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Primary/Extended Day

Check List for 1st Day of School

Please read the Parent Handbook so you will be familiar with guidelines for students attending Northwood Montessori School

Dear Parents,

We hope the following list will help you and your child to have an enjoyable start to your time here at Northwood. We welcome you to the Northwood Family and look forward with joy to our time together. On your first day, you will need:

- _____ 4 white washcloths (4 additional if attending H.E.R.)
- _____ 1 Pair of indoor classroom shoes that will stay at school
- _____ A set of extra clothes including socks and shoes in a large baggie (additional set if attending the H.E.R.)
- _____ Nap mat and bedding if attending the H.E.R. from noon until pick up.
 - _____ King-sized pillow case to cover mat
 - _____ Small blanket (about the size of the mat)
 - _____ Small pillow (only if needed to sleep)
- _____ Lunch if staying beyond noon. (refer to guidelines in Parent Handbook)
- _____ **Please come through the regular carpool line to set their routine from the first day.** You may stay behind the wheel and the teacher's assistant will assist your child to class. We have found this eases the transition into class. They arrive in this manner each day.

Toddler Community

Check List for 1st Day of School

Dear Parents,

We hope the following list will help you and your child to have an enjoyable start to your time here at Northwood. We welcome you to the Northwood Family and look forward to our time together. On your first day you will need:

- _____ 6 white washcloths
- _____ 1 Pair of indoor classroom shoes that will stay at school
- _____ A 1-week supply of pull-ups with side velcro, staff will let you know when it is time to replenish the supply. Please label with a sharpie marker.
- _____ 6 training pants
- _____ 6 wet dry bags
- _____ 2 packages of baby wipes
- _____ 2 changes of extra clothes including socks and shoes in a large baggie (additional set if attending the H.E.R.)
- _____ 1 child size toothbrush and preferred tooth paste
- _____ Lunch, cloth napkin, napkin ring (refer to guidelines in Parent Handbook)
Please send a lunch box with a handle instead of a strap (no fantasy prints)
- _____ A framed family photo
- _____ A small plant for your child to water
- _____ Rolling nap mat if staying passed noon

_____ **Please come through the regular carpool line to set their routine from the first day.** You may stay behind the wheel and the teacher's assistant will assist your child to class. We have found this eases the transition into class. They arrive in this manner each day.

Introduction

Welcome to Northwood Montessori School. The Board of Directors and staff of Northwood hope this Parent Handbook will answer most of your questions and acquaint you with our school's policies and procedures. Please contact the office or your child's teacher if you have any questions. Office hours are 8:30 a.m. to 3:00 p.m., Monday through Friday.

History

A local group of parents convinced that a Montessori education is the best available for children, founded Northwood Montessori School in 1975. It was this group of parents, who sought out a location, purchased the property, constructed the main building, and hired the first teacher.

Established as a non-profit educational organization, Northwood is the oldest AMI-accredited school in North Houston. Additionally, Northwood is licensed by the Texas Department of Protective and Regulatory Services and undergoes regular inspections by the Harris County Health Department, Child Care Licensing, and the Harris County Fire Marshall. The results of these inspections are available for you to view in the office.

Administration

Northwood Montessori School continues today as a non-profit, educational organization administered by a Board of Directors consisting of no less than three and no more than 7. Up to three members are AMI-certified Montessori teachers, three members are community leaders who are not parents, and one position is filled by a parent, elected by the parent body as their representative for a two-year term. All other positions are permanent. The Board holds quarterly (see calendar), open meetings here at the school.

Philosophy

The basic idea in the Montessori philosophy of education is that all children carry within themselves the person they will become. In order to develop physical, intellectual, and spiritual potential to the fullest, the child must have freedom, a freedom to be achieved through order and self-discipline. The world of the child, says Montessori educators, is full of sights and sounds which at first appear chaotic. From this chaos, children must gradually create order, learn to distinguish among the impressions that assail their senses, and slowly but surely gain mastery of themselves and their environment.

Introduction

Dr. Montessori developed what she called the PREPARED ENVIRONMENT, which already possesses a certain order and allows children to learn at their own speed, according to their own capacities, and in a non-competitive atmosphere. "Never let children risk failure until they have a reasonable chance of success." The years between one and a half and six are the years in which children learn the rules of human behavior most easily. These years can be constructively devoted to "civilizing" children, freeing them through the acquisition of good manners and habits to take their places in their culture.

Dr. Montessori has recognized that the only valid impulse to learning is the self-motivation of the child. Children move themselves toward learning. The teacher prepares the environment, directs the activity, and offers the child stimulation, but it is the CHILD who learns, who is motivated through work itself (not solely by the teacher's personality) to persist in a given task. If Montessori children are free to learn, it is because they have acquired an "inner discipline" from their exposure to both physical and mental order. This is the core of Dr. Montessori's philosophy. Social adjustment, though a necessary condition for learning in a schoolroom, is not the purpose of education. Patterns of concentration, 'stick-to-itiveness', and thoroughness, established in early childhood, produce a confident, competent learner in later years. Montessori teaches children to observe, to think, to judge. It introduces children to the joy of learning at an early age and provides a framework in which intellectual and social discipline go hand-in-hand.

Thus, providing children between the ages of 18 months and 7 with an environment that enables them to develop self-confidence, independence, inner discipline, and a love for learning is the purpose of Northwood Montessori School.

Montessori Philosophy Agreement

- Montessori is a 3-year program. If my child is age 4 at the time of enrollment, I agree to make a 2-year commitment to be enrolled at Northwood.
- I commit to the Montessori method of learning which includes an uninterrupted class time between 8:30 a.m. - 11:30 a.m. I am able to have my child at school no later than 8:45 a.m.
- I agree to abide by all notices given to assure the safety of staff and students of Northwood.

Months, Days, and Hours of Operation

The Montessori classrooms are open Monday through Friday, from the first day of school in August through May; check the school calendar for exact dates. We are closed on holidays as noted on the school calendar. The classroom hours are 8:30 a.m. until 12:00 and 8:30-2:45 depending on your child's program.

The Home Environment Room is open Monday through Friday, 7 a.m. until 6 p.m. Please check the school calendar for days that the H.E.R. is closed.

Curriculum

Dr. Maria Montessori believed that no human being is educated by another person. He or she must do it by him or herself or it will never be done. A truly educated individual continues learning long after the hours and years he or she spends in the classroom because that person is motivated from within by a natural curiosity and love for knowledge. Dr. Montessori felt, therefore, that the goal of early childhood education should not be to fill the child with facts from a pre-selected course of studies, but rather to cultivate the child's own natural desire to learn.

In the Montessori classroom, this objective is approached in two ways: first, by allowing each child to experience the excitement of learning by his or her own choice rather than by being forced; and second, by helping the child perfect his or her natural tools for learning, so that the child's abilities will be maximized for future learning situations. The Montessori materials have this dual, long-range purpose in addition to their immediate purpose of giving specific information to the child.

Practical Life Exercises

For young children, there is something special about tasks that an adult considers ordinary-washing dishes, paring vegetables, polishing shoes, etc. They are exciting to children because they allow them to imitate adults. Imitation is one of the strongest urges during children's early years.

In this area of the classroom, children perfect their coordination and become absorbed in an activity. They gradually lengthen their span of concentration. They also learn to pay attention to details as they follow a regular sequence of actions. Finally, they learn good working habits as they finish each task and put away all the materials before beginning another activity.

Sensorial Exercises

The Sensorial Materials in the Montessori classroom help children to distinguish, to categorize, and relate new information to what they already know. Dr. Montessori believed that this process is the beginning of conscious knowledge. It is brought about by intelligence working in a concentrated way on the impressions given by the senses.

Mathematics

Dr. Montessori demonstrated that if children have access to mathematical equipment in their early years, they can easily and joyfully assimilate many facts and skills of arithmetic. On the other hand, these same facts and skills may require long hours of drudgery and drill if they are introduced to them later in the abstract form. Dr. Montessori designed concrete materials to represent all types of quantities after she observed children who became interested in counting liked to touch or move the items as they enumerated them. By combining this equipment, separating it, sharing it, counting it, and comparing it, children can demonstrate to themselves the basic operations of mathematics.

When the children want to do arithmetic, they are given a sheet of paper containing simple problems. They work the problems with appropriate materials and record their results. Similar operations can be performed with a variety of materials. This variety maintains children's interest while giving them many opportunities for the necessary repetition.

As children commit addition facts and multiplication tables to memory, they develop a deeper, more meaningful understanding of the operations themselves. In a Montessori classroom, there are many materials that can be used for numeration, adding, subtracting, multiplying, and dividing.

Language

In a Montessori classroom, children learn the phonetic sounds of the letters before they learn the alphabetical names in a sequence. The phonetic sounds are given first because these are the sounds they hear in words that they need to be able to read. The children first become aware of these phonetic sounds when the teacher introduces the consonants with the Sandpaper Letters.

The individual presentation of language materials in a Montessori classroom allows the teacher to take advantage of each child's greatest periods of interest. Reading instruction begins on the day when the children want to know what a word says or when they show

an interest in using the Sandpaper Letters. Writing, the construction of words with the movable alphabet, nearly always precedes reading in a Montessori environment.

Gradually the children learn irregular words and words with two and three syllables by doing many reading exercises which offer variety rather than monotonous repetition. Also available in the Montessori classroom are many attractive books using a large number of phonetic words.

Proceeding at their own pace, children are encouraged to read about things that interest them. Their skills in phonics give them the means of attacking almost any new word so that they are not limited to a specific number of words that they have been trained to recognize by sight.

The children's interest in reading is never stifled by monotony. Rather, it is cultivated as their most important key to future learning. They are encouraged to explore books for answers to their own questions whether they are about frogs, rockets, stars, or fire engines.

In a Montessori class, the children are introduced to grammar by games that show them that nouns are the names of things, adjectives describe nouns and verbs are action words. The activity becomes most enjoyable.

Physical Geography

The large wooden puzzle maps are among the most popular activities in the classroom. At first the children use the maps simply as puzzles. Gradually they learn the names of many of the countries as well as information about climate and products. The maps illustrate many geographical facts concretely. Children also learn the common land formations such as islands and peninsulas.

Cultural Awareness Program

The children gain an awareness of the world around them by exploring other countries, their customs, food, music, climate, language, and animals. This helps to raise their consciousness about other people, to gain understanding and tolerance and, therefore, compassion for all the people in the world.

Nutrition

The children study the five basic food groups and learn what their bodies need in order to be healthy.

Arts and Crafts

Art in the preschool environment strives to maintain the great joy the child finds in creating something of his or her own. The children have the freedom to explore their imaginations in a variety of mediums used for expression. The importance of the process is stressed at this time, not the end product. For the Extended Day children, art projects are also integrated into all the other curriculum areas.

Music and Creative Movement

The creative music, movement, and dramatics program is an on-going flexible process that integrates itself into the academic program. The philosophy brings together the graphic notation symbols, the instruments and sound textures, and the principles of movement. The musical element of primary appeal to young children is rhythm and the natural response to rhythm is physical. Therefore, the body is the child's first instrument through which the movement in music is reflected and interpreted.

Science and Nature

In science the children's natural curiosity is stimulated through discovery projects and experiments, helping the children draw their own conclusions. The plant and animal kingdoms are studied in an orderly fashion to foster a love and appreciation for all living things.

Extended Day

The Extended Day Program provides the children with more time to reinforce skills in preparation for entering elementary school. Following lunch, the guides plan a relaxed, pleasant afternoon within the Montessori environment. The afternoon work cycle is two uninterrupted hours of work. The children have a free-choice work period as well as time for special projects. Opportunity for reinforcement of learning is maximized by the Extended Day Program. Children who are ready for the Extended Day Program are invited to join the program by their guide.

Home Environment Room

Northwood offers a unique opportunity for children of working parents. Our H.E.R. program operates from 7:00 A.M. to 6:00 P.M. During your child's time at school a full range of developmental activities, conducted in a comfortable home-like atmosphere, help your son or daughter to develop self-esteem, confidence, concentration, social skills, and a life long love of learning.

Daily opportunities to care for animals, plants, the classroom, and themselves build the cornerstones for a child ready to take part in a larger community.

Outside work and playtime, music, art, dramatic play and science are all part of the daily life of the children in this special community.

Keeping the best interest of the children in mind, extended care past 12:00 pm will not be offered to children with behavior concerns.

Toddler Environment

The aim of the toddler class is to meet the needs of the child from 18 months to 36 months by providing an ordered, nurturing environment in which the very young child can grow and learn. Our program focuses on providing a secure, warm and accepting atmosphere that will assist children in all aspects of their development during these important growing years. Our attention is on the whole child, including the physical, intellectual, emotional, and social needs of each toddler. The prepared environment is in response to the following needs of the young child:

The Need for Movement: The classroom is a safe, child-centered environment inside and outside in which the child can safely grow, explore and seek his/her own answers. Children are free to interact with each other, work together or be by themselves.

The Need for Language Development: The children experience an introduction to the use of language in the interaction with other children and with caring adults. There is great emphasis on language development.

The Need for Love and Security: The children will experience close and caring supervision at all times by well-trained and nurturing adults.

The Need for Order: The environment is arranged so that orderliness and the means to achieve it are easily apparent to each child. Everything is designed so the child can be successful in learning to work and play.

The Need for Discipline: The schedule provides a carefully structured time organized with the aim of fostering consideration, courtesy, and respect for the rights of others.

The Need for Independence: Practical Life activities help to develop coordination, concentration, a sense of order and greater independence. Some of the activities include pouring, spooning, polishing and dressing oneself.

Toddler Toileting Awareness

The Montessori approach to toileting (as used by assistants to infancy) is a natural, stress-free, and gradual process in which success lies in the healthy relationship that exists between adults and young children. It would be great if we worked together as a team to help the child to be successful in this toilet learning process. Our role should be no pressure, no reward or punishment and it should be at the child's pace.

Toileting is one more step toward independence. We need to teach children about the comfortable feeling of being dry and clean. Toilet learning starts with readiness signs and is not learned through a reward system. Toileting is a skill that needs to be learned, it cannot be taught overnight. Learning on their own is reward enough for children to be able to independently help themselves in remaining clean.

We can begin very naturally when the child is young, talking with them about their bodily functions as we change them. Eventually, they will respond when they are ready to collaborate. Elimination is a natural process. It is not wise to clap or cheer, as children will realize that you have attached such importance to the occasion.

Each family has a special word or phrase used for bowel movement and urination. Give appropriate language to the actions and body parts. It is important to prepare the environment for the children when they feel more comfortable and secure using the toilet. This allows the children the freedom of movement so that they can teach themselves to move on and off the toilet at their own learning pace, allowing the child to become more independent.

Disposable diapers draw moisture away from the skin rapidly, whereas underpants allow the child to feel the moisture and learn to recognize the result of urinating (the wet sensation). The children then learn to associate this sensation with the result of being wet instead of conflicting results as experienced in disposable diapers. Incorporate toileting into the child's routine. Say "It's time to use the toilet" rather than "Do you want to go to the toilet?"

Everyone's process will look different depending on what is best for that family and for the child. It will take a different amount of time, but the end product is the same for everyone.

Outdoor Play and Physical Activity

Outdoor play provides for greater freedom and flexibility, fuller expression through loud talk, and a greater range of active movement. Outdoor play also extends opportunities for large muscle development, social-emotional development, and small muscle development by offering variety, challenge, and complexity in ways that are not attainable in a confined indoor space.

Weather Conditions permitting, Northwood will provide children with a minimum of 20 minutes of outdoor time for every 3 hours in care. Outdoor play and physical activity include:

- Playtime on the playground during designated play time(s) (20 minutes)
 - Play Structure
 - Bike Trail
 - Balance Beam
 - Basketball Goal
 - Monkey Bars
 - Sand Box
- Outdoor work during the three-hour work period such as
 - Garden work
 - Painting
 - Washing
 - Sanding

Please send your child to school in comfortable shoes that are appropriate for school activities. Play clothes are encouraged - simple, washable, sturdy, and easy to manage.

When outdoor conditions prohibit playtime outside, children will enjoy indoor physical activities such as:

- Hopscotch
- Dancing
- Creative Movement

Parents that wish to have their child(ren) sprayed with mosquito repellent during outdoor play time will provide appropriately labeled mosquito repellent of their choice and a pack of wipes so that we may remove the residue after playtime. Mosquito spray permission forms will be sent in the communication folder on the child's first day. Children in the H.E.R. will have two sprays and two wipes.

Toddler Environment Schedule

8:30 am – 10:40 am

- Greet children
- Unpack bag & Hang Jackets
- Offer an opportunity to use the bathroom/toilet
- Morning snacks
- Wipe tables after finishing snacks
- Orient to workstations:
 - i. Sensorial Activities
 - ii. Language Activities
 - iii. Practical Life Activities
 - iv. Food Preparation
 - v. Art Activities
 - vi. Grace & Courtesy
 - vii. Ongoing Toilet Learning Process
 - viii. Group Time

10:40 am – 11:15 am

- Outdoor playtime Community

11:15 am – 12:00 pm

- Lunchtime
- 12:00 pm Dismissal

12:15 pm – 2:30 pm

- Nap time

2:30 pm – 3:00 pm

- Reading
- Coloring & puzzle time

2:45 pm

- Dismissal

3:00 pm – 6:00 pm

- H.E.R. Time
- Offer snacks
- Free play (indoor & outdoor)

Primary Environment Schedule

Children attending 8:30 – 2:45 p.m.

8:20 - 8:30 a.m. Children arrive, greet the teacher and choose an activity according to interest and ability.

8:30 – 11:45 a.m. Children choose an activity freely from available areas which include practical life, sensorial, cultural, art, music, math, language, and science activities.

During this time the teacher works with the children individually or in small groups.

11:45 - 12:15 p.m. Group/Outdoor Playtime (dismissal at 12pm for children who leave at noon)

12:15 - 12:40 p.m. Community Lunch inside the classroom

12:40 - 2:45 p.m. Extended day work cycle (by invitation from the guide)

2:45 - 3:00 p.m. Dismissal

Home Environment Schedule

Morning:

- 7:00 – 8:10 a.m. Arrival, children choose an activity (blocks, art and crafts, books, puzzles, housekeeping.)
- 8:10 - 8:20 a.m. Group time (stories, songs)
- 8:20 Dismissal to primary and toddler classrooms

Primary H.E.R. Children:

- 12:40 – 1:00 p.m. Prepare for nap.
- 1:00 – 2:30 p.m. Nap or rest and quiet activity.

Afternoon:

- 2:45 p.m. Extended day children arrive.
- 2:45 – 3:30 p.m. Snack. Children choose activity.
- 3:30 - 4:00 p.m. Group activity (games, songs, stories)
- 4:00 - 5:30 p.m. Outdoor play
- 5:30 - 6:00 p.m. Inside activities and prepare to go home.

General Policies & Procedures

Enrollment Papers

Each school year we require returning students to check, correct, sign, and return the information sheet sent during the first week of school. New students must have a complete enrollment form with an immunization record and an emergency medical release form. These forms must be completed in order for your child to begin on the scheduled start date. This ensures that we are able to care for your child in case of sickness or emergencies and are in compliance with all licensing requirements.

Please notify the school in writing of any address, phone, or carpool changes.

Immunizations

We must have an up-to-date record of your child's immunizations on file by his or her date of admission. Our annual inspections by the State of Texas require the school to keep accurate immunization information at all times. Therefore, it is your responsibility to send updated immunization records throughout the year or as needed.

Parent Notifications

Northwood will utilize Montopia for general and emergency notifications such as, but not limited to, severe weather closures, emergency or severe situations, newsletters, general updates and reminders, etc. Northwood will also send paper notifications through the communication folders and send emails.

Communication with the Head of School and Guides

Open communication between our parents and staff is encouraged at all times. Parents are able to schedule an appointment via Montopia messenger, phone call, or email to meet with the Head of School and/or child's Guide.

Please communicate directly with your child's lead teacher. Many times a child's development presents hard issues to consider. Working directly with the teacher in a spirit of collaboration is the most effective way to resolve any issue and to build a solid partnership between school and home for future work. Speaking to anyone else about the issue may make you feel better, but will not help your child. You are, by definition, your child's advocate. At the same time, the school is also an advocate for your child; we each bring our own view of what is happening. Teachers' experience and training help them to evaluate and make sense of their observations of your child. We want to work

together with you on the same side of the table rather than from opposing sides to develop mutual understanding in the interest of your child.

Communication should begin with your child's guide. At times, either you or your child's guide may feel the need for a fresh perspective on the issues under discussion. If that is the case, either the guide or the parent may arrange a meeting to include the parent, guide, and head of school (Dolores Vazquez). In either event, it is expected that the parent and guide have made a concerted effort to work on the issue before involving the head of the school.

Parents are welcome to contact the head of school (Dolores Vazquez), with matters pertaining to guided observation of the classrooms, their child's transition to the next level in the school, information about referral to specialties, special events, and administration issues. All matters pertaining to the classroom must follow the guidelines described above.

Northwood has an open-door policy meaning that parents are able to visit the school and their children without a scheduled appointment. We do ask that you try not to disturb your child's controlled environment and keep in mind that children can become upset when they see their parents.

Head of School
Dolores Vazquez
Email: dolovazquez@gmail.com

Arrivals and Departures

It is very important to your child's sense of order as well as the order of each classroom that you bring your child to school on time and in a relaxed, happy frame of mind.

For attendance purposes, we ask that each day you please sign your child in and out of school using the Brightwheel app.

School begins at 8:30 a.m. with morning carpool scheduled from 8:20 until 8:40 a.m. If no cars are in the line at 8:40, aides return to their classrooms.

The speed limit on school grounds is 5 mph at all times.

Cars enter the driveway on the right in a single line, stopping at the entrance of the driveway until the spaces in front of the pick up areas are free. This is to prevent exhaust fumes in the children's waiting area. Please stop your car in front of the main building,

toddler building, or in front of the side gate. The assistants or guides will help the children get out of the car and to their classrooms. All children will exit the right side of the vehicle if possible. This will help facilitate a safe and orderly drop-off. Toys in the car should be removed prior to entering the circle drive. Please do not leave a child unattended outside of their classrooms.

We ask parents not to accompany their children into the classrooms because the guides and assistants are able to help them adjust to school more easily if the parents are not present. If a child continues to have difficulty adjusting, parents will be contacted to discuss the matter further. To pick up your child after class at 12:00 or 2:45 the same procedure is followed. In an effort to ensure that the carpool lanes move as quickly and efficiently as possible, the staff will not buckle the children into their car seats at pickup. After the children are seated, we ask that you please park your car on the side of Welcome Lane if you need to assist the children to buckle.

If it is necessary to pick up your child during class time, please park your car off the driveway and come to the office to minimize the disturbance to the children.

Children in the H.E.R. program are assisted to and from their classrooms by their parents or other adults who bring them to school. Please park your car off the driveway before bringing or picking up your child.

The Circle Driveway

The circle driveway is the fire lane. There is no parking at any time. Please park on Welcome Lane when picking up or dropping off your child outside of carpool times. The front gate will remain closed outside of scheduled carpool times.

Late Arrivals

The children's work period begins promptly at 8:30. Per policy our classroom doors are locked after the car line. Please be mindful that arrivals after 8:45 create a disruption. If you arrive late, please park your car on Welcome Lane and walk your child in. The front gate will remain closed outside of scheduled carpool times. If your child's class is in one of the stand-alone buildings, please walk your child to the office and wait to be greeted. For children in the main building please enter through the office and quietly open the door for the child to enter. **Please do not knock on the doors** and make every effort to be on time. If possible, please call the office to let us know when we can expect you. Car line ends at 12:15 and 3:00, respectively. After this time, your child will be walked to the H.E.R. and will incur a late fee.

Please refer to page 33 for additional information concerning charges related to picking up your child after hours.

Car Line

To give your children the best possible start in the mornings, it is recommended that carpools be limited to the number of children that can safely and comfortably ride in your car. It is also recommended that new students be brought by their own parents for the first week to help them feel more comfortable and secure.

The school must have on file a parent-authorized list of people with their phone numbers to whom we may release your child. For the protection of all children, we will not release any child to someone other than their parents or a person on the authorized list. A signed note must be sent if your child is to leave with someone about whom we have not been notified. Additionally, we will ask for photo identification from anyone other than the parents who come to pick up a child from school.

Attendance

Parents are asked to notify the school when a child will be absent.

Birthdays

Birthdays in the classroom are observed with a unique "Montessori" celebration. Each child is welcome to bring a special snack for the class to enjoy. We encourage you to consider sending a snack from your family's country of origin, which will enrich the children's appreciation of the diversity of our world. Parents and family are invited to visit during this celebration.

Children may want to present their class with a book, plant, or music as an expression of this joyful day. If you are planning a home party for your child, please do not send invitations to be handed out at school unless the whole class will be receiving one.

Holidays and Parties

Many holidays are celebrated in each environment according to the discretion of the classroom guide. Parents are welcome to come on the days we have events such as the Winter Party, Festival of Nations, Spring Festival, Earth Day along with Parent's Day events. If you are interested in volunteer opportunities, please call the office.

Clothing

Play clothes are encouraged - simple, washable, sturdy, and easy to manage - large buttons, front zippers, front fastening pants and dresses, and simple belts. This encourages your child's growing independence and will make dressing a positive experience. Please be aware the clothing may be stained by paint or other classroom materials. Please put your child's name on sweaters, coats, jackets, hats, etc. Please send your child to school in comfortable sneakers that **they can put on by themselves**. Please do not send your child to school in boots (excluding rain boots) or croc type shoes.

In our effort to provide an atmosphere of reality for the children, please refrain from sending your child to school in clothing that reflects fantasy or violent characters such as princesses, Disney characters, animated characters, Star Wars, superheroes, etc. Children will be asked to change clothes if they come to school in fantasy attire.

Please send two complete extra sets of clothing for Toddlers or one for Primary and Extended Day students (with an extra set if your child is in H.E.R.), each piece labeled with your child's name, in a plastic bag. It is recommended to send an extra pair of shoes, especially for the youngest students.

Emergencies

In the event of an accident or sudden onset of illness, the school will not hesitate to seek proper care for a child. The child's individual emergency instructions on file in the school office will be consulted immediately and the parents are called. If the parents cannot be reached, we will call the emergency contacts listed on your enrollment forms and Montopia. If necessary, the child will be transported to medical care according to the instructions on your Emergency Medical Authorization. This form will accompany the child so that treatment can be given immediately in the absence of a parent. It is imperative that you keep the emergency contact information in the office up-to-date. Each child with a diagnosed food allergy must have a Food Allergy & Anaphylaxis Emergency Care Plan on file with the school before their start date. Allergy symptoms will be treated per the Care Plan, then the above procedure will be followed.

Emergency School Closing

Due to inclement weather or other emergencies, it may be necessary to cancel classes. Northwood will communicate via Brightwheel Message and email in this situation. If in doubt about the school's closing and our office is closed, check online for Spring ISD closure. Northwood will follow Spring ISD for weather closures. Always check Montopia for updates.

Emergency Evacuation and Relocation Plan

In case of an emergency evacuation, children will be relocated to the parking lot at the corner of 1960 and Welcome Lane. Parents will be notified by Montopia Message if there is a change in this designated pick-up location.

Disaster, Hurricane, and Tornado Procedures

Plan A

Guides stop work in classrooms with a rapid clap signal.

Children and the guides in the main building classrooms file into classroom bathrooms. Children and their guide in the additional buildings will come from their classroom to the kitchen area using the quickest and safest route. Children sit with their heads bowed and covered, and children in the kitchen area have their backs to the window. Guides will take roll. Guide's assistants will have done a visual sweep of the classroom before joining the class. The main building guides and assistants will close the bathroom doors (when all are inside and accounted for.) The office manager will bring the permanent record book, and phone to the kitchen. When all children are accounted for, and doors closed, adults will join children on the floor and cover also. All will remain until the all-clear is given. Parents will be notified via Montopia. An emergency evacuation plan will be used only if the situation warrants and it is safe to leave school grounds.

Plan B

Used when the guide feels it is not safe for children to move to the main building.

Guides stop work in the classroom with a rapid clap signal.

Children in the main building file into the class bathrooms. Children in the additional buildings move to the bathroom area of their classrooms. Children sit with heads bowed and covered. Guides will take roll. Guide's assistants will make a visual check of the classroom before joining the children.

Guides and assistants close the doors when all are inside and accounted for. They will then join the children in bowing and covering their heads. All will remain until the all-clear is given. The Office Manager will perform her duties as stated above.

Guides, assistants, and office the manager have their assigned phones and attendance books with them at all times.

Fire or Disaster Emergency Evacuation Plan

Upon unauthorized sounding of the fire alarm system during the A.M. session

When the alarm sounds the guide or other adult will take their attendance book and direct the children to the exit. All staff will bring their cell phones. Children will line up silently and walk in line to the east drive; a guide will take the roll matching names and faces.

The office manager will do a full visual search of the front restroom and office, take the permanent record book and school phone then follow the children outside. Assistants will check both of the restrooms, do a full visual sweep of the entire classroom (and workroom for the main building or H.E.R. for the other buildings), then quickly follow the children outside (intercom handset 1 to report the room clear). The guide will share the result of the roll call with the assistant.

If this is a practice drill and everyone is accounted for, everyone will then walk silently back to the classrooms. If it was not a drill an additional check of all buildings will be done before children are allowed to return to class. If the danger still exists the children and staff will walk single file to the corner of Welcome Lane and FM 1960 or to Healing Hands at 15006 Welcome Lane where they will be counted again and wait for parents to pick them up.

The office manager will send a Brightwheel Message to all parents and advise them where to pick up the children.

All staff will remain with children until all are picked up by their parents.

Upon unauthorized sounding of the fire alarm system during P.M. Session (After 3 p.m.)

When the alarm sounds the guide or other adult will take the attendance book and direct the children to the exit. All staff will bring their cell phones. Children will line up silently and walk in line to the east drive, guide will take the roll matching names and faces.

The H.E.R. assistant will check the restroom, do a full visual sweep of the entire classroom, then quickly follow the children outside. The coordinator will share the result of the roll call with the assistant. The office manager will make a full visual sweep of the restrooms, workroom, and all 3 classrooms. She will take the record books and phone out and join the other classes where they will share the roll results and return if needed.

Harmful Vapors

In the event of harmful vapors outside the school we will call 911, shelter in place with HVAC units off, and await further instruction from officials. If evacuated by the authorities due to area-wide evacuation the meeting place to pick up the children is the NE corner of Champion Forest and FM 1960. Parents will be notified via Montopia.

The school will have first aid kits, cell phones, and bottled water on hand at all times. All staff have a certification in First Aid and CPR. In all cases, children under the age of 24 months or in need of assistance to safely evacuate will be carried. Upon enrollment, a staff member will be assigned to a child if he or she will require assistance. This assignment will continue until the staff member is given notice by the guide that that child is no longer in need of assistance.

Food and Nutrition Policy

Snacks

The children have a healthy drink and a snack each morning. Our families take turns providing the snack for the classrooms as well as the H.E.R. On the Friday before it is your turn, a list of items needed for the next week will be sent home with your child. When you come to school the next Monday, you may leave the bags with the assistants at the morning carpool.

Lunch

Primary and toddler children who stay past 12:00pm will have lunch at school. They should bring a labeled lunch box with an ice pack. To be consistent with our theory please send a lunchbox without a fantasy or hero figure. Please avoid oversized lunchboxes as our storage space is limited. Lunch boxes should be no larger than 9x9x3 inches. Food containers should be easily opened by the child without help, please **avoid Bento type boxes. Please include a cool pack, cloth napkin, napkin ring, and any eating utensils needed each day with your child's lunch.** Please no thermos or packaged drinks, water, and cups will be provided. In the interest of teaching good nutrition and setting your child up for a successful day, we encourage you to invite your child to help plan and prepare their lunches for school according to the following guidelines:

1. Interesting and appealing foods originating from other countries.
2. Food that is wholesome, not processed, artificially colored, or with added preservatives.
3. Avoid processed or sugary foods - small amounts in muffins and breads are okay.
4. Feel free to be creative - raisins for making faces, decorative vegetables, etc.
5. Please avoid toothpicks.
6. Water is always available to the children. Please do not send water bottles to school.
7. Specific suggestions:
 - vegetables and fruits cut up
 - crackers and cheese

- raisins
 - sandwiches - cut into fourths or in different shapes - tuna, peanut butter, cheese, etc. on various kinds of breads.
 - small pizzas
 - baked breads (banana, carrot, zucchini)
 - nutritious muffins with or without cream cheese frostings
 - yogurt
 - applesauce
 - hard-boiled eggs
 - soups
 - rice
 - pasta
 - rice cakes (plain)
8. Toddlers: please avoid popcorn and raw carrots due to choking hazards

Note: We are able to heat lunch foods for the children every day except "picnic day" (every Friday). **Please bring a filled water bottle only on Fridays for picnic.**

Breakfast

If your child eats breakfast at school in the morning, we ask that you please abide by the same guidelines as lunch.

- Food that is wholesome and nutritious, not processed, artificially colored, or with no added preservatives.
- Avoid sugary foods such as donuts, cakes, icing, chocolate milk, etc.

Health Policy

The following is a list of symptoms to guide you in deciding whether your child should be sent to school. Please do not send your child to school on days when any of the following symptoms are present:

1. Fever – Infrared temperature over 101.0 F.
Your child must be fever free for 24 hours without the use of fever-reducing medication before returning to school.
2. Rash
3. Discharge of discolored or profuse amount of mucous from the nose
4. Diarrhea
5. Vomiting
6. Sore throat
7. Child is unable to participate comfortably in activities including outdoor play

We have neither staff nor facilities to properly care for sick children. If your child becomes ill at school, you will be contacted to pick him or her up. Since we play outside every day unless it is raining, please do not send children to school if they are not able to play outside. Please send warm outer clothing for cold days.

Global or Local Pandemic

Northwood is committed to providing the best possible care to our children, families, and staff. In doing so, we will abide by all recommendations set forth by the CDC during global and local health pandemics, including but not limited to checking temperatures upon arrival, social distancing, and modifying procedures. Exceptions to the Parent handbook will be made in the case of a global or local pandemic.

Medications at School

Any medications brought by parents for their child must be given directly to a staff member. For the safety of the children please do not put medications in lunch boxes or backpacks.

Medication guidelines

1. Be in the original container.
2. Be labeled with the child's name.
3. Be labeled with the date (if prescription medicine), expiration date (if non-Prescription).
4. Include directions to administer the medication (non-prescription medications must be for your child's age group or include a note from the physician with amended dosage).
5. If prescribed, include the name of the physician prescribing the medication.
6. Medication Authorization forms must be updated every 6 months for long-term use.

Authorization forms are available in the office. Please complete and bring to school with your child's medication. Medications will not be dispensed without a complete medication authorization form.

Vision and Hearing Screening

All children four years or older are required to have a vision and hearing screening on file. If you decide to have the screening done at school, please fill out the form sent home and return it to the office. If testing is done at a healthcare professional's office please submit test results to the office.

Observations

We would like to encourage you to participate in the observations in your child's classroom. These observations, followed by a conference with the guide are valuable tools in assisting your child's growth. Parents will be given the opportunity to sign up for their observation times. The conferences will also follow a sign-up format with the Extended Day Conferences all being at 3:00 the same day of the observation.

On your observation day, there will be a chair for you inside the classroom. Turn off all cell phones or electronic devices (no texting please) before entering the classroom. Please do not take pictures. It is important that you remain in the chair during your observation. This will allow you to observe the classroom in its most normal state and will help your child to work as usual. If a child speaks with you please feel free to respond briefly in a quiet voice.

A pencil and paper will help you to note any questions for your child's guide. Some qualities you may wish to observe in your child are concentration, interaction with others, self-discipline, and independence. Please remember that your child may be somewhat different due to the excitement of having you at school. This is to be expected, particularly in the very young child.

Grandparents, relatives, and adult friends are welcome to share your observation but children may not observe in order to maintain the usual class atmosphere.

Visiting your child at School

Please check in at the office on arrival.

Bringing Items to School

We encourage children to bring realistic books and music as well as geography-related items to share with others during group times. Souvenirs from family trips, dolls from other countries, photographs, stamps, and money from other areas can all be enjoyed within the framework of daily lessons and are welcome. Please leave toys, purses, jewelry, gum, candy, and money at home.

Missing items

Occasionally a child may bring items home from school by mistake. Please return these in a quiet and non-accusative manner. Removing class material is often a way for the child to bring his school home with him and is never considered stealing at this age.

You might say "This belongs at school; you may return it tomorrow." or "The children need this to do their work; we need to take it back." Any small item you may find in your child's lunch box or pockets, regardless of how insignificant it seems, should be returned to school.

Library

Northwood has a lending library of children's books, magazines, and art prints for our families. Additionally, there is an Adult Library with books and tapes regarding Montessori philosophy, practice, child development, and parenting. Children who stay in the afternoon for extended days will visit the library once a week and families may check out items any school day after 12:00 noon. The children's library is located in the middle room of the main building.

Each year, a portion of the annual fundraising proceeds are allocated to the library.

Parent Participation

Each parent is a vital part of the school organization as a whole and is expected to volunteer. Opportunities for participation include planning school-wide parties, fundraising, sewing, and material-making for the classrooms. A signup sheet will be available at the beginning of the school year or in the office.

The school offers a parenting course each year in the fall. Discussions may Rudolph Dreikurs' book, *Children the Challenge*, and *Love and Logic* by Jim Fay and Charles Fay Ph.D. *Positive Discipline*, Montessori philosophy, and Montessori at home. The course

meets once a week for 6 weeks here at the school and all parents, as well as interested friends, are welcome. Northwood will also offer a variety of virtual classes throughout the school year. The classes are free and we highly encourage parents to attend.

Classroom Pets

Some of our classrooms have fish as classroom pets. We do not currently have any reptiles, insects, birds, or amphibians as pets in the classroom. Children are instructed in proper care of the pets and careful rules of sanitation are observed.

Alumni Visitation

Alumni ages 8 and under are always welcome to visit their former classroom. One visit per semester is allowed free of charge. Additional visiting days will be at the prorated charge of the current tuition rate. H.E.R. charges are separate from classroom time and are charged regularly per day or half-day rate. If your visit falls on a school holiday you will be charged the holiday rate.

Policy Changes

Parents will be notified of any policy changes in Northwood's operation by a letter to be signed and returned.

Child Abuse and Neglect

All staff members meet the annual training requirements set forth by the Texas Department of Family and Protective Services. We will provide current information aimed at increasing awareness of child abuse and neglect, including warning signs that a child may be a victim of abuse or neglect and techniques for the prevention of child abuse or neglect. This information is provided by DFPS and is found in our parent and staff handbooks. We will annually review appropriate community organizations for their procedures for requesting assistance. Information is available through the office for those in need. In Texas, anyone who suspects that a child is being abused or neglected has a legal obligation to report it. Professional reporters are required to report suspicion of abuse or neglect within 48 hours.

Reporting Child Abuse

Child abuse and neglect are against the law in Texas, and so is failure to report it.*

If you suspect a child has been abused or mistreated, you are required to report it to the Texas Department of Family and Protective Services or to a law enforcement agency.

You are required to make a report within 48 hours of the time you suspect the child has been or may be abused or neglected.

What is abuse? Abuse is a mental, emotional, physical, or sexual injury to a child or failure to prevent such injury to a child.

What is neglect? Neglect includes (1) failure to provide a child with food, clothing, shelter, and /or medical care; and/or (2) leaving a child in a situation where the child is at risk of harm.

How do I make a report?

Call the abuse and neglect hotline at 1-800-252-5400.

When you make a report, be specific. Tell exactly what happened and when. Be sure to record all injuries and incidents you have observed, including dates and times of day, and keep this information secure. Reports should be made as soon as possible but no later than 48 hours before bruises and marks start to fade. It is important for the investigators to be able to see the physical signs. Give the agency person any information you have about the relationship between the child and the suspected abuser. Please provide at least the following information in your report:

- Name age and address of the child
- Brief description of the child
- Current injuries, medical problems, or behavioral problems
- Parents' names and names of siblings in the home

Will the person know I have reported him or her? Your report is confidential and is not subject to public release under the Open Records Act. The law provides for immunity from civil or criminal liability for innocent persons who report even unfounded suspicions, as long as your report is made in good faith. Your identity is kept confidential.

Finally, err on the side of caution. If you have reason to suspect child abuse, but are not positive, make a report. If you have any doubts about whether or not it is abuse, call the hotline. They can advise you if the signs you have observed are abuse.

*Failure to report is a Class B criminal offense, punishable by a \$2,000 fine and/or imprisonment for up to 180 days. Failure to report also could subject you to considerable monetary liability in a civil rights action.

CHILD ABUSE HOTLINE 1-1800-252-5400

form 7261/3-2004

Financial Information

Billing Procedures

Our annual tuition is due at enrollment but may be divided into equal monthly payments for the school year by arrangement with the office. If you agree to divide your annual tuition over a monthly period, payments will be due by the 1st of each month in order to avoid a 10% late charge on the 5th. Students with outstanding balances as of the 10th will not be able to attend. Please be aware that returned checks will result in a \$25.00 service charge. Late departure fees are listed on page 34, they will appear in the next month's invoice. If you have any questions or needs, please call the office.

Deposit of Intent

Upon enrolling your child, a Deposit of Intent is requested. This deposit is in the amount of \$500 and will be applied in May of your child's third year at Northwood or when he or she ages out of the program. This deposit is non-refundable should you withdraw your child in any month other than May or before the three-year cycle is complete. The deposit will be refunded if your family moves further than 30 miles from Northwood.

Deposit of Intent: \$500

Tuition 2025-2026

	Annual	Monthly
Toddler 8:30 - Noon	\$9600.00	\$960.00
Toddler 8:30 - 2:45	\$10850.00	\$1085.00
Toddler Full 7am - 6pm	\$13350.00	\$1335.00
Primary 8:30 - Noon	\$7800.00	\$780.00
Primary 8:30 - 2:45	\$11000.00	\$1100.00
Primary Full 7am - 6pm	\$12750.00	\$1275.00

The tuition for new children starting class on a day later than the first school day of the month will be prorated. This is a one-time tuition proration. Changes made mid-month will be invoiced at the daily rate or prorated. For parents with more than one child enrolled in the school at a particular time, the younger child will receive a monthly discount of 5%. Sibling discounts apply to classroom tuition only. Discounts do not apply when using the Deposit of intent or H.E.R. Fees.

Fees

Application and Re-Enrollment Fees

All parents pay a one-time non-refundable Initial Enrollment fee of \$225.00 and an annual \$120 re-enrollment fee which will apply towards the annual fee due in August. This fee is assessed upon enrollment of a new child or when your commitment for re-enrollment is verified in the spring.

Fundraiser Commitment

All families contribute to the Annual Fundraiser by purchasing two fundraiser tickets for \$150.00. Due in August.

Annual Fee

The annual Fee (bi-annual supply, AML, reregistration, and winter party fee) is \$520.00. \$400.00 is due in September with the remaining \$120.00 re-enrollment fee due in March. If your child will be enrolled in the Summer Session, there will be an additional \$200.00 supply for both June and July.

Home Environment Room (H.E.R.)

The Home Environment Room will be available to children not enrolled in the full-time H.E.R., if space is available at a rate of:

\$45.00 per 1/2 day	7:00-8:20 a.m.
\$45.00 per 1/2 day	12:00-2:45 p.m.
\$45.00 per 1/2 day	2:45-5:00 p.m.
\$100.00 per day/holiday	Any hours between 7:00 a.m.-6:00 p.m.

Late pick up from the classroom or H.E.R.:

Although we realize that traffic and other unforeseen causes may occasionally delay your child's pickup past the end of scheduled carpool time, regretfully the school cannot absorb the cost of staff overtime to accommodate these circumstances.

Toddler Carpool:

12:00 to 12:15
2:45 to 3:00

Primary Carpool:

12:00 to 12:15
2:45 to 3:00

Extended Day Carpool:

2:45 to 3:00

At 12:15 and 3:00 respectively, children who have not been picked up are considered late and will be taken to the H.E.R. Charges will be \$8/min for the first 5 minutes late, then the ½ day rate of \$45 will apply. Charges will apply to the next month's invoice according to pick-up time.

Charges for late pickup after 6 pm will be \$45.00 for the first 15 minutes late. After 6:15pm, an additional \$8.00/minute will incur.

We appreciate your efforts to arrive on time and regret that the increased number of late pickups makes these charges necessary. Charges will be added to your bill on the first of each month.

Tuition Assistance

Northwood Montessori endeavors to provide limited Tuition Assistance to families who demonstrate financial need. Tuition Assistance is intended to help make a Northwood Montessori education more accessible; however, assistance is limited and is not guaranteed.

Applications are available through the school office and must be submitted by **March 1st**. All financial information provided as part of the application is strictly confidential and is available only to designated Board members for the purpose of reviewing applications.

The amount and availability of Tuition Assistance are dependent upon enrollment, available funds, and the amount of money raised through the school's fundraising efforts. Northwood maintains a designated Tuition Assistance Fund, supported by donations and 10% of the proceeds from the annual fundraiser. Because these resources are limited, there is a set limit to the amount of assistance the school can provide each year.

Tuition Assistance and sibling discounts apply to **tuition only** and may not be applied toward H.E.R. charges, fees, or other school expenses.

Contributions to the Tuition Assistance Fund are tax-deductible and may be made through the school office.

Northwood Montessori School admits students of any race, religion, national or ethnic origin to all educational and financial aid programs.

Financial Agreement

Northwood Montessori School (Northwood) prepares for the school year by preparing budgets, materials, teacher salaries, and food for the children based on enrollment for a given school year. So, too, is the tuition based on the enrollment and the expectation that each family will be responsible for their commitment to Northwood.

Signed Upon Enrollment

I understand Northwood has a yearly tuition that is due at the time of enrollment. This tuition may be financed at zero interest for a period of up to 10 months, beginning in August or at the beginning of the school year, and must be paid in full no later than May 1st of the school year following or the end of the school year, whichever is sooner.

I understand that if my child starts later in the school year, tuition may be prorated, but under no circumstances shall the tuition be paid in full later than April of the school year.

I understand that if my child must be absent during the school year for a long period of time, tuition payments are not abated. I understand that I must make a written request to Northwood to alter my payment arrangements and such alterations will be made on a case-by-case basis. In order to keep my child's place in the classroom, such arrangements must be made as far in advance as possible.

I understand that if I must withdraw my child, I will forfeit my Deposit of Intent and tuition will be due in full or school records will not be forwarded.

I understand that if I return to the school after a withdrawal, I am not assured of an opening upon my return as there may be children waiting to enroll. If I choose to re-enroll at a later date after withdrawal, a new Deposit of Intent, Enrollment Fee and tuition will be required.

I understand that the Deposit of Intent of \$500 that is paid upon enrollment is held until the last month of the school year at the end of my child's three-year cycle when it will be credited to my account. If my child leaves the school before the last month of the school year, the Deposit is forfeited.

I understand that the Deposit will be refunded under the following conditions:

- We move 30 miles or more from Northwood Montessori

I have read and understood this Financial Agreement and the accompanying Financial Information and I assume responsibility for the tuition due under this Financial Agreement and in accordance with the Financial Information fee schedule.

Discipline and Guidance Policy for Northwood Montessori School

Signed Upon Enrollment

Discipline must be:

- (1) Individualized and consistent for each child;
- (2) Appropriate to the child's level of understanding; and
- (3) Directed toward teaching the child acceptable behavior and self-control.

A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction, which include at least the following:

- (1) Using praise and encouragement of good behavior instead of focusing only upon unacceptable behavior;
- (2) Reminding a child of behavior expectations daily by using clear, positive statements;
- (3) Redirecting behavior using positive statements; and
- (4) Using brief supervised separation or time out from the group, when appropriate for the child's age and development, which is limited to no more than one minute per year of the child's age.

There must be no harsh, cruel, or unusual treatment of any child. The following types of discipline and guidance are prohibited:

- (1) Corporal punishment or threats of corporal punishment;
- (2) Punishment associated with food, naps, or toilet training;
- (3) Pinching, shaking, or biting a child;
- (4) Hitting a child with a hand or instrument;
- (5) Putting anything in or on a child's mouth;
- (6) Humiliating, ridiculing, rejecting, or yelling at a child;
- (7) Subjecting a child to harsh, abusive, or profane language;
- (8) Placing a child in a locked or dark room, bathroom, or closet with the door closed; and
- (9) Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age.

Texas Administrative Code, Title 40, Chapters 746 and 747, Subchapters L, Discipline and Guidance

Behavior Expectations

One of the basic premises of Montessori philosophy is the development of self-discipline. The children in a Montessori environment have many freedoms. Self-discipline is evident in the children's work and the running of the classroom. Throughout the day, each child is expected to exhibit self-discipline both in their work and their behavior. As teachers, we have a responsibility to each child as well as the group as a whole to assist a child who is having difficult behavior. We assist the child in understanding there are choices associated with behavior and appropriate consequences for their choice. Each child is unique and our guidance is individualized for a particular situation.

We explore a variety of potential solutions for each child and work with the parents before expelling a child. A child's continued enrollment requires meeting expectations and standards. If the administration deems it is not in the best interest of the child, class and school, for the child to continue, the administrators shall make the decision to expel. We are keenly aware some behaviors exhibited are age appropriate and we always take that into consideration before expelling due to behavior that is not being corrected. We will exercise our professional judgment and address each situation fairly.

Parents and Guardians are models for their children and are also expected to exhibit respectful behavior. Illegal or threatening behavior may lead to expelling of the family.

Contact Information

Child abuse hotline telephone number: 1-800-252-5400

Child Care Licensing telephone number: 713-940-3009

P.O. Box 16017

Houston, Texas

Contact Directory

Office Manager: northwoodmontessoriami@gmail.com

Northwood Montessori School: 281-444-9433

Office Hours from 8:30 a.m. - 3:00 p.m. Monday - Friday

Please direct all messages during school hours to the school phone

Dolores Vazquez:

dolovazquez@gmail.com

Director

Altynay Ateyev

altynay_z@yahoo.com

Primary Guide

Janet Westphal

janetlwestphal@aol.com

Primary Guide

Hetal Shah:

hnshah1711@gmail.com

Toddler Community Guide

Information Available to You

You are entitled to see the following information. You may ask the center director to show you the most recent copy of:

The Minimum Standards for this Licensed Childcare Center (also available on the web at www.dfps.state.tx.us or at your local Licensing office),

The most recent Department of Family and Protective Services Inspection/Investigation Report, (compliance information is also available on the web at www.dfps.state.tx.us or from your local Licensing office.

Documentation of liability insurance that complies with Human Resources Code, Section 42.0491,

The most recent Fire Marshal's Inspection Report,

The most recent Health Department's Sanitation Inspection Report, and

The Child-Care Center's operational policies.

This information above is from the Department of Family and Protective Services Child Care Licensing Division form 2957/3-2006, Parent Notification Poster for Center Based Care.

Events & Parties

Family visits are a special time at Northwood. Please see the events listed below for more information. Refer to your school calendar for specific event dates and times.

The Classroom Uncorked: Adults only get together, including Toddler, Primary, and Extended Day parents.

Festival of Nations: Toddler, Primary, and Extended Day families will join us.

Winter Party: Toddler, Primary, and Extended Day parents will join the Winter Party, no school on this day

Celebration of Love: Toddler, Primary, and Extended Day parents will join us this Saturday.

Valentine's Day: We encourage parents who wish to send Valentine cards or holiday greeting cards to send one for each child in the class without names. A regular school day for all children.

Spring Festival: There is no school on this day. Toddler, Primary, and Extended Day Students are joined by their families and friends. Children must be accompanied by an adult family member or friend to attend as our staff members are not available to accompany individual children. The H.E.R. is open during holiday hours.

Earth Day Celebration: Each year, we celebrate our Earth in a different and meaningful way. Parents are welcome to join us and participate in the Earth Day celebration with your child(ren). More detailed information about this year's celebration will be shared later through the school newsletter.

Parent's Day: Toddler, Primary, and Extended Day Moms and Dads are invited to join us for a special celebration. Events may vary from year to year. This is a regular school Day.

Grandparent's Day: Toddler, Primary, and Extended Day Grandparents are invited to join us for a special celebration. Events may vary from year to year. This is a regular school Day.

Farewell Celebration: A celebration for children who have completed the three-year cycle in the Primary Environment and are moving on from Northwood. The event is intended for children who are going into 1st and 2nd grade.

Notes