



# PARENT HANDBOOK

il nido Montessori Preschool

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## WELCOME

**Your child is unique.**

**We believe that each child is a unique individual and that all children have an incredible capacity to grow when we focus on their special strengths. The Montessori environment begins with the premise that young people's natural curiosity is the driving force behind learning and this force motivates their activity. Through this innate curiosity, repetition, and then mastering the lesson through teaching other students what they have learned, the lessons are cemented, and the children become ready to progress to the next level.**

**At ilnido Montessori Preschool, we truly consider it a high privilege and an honor to be a part of your child's learning and development. With happy, healthy, self-confident children, we feel we are doing our part to make the world a better place for them and their children.**

## GENERAL TOPICS

### Contacts:

Please feel free to call our Director or your child's teacher at the preschool phone at any time. If you would like to speak to the top management, the quickest method is to send an email to [info@ilnidomontessori.com](mailto:info@ilnidomontessori.com) and request a call back.

### Sources of additional information

In addition to the information contained in this Parent Handbook, please scan the bulletin board in the lobby to see the weekly Menu and our website periodically for important updates [www.ilnidomontessori.com](http://www.ilnidomontessori.com). Make sure your information is always up to date should we need to contact you. Check emails regularly as we communicate with parents mainly in this way.

**Hours:** Monday – Friday: 7:00 AM - 6:30 PM (Starting 2025 hours will be 7:00am – 6:00 pm)

Children should arrive by 8:30 am to participate in all the activities. Unless a valid excuse is available, children will not be allowed in after this time. Children with doctors' appointments should arrive by 10 am at the latest.

**Holidays:**

Please see the following schedule for days we are closed. The cost of tuition is the same for the weeks that include these days.

**Teacher Work-Days – The Thursday and Friday before public school starts in August.**

NEW YEAR'S DAY – Dates vary

INDEPENDENCE DAY – Date vary

MARTIN LUTHER KING- Dates vary

LABOR DAY – Dates vary

PRESIDENT’S DAY- Dates vary

VETERANS DAY – Dates vary

MEMORIAL DAY – Date vary

THANKSGIVING –Closed Thursday as well as Friday

GOOD FRIDAY – Dates vary

CHRISTMAS WEEK

**Inclement Weather:**

During hurricanes and other calamities, we will follow the Miami-Dade County Public School’s “school closure” days, we will close if it is necessary for the safety and welfare of our children. Power outage is a prime example.

**People Authorized for Pick-up:**

You must notify the school IN WRITING if anyone other than the regularly approved person on file is to pick up your child. FOR YOUR CHILD’S PROTECTION, HE/SHE WILL NOT BE RELEASED TO UNAUTHORIZED PERSONS.

**CURRICULUM & PARENT-TEACHER INTERACTION**

Our primary method of education is the Montessori Curriculum, which is carefully designed to assist the child at each important phase of physical development, brain development as well as social/personality development. This is a scientific method created over many years of research and application. Montessori children develop self-esteem, empathy and a vigorous academic curiosity, which provides them with the most important base from which to master skills and foster strong relationships as they progress through their educational life.

Our mission will be to inspire the cognitive, emotional, and physical development of each child in a secure and joyful environment that encourages them to engage the world through exploration, collaboration and creativity.

How we implement our Mission.

- We offer a safe and supportive environment that nurtures children’s unique gifts and naturally guides them to become attentive, curious, and self-directed, to discover the actual richness of the world that surrounds them.
- We help children discover positive self-awareness and strengthen their connections with others in their environment, giving them the ability to realize their fullest potential.
- We provide guidance and education to our community of parents so they can more effectively support and guide their children’s development.
- We foster a love of learning with order, concentration, coordination, and independence.

### **Parent/Teachers:**

Montessori is a way of life and through an active approach to learning and participation; Parents can learn the method for themselves to serve them long after their child has graduated. The methodology of Montessori is most effective when the parents take on the responsibility of involvement with the school seriously. When you enroll your child at ilnido Montessori preschool, your entire family becomes part of our community.

**Parents Conferences:** Scheduled at the end of March and November. In addition, we share the child's progress and observations with the parents every day. (Check the folders for the daily or weekly report).

**Parent Seminars:** ilnido Montessori will offer parent seminars to help parents gain insight on the teachings of Maria Montessori and to acquire a better understanding of what their child is accomplishing within the unique Montessori environment.

**Open Houses:** ilnido Montessori invites all parents to attend our scheduled Open Houses to gain insight into the Montessori classroom.

### **Non-discrimination Policy:**

No child will be refused admission to our school for reasons of race, color, or creed. However, the Administration does reserve the right to dismiss any child and/or parent whose behavior is disruptive and/or harmful to other children and staff.

## **TUITION & RELATED TOPICS**

### **Tuition due dates and late fees:**

Weekly tuition is due by Wednesday. There is a flat 3% fee for credit - debit card payments. Does not apply for cash or checks. Paying with bank draft thru Brightwheels incurs a cost of 90 cents per transaction. If paying on Thursday, please add a **\$30 late fee** to the tuition. If the tuition is not paid by the following Wednesday, we reserve the right to cancel the enrollment. Reinstating it would incur a new registration fee of \$195. Any unpaid tuition fees may be sent to a third party collection agency.

### **No tuition discount for holidays, sick days, or missed days:**

We strive to be good stewards of our financial resources so that we can maintain the proper balance between affordable tuition and first-rate staff, program and facilities. Our overheads do not become any less when the preschool closes for a holiday or when a few children are on vacation. Teachers' salaries, rent, utilities and all other expenses are the same. To maintain our high standards, we need to count on our parents for consistent income. Therefore, there is no discount for holidays or sick days or if the preschool is closed for unavoidable reasons. If the child is unable to attend the preschool in a consistent manner, we reserve the right to cancel the enrollment. Reinstating it will incur a registration fee of \$195. Exceptions apply.

### **Discounts for vacation or extended illness**

We will be glad to waive the tuition for up to **one (1) week per year** during the Christmas week. (Applies to children registered after 4 months.)

One additional week may be waived *only with a doctor's note confirming a sickness* is contagious and/or that during that week school attendance is impossible. The parent is obligated to pay the half tuition for any additional weeks absent. Without a doctor's note, the parent is obligated to pay the full tuition for the missed week(s).

**Only two (2) excused weeks per year are accepted.** An extended absence of more than 2 consecutive weeks, even with a doctor's note confirming the entire length of absence, will result in the cancellation of enrollment and a reinstatement fee of \$250.

### **Methods of payment**

We accept cash and debit or credit card. There is a flat 2% fee for credit or debit card payments. Personal checks are accepted. NSF Checks will incur an additional \$35.00 bank charge and your check will no longer be accepted as payment. Alternate payments can be in cash, money order or credit card.

### **Sibling discount**

10% off tuition with full time enrollment for the eldest child.

### **Late Pick-up Fees:**

All children must be picked up by our closing time (6:30 pm). A fee of \$1.00 dollar per minute will be charged to your account if your child is picked up after closing time. The parent will be notified of the late pick-up fee in person by the closing supervisor and be required to pay the fee at that time.

### **Withdrawal from preschool:**

Any registration fees already paid will not be refunded upon withdrawal. NO EXCEPTIONS.

### **WITHDRAWAL POLICY:**

Ilnido Montessori Preschool reserves the right to dismiss any child at any time, with or without cause.

The center will refund any unused tuition within two weeks of the dismissal. The Center will mail a check to the address indicated in the child's file.

Any past due balances must be paid within 10 days of the dismissal. An invoice detailing the past due balance will be forwarded to the email address indicated in the child's file within one week of the dismissal. Any balances remaining after the 30-day period will be referred to the Center's legal counsel for collection.

The Center Director or designee will assist the parent in gathering their child's belongings at the time of dismissal and parents are required to leave the Center property in a calm and respectful manner, immediately.

A child may be withdrawn with a two-week notice. Parents wishing to withdraw their child who fail to provide a two-week notice will be liable for the last two weeks' tuition. The parents and child, following their last day of enrollment, will not be permitted to re-enter Center property without prior permission of the Center Director.

## **REGISTRATION PROCESS**

### **Registration**

Registration fee is charged yearly. Please be sure to register in a timely manner to insure your spot for the next school year. **Registration is not refundable.**

### **Forms Required for Enrollment:**

- 1) Enrollment Forms
- 2) Medical Forms: Shot records & physical form up to date
- 3) HRS required notifications signed.
- 4) Food Program application

### **Medical Examination:**

Each child must have on file a written certificate of health examination (HRS Form 3040-Student Health Examination) and a Florida Certificate of Immunization (HRS Form 680). These forms may be obtained through the Health Department or your pediatrician's office.

**Medical forms must be updated before the expiration date. Parents are notified 15 days before expiration date and requested to bring an updated form for the children's files.**

## **SICKNESS & EMERGENCIES**

### **Sickness:**

We are not doctors or nurses so we cannot determine the cause of a fever but due to the wide variety of viruses children are exposed to, we must protect all the children and staff and request parents work with us in this aspect.

We request your cooperation in helping control the spread of diseases. The following rules are required by Licensing and followed by all preschools. The objective is to keep your healthy child safe from communicable diseases even if it inconveniences you on the rare occasion your child is the sick one.

We ask that you keep your child home if he/she shows any sign of a communicable disease. This includes, but is not limited to, the following signs and symptoms: severe coughing, difficult or rapid breathing, green discharge from the nose, stiff neck, diarrhea, a temperature of 100.4 F (38. C) degrees or higher, or any other signs of illness, conjunctivitis ('pink eye'), vomiting, or head lice. If a child becomes ill while at our preschool, the child will be placed in an isolation area (such as the school office), and he/she will need to be picked up as soon as possible. Please make sure your child's file always has updated phone numbers.

If a child is sent home ill/sick, he or she **MAY NOT** return to school until they are **symptom free/fever free for 24 hours**. For your child to return to school prior to 24 hours, you must bring in a doctor's note stating that the child is not contagious.

### **Fever:**

**If your child has a fever, he/she cannot attend school until 24 hours** after the last time a fever was present. (i.e., if the last time your child had a fever was at 12:00 p.m. on Monday, he/she cannot return to school until Wednesday morning.) If your child is sent home with a fever, he or she cannot return to school until 24 hours after the last time a fever is present.

### **Signs and Symptoms of Illness:**

We understand that with the common cold there can be several symptoms present, and that one of these symptoms is a runny nose.

If your child has a runny nose at school, the following procedures will be followed:

1<sup>st</sup> Day: The date and time will be logged into our “Illness Log”  
and the parent will be informed of the condition.

2<sup>nd</sup> Day: The parent will be notified to come and pick-up the child.

A doctor’s note or email will be required for the child to return to school.

If there is a fever present with runny nose, the parent will automatically be notified to pick up their child and a doctor’s note or email will be required for the child to return to school.

### **Amendment: Covit -19 Protocols**

**In order to ensure the health and safety of the children and the staff at our location, Inlido Montessori will apply the following protocols.**

### **Reducing the Spread**

Effective strategies for preventing the spread of COVID-19 in the facility include:

- Keeping more than 6 feet apart.
- Intensify cleaning and disinfection efforts, including devising a schedule and focusing on toys, games, and other objects and surfaces that are frequently used.
- Modify drop-off and pick-up procedures to include thorough screening.
- Immediate exclusion of anyone who is symptomatic (1), who has tested positive for COVID-19, or who is a close contact to a case of COVID-19.

### **Cases of COVID-19**

Once a case of COVID-19 is identified among the child-care program attendees or staff, we will identify all close contacts associated with the facility who had exposure to the case during the infectious period. A case is typically considered to be infectious from 48 hours before symptoms first appeared (or date of first positive laboratory test for people without symptoms) and up to 5 days later.

Inlido will notify parents/guardians and other relevant contacts of the exposure. In addition, the facility will temporarily close the areas where the COVID-19 case was and disinfect. Additionally, we will work closely with the local county health department staff to facilitate contact tracing by providing a line list of known contacts and their phone numbers.

### **Return to Child Care**

- Cases of COVID-19 will be allowed to return to the facility after meeting the following criteria:
  - At least 5 days have passed since symptoms first appeared and
  - At least 24 hours have passed since last fever without the use of fever-reducing medications and
  - Symptoms (e.g., cough, shortness of breath) have improved.

For cases of COVID-19 who were never symptomatic, they will be allowed to return after at least 5 days have passed since the date of their positive lab test.

### **Allergies:**

If your child has a history of allergies, it is the parent’s responsibility to notify the school on the registration form. The school will notify the child’s teacher and staff of the allergy and it will also be privately posted on an allergy list in the classroom. As a precaution, we will ensure that the child is seated next to the teacher for supervision

during mealtimes. According to Health Department, only store-bought items can be served to the children during special events and parties. **No homemade goodies will be accepted.**

### **Vomiting & Diarrhea:**

If your child vomits one time or has diarrhea one time at school, we may ask you to come and pick-up your child. Please inform your child's teacher if your child has been sick or is on a medication that may cause him or her to have these reactions. Your child cannot return until 24 hours has passed since he or she has had any symptoms. (i.e., if your child vomits on Wednesday at 12:00 p.m., he or she cannot return to school until Friday morning.)

### **Medication:**

If a child is to receive medication during school hours, it must be in a current personal prescription bottle filled by a pharmacist on a physician's order. The medication must have a label bearing the child's name, physician's name, and directions for administration. All medications must be in the original prescription container. This regulation automatically eliminates aspirin, oral gel, teething tablets, cough syrup, diaper ointment/ creams and other home remedies unless directions for giving the medication are written by the child's doctor on a currently dated prescription form. **NO medication, including vitamins, may be placed in juice cups or bottles.**

### **Physical Barriers:**

Physical barriers, such as sunscreens, insect repellent is generally not considered medications. Our policy allows the use of these items with prior parental consent. If a parent desires us to use any of these items on their child, that parent must send the item in with the child's name written on it, along with the written instructions for use, times that it should be used, etc. It will be the responsibility of the parents to remember to take all medications home at the end of the day. If a parent chooses to have us use any of these items on their child, we cannot be held responsible for any reactions, which may occur.

### **Medication Permission Form:**

Special medical treatments, which are to be administered here at school, need to be discussed and approved with the Center Director.

### **Emergencies:**

In the event of illness, medical emergencies, fire, flood, power outage, or natural disasters, parents will be notified by a phone call from the school office. It is therefore of vital importance that you keep the school office informed of changes in phone numbers, (i.e. home, business, emergency, pagers & cell phones) listed on the registration form. Also, on the Enrollment Form, please give us the contact number for the child's physician and an authorization to seek an alternate hospital or clinic in case of an emergency.

# **WHAT TO BRING, AND NOT TO BRING, TO SCHOOL**

## **Rest/Nap Time:**

Children 12 months to five years of age will sleep on nap mats or cots provided by us. Parents will provide a crib sized fitted sheet. Please make sure you take them home to clean on a weekly basis.

**Infants** sleep in cribs. Parents should bring **tight** fitting crib sheets (2) for them. As per DCF instructions and to prevent suffocation, we do not cover infants, so if you feel they need it, bring a snuggle for naptime.

## **Sheets and Blankets: (Nido, Toddlers and Preschoolers)**

A set of cot sheet and blanket will be provided by the center. The parents receive one set upon enrollment and extra sheets can be ordered separately.

## **Extra Clothing:**

All children **MUST** have two (2) extra sets of clothes at school in case of accidents or spills. **Extra clothing does not need to be uniforms.** Children in diapers should have three changes of clothes. Please send the clothes in a bag and be sure to label all items with your child's full name.

## **Diapers & Wipes:**

Diapers & wipes are provided by parents and must be labeled with your child's name.

## **Food:**

We provide hot, nutritious meals and healthy snacks. Please list any allergy your child may have on the Enrollment Form.

Children may bring an extra snack if they are here after 5pm.

## **Toys:**

**NO** toys should be brought to school. We find it very difficult to keep track of toys, and we cannot be responsible if things are brought in and get lost or damaged. However, the children are allowed to bring in books to share. Please make sure books are clearly labeled with your child's full name. It is the parent's responsibility to remember to bring the book home at the end of the day.

## **SCHOOL DRESS CODE**

Inido Montessori Preschool requires a school uniform daily for Toddlers 1'-2'years old and Preschoolers students. Baby Nido & Infants class are not required to wear school uniform.

The uniform consists of school polo with school logo, available at the school and dark blue or khaki bottoms.

For winter, children should wear the school sweatshirt with logo. Also available here.

Shoes should be preferably sneakers with Velcro, no laces unless the child can tie them themselves.

We offer the orange t-shirt for summer camp, which can also be used on Fridays.

## **WEBCAMS**

Our school is fully equipped with Webcams in every classroom and in the playground area. These cameras allow parents to log in at any time and enjoy watching the children learn and play.

The cost for the webcam service is \$55 per month for 12 months or a flat rate of \$550.00 for the year (upfront).



## **Cell Phone Usage**

The times you spend in the center dropping off and picking up your child are the primary windows of time we have to communicate with you about your child.

**In order to make the best use of these opportunities, as well as to be attentive to your child and other children, we ask that you NOT use your cell phone at any time while visiting the center**