher will sign out children picked up through the drive-through.

Early Dismissal

There is early dismissal at Noon for Extended Day children on the first Friday of every month. This is to enable the teachers to hold regular staff meetings. Communication among teachers and staff is vital to the success of CMS.

Sign In/Sign Out Book

If you come into the school when dropping off or picking up your child, please remember to complete the Sign In/Sign Out Book at the Front Desk by putting the time and initialing.

Attendance

Consistent attendance is very important for the child to progress through the curriculum, and benefit from the program. Grade school children (K-2) must attend a minimum of 158 out of 176 school days per year to be promoted to the next level. Tardiness is problematic for the classroom. Please make sure your child is in class no later than 8:30. **Please notify the school when your child is going to be absent.** *A student who arrives after 10:00 will be considered absent without a Dr's. note for a morning appointment. A student who arrives on time must leave no earlier than 11:00 am to be considered present for the day.

Kindergarten and Elementary Students:

Violation of state compulsory attendance laws will be addressed by a judge in court. Consistent tardiness will result in the accumulation of minutes towards absences, and/or the student will be expelled from the program due to non-compliance with school and state rules.

We believe it is the parents' responsibility to ensure the education of their children, however we will uphold all state attendance laws.

Illness

For the protection of all children, your child must be kept home if he/she shows any of the following symptoms:

- Temperature above 100.4 degrees

- Strep throat
- Any undiagnosed rash
- Persistent rash
- Runny nose with green or yellow mucus
- Diarrhea (one or more loose stools)
- Red eyes with discharge or crust on eyelids
- Persistent severe cough

If your child becomes ill at school, you will be notified immediately and requested to pick up the child as soon as possible.

Please notify the front Desk immediately if your child has a communicable disease, has been exposed to one, has any allergies, or has developed an allergic reaction to any substance (i.e. food, medications, etc.) since you completed your child's enrollment form.

After any illness a child should remain at home for at least twenty-four (24) hours after his/her temperature has returned to normal or the symptoms have gone. Regarding communicable diseases, a doctor's letter of release is required to return to school.

Medication

If your child is at school for only a few hours, any medicine should be given to your child by you before or after school hours. Medicine can only be administered at school with written permission (this includes non-prescription, over-the-counter, cold remedies, etc.). CMS administers medication at 12:00 pm and 4:00 pm only. The medication permission form is located at the front desk in the lobby. Medication must be clearly labeled with the child's name and in its original container. Please give all medications to the Administrators at the front desk. DO NOT SEND ANY MEDICATION IN YOUR CHILD'S LUNCH BOX OR BACKPACKS.

Accident/Incident Reports

If your child is sick or injured, the attending staff member fills out an Accident/Incident Report Form. Please check at the Front Desk for these reports and sign them as soon as possible.

Clothing

All Wobblers/Transition children and Afterschoolers should wear comfortable washable clothes. No overalls, please. Children are requested to wear comfortable play-shoes (tennis/sneakers) to school, because they will be climbing playground equipment. For the safety of the children, we ask that no pointy cowboy boots be worn to school. Please label all items of clothing with your child's name.

Uniforms

All Pre-Primary, Kindergarteners, and Elementary Students must wear the designated uniform Monday-Thursday. White or navy collared shirts, navy or khaki pants, shorts, or skirts, white/navy socks, and close-toed shoes. Friday is Kid's Choice Day and they may wear clothing of their choice. No sandals please.

***The school T-shirt should be worn on all field trips. There is a \$5.00 fee for any replacement T-shirt.

Personal Belongings

We ask that children bring an extra set of clothing as per instructions below:

Wobblers:	3 sets
Children under 3 yrs.	2 sets
Pre-primary 3-5 yrs.	1 set

We ask that these clothes be left at school in case of spills and other emergencies or accidents. Also please supply us with sufficient amounts of diapers, pull-ups, wet wipes, a bib or apron, juice cup (for younger students), and if necessary, a favorite cuddly toy for naptime. All items should be labeled with the child's name, and extra clothing should be in a large Ziploc bag with the child's name on the bag as well. When a set of extra clothes has been used, they must be replaced the next day. The school is not responsible for any lost items.

Nappers

Children who nap should bring a small pillow, a small blanket and a cover for the rest mat. We recommend two large beach towels (approximately 26"x 52") sewn together to form a long pillowcase which the mat can be slipped into or a crib/toddler

sheet. These will be sent home each Friday for washing and should be returned the following Monday.

All items should be labeled with the child's name, and extra clothing should be in a large ziploc bag with the child's name on the bag as well.

Show and Tell

Friday is "Show and Tell Day". Children may bring books, science/nature objects, souvenirs from different countries and other items of educational interest to class. Please do not let your child bring anything of value and NO TOYS please. (Toys are not allowed at school and may be confiscated and held in the office.) Please consult the classroom calendar for weekly themes.

Snacks

A snack is served in the morning at 9:30 and in the afternoon at 3:30. These snacks include foods such as raw vegetables, fresh fruit, and other nutritious foods along with milk or juice. You may choose to supplement your child's snack. However, please do not send any candy or sugary treats with your child. The weekly snack menus are posted on the nutrition board. If you wish to provide a snack for the entire class, please contact the teacher.

Lunch

All-Day and Extended Day students may order lunch from school. If your child brings lunch from home, a sandwich, fruit, and small container of juice are recommended. Carbonated drinks, candy, and gum are not allowed.

Cambridge is not responsible for the nutritional value of lunches and any additional snacks you choose to provide. Half Day students do not eat lunch at school.

We urge you to try and involve your child in the selection of food for his/her lunch and make it as attractive and nutritious as possible. The following are some suggestions:

4 or 5 of the following (child-size servings):

Fruit (fresh or canned):

- Apples
- Grapes (cut-up)
- Bananas
- Strawberries
- Peaches
- Plums

- Oranges
- Kiwi
- Pineapple
- Applesauce

Drinks – Milk in a thermos or 100% fruit juice

Sandwiches, Rice and vegetables

Peanut butter and crackers

Meat and cheese rolls – meat with cheese inside, then rolled.

Crackers

Cheese cubes/slices, string cheese

Granola bars

Dessert – please send a small amount, as healthy as possible.

***We can heat lunch items.**

If your child has a special diet, please contact the school.

Birthdays

Birthdays are very special celebrations for children. Please bring a birthday poster or book with pictures of your child representing each year of their life. You may bring a special snack and drink for your child's birthday and are encouraged to join in the celebration. You may send special plates, hats, etc. if you wish, but please do not bring balloons. Please coordinate with the teacher for the arrangements.

Holiday Celebration Parties

Individual classrooms usually celebrate holidays by holding a special party snack or lunch. You will be informed of arrangements and a refreshment list will be posted on each classroom door. Some Transition children attend school only three times a week and if the celebration is being held on your child's day off, your child is still welcome to join the class for the period of the celebration and a parent will have to stay with the child.

*** Please inform your child's teachers if you do not wish your child to participate in a particular holiday event.**

Field Trips

Field trips are scheduled throughout the school year. You will be notified ahead of time. Parents are strongly encouraged to participate and volunteers are always greatly appreciated. A

FIELD TRIP AUTHORIZATION FORM must be completed, signed by a parent/guardian and returned to school within the specified time period if you wish your child to attend a Field Trip. Students without written authorization will not be able to attend the field trip. It is mandatory for parents of children under four (4) years of age to accompany their child on field trips..

Classroom Observations

Classroom observations are scheduled from October through March. These are highly recommended and parents should call the office for an appointment. Parents may, however, visit the school at any time.

Conferences

Parent/Teacher conferences are scheduled twice during the school year, once in winter and again in the spring. Teachers will contact you at other times if it is necessary; and please feel free to contact the school if you would like to speak with a teacher concerning your child.

Discipline and Guidance

Positive and consistent discipline and guidance are crucial to the emotional and social wellbeing of a child. These are based on an understanding of individual needs and development, to promote self-discipline and acceptable behavior. No corporal punishment is ever used. You will be notified promptly of any serious discipline problem that your child may have. Please discuss with your child the proper behavior to be used while in a school setting. This will help your child make the adjustment more readily. The school does reserve the right to dismiss a child at any time in case of severe disciplinary problems, in which case your security deposit will be returned.

Communication Between Parents and Teachers

Contact between parents, Cambridge Staff, and the child's teacher is very important. Parents need to inform the school about facts related to the child's well-being, such as the birth of a new sibling, stress or strain in the home or in school for any

reason, death in the family, absence of one parent, allergies, fears, etc.

Please notify the school immediately of any changes in home address, home or work telephone numbers or status.

Summer Program

We offer a full-time summer program, with the option of signing up weekly or monthly. Students in Pre-Primary or above, attend weekly field trips or have special visits from outside entertainment sources.

Registration for summer classes begins in the Spring and spaces are limited. Please let the front office know if you are interested in the summer program.

Medical Emergencies

911 will be called first in the event of a medical emergency. Parents and/or guardians will be called second. If parents/guardians are not reached, the next designated person on the enrollment form will be called. Medical emergencies include but are not limited to:

- Uncontrollable bleeding
- Any injury to the head, neck, or back which constitutes not moving the child.
- Asthma or respiratory attack uncontrolled by medication
- Any situation deemed an emergency to the CMS staff

Parental Notification

Parents will be notified in writing via handout or newsletter of any change in the calendar schedule, i.e. fieldtrips, school programs, etc., as well as by school postings on classroom doors, hallways, or the lobby bulletin board. The outside message board will also be used to notify of changes or give reminders of upcoming events.

*It is very important that parents/guardians read all newsletters and handouts sent home.

Volunteers

Parents and guardians are welcome to volunteer to assist classes with fieldtrips, during school programs, or with preparing classroom materials. Please contact the front office if you are interested. Room mothers and assistant room mothers are responsible for notifying parents to sign-up for various classroom activities.

Transportation, Water Activities & Field Trips, and Animals

Transportation is provided to/from local schools and on field trips. Permission slips must be filled out and on file for all transportation and water activities. Only Splash day occurs on premises and no pools of standing water are used. Classrooms may have birds, fish, or hamsters for children to enjoy their presence. Children do not handle the pets.

Severe Weather Closing

In case of severe weather, if Fort Bend declares the closing of schools, then we will also be closed. Please watch or listen to the morning news for the announcement.

Extra-Curricular Activities

The Extra-Curricular Activities information is located at the Front Desk area. If you wish to enroll your child in one of these activities, please complete the application form, attach the check and turn it in at the Front Desk.

Questions regarding enrollment, payment and changes must be made directly to the company providing the extra-curricular class.

Newsletter

The school newsletter is published monthly. Important information regarding the school calendar and various activities throughout the month are included in the newsletter. PLEASE TAKE TIME TO READ IT. If you have any interesting articles or

suggestion for the newsletter, please submit them to the Front Desk.

Parental Rights

Parents have the right at any time to review and discuss with the Administration any questions or concerns regarding policies and procedures. Please contact the front desk to schedule a phone or person-to-person conference. Parents are welcome at all times to observe their child, the center's operation, and program activities. Any parents wishing to participate in the center's operations or activities should contact the front office for information regarding their particular area of interest. A copy of the Minimum Standards for the state of Texas, as well as the center's most recent licensing report are available at the front desk and on the lobby bulletin board.

- **Parents may contact the local Licensing office, PRS child abuse hotline, and PRS website with the information listed below:**

TX. Dept. of Protective & Regulatory Services * 281-341-4082* 1110 Avenue G, Rosenberg TX. 77471

PRS Child Abuse Hotline: 1-800-422-4453

PRS website: www.childhelpusa.org