



Parent Handbook

**Peaceful Beginnings Montessori Academy
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PARENT HANDBOOK OPERATIONAL POLICIES

DEDICATION LETTER:

Welcome to *Peaceful Beginnings Montessori Academy! (PBMA)* We are delighted to have you and your family to become a part of our Community! We are dedicated to help nurture your child into becoming the best he/she can be! We are dedicated to excellence and superior quality in personal care and educating your child. At *Peaceful Beginnings Montessori Academy* we believe that each child develops at his/her own pace. We offer a variety of activities and experiences for the best possible growth and development for your child to reach their full potential. Our goal is to prepare and give each child the necessary skills to develop honorable character, self-discipline, build responsible social relationships, superior cognitive skills and heightened spiritual growth.

OUR EDUCATORS:

The educational Staff at *PBMA* are certified, trained and continuing to be trained in Child Development and Montessori Philosophy practices. Each Educator will obtain 30 hours of continual annual training. This is to ensure that we are abreast with the latest research and developmentally appropriate activities to support your child's learning capabilities.

OUR ADMINISTRATIVE STAFF:

The Administrative Staff at *Peaceful Beginnings Montessori Academy* not only handle administrative duties, but are committed to accumulating continued educational training in Montessori Philosophy and Child Development. With this foundation, the Educators and Administrative staff work parallel in creating an environment that is conducive to learning for all children in our care.

NON-DISCRIMINATION POLICY:

We believe in all unity of all, therefore all applicants are equally evaluated regardless of race, creed or religion.

ENROLLMENT:

Peaceful Beginnings Montessori Academy offers a Montessori Curriculum for children ages 6 weeks to 7 years of age (1st Grade). As a part of our Extra-Curricular Program, we offer an After School Program, which serves Kindergarten age to 12 years of age. We maintain an open-door policy and enroll students throughout the year. Each child is enrolled based upon the openings currently available in the community. If there are no openings at the current time, the child will be placed on a waiting list until space is available. Children who are enrolled in our 3-7 Environment must go through Orientation

and Initial Placement Testing, upon entering the Academy.

RECORDS:

Each child must complete an enrollment Packet which will detail vital information needed about your child, before being accepted into the Academy. Emergency forms, Student Tuition Contracts, Immunization Records, Authorized Pick-Ups, Nutritional Information, current Contact Numbers and Addresses must all be kept current and you must notify office personnel of any changes. Before the release of records will be given, you must give at least 48 hours notice in writing, please be advised that fees may apply. Also note that no records shall be released if your financial account is not current.

IMMUNIZATION RECORDS:

State Licensing requires that parents submit immunization records for each child upon the enrollment. These records will be in a permanent file and must be updated annually. You will be notified when updates are needed and it is your responsibility to keep your records current.

AGE REQUIREMENTS:

To enroll in the Infant Community, your infant must be 6 weeks of age. A birth certificate or current shot records shall be sufficient to validate your child's age. To enroll in Kindergarten your child must be 5 on or before September 1st of the school year for which you are applying. For 1st Grade your child must be 6 before or on September 1st of the school year for which you are applying. Birth certificates will be evaluated to determine your child's current age is specified for the grade level which you are applying.

PROMOTIONS:

Our classrooms are grouped by developmental levels of each child. Our Primary Community is a mixed age grouping, of a 3 year age span; therefore, promotions are internal with individual Educator/Instructor to the specific age grouping. Our Infant/Toddler Community reserves the right to promote children dependent upon their individual developmental need. Kindergarteners and 1st graders must maintain a specific number of days of attendance and minimal tardiness and absences to be promoted to the next grade level.

LICENSING:

Our school is licensed by the State of Texas and we are governed to operate by the specific Minimum Standards and Regulations as governed by the State of Texas. While these standards assure that the physical, health, safety, nutrition, training, and record keepings are regulated, Peaceful Beginnings Montessori Academy also has additional

standards to ensure the smooth running and operation of the Academy so that we may provide excellent education and care.

HOURS OF OPERATION:

We are opened from 6:30a.m. - 6:30 p.m. Monday- Friday year round. We close only for special holidays or inclement weather conditions. Holidays that we are closed are:

Labor Day	Thanksgiving	
Christmas Eve/Day	New Years	Independence Day
Martin Luther King Day	Good Friday	Memorial Day

Please refer to your Yearly Calendar for exact dates of closing and Courtesy Care days. (Please note on Courtesy Care Days child care will be provide however there will be no academics.) When a holiday falls on a weekend, we observe the holiday on Friday or the following Monday. You will be informed in writing, through newsletters, calendars, and postings of any days that the school will be closed.

TUITION PAYMENTS

NO CASH- You may use check or money order to make your tuition payment. Please be sure to note on check or money order exactly what is being paid (i.e. Tuition, fees, late charge, etc. and the tuition period)

Tuition and other fees must be paid in full without deductions for any reason. There will be no substitution of days or make up days given. Staffing and Operational costs are fixed upon the enrollment of the school, therefore it is not feasible to allow make up or substitution days. If your child is enrolled in the Half-day program, he/she may remain at the school until 3:05 p.m., however, if he/she stays longer you will be billed a late pick up fee of \$1 per minute that the child remains at the school (unless prior arrangements in writing have been made).

When your child is moving to another class and a different tuition applies, you will be billed the new tuition rate the following month. However, tuition will not change until a new tuition contract is completed by the parent and PBMA administration. If you wish to change your child’s schedule you must notify the school in writing; upon approval and availability the change will be made.

If you would like a receipt, receipts shall be given out the following week to allow updates of financial records and accurate record keeping.

(Weekly payments)

All weekly tuition payments are due on Mondays and will be considered late on Wednesday. A late fee of \$15 for the first day late will be charged on Wednesday and \$20 for each day late there after. Please make every effort to pay your tuition on time.

(Monthly Payments)

All monthly tuition is due on the contract due date of the month. A \$15 late fee will be assessed after the first two days that tuition is late from the contract due date. (This fee applies if the tuition is not paid in full. (Even if it falls on the weekend or holiday).

A \$20 per day late fee will be assessed for each day THEREAFTER until tuition is paid in full.

(In essence parents are only allowed a two day grace period going into the third day late fees will apply. \$15 for the first day and \$20 for each additional day that the FULL tuition is not paid).

Please make arrangements to pay before hand if possible to avoid any additional charges. If the tuition due date falls on a weekend or holiday day please make arrangements to pay tuition the last school day before the weekend or holiday.

SUPPLY FEES:

There is a non-refundable \$100 Supply Fee for Infants and Toddlers; \$150 for Primary; and \$200 Elementary. This is due with your first tuition payment and enrollment forms.

REGISTRATION FEES:

A non-refundable Registration Fee of \$100.00 per child is due with enrollment forms.

DEPOSIT:

A non-refundable deposit of \$100 per child or the last month tuition per child is required at the time of enrollment. Director will make determination on what each parent deposit should be. You may pay this fee in full or in two payments. This fee must be paid within the first 2 months of enrollment.

SIBLING DISCOUNT:

Families which enroll more than one child in a full time program shall receive a 10 percent discount on tuition rates of the second and additional children that are enrolled in the school.

ABSCENCES & VACATIONS:

You must notify the school when your child will be tardy, absent or on vacation. This will ensure that the Educator/Instructor is well informed of your child's whereabouts. Due to staffing personnel, equipment and supply cost, the school cannot offer any tuition reductions for absences or vacations. We ask that you plan vacations around school holiday schedules, so that it may not interfere with your child's academic progress.

LATE FEES FOR AFTER HOUR PICK-UPS:

All students must be picked up by 6:30 p.m. when the school closes. You will be assessed a \$1 charge per minute, per child for parents who arrive after 6:30 p.m. These fees should be paid the day the parent picks their child up late. If your child is left at the school for more than 1 hour after the school closes, legal authorities will be contacted. We do understand that emergency situations may arise; however, prior contact must be made with the director and must not be a consistent pattern of late pick-ups after 6:30 p.m.

OTHER FEES:

A \$30 CHARGE WILL BE ASSESSED FOR ALL RETURNED CHECKS, A SECOND RETURNED CHECK SHALL RESULT IN A REQUIRED CASHIER'S CHECK OR MONEY ORDER FOR FUTURE PAYMENTS. Additional charges may be assessed for optional items such as t-shirts, hearing exams, extra-curricular activities, etc...

TARDINESS

School begins promptly at 8:45 a.m. (those enrolled in Transition-Elementary Age). Those coming after 8:45 a.m. will be marked tardy and should wait quietly in the back of the morning chapel area. Parents should communicate with teacher at the front desk, the reason your child is late.

GENERAL POLICIES AND PROCEDURES

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POSITIVE CHILD GUIDANCE

Our goal is to help your child develop self-discipline and to understand Biblical foundations for faith, character building and guidance. The children are encouraged to use respectable behaviors, and self-discipline, and make wise decisions. Each classroom has a set of “Ground Rules” which children are encouraged to follow. Each child’s developmental level of maturity and understanding may vary; therefore each inappropriate behavior issue will have the following consequences:

- positive behavior will be reinforced
- no physical punishment or force will be used under any circumstances
- the child’s age and developmental stage will be considered when giving consequences
- rest, food, or toilet restrictions will never be associated with punishment or reward
- restoration, forgiveness and biblical traits will be announced in all appropriate behaviors.

Consistency is the key to all discipline procedures and the school, the teacher and the parents will work hand in hand to assure that responsible measures are agreed upon by the adults involved with disciplinary procedures.

UNIFORMS:

Each child must purchase and wear a school uniform. Monday-Friday, Holidays, and Courtesy Care days, uniforms must be worn. All uniforms must be purchased through PBMA. The option to wear school T-shirt is available on Holidays and Courtesy Care days. The school uniform cost shall be included in your first month’s tuition payment and will be due with your enrollment papers. Children are expected to follow dress code when wearing uniforms. When a new child enrolls and is waiting on his uniform order to be shipped to the school, the child is expected to wear school colors **ONLY!** School colors only may be worn, which are the colors red, navy and white. The child should start wearing the required shoe immediately. See the uniform dress code sheet for details. Please read **UNIFORM DRESS CODE** at the end of the Handbook.

NUTRITION:

Lunches and Breakfast shall be offered on a daily basis and included in your tuition cost. Children are encouraged to eat a well balanced nutritional lunch and breakfast at the school. Children are allowed to bring lunches from home with proper storage to keep

foods from becoming spoiled and an ice packs are required. Children are allowed to bring a minimal amount of sweets. Candy, gum, red or grape beverages are not allowed at school.

PHOTOGRAPHY/VIDEOS:

At Peaceful Beginnings we love to “show-off” the students’ efforts to work. Occasionally there will be photographs taken and video recordings of children busy at work. Waiver forms and or Permission Forms must be signed with enrollment packets.

ACADEMIC EVALUATIONS:

Each child at Peaceful Beginnings Montessori Academy will have Progress Reports and/or Daily Memos, to keep you informed of your child’s academic progress. Scheduled conferences will be done twice annually. There will be no “traditional grades” on progress reports. All evaluations will be discussed with you by your child’s teacher.

MEDICATION POLICY:

At PBMA we will accept medication to distribute to a child on a case-by-case basis. When it is concerning antibiotics, we suggest you try to get a prescribed 12 hour dosage. Nasal sprays, asthma medicine, and/or a long term prescriptions (non-narcotic), must have must have Doctor’s authorization, be in original prescription container, and parent must fill out medicine authorization form. Over the counter medicines (such as Tylenol, Triaminic, fever reducers, cold medicines, pain medicines, etc.) will NOT be administered per recommendation from the State Licensing Board. The parent may administer these at home.

****Sun block and bug repellent is to be administered PRIOR to the child being dropped off at school**.**

SICK CHILDREN

A child that has a contagious or undiagnosed disease or rash will be sent home and parents will need to consult a doctor before the child may return to the school. Please inform the school and let us know of any contagious disease so that we can be observant of others that may have similar symptoms.

FEVER:

A child who has a fever is most likely contagious and should not come to school or be medicated to mask a fever. Parents will be asked to take their child home if the child has a fever of 99.4 under the arm or 100.4 orally. Your child must be fever free for 24 hours before returning to school. If your child becomes ill at school we will call you to pick up

your child. Also, children with an undiagnosed rash other than a mild diaper rash or heat rash are required to have a doctor's statement before they may be allowed to return to school.

RE-ADMITTANCE TO SCHOOL FOR COMMUNICABLE DISEASES:

Chicken-Pox—all lesions are dry and crusted

Impetigo—4 hours after the start of medication

Pink Eye—24 hours after the start of medication and no drainage

Lice and scabies—following medical treatment and removal of all eggs

Hepatitis—Doctor's letter to re-admit

Strep-throat—no sooner than 48 hours after the start of oral medication or 24 hours after injection

MEDICAL EMERGENCIES:

All medical emergencies will be handled by calling 911. Whenever there is a serious injury the parent will be notified. If there is a minor injury we will contact the parent, if parent may not be reached will contact one of the emergency contacts.

HEARING AND VISION SCREENING

The state requires all children 4 years of age and older to have vision and hearing screening. We must have a statement from your child's doctor stating that the child has completed the testing.

TRANSPORTATION

Children under 5 years of age will not be transported. Children 5 and older may be transported to and from public elementary school and short field trips in the summer. Occasionally the Toddler/Transition and Primary Classes do go on field trips, however parents must sign a consent authorizing PBMA staff to transport your child to and from the field trip in their vehicle.

SAFETY/SECURITY:

Safety is a priority in our school. Please always accompany your child inside of the building safely. If you arrive after morning Chapel or if class has begun, a staff member, if available, will walk your child to his/her classroom. If the class is outside or attending another activity in the school, please do not leave your child alone inside of the classroom. As another safety precaution your child or children will only be released to those persons designated on your child's enrollment sheet. Proper identification and a password must be given before your child may be released from the school. The front

door with the pad lock should always be closed and locked from the entry. When dropping off and picking up your children you should ring the door bell and staff member will open the door. The code to this door is not given out to maximize security of the staff and students. Please notify staff members if you ever find this door open.

ANIMALS:

Some of the classrooms may have small class pets such as fish, birds, or other small animals. You will be notified when animals are a part of the classroom environment. As a part of sharing and community, a designated child may be asked to take the animal home to feed and care for it over a weekend or holiday. Special instructions will be given by your child's teacher. If we have a visitor who is sharing animals with the children we will post it 48 hours in advance on the front door.

REPORTING ABUSE AND NEGLECT:

If for any reason, any employee at Peaceful Beginnings suspects child abuse or neglect appropriate measures shall be taken to report it to the State of Texas. The State of Texas requires that such cases are reported to the Texas Department of Protective and Regulatory Services, or a law enforcement agency. Failure to report suspected abuse/neglect is punishable by fines up to \$1,000 and/or confinement up to 180 days in jail.

FIRE DRILLS/EVECUATIONS:

Monthly fire drills will be done as required by the state. Located in each classroom are postings of the evacuation routes. In the event of an emergency, which requires the children to be relocated, the relocation site shall be posted on the school's door.

FIELD TRIPS:

Field trips will be taken occasionally. The After School and Summer Program will have regular scheduled field trips. A posting notice will be placed on the front door at least 48 hours in advance and parents will sign a permission slip as well.

PARENT EDUCATION:

To be enrolled in the Academy, you are required to attend at least 2 Parent Workshops per year. Those parents that may be having a challenge with their child in a particular area may be asked to attend more. There will be a Workshop scheduled every three months. Please look forward to signing up for a workshop. The Montessori program is

very comprehensive and we like to educate our parents so that they may implement the Philosophy at home. All Workshops will have a charge so that we can continue to offer educational materials for you to enjoy.

PARENTS NIGHT OUT:

Occasionally we offer a “Parents Night Out”. This is a time where the children will join together for popcorn, a movie, and fun filled activities, while mom and dad enjoy a night out together. Fees and regulations are TBA.

MORNING ARRIVAL:

The school will open at 6:30 a.m. For insurance reasons children may not be in the building before that time. Please do not leave children unattended in the car when coming into the school, this is for safety reasons.

Please enter the school through the front door. All children must be left in the presence of a staff member and each child must be signed in and out daily. To encourage independence, please allow your child to walk into classroom (if mobile), rather than being carried. Also, allow your child to put their belongings away in the appropriate places. As we are teaching children independent skills, allowing them to be responsible for their belongings fosters independence. During arrival: Parent should ring the door bell, walk the child into the Academy, sign the child in and the Instructor that opened the door will walk your child to class. Due to respect of other students and parents we like to minimize an ongoing traffic follow. So we ask that parents minimize walking their child to class.

When entering the classroom, Chapel or Morning Devotion time, please enter quietly. If you must speak at this time please do so in a low voice. ****Please remember during drop off time that this is not a time to speak with your child’s teacher.**** If you have a question please drop a note in her box at the front by the Sign in Sheet, or you may schedule a conference time. The staff must oversee the children at all times; therefore they will not have the time to have a lengthy conversation with you. A brief entrance and departure in the morning is recommended for the parents of toddlers and older children.

DISMISSAL/RELEASE PROCEDURE

DEPARTURE:

Short Day students should be picked up at 3:05 p.m. If your child is still at the school by 3:20 p.m., there will be a \$5 late fee assessed to your account and an additional \$10 per every 30 minutes after 3:20 p.m. All students must be picked up by 6:30 p.m. or there will be a \$1 per minute charge.

RELEASE PROCEDURES:

Parents must sign their child out. If the staff person in charge or teacher does not know you personally, you will be asked to show proper identification in order to pick the child up. This may be a minor inconvenience to you, but it is for the safety of the children. During pick up: Please sign your child out on the sign in/out sheet and have a seat on the benches. Make sure you look in the black box for any notes, receipts, or notices. An Instructor will bring your child to the Atrium for dismissal.

NAP TIME:

Children that are 3 years of age and under, that are at the school after 12:00 p.m. will lie down to rest for 2 ½ hours daily. Primary age children who are old enough and mature enough will not be required to nap, however, they will have a 30-45 minute rest period. Children who are 4 years of age and older will be invited to EXTENDED DAY CLASS. The initial invitation will be determined by your child's teacher.

EXTENDED DAY CLASS

Extended Day Class is very important because at this time the children become more focused on developing longer concentration spans. The Kindergartener's attendance to Extended Day Class is MANDATORY. Class will not end until 3:05 p.m. Because of the concentrated work time, we cannot allow children or parents to disrupt the learning process. If your child is disruptive, he will be invited to the nap room until he is mature enough to be in the Extended Day Class. If you must pick up your child before Extended Day Class ends you must wait in the Foyer or in the Atrium on the benches, and your child will meet you in the there. This will limit the number of interruptions to the classroom.

Outside time:

All children will have Morning, Afternoon, and evening outside time. Please dress your child according to the weather that day, so that the child will be as comfortable as possible. Children will go outside weather permitting. On days that it is raining there will be "Rainy Day" activities done inside of the Academy. If your child is too sick to go outside, your child is too sick to be at school. We must take all children outside according to the Texas Minimum Standards for Licensed care Facilities.

Montessori Curriculum

The Montessori classroom is a child-size world. Whatever is in the world outside can be incorporated meaningfully in the Montessori classroom. To a child, the world is unmanageable it is too big to complete and too confusing. By careful selection by the Directress, an environment is setup that allows the child a place to explore life on a level he can understand. The materials and exercises are designed to stimulate independent exploration. Through this process the child's natural curiosity is satisfied and he/she begins to experience the joy of discovering the world about him.

Practical Life—for the young child there is something special about tasks, which an adult considers ordinary; washing dishes, pairing vegetables, and polishing shoes. They are exciting to a child because it allows him/her to imitate adults. Imitation is one of the child's strongest urges during early years.

Several of the Practical Life Exercises involve the use of water with which most children naturally like to play with. Carrying the water in a pitcher and pouring it into a basin helps the child to perfect his/her coordination. As he/she becomes absorbed in an activity, such as scrubbing a table top, he/she gradually lengthens the span of his/her concentration and attention. The child also learns to pay attention to details as he/she follows a regular sequence of actions. Finally, the child learns positive working habits as he/she finishes each task and puts away all his/her materials before beginning another activity.

Although Practical Life Exercises may seem simple and commonplace, they are actually very important to the Montessori Program. Each of the tasks helps the child to perfect his/her coordination so that he/she will be able to work later with more intricate academic materials. No learning takes place without concentration and attention. The child prepares to learn by performing exercises, which help him/her to gradually lengthen the time with which he/she can focus.

Sensorial-- Sense development is the basis for intellectual life. The child explores dimension, shape, color, texture, weight, aroma, taste, pitch, and their relationships through a series of exercises. The Sensorial material isolates various qualities so that the child can experience each one individually. Thus, the sound boxes are all the same size, shape, same color, and same texture; they differ only in sounds which are made when the child shakes them. Other Sensorial materials include geometric solids, color tablets, the Pink tower, the Brown Stairs, the Red Rods, etc...

The materials are carefully structured, building on what has gone on before. As the child distinguishes, categorizes, and relates the materials to what he already knows, he/she finds a sense of order in the materials.

Language—Language begins with sound, vocabulary, writing, and then reading. The child meets the alphabetical symbols by using the sand paper letters. Use of this material gives the child a three-fold impression he/she sees the shape, and he/she hears the sound of the letter, which the Directress repeats when introducing it. In a Montessori classroom the child learns the phonetic sounds are given first, because these are the sounds he/she

hears in the words. For example, the child can hear a “t” at the beginning of the word “top”. He cannot hear the alphabetical sound “tee”.

It is the responsibility of the Directress to expose the child to an endless variety of names of leaf shapes, prehistoric animals, geography, geometry, and artists, as well as appropriate usage. The child, by his own pace, pursues and separates the skill involved in the mastery of reading and writing. Experiences from Practical Life and Sensorial Materials create the basis for growth.

Math—A child can learn the basic concepts of order, number, shape, dimension, and weight by using concrete materials. Later, by combining this equipment, separating it, sharing it, counting it, he can demonstrate to himself the basic operations of arithmetic. This activity gives him the satisfaction of learning by discovery, rather than being told. Eventually he develops an early enthusiasm for the world of numbers.

Geography, Grammar, Botany, History—Between the ages of 3-6, children can joyfully absorb many different concepts when they meet them in concrete form.

The child is introduced to large wooden puzzle maps. The introductory map of the world is followed by maps of North America, South America, Europe, Africa, Asia, Australia, and finally, the map of the United States of America. At first the children use the maps as simple puzzles. Gradually, they learn the names of countries, as well as information about the climates and products.

The Montessori Class is introduced to Grammar by little games, which show children that nouns are the names of things, adjectives describe nouns, and verbs are action words.

The Montessori classroom has beautiful sets of nature cards, which illustrate in color information, such as the parts of trees, the parts of a leaf, and the parts of a flower. The children match these illustrations with the corresponding names. Working with these cards help the children become more observant of the characteristics of things which grow in their environment.

PEACE EDUCATION

Peace Education is incorporated into the curriculum by supporting character development. Kindness, compassion, forgiveness, love, joy, silence, and balance are the character development traits that will be introduced to your child. It will create a moral path for them.

GROSS MOTOR

The Gross Motor activities are incorporated into each child's daily activities. Each child is encouraged to participate in order to increase physical activity. The children will experience physical education exercises to build endurance.

CHAPEL

As a part of our curriculum, your child will participate in attending chapel and having morning devotion time, in their individual classrooms, or as a group. The infant class will have their own private devotion time where they will listen to Bible stories and have praise and worship time.

Birthday Celebrations!

Every child's birthday calls for a special celebration. We have a special way of celebrating Birthday's at *Peaceful Beginnings Montessori Academy*. It is much different than the traditional American Birthday, but this is what makes it so special!

The following things are what we would like you to bring for your child's birthday celebration:

A photograph of each year of your child's life (at birth, age 1, etc..) mounted on a poster with captions underneath each picture.

A short description of the photo, what your child was doing or what they liked at that age.

You may also write a short summary of your child's life story, to be share with the class. If you are unable to attend, the teacher will read the summary aloud to the class.

Optional- You may bring a special snack to share. We request that you bring a fruit or vegetable tray or muffins. Please do not bring birthday cake, cupcakes, drinks, party favors hats or horns. (some items may be choking hazards)

Food items must come from an authorized food source (Sam's Randall's, Kroger's HEB any place that has a food license) per city of Houston Health Department.

THE BIRTHDAY CELEBRATION:

At the morning group time for the class the children form a circle around the sun.

The teacher announces the event and shares the photos and dialogue about the photos with the children.

Each time a photo which represents a year is described the birthday child walks around the sun, holding a globe of the Earth. For each year of the child's life a candle will be lit. The class sings: "The Earth Goes Around The Sun." as the child circles the sun one time for each year of the child's life.

Then the class will sing, "Happy Birthday"

The gift, (a book) is opened by the birthday child and the teacher reads the book to the class.

The birthday child helps with special snack they brought to share.

We appreciate your thoughtfulness in this celebration. Please take the time to talk to your child's teacher prior to their birthday.

SEMESTERS:

FALL- September 2011-December 2011
SPRING- January 2012-May 2012
SUMMER CAMP- June 2012- August 2012

ACADEMIC SCHOOL DAY HOURS: 8:45 a.m.-3:05p.m.
BEFORE SCHOOL CARE: 6:30a.m.-8:30 a.m.
AFTERSCHOOL CARE: 3:05 p.m.-6:30p.m.

EXTRA-CURRICULAR ACTIVITIES:

Praise Dance/Jazz Dance- Creative Art- Vacation Bible School- Grace/
Etiquette Classes- Basketball Camp- Music/Choir- Drama Classes- Field
Trips- Cooking Classes- Field Day-Montessori Lessons- Homerun Baseball-
Reading Enrichment Camp

Detail of: PICK UP/DROP-OFF

When DROPPING your child off you can leave your child with the person that opens the door to receive your child and they will walk your child to his/her classroom. Parents are NOT allowed to go to the classrooms, unless you have a scheduled observation visit. Your child is responsible for putting away their belongings a staff member will assist your child if they need help. You are welcome to call back and check on your child. Please allow 2-3 weeks for new children to settle in. Adjustments and separations are made easier if you give your child to a staff member and leave, even if they are crying. Usually children settle in within the first 5-10 minutes after parents leave. Children usually have a hard time separating the longer the parent stays if they are crying. Our staff members are well trained and sensitive to the needs of your child and will make any necessary adjustments to make your child feel comfortable.

When PICKING UP your child, please ring the door bell and wait for a staff member to open the door. You may have a seat on the benches and a staff member will bring your child to you. While you are waiting please do not open the door for anyone, even if you know the person. A staff member will open the door so we can know who is entering and exiting the building at all times. These are security pre-cautions.

If you notice someone in the office and you are dropping off your child you must still ring the door bell. There are certain staff members who are assigned to opening the door and receiving children.

WHAT TO DO WHEN YOU ARE DROPPING YOUR CHILD OFF LATE

If Chapel is in session, you must wait in the foyer until a staff member opens the door. If you are running late, please call the Academy when you are near the Academy so there will be someone awaiting your arrival with few interruptions. We try to detour high traffic and

conversations in the Atrium during chapel time this is why this procedure is necessary. There will be a staff member waiting to receive your child. There may be occasional times you may have to wait for a staff member, this is why we express the importance of BEING ON TIME. Once the staff member receives your child you will be issued a DEMERIT once you have signed your child in. PLEASE MAKE EVERY EFFORT TO ARRIVE ON TIME to avoid any waiting.

DEMERITS

DEMERITS are very important to your child's enrollment at PBMA. Children with excessive demerits will be considered for a tuition increase upon renewing student tuition contract and re-enrollment may be denied.

Those that are not issued demerits these consequences are not applied. Those students that have followed the rules and have not received demerits will be rewarded with consideration of re-enrollment tuition discount, family night out, and more.

DEMERITS – will be issued for the following:

- Incorrect Uniform
- Tardiness
- Being sent to the office for Disciplinary Problems
- Not returning NECESSARY paperwork in a Timely Manner
- Not returning Homework on Time
- Excessive Absentees
- Late Tuition, Fees, Supply Fees

UNIFORM INFORMATION:

PLEASE NOTE THERE IS A MINIMUM OF 10-15 BUSINESS DAYS FOR UNIFORMS THAT HAVE TO BE ORDERED AND SHIPPED TO PBMA. DURING THIS TIME PERIOD STUDENTS ARE EXPECTED TO WEAR THE FOLLOWING:

Girls and Boys:

Shirt: Red, White, Navy

Bottom: Red, White, Navy or (Khaki only in the infant community)

Shoe: Black, Navy, Red, or White (NO TENNIS SHOES ARE ALLOWED)

These items should be neutral in color and solid if at all possible with NO CARTOON CHARACTERS and no over accessorized clothing.

Girls may wear solid red, white, or Navy Polo style dress.

Suggestion for Boys: White button down shirt with Navy bottoms

UNIFORM DRESS CODE

(PLEASE LABEL ALL CLOTHING PIECES)

MONDAY-FRIDAY
INFANT GIRLS 0-3 MONTHS OF AGE
Logo uniform shirt or Bodysuit
Red, Navy, white or Khaki bottom
Navy, Black or Red Shoes with navy, white or red socks

MONDAY- THURSDAY
INFANT GIRLS 3-12 MONTHS OF AGE
Navy dress with white collar and Red Tie
Navy, Black, or Red shoes

FRIDAY
INFANT GIRLS 3-12 MONTHS OF AGE
Logo uniform shirt or bodysuit
Red, Navy, White or Khaki Bottom

MONDAY- THURSDAY
INFANT GIRLS 12-17 MONTHS OF AGE
Plaid Baby doll dress

FRIDAY
INFANT GIRLS 12-17 MONTHS OF AGE
Logo uniform shirt or body suit
Red, Navy, White or Khaki Bottom

MONDAY-FRIDAY
INFANT BOYS
MONDAY-FRIDAY 0-3 MONTHS OF AGE
Uniform Logo Shirt or body suit
Red, White, Navy or Khaki Bottom
Black, Navy or White shoes

MONDAY-THURSDAY
INFANT BOYS 3-17 Months of Age
Boy navy shirt with "shortall" pants with red tie

FRIDAY
INFANT BOYS 3-17 Months of Age

Uniform logo shirt or body suit
Red, White, Navy, or Khaki Bottom

TODDLER TRANSITION/PRIMARY GIRLS

Monday- Wednesday

DRESS JUMPER

Blue or Black Shoes
Navy, White, or Red Socks
White Uniform Shirt With out School Logo

THURSDAY ONLY

White uniform shirt with Logo
Girls Tie
Uniform Plaid skirt
White, Navy, or red socks
Navy or Black uniform shoes

FRIDAY

Navy or Blue Jean Skirt or Blue Jean Pants with
Blue or Black Shoes
Navy, White, or Red Socks

White Uniform Shirt, Tie **With School Logo**

(Please wear correct shirt do not purchase any random shirt)

TODDLER TRANSITION/PRIMARY BOYS

Monday-Thursday

Navy Vest with SCHOOL LOGO
Navy Slacks
White button up Shirt
Plaid Tie
SHOES must match BELT
Navy or Black Shoes
Navy or Black Socks, depends on shoe color
Navy or Black Belt, depends on shoe color

FRIDAYS

White Button Up shirt with School Logo
Blue Jean Pants or Navy Pants
White Tennis Shoes

The uniforms have been designated for certain days due to the Instructor planned activities. Please follow dress code to avoid demerits being issued. All uniforms **MUST** be purchased from PBMA. When uniforms are harshly worn, stained, or too small you will be asked to purchase new uniforms.

BREAKFAST

Breakfast is served from 7:00 a.m. - 8:20 a.m. After 8:20 a.m. children are grooming and getting prepared for CHAPEL

The Breakfast menu will consist of:

Biscuits, Cereal, Oatmeal or Grits. Breakfast is served with Fruit and Milk
Each day the menu will vary but it will be one of the above served.

LUNCH

Children will have a hot lunch prepared MONDAY-THURSDAY on FRIDAYS children will have Sandwiches. All meals are served with fruit, vegetables, grains, milk and water. Your child may bring their own lunch, however we do encourage your child to eat the school lunch with their friends. We are very aware of food allergies and there is a list posted in the kitchen of each child's allergies, please communicate with your child's teacher if there are any new allergies that your child may incur.

EXTRA SNACK

Each child will be provided an afternoon snack. However you are more than welcome to send your child with an additional snack. Some students have a healthier appetite and are at the Academy longer hours so we do encourage those parents to send a PM snack.

SPECIAL SNACK

On Thursday's a designated child will travel home with the "Special Snack Basket" if it is your designated time to bring SPECIAL SNACK, please consult with your child's teacher to sign up for "Special Snack."

DAILY REPORTS

There will be not be any DAILY REPORTS distributed in the TODDLER, TRANSITION or PRIMARY ROOMS. The Infant room is the only room that will have Daily Reports. If you would like to know what your child is doing in class please refer to your THEMATIC Calendar or News Letter.

CHAPEL

Chapel begins promptly at 8:45 a.m., this is a valuable part of your Child's Instruction, please be there on time, your child will be graded upon participation and will be measured upon retention of the curriculum being presented. Also please remember that your child is enrolled in a BIBLE BASED SCHOOL therefore, CHAPEL attendance and DAILY DEVOTIONS are an essential part of instruction.

CONFRENCES

Parent Teacher Conferences will be conducted twice a year. You will receive an academic review of your Child's Progress. Attendance is essential in your child receiving the maximum benefit of their academic potential.

KINDERGARTEN PROGRAM

Our Kindergarten program is very comprehensive. It will involve parent participation and commitment. It is very crucial that your Kindergartner is on time for school. Excessive absences will result in non participation in the Graduation Ceremony, Non-Promotion, and/or not receiving a Certificate of Completion. Your Kindergartner must be present a certain amount of days to qualify for Promotion and to receive a Certificate.

OBSERVATIONS

In order to do an Observation in your child's classroom, you must submit a request to the office and we will contact you with a convenient time for you to complete your observation.

PARENT HANDBOOK

The Parent Handbook gives detail descriptions of all the policies and procedures for PBMA. It is your responsibility to read the Parent Handbook and ask questions about policies you may not be sure of..

DAILY SCHEDULE

Each classroom has an official Daily Schedule that they will follow. However since we are here to meet the demands and needs of the children, there may be occasions that the schedule may be adjusted.

HOW TO BRING THINGS FROM HOME

When bringing things from home it is very important that each and every item is labeled and put in a zip lock bag. Please refer to your handout on *How to Bring Things From Home* for more details. This is located in your packet of enrollment papers. Please stop by the office if you do not have a copy.

SURPLUS ITEMS

All children will use Community Diaper Wipes and Kleenex. Please refer to the

Community List located by the Sign In sheet to check when you are out of your surplus items. You will be expected to bring a surplus of Pull-Ups or Diaper Wipes. Each and EVERY Pull-Up or Diaper MUST BE labeled. Please communicate with your child's teacher about surplus items.

SUPPLY FEE

Your Supply Fee is due at the beginning of the Semester.

New students:

Due at time of enrollment

Existing Students:

At beginning of Semester

Please make your payment on time to ensure that we will have adequate supplies for the students throughout the year. In order to maintain a Montessori classroom, materials must kept fresh and new. Montessori materials cannot be purchased locally; therefore shipping and handling fees apply.

HOW TO MAKE A PAYMENT

All payments must be made in the front office. You will be given a receipt of payment NO LATER THAN THE FOLLOWING WEEK. In the meantime, your check or money order receipt is proof of payment. Please be on the look out by the Sign-In Sheet under NOTES to know when your receipt is available. Your payments must be made with the exact amount when paying with cash or you will have to wait until the following day to receive your change. Cash is only received in emergency cases and is up to the Administration if they will accept it or not. No cash over \$100 should be submitted.

HOW TO SPEAK TO ADMINISTRATION

If you have a concern, you may send your question or concern via e-mail. You may always refer to your child's teacher and she will be sure to relay the message. However, during busy times, such as Pick-Up/Drop-Off are not good times to communicate with Administration. A scheduled conference time may be arranged if you would like to spend an extensive amount of time discussing a concern.

COMMUNICATION WITH YOUR CHILD'S TEACHER

In order to communicate with your child's teacher about academic performance or disciplinary problems, you must schedule a Parent/Teacher Conference. You may also leave a note in your child's teacher in/out box by the sign in sheet. Pick-Up/Drop-Off times are not ideal times to hold at length conversations with your child's teacher.

DISCIPLINE PROCEDURES

Discipline procedures are handled by the teacher in the classroom. If a child is getting out of control he /she will have consequences and will be asked to have thinking time with God. Your child may be asked to go to the Atrium and repent. If to no avail any of these

techniques stop or alter the behavior your child will be sent to the office and you will be notified. Excessive reports to the Principal's office may result in suspension either "In School Suspension" or "Out of School Suspension." Persistent negative behavioral problems will not be permitted and will be judged on a case by case review.

CONTRACTS

All families are required to sign a one year commitment contract. On a case by case basis 3 month, 6 month or month to month contracts are allowed. Please note that by choosing a 3 month, 6 month or month to month contract your tuition cost may increase. A month to month contract has a higher increase in tuition. The month to month contract has a higher increased tuition rate because there is no stability with ratio and we are potentially holding a spot for your child, which interferes with our waiting lists. The one year contract offers more financial and academic stability for both you and your child. The one year contract will not be eligible for any increase in tuition for that year. You are making an investment in your child's education and PBMA is making an investment in your child by providing a Certified Montessori Teacher. Therefore, we need a commitment agreement of a year to ensure that your child will benefit from having a Certified Montessori Teacher.

ATTENDANCE

Please notify the school when your child will be late and/or absent. If you are late you will be issued a Demerit if you have not communicated with Administration. Excessive absences are not allowed. If your child will be absent for more than 2 days you must notify the office and your child will need a note upon returning to school. Kindergarten Parents should refer to the particular Policies and Procedures about tardies and absenteeism.

HOMEWORK/SPECIAL PROJECTS

TODDLERS:

Toddlers homework assignments will consist of age appropriate activities designed by your child's teacher which may require parent involvement to help your child complete their homework assignment. Homework will be issued on Friday's in a Homework Folder and shall be due on Wednesday of the following week.

PRE-K/KINDERGARTNERS:

Homework assignments will be issued to all PRE-K and KINDERGARTNERS. If your child does not have a correct pencil grip he will have a modified homework assignment that may require parental assistance. You will have suggestions from your child's teachers of activities that you can do with your child at home.

SPECIAL PROJECTS

Special projects will be issued to KINDERGARTNERS. Special Projects may include, Book Reports, Science Experiments, Field Trips, Dramatizations and Service Projects.

BEFORE/ AFTER SCHOOL

Our Before and After School program is catered to working parents who need care before school hours begin. If your child is enrolled in Before Care, your child will receive, breakfast and have socialization time with friends. In the After School Care program your child will receive a snack, homework assistance, Computer Lab time, Bible Study and outside play time. Children enrolled in our Before and or After School Program are not enrolled in the Academy. Children that attend a public school Pre-K half day program will be enrolled in the Academy's Extended Day Program.

TRANSPORTATION

Transportation will be provided to students who attend Public school and are enrolled in our Before or After School Program. We will pick up students from area Public schools that are within a 10 mile radius of PBMA. A transportation fee will apply in addition to your regularly scheduled tuition rate.

UPCOMING DATES

Please pay attention to the UPCOMING DATES NOTICE that is posted by the Sign-In sheet. You will find at a month's glance upcoming events located there.

PHONE CALLS

When calling the school it is necessary to leave a message if we are not answering the phone. We will get back to you as soon as possible. In the event the phone is not being answered, we may be assisting a child or speaking with a parent. We like to devote as much attention as possible to parents and children so we will make every effort to return your call at a more convenient time.

