



PARENT HANDBOOK

ilnido Montessori Preschool

7506 SW 117th Avenue

Miami, FL 33183

Office **786-703-3095**

Email: info@ilnidomontessori.com

www.ilnidomontessori.com

WELCOME

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.

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 into 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.

GENERAL TOPICS

Contacts:

Please feel free to call our Director 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 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. Make sure your information is always up to date should we need to contact you. Check your Brightwheel Application regularly as we communicate with parents mainly in this way.

Hours: Monday – Friday: 7:00 AM - 6:00 PM

Children should arrive by 8:30 am to participate in all the activities. Children with doctors' appointments may arrive by 10:30 am at the latest. Kindly let the school know in advance.

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
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.

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 through 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 a 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 preschool in a consistent manner, we reserve the right to cancel the enrollment. Reinstating it will incur a registration fee of \$275.00 Exceptions apply.

Discounts for vacation or extended illness

After 6 months attending Ilnido Montessori Preschool a 50 % off per 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. You have up to two weeks per school year, with proper documentation for the 50% sick week discount. **The discount will apply only for 5 consecutive sick days.** Without a doctor's note, the parent is obligated to pay the full tuition for the missed week.

My regularly contracted tuition is due every week regardless of my child being absent for the week or any part of the week. There is no credit given for single days. I also understand that if I withdraw my child during the school year for a vacation, I will be required to pay the regular tuition for those weeks.

After a six months period of your child attending Ilnido Montessori Preschool, you can have up to two weeks' vacation during the summer months, we only required to have a two-week advance notice to plan accordingly. Ilnido does not increase tuition during the summer; however, a one-time activity fee will be charged to cover the cost of the special activities and materials offered during the summer program. This fee is charged regardless of how many days the child attends that week.

Methods of payment

We accept cash and debit or credit cards. 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.

Sibling discount

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

Late Pick-up Fees:

All the children must be picked up by our closing time (6:00 pm). A fee of \$1.00 dollars per minute will be charged to your account if your child is picked up after closing time. The parents 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 POLICY:

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

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.

A child may be withdrawn with two weeks' notice. Parents wishing to withdraw their child who fail to provide a two-week notice will be liable for the last two weeks' tuition.

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

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 to 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, without medication.** 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:

1st Day: The date and time will be logged into our "Illness Log" and the parents will be informed of the condition.

2nd Day: The parents 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 a 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.

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 the Health Department, only store-bought items can be served to the children during special events and parties. **No homemade goodies will be accepted. Unless is preauthorized by administration.**

Vomiting & Diarrhea:

If your child vomits more than two times or has diarrhea two times 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 have 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 and insect repellent are 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.

Pacifiers: Children in the Baby Nido class may use pacifiers during the day but once they are in the Nido class these are used only at naptime. Toddlers should not bring pacifiers

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)

You will need to purchase a set of cot sheets and blanket at the front desk.

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 allergies 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 parents' responsibility to remember to bring the book home at the end of the day.

SCHOOL DRESS CODE

ilnido Montessori Preschool requires that children wear the school uniform daily; from Nido Toddlers (16 months) through Preschoolers students. Baby Nido class are not required to wear school uniform.

The uniform consists of school polo shirts with school logo, available at the school, and dark blue or khaki bottoms. For winter, children should wear school hoodies with logos. Also available for sale at the front desk. 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 will be given to you at the time of enrollment.