

Northwest Montessori

House of Children

Enrollment Application Packet

Thank you for choosing Northwest Montessori for your child's early education!

Please read through the entire application, as well as our Policies and Procedures. For any questions regarding enrollment, do not hesitate to give us a call at 512-451-6134, or email our school at nwmontessori@gmail.com.

The application packet must be completed by your child's first day of school. Health information (i.e., vaccination records, healthcare statement, Allergy Emergency Form) must be turned in by your child's first day. There are many sections where a parent signature is required.

Northwest Montessori offers tours Monday through Friday at 9:30am, in-person and virtually. Send us an email to schedule your tour today!

Visit our website at nwmontessori.net for more information about our programming.



NORTHWEST MONTESSORI
Excellence in Educating the Whole Child

Northwest Montessori House of Children, INC

1903 W. Koenig Lane

Austin, Texas 78756

Executive Director – Shireen de Silva, AMI

Director – Misbah Ali Hemani, AMI

Web: *nwmontessori.net*

Tel: 451-6134

Fax: 451-6192

E-mail: *nwmontessori@gmail.com*

APPLICATION FORM

Child's Name: _____ Sex: M/F Date of Birth: _____

Address: _____

Street

City

Zip

Date of Application: _____ Requested Date: _____

Admission Date: _____ Date of Withdrawal: _____

Hours child will be in care: _____ Full-time or Part-time: _____

Parent's Name: _____ Phone No: _____

Home

Cell

Email: _____

Employer: _____ Phone No: _____

Address: _____

Parent's Name: _____ Phone No: _____

Home

Cell

Email: _____

Employer: _____ Phone No: _____

Address: _____

In case of an emergency in which parents cannot be reached, please call:

1. Phone No: _____

Name

Relationship

Address: _____

Street

City, State

Zip

2. Phone No: _____

Name

Relationship

Address: _____

Street

City, State

Zip

Northwest Montessori House of Children, INC

TUITION RATES AND SCHEDULES
SCHOOL COPY – PLEASE SIGN AND RETURN

Age Group	Part-Time	Full-Time
18 months – 3 years old	\$1030	\$1100
3 years old – 6 years old	\$1010	\$1070

Parents can choose to enroll their child for full-time or part-time care. The schedules are as follows:

Full-Time Care: Monday through Friday, 7:15am to 6:00pm.

Part-Time Care: Monday through Friday, 7:15am to 1:30pm.

Part-Time Care: 3 days a week, 7:15am to 6:00pm

A registration fee of \$200.00 is required of new entrants. This fee is not refundable.

There will be **no refund** of the tuition fees for holidays, illness, vacation-withdrawal, or any other circumstances. We **do not prorate** tuition for Spring Break or Winter Break, as we use those funds to pay our teachers and for maintenance costs. Please refer to our school calendar for these specific dates.

The annual materials fee is included in the above charges. The only additional fees are a one-time fee \$55 to help cover the cost of our nap mats, and \$10 per workbook for when your child reaches our Phonics Reading Program.

We use Authorize.net for all tuition payments. Parents will receive invoices via email from Authorize.net on the 1st of the month. We do not accept credit cards or checks for tuition payments.

Tuition is due at the beginning of the month, no later than the 7th. A charge of \$25.00 will be required for payments made after the 7th of each month. In addition, there will be a \$30 charge required for payments not made by the 20th of each month.

For two or more children enrolled in the school, there will be a discount of \$100.00 on the total tuition costs.

If a child is withdrawn from the school, re-enrollment of the child is at the discretion of the Director. There is a re-enrollment fee of \$200.

We raise tuition once a year in September to keep our rates comparable to neighboring schools, to account for rising operational costs, and to increase our teacher's salaries.

I understand and agree to the terms above. I would like to enroll my child in _____ care.
(Full-time or Part-time)

Signature of Parent or Guardian

Date

Northwest Montessori House of Children

Tuition Payments Information

Northwest Montessori processes tuition payments through Authroize.net. We will send you an invoice for the following fees upon enrollment:

- \$200 Registration Fee - non-refundable
- \$55 Nap Mat Fee (one-time fee for students who nap at school)
- Monthly Tuition Payments

The invoices are sent via email. Please fill out the information below.

Preferred Parent Contact: _____

Email Address: _____

Once the invoice is paid, we can then set up recurring payments upon your request. You will need to call the office at 512-451-6134 with your card information between the hours of 7:15am and 1:00pm to set up recurring payments.

We kindly request parents to pay by debit card, as paying by credit card will result in extra fees that the school will not absorb.

For questions regarding Authorize.net, please email the school at nwmontessori@gmail.com.

Parent Signature

Date

Withdrawal and Vacation Policies

Withdrawal

NWM kindly requests that parents provide a 30-day notice for student withdrawals. We understand that at times that may not be possible, though we appreciate communication on the matter. Parents withdrawing without any notice negatively affects how we plan our operations. Tuition can be prorated for students withdrawing mid-month if the parent has notified the school 30 days in advance.

Re-enrollment after withdrawal is at the discretion of the Director. Parents who re-enroll their child will have to pay a re-enrollment fee of \$200.

Vacation During the School Year (September – May)

If your child will be gone for any amount of time during the school year, please inform your child's teacher and the main office of the dates of their absence. Tuition must be paid as usual during this time, even if the child is absent.

Vacation During the Summer (June, July, August)

Northwest Montessori's Summer Program allows parents to withdraw their child during the summer months. The school will waive tuition for parents who take a month or more off during June, July, and August. Parents must inform the school of their summer plans, so that the school can plan classes accordingly. The office sends out a Summer Plans Form after Spring Break to gauge which students will be taking off. Parents should return the form by May 1st, or their earliest convenience.

Tuition must be paid on or before the child's first day back at school to hold the spot. An invoice will be sent to the parent via Authorize.net with a due date on the child's return date. If tuition is not paid by the child's first day back, the child will not be permitted in the building.

Please note that this policy is only applicable during the summer months; at all other times of year full tuition must be paid, despite absences. Any questions about these policies may be directed to the main office, which can be reached at (512) 451-6134.

I understand and agree to abide by the Northwest Montessori Withdrawal/Vacation Policies.

Parent's Signature

Date

Northwest Montessori House of Children, INC

Discipline and Guidance Policy

- 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
 4. Using brief supervised separation 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
 9. Requiring a child to remain silent or inactive for inappropriately long period for the child's age

My signature verifies that I have read and received a copy of this discipline and guidance policy.

.....

Signature

.....

Date

Parent

Employee/Caregiver

Northwest Montessori House of Children, INC

**Parent's Acknowledgement of
School Policies and Procedures**

This is to acknowledge that Northwest Montessori House of Children has provided me with a copy of their current Parent Handbook packet, detailing their policies and procedures. I have read and understood the contents therein.

Parent's Name:

Parent's Signature:

Date:

NORTHWEST MONTESSORI HOUSE OF CHILDREN, INC
1903 W. Koenig Lane
Austin, TX 78756

Executive Director - Shireen de Silva, AMI
Director – Misbah Ali Hemani, AMI
Asst. Director – Denise Pastor

Telephone #: 451-6134
Fax #: 451-6192
E-mail: nwmontessori@gmail.com
Web: nwmontessori.net

Website Photo Permission

Dear Parents,

We update our website occasionally with pictures of our students using their Montessori Materials, doing fun activities, or playing outside. No names are ever used. Please check whether we may use your child's photo on our website, nwmontessori.net.

If you have any questions, feel free to call the office before 1:00pm at (512) 451-6134.

_____ I Agree to let my child's photo be posted on the **school website**

_____ I Do Not Agree to let my child's photo be posted on the **school website**

Child's Name _____

Parent's Name _____

Parent's Signature _____

Thank you so much!

Sincerely,
Northwest Montessori

Northwest Montessori House of Children

Form 2935

Dear Parents,

Texas Health and Human Services requires childcare facilities to have Form 2935 complete by the child's first day of school.

Please read thoroughly, fill out, and sign where indicated on all pages.

Parents are welcome to provide a copy of their child's vaccination record, instead of filling out the chart.

Parents will need to provide a healthcare statement from their child's doctor stating that the child has been seen by a physician and is fit to attend school.

Parents must provide hearing and vision records if their child is 4 or older.

Northwest Montessori does not provide transportation for students, nor field trips.

Please be sure to provide a name, phone number, and address for emergency contact information.

Parents will need to provide an affidavit if their child does not have all their vaccinations upon enrollment. You can find more information regarding the exemption process here:

<https://www.dshs.texas.gov/immunize/school/exemptions.aspx>

This document is required before your child's first day of school.

Please do not hesitate to contact us if you have any questions regarding Form 2935 or the enrollment process.

Sincerely,

Northwest Montessori

Admission Information

Use this form to collect all required information about a child enrolling in day care.

Directions: The day care provider gives this form to the child's parent or guardian. The parent or guardian completes the form in its entirety and returns it to the day care provider before the child's first day of enrollment. The day care provider keeps the form on file at the child care facility.

General Information

Operation's Name		Director's Name	
Child's Full Name	Child's Date of Birth	Child Lives With <input type="radio"/> Both parents <input type="radio"/> Mom <input type="radio"/> Dad <input type="radio"/> Guardian	
Child's Home Address		Date of Admission	Date of Withdrawal
Name of Parent or Guardian Completing Form	Address of Parent or Guardian (if different from the child's)		
List telephone numbers below where parents/guardian may be reached while child is in care.			
Parent 1 Telephone No.	Parent 2 Telephone No.	Guardian's Telephone No.	Custody Documents on File <input type="radio"/> Yes <input type="radio"/> No
Give the name, address, and phone number of the responsible individual to call in case of an emergency if parents/guardian cannot be reached			Relationship
I authorize the child care operation to release my child to leave the child care operation ONLY with the following persons. Please list name and telephone number for each. Children will only be released to a parent or guardian or to a person designated by the parent/guardian after verification of ID.			
Name		Phone Number	
Name		Phone Number	
Name		Phone Number	

Consent Information

<p>Check All That Apply:</p> <p>1. Transportation</p> <p>I give consent for my child to be transported and supervised by the operation's employees:</p> <p><input type="checkbox"/> for emergency care <input type="checkbox"/> on field trips <input type="checkbox"/> to and from home <input type="checkbox"/> to and from school</p> <p>2. Field Trips</p> <p><input type="radio"/> I give consent for my child to participate in field trips.</p> <p><input type="radio"/> I do not give consent for my child to participate in field trips.</p> <p>Comments</p>
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3. Water Activities

I give consent for my child to participate in the following water activities:

- water table play sprinkler play splashing/wading pools swimming pools aquatic playgrounds

4. Receipt of Written Operational Policies (Check All that Apply)

I acknowledge receipt of the facility's operational policies, including those for:

- | | |
|--|---|
| <input type="checkbox"/> Discipline and guidance | <input type="checkbox"/> Procedures for release of children |
| <input type="checkbox"/> Suspension and expulsion | <input type="checkbox"/> Illness and exclusion criteria |
| <input type="checkbox"/> Emergency plans | <input type="checkbox"/> Procedures for dispensing medications |
| <input type="checkbox"/> Procedures for conducting health checks | <input type="checkbox"/> Immunization requirements for children |
| <input type="checkbox"/> Safe sleep | <input type="checkbox"/> Meals and food service practices |
| <input type="checkbox"/> Procedures for parents to discuss concerns with the director | <input type="checkbox"/> Procedures to visit the center without securing prior approval |
| <input type="checkbox"/> Procedures for parents to participate in operation activities | <input type="checkbox"/> Procedures for parents to contact Child Care Licensing (CCL), DFPS, Child Abuse Hotline, and CCL website |

5. Meals

I understand that the following meals will be served to my child while in care:

- None Breakfast Morning snack Lunch Afternoon snack Supper Evening snack

6. Days and Times in Care

My child is normally in care on the following days and times:

Day of the Week	A.M.	P.M.
Monday		
Tuesday		
Wednesday		
Thursday		
Friday		
Saturday		
Sunday		

Authorization For Emergency Medical Attention

In the event I cannot be reached to make arrangements for emergency medical care, I authorize the person in charge to take my child to:

Name of Physician	Address	Phone Number
Name of Emergency Care Facility	Address	Phone Number

I give consent for the facility to secure any and all necessary emergency medical care for my child.

Signature — Parent or Legal Guardian

Child's Additional Information Section

List any special needs that your child may have, such as environmental allergies, food intolerances, existing illness, previous serious illness, injuries and hospitalizations during the past 12 months, any medication prescribed for long-term continuous use, and any other information which caregivers should be aware of:

Does your child have diagnosed food allergies? Yes No Plan Submitted on _____

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. If you believe that such an operation may be practicing discrimination in violation of Title III, you may call the ADA Information Line at (800) 514-0301 (voice) or (800) 514-0383 (TTY).

Signature — Parent or Legal Guardian

Date Signed

School Age Children

My child attends the following school	School Phone Number
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My child has permission to (check all that apply):

- walk to or from school or home ride a bus be released to the care of his/her sibling under 18 years old

Authorized pick up/drop off locations other than the child's address

- Child's required immunizations, vision and hearing screening, and TB screening are current and on file at their school.

Admission Requirement

If your child does not attend pre-kindergarten or school away from the child care operation, one of the following must be presented when your child is admitted to the child care operation or within one week of admission.

Check **only one** option:

1. Health Care Professional's Statement: I have examined the above named child within the past year and find that he or she is able to take part in the day care program.

Signature — Health Care Professional

Date Signed

2. A signed and dated copy of a health care professional's statement is attached.
3. Medical diagnosis and treatment conflict with the tenets and practices of a recognized religious organization, which I adhere to or am a member of. I have attached a signed and dated affidavit stating this.
4. My child has been examined within the past year by a health care professional and is able to participate in the day care program. Within 12 months of admission, I will obtain a health care professional's signed statement and submit it to the child care operation.

Name	Address of Health Care Professional
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Signature — Parent or Legal Guardian

Date Signed

Requirements for Exclusion

- I have attached a signed and dated affidavit stating that I decline immunizations for reason of conscience, including religious belief, on the form described by Section 161.0041 Health and Safety Code submitted no later than the 90th day after the affidavit is notarized.
- I have attached a signed and dated affidavit stating that the vision or hearing screening conflicts with the tenets or practices of a church or religious denomination that I am an adherent or member of.

Vision Exam Results

Right Eye 20/ Left Eye 20/ Pass Fail

Signature

Date Signed

Hearing Exam Results

Ear	1000 Hz	2000 Hz	4000 Hz	Pass or Fail
Right				<input type="radio"/> Pass <input type="radio"/> Fail
Left				<input type="radio"/> Pass <input type="radio"/> Fail
_____ Signature				_____ Date Signed

Vaccine Information

The following vaccines require multiple doses over time. Please provide the date your child received each dose.

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
Hepatitis B	Birth (first dose)	
	1-2 months (second dose)	
	6-18 months (third dose)	
Rotavirus	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
Diphtheria, Tetanus, Pertussis	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	15-18 months (fourth dose)	
	4-6 years (fifth dose)	
Haemophilus Influenza Type B	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	
	12-15 months (fourth dose)	
Pneumococcal	2 months (first dose)	
	4 months (second dose)	
	6 months (third dose)	

Vaccine	Vaccine Schedule	Dates Child Received Vaccine
	12-15 months (fourth dose)	
Inactivated Poliovirus	2 months (first dose)	
	4 months (second dose)	
	6-18 months (third dose)	
	4-6 years (fourth dose)	
Influenza	Yearly, starting at 6 months. Two doses given at least four weeks apart are recommended for children who are getting the vaccine for the first time and for some other children in this age group.	
Measles, Mumps, Rubella	12-15 months (first dose)	
	4-6 years (second dose)	
Varicella	12-15 months (first dose)	
	4-6 years (second dose)	
Hepatitis A	12-23 months (first dose)	
	The second dose should be given 6 to 18 months after the first dose.	

Physician or Public Health Personnel Verification

Signature or stamp of a physician or public health personnel verifying immunization information above:

Signature

Date Signed

Varicella (Chickenpox)

Varicella (chickenpox) vaccine is not required if your child has had chickenpox disease. If your child has had chickenpox, please complete the statement: My child had varicella disease (chickenpox) on or about (date) _____ and does not need varicella vaccine.

Signature

Date Signed

Additional Information Regarding Immunizations

For additional information regarding immunizations, visit the Texas Department of State Health Services website at www.dshs.state.tx.us/immunize/public.shtm.

TB Test (If Required)

Positive Negative Date: _____

Gang Free Zone

Under the Texas Penal Code, any area within 1,000 feet of a child care center is a gang-free zone, where criminal offenses related to organized criminal activity are subject to harsher penalties.

Privacy Statement

HHSC values your privacy. For more information, read our privacy policy online at: <https://hhs.texas.gov/policies-practices-privacy#security>

Signatures

Child's Parent or Legal Guardian

Date Signed

Center Designee

Date Signed

Northwest Montessori School Calendar 2022-2023

September-22 5 Monday – Labor Day; Student & Staff Holiday
October-22 28 Friday – Halloween Party
November-22 23-25 Wed-Fri – Thanksgiving Holidays; Student & Staff Holidays
December-22 19-30 Mon-Fri – Winter Holidays; Student & Staff Holidays
January-23 2 Monday – Student Holiday; Staff Development Day 3 Tuesday – Classes Resume 16 Monday – Martin Luther King Jr. Day; Student and Staff Holiday
February-23 10 Friday – Valentine's Day Party
March-23 13-17 Mon-Fri – Spring Break; Student and Staff Holidays
April-23 6 Thursday – Easter Egg Hunt 7 Friday – Good Friday; Student & Staff Holiday
May-23 29 Monday – Memorial Day; Student and Staff Holiday
June-23 1 Thursday – Summer Program Begins
July-23 4 Tuesday – Independence Day; Student and Staff Holiday
September - 23 1 Friday – Beginning of New Semester

Northwest Montessori Parent Handbook



Introduction

Thank you for choosing to enroll your child at Northwest Montessori! We are so excited to have your child join our school. We take pride in our amazing community of parents and children. Now, you are part of our NWM Family!

Northwest Montessori was founded in 1984 by Ms. Shireen DeSilva, our Executive Director. At that time, NWM was just one building, located at 1905 W. Koenig Lane. Now, NWM has grown to 4 campuses and 10 classes! We have had hundreds of students complete our program with a solid foundation for Elementary School.

Executive Director

Shireen DeSilva

Director

Misbah Ali Hemani

Assistant Director

Denise Pastor

Main Address

1903 W. Koenig Lane Austin, Texas 78756

Building Numbers

1901: 512-451-6145

1903 & Main Office: 512-451-6134

1905: 512-452-9131

1907: 512-374-0648

School Email

nwmontessori@gmail.com

School Fax

512-451-6192

The Montessori Method of Education

Dr. Maria Montessori (1870 – 1952) developed the Montessori Method of Education. The Italian Physicians who formulated this method had a particular genius for observing children. The materials are based on the young child's unique aptitude for learning, which Dr. Montessori identified as the "absorbent mind". In her writings she frequently compared the young mind to a sponge. It literally absorbs everything in the environment.

In the Montessori Curriculum, children are exposed to activities such as the Exercises of Practical Life, Sensorial materials, Math, Language, Cultural lessons, History, Geography, Science, Biology, Art, Art Appreciation and Music. Curriculum such as reading composition and mathematics require progressive build-up for successful concept development. Concepts of Social consciousness and personal work habits also need a period for internalization.

The environment is designed to take advantage of the child's sensitive periods in learning.

The Montessori materials in our classrooms will help the child develop the necessary concentration, coordination and working habits needed for successfully performing at advanced levels in language, math, science, and geography.

Basic skills in reading and writing are developed using sandpaper letters, movable alphabets, phonetic objects boxes, phonetic cards, and booklets. As children progress through the program, they are introduced to parts of speech, which are learned through activities, crafts, and music. When our students master writing the alphabet, they will enter the Primary Phonics Reading Program, which are workbooks K-6.

Our mathematics materials enable the child to understand the basic concepts of numbers, symbols, addition, subtraction, multiplication, and division. These materials also introduce the child to more advanced concepts of clockwork, fractions, and algebraic decimals.

Our students are introduced to science through a variety of ways. Classification plays a huge role in a child's first exposure to science

concepts (i.e., living/non-living and plants/animals). We also cover many other aspects of science such as botany, where we study about the parts of a tree and flower, and zoology, where we study and differentiate between reptiles, mammals, amphibians, birds, and fish.

Our students are introduced to the globe, continents, oceans, land formations, and world maps. They learn about the different countries in each continent, those countries' flags, the 50 states of the U.S., and the U.S. state capitols.

The sensory materials we provide to our students isolate qualities such as shape, color, texture, size, sound, flavor, and weight. We believe these materials are fundamental in engaging our students' attention with hands-on work. These sensorial materials are self-correcting, so our students can accomplish the exercises on their own and gain a greater understanding of the world around them.

Children are encouraged to work independently on age appropriate, theme-oriented arts and crafts projects designed to develop hand-eye coordination and attention, as well as a sense of imagination and creativity.

Musical sing-a-longs, music and special musical performances encourage concentration and self-expression, while simultaneously nurturing children's natural creativity and love of music.

Northwest Montessori believes the practice of yoga offers our students an excellent opportunity to not only enhance their flexibility and coordination, but also improve their concentration and sense of calm. Yoga encourages children's self-confidence and guides them in their development of self-awareness and self-control.

Practical life exercises are related to the home environment and encourage grace, courtesy, and self-care. Children practice activities such as cutting, sweeping, folding, and washing with the purpose of developing greater concentration and attention to detail. Children learn the importance of finishing each task and putting away all the materials before moving on to another activity.

Policies and Procedures

Hours of Operation

NWM is open from 7:15am to 6:00pm. Parents are free to drop-off and pick up their children within that window. We suggest that parents drop-off by 8:45am, so that their child can have some outside time before the first Circle Time at 9:00am. Our facilities close at 6:00pm. Parents must pick up their child by 6:00pm to avoid late fees.

Full-Time and Part-Time

Parents can choose to enroll their child for full-time or part-time care. The schedules are as follows:

Full-Time Care: Monday through Friday, 7:15am to 6:00pm.

Part-Time Care: Monday through Friday, 7:15am to 1:30pm. Part-Time Care: 3 days a week, 7:15am to 6:00pm.

Tuition and Fees

There is a non-refundable \$200 registration fee to secure a spot at our school. For parents enrolling two children at once, the registration fee will be \$300. Parents will receive an invoice via email for the registration fee once the application is submitted to the office.

Northwest Montessori uses Authroize.net to process tuition and fees. Tuition amounts vary depending on if the child is full-time or part-time, over 3 or under 3, and if more than one child is enrolled from the same family. We raise our rates each September, while also keeping our rates comparable to neighboring schools. There is a \$100 discount on tuition for families with more than one child enrolled.

Tuition must be paid by the 7th of the month to avoid a \$25 late fee. An additional \$30 will be charged for tuition payments after the 20th of the month. There will be no refund of tuition for holidays, illness, or vacation-withdrawal. We do not prorate tuition for Spring Break or Winter Break, as we

use those funds to pay our teachers and for school maintenance. There is a one-time \$55 nap mat fee for students napping at school. Our oldest students use phonics workbooks. When completed, the student will receive a prize and the school will request \$10 for a new workbook from that child's parent.

Withdrawal

NWM kindly requests that parents provide a 30-day notice for student withdrawals. We understand that at times that may not be possible, though we appreciate communication on the matter. Parents withdrawing without any notice negatively affects how we plan our operations. Tuition can be prorated for students withdrawing mid-month if the parent has notified the school 30 days in advance.

Re-enrollment after withdrawal is at the discretion of the Director. Parents who re-enroll their child will have to pay a re-enrollment fee of \$200.

Vacation

Northwest Montessori's Summer Program allows parents to withdraw their child during the summer months. The school will waive tuition for parents who take a month or more off during June, July, and August. Parents must inform the school of their summer plans, so that the school can plan classes accordingly. The office sends out a Summer Plans Form after Spring Break to gauge which students will be taking off. Parents should return the form by May 1st, or their earliest convenience.

Tuition must be paid on or before the child's first day back at school to hold the spot. An invoice will be sent to the parent via Authorize.net with a due date on the child's return date. If tuition is not paid by the child's first day back, the child will not be permitted in the building.

NWM Website

We sometimes feature children and activities on our school website. Parents who do not want their child featured on the school website should dictate so on the Website Permission Form in the application packet. We do not use the names of children featured on our website.

Attendance Logs

It is imperative that parents sign their child in and out on the attendance sheet at the entrance of their child's building. We are required as a licensed facility to track student attendance. Occasionally, for students who start midweek, the parent will have to sign in at the bottom of the attendance sheet. Attendance sheets are updated weekly.

Arrival and Dismissal Routines

After signing the child in, parents can ring the bell for a teacher to come retrieve their child. Sometimes drop-offs can be difficult for children. That's okay! The teacher will help the child calm down before class begins. Parents can call the building to check in on their child afterwards.

When picking up their child, parents should ring the bell or call the building. A teacher will escort the child to the front door and hand off the child to the parent or authorized pick-up person. Lunchboxes, water bottles, and jackets will go home every day, and nap items go home on Fridays.

Release of Children

Parents will need to indicate on the student application if anyone other than a parent or guardian will be dropping off or picking up their child. If someone new will be dropping off or picking up, the parent must provide a copy of that person's ID, either by email to the school or physical copy, to be attached to their child's emergency card. Parents should let their child's teacher know beforehand to expect someone else to drop off or pick up.

Bad Weather Days

Occasionally, Northwest Montessori will have to close the school or have a delayed start because of inclement weather. We typically follow AISD's lead when it comes to that decision. NWM will inform parents via email if the school will be closed or have a delayed start. Depending on the severity of the inclement weather, the school may make their own decisions, separate from A.I.S.D.'s plan. If inclement weather is expected to clear up by mid-morning, we aim to have a delayed start for parents who need childcare. Parents will not be refunded for days off school due to inclement weather.

Weather and Outside Play

We do not allow students to play outside if it's raining or snowing, if the temperature is over 100°F, or if the temperature is under 40°F. Daily schedules may change depending on the weather. Teachers may take students out for under 10 minutes if it's over 100°F, but only to get the wiggles out. Teachers apply sunscreen and bug spray during the summer months and mosquito season. Parents are expected to put sunscreen and bug spray on their child before arriving to school. Parents can provide bug spray and sunscreen to be shared by the class upon the teacher's request.

Unexpected Closures

On rare occasions the school may have to close unexpectedly. If for whatever reason the water shuts off or the power goes out, we may have to call parents to pick up their children up early, as we must have running water and electricity to operate the school.

Health Forms

Parents should provide their child's vaccination record, healthcare statement, and Form 2935 by their child's first day of school. For children 4 and older, parents need to provide hearing and vision records as well. For students with allergies, parents will need to complete the Allergy Emergency Plan form. The

office staff will prompt you to fill out an Allergy Emergency Plan Form when they see allergies listed on the child's application.

Allergy Protocol

Allergy signs are posted in the building and classroom as a precaution, stating the name of the child and what all they are allergic to. During lunch and snack times, teachers will place the child with allergies at a table with other students who do not have the allergen present in their lunch or snack. At the end of lunch and snack time, teachers clean and disinfect tables and chairs, help the students with handwashing, and wipe faces. If the child needs an EpiPen, their teacher will place it in a secure location. Teachers are trained on how to use EpiPens during their biennial CPR training.

Sick Policy

Parents must keep their child home when sick. Children with fevers cannot return to school until they are fever-free for 24 hours without fever-reducing medication. Please keep your child home if they have vomited, had diarrhea, or a cold or virus in the last 24 hours. Parents must pick up their children promptly when a teacher informs them that their child is sick at school, as we do not have additional facilities for sick children.

If a child has a contagious illness, like the flu or hand, foot, and mouth, parents must inform their child's teacher *and* the office. We inform, with discretion, other parents in the classroom of contagious illnesses, so that they can get their children checked out if they suspect their child is ill as well.

Covid-19 Protocols

The school provides parents via email on Covid-19 protocols, as guidance from the CDC is updated based on risk guidelines. We follow Austin Public Health's guidance on Covid-19 exposures that happen in our facilities. If you have any questions regarding our policy, please reach out to the office at 512-451-6134.

Medication

If a child needs to take medication at school, we require a written note with the name of the medication, the dosage, and when to give the medicine to the student. We will also need the parent to fill out and sign the *Medical Authorization Form* that the teacher will provide. The school will not be held responsible for a dosage missed.

Medical Emergencies

If a child is seriously injured at school, the classroom teacher shall immediately inform one of the parents or guardians by phone. If the child's parents cannot be reached, the teacher will call persons listed as emergency contacts. Depending on the severity of the injury, if parents or emergency contacts cannot be reached, then the school may need to call 911 to have the child sent by ambulance to the medical facility listed in the child's file. For injuries at school that require medical attention, an *Incident Report* will be filled out by the teacher who witnessed the incident. It must be signed by the child's parent, and the school will report the injury to Child Licensing.

Paperwork

Parents must have all paperwork completed by the first day of their child's enrollment. The office staff will send home incomplete paperwork with the child. Parents should make sure they sign each page where indicated. Our aim is to have all student files complete as soon as possible.

Healthcare Statement

Each child will need to have a Healthcare Statement on file. All the statement needs to say is, "This child has been seen by a physician and it fit to attend school." Physicians can tag the statement to a copy of the vaccination record or stamp the section on Form 2935. The application states that parents have a year to get that to us, though we prefer parents have it done straight away, so that we can complete the child's file.

Records

It is necessary that our records be kept up to date. Please inform the main office of updated immunizations, changes in address, telephone numbers or emergency numbers when the change occurs.

Transportation, Field Trips, & Presentations

Northwest Montessori does not provide transportation of any kind, nor do we engage in field trips. Alternatively, we schedule visitors for presentations, like Firefighters, Clowns, Dentists, etc. Parents also can volunteer to do a presentation.

Water Activities

Once a year during the summer, each building has Splash Day. Students arrive at school in their swimsuits for fun in the sprinkler, kiddie pools, and the water hose. Students can bring water toys and water shoes. Parents should provide a change of clothes and a beach towel.

Clothing & Cubbies

Each child will have an assigned cubby in their classroom for their belongings. Parents are to provide an extra change of clothes in a labeled zip-lock bag. Students who are potty-training may need multiple changes of clothes in their child's cubby.

Parents must monitor the weather and send their children in weather appropriate clothing to school. We recommend our students wear layers during summer and winter months. Occasionally a student may have to borrow clothes from another student. In that situation, we kindly ask parents to wash the clothes and return them to the school.

We recommend our students wear soft-sole shoes that are secured on their feet by laces or Velcro, as our students do a lot of running on the playground. Students can wear sandals that are secured but should avoid flip flops.

NWM does not have a dress code for our students, though we kindly request students do not wear items depicting violence or profane language. Students

should be comfortable in their clothing, so it is not a distraction during the school day.

Please have jackets and extra clothes labeled, as well as face masks, mittens, and hats.

Birthdays

We love to celebrate birthdays at NWM! Each teacher has their own special way of celebrating, whether it be a Birthday Board or a Celebration of Life Ceremony. Parents can reach out to their child's teacher if they would like to provide goody-bags, treats, balloons or an activity. Parents can also reach out to the office if they would like the parent email contacts from the class.

School Work

Teachers will send home schoolwork and artwork each week or every other week. Worksheets are age-appropriate, and our teachers guide students through completion. Parents with children under the age of 3 should not expect many worksheets to be sent home, as these students primarily use Montessori Materials in the classroom.

Nap Time

As a licensed child-care facility, we are required to have nap time during the school day. Parents are to provide "nap stuff," either a nap roll or pillow and blanket. Parents must provide a labeled tote bag for their child's nap stuff. Students sleep on thick blue gym mats. Teachers clean and disinfect nap mats daily. Nap stuff is sent home on Fridays for washing.

Parents can opt out of nap time, though we kindly request parents only opt out as a last resort, as it can be difficult for teachers keeping non-sleepers entertained during the duration of nap time.

Lunch Routines

All classes eat lunch between 11:30am and 12:30pm. Parents are to provide lunch for their child. For younger children, we request that there is a mixture of finger foods and foods in which the child can use utensils. Please label lunchboxes, utensils, containers, and water bottles. Our facilities have microwaves for lunches that needs to be heated up.

Teachers will encourage students to eat their main food first. For children under 3 years old, teachers will sit at a table with the students and help them eat. As students progress through the program, they are expected to eat on their own and put their lunch items away with little help from their teachers. Parents can contact their child's teachers if they have any concerns about their child's lunch. After lunch, teachers clean and disinfect tables, and sweep and mop floors.

Snack Routines

Parents are to provide 2 snacks a day for their child, morning snack and afternoon snack. Snack times vary between classes. If the parent prefers certain snack items, they can write 'AM Snack' and 'PM Snack' on the snack wrapper or container. Some teachers allow the students to choose their own snack items from their lunchbox.

Diapering

Buildings 1901 and 1907 have students who wear diapers. Parents are to provide diapers for their child and wipes to be shared by the class. If the child needs a specific kind of wipes that should not be shared, the parent needs to inform their child's teacher. Diapers are only shared if a student runs out during the day and needs to borrow one from another student. Teachers send slips home when a child is running low on diapers or wipes. Parents should also provide diaper rash cream if their child has irritation on their bottom.

Potty-Training

Teachers typically begin the potty-training process when the child shows interest in the potty at school. Parents are welcome to initiate potty-training for their child as well. There should be clear communication between teachers and parents to make sure everyone is on the same page. Teachers will request many extra pairs of clothing to keep at school, as well as pull ups for nap time. Since the potty-breaks are consistent throughout the day, teachers may suggest to parents to try to follow the same schedule at home. Teachers use praise and encouragement during the potty-training process. If a student is regressing, the teacher will let the parent know. We do not want children to have negative associations with using the potty. If a child is struggling, the teacher may suggest a break from potty-training.

Bathroom Breaks

Each class in building 1905 has scheduled bathroom breaks throughout the day, though any child can use the bathroom between the scheduled breaks. Teachers supervise children on this campus during bathroom breaks. Children in this building should be able to use the potty and wipe themselves on their own. Teachers make sure children wash their hands properly afterward. Teachers also assist students who have had an accident at school. Soiled clothing will go home in a sealed bag. Parents should provide more clothing for their child's cubby when soiled clothes go home.

Children in building 1903 do not have bathroom breaks. Students in this building are expected to raise their hand and ask to use the restroom. Teachers allow students to use the restroom at any time they need to go. Teachers will send students back to the restroom if they have noticed the student has not washed their hands or flushed the toilet. Teachers assist students who have had an accident, though will encourage the child to change their clothes on their own.

Gifts for Teachers

Parents and students are welcome to show their gratitude toward their teachers with gifts of appreciation. Feel free to contact the office if you are unsure of names or spellings.

HiMama

At NWM, we use an app called HiMama. No disrespect to all the great dads out there! We utilize the app for parent/teacher communication and for sending pictures to the parents. Parents should reach out on HiMama if their child will be absent, if they have questions regarding their child or the class, or if they would like to schedule a conference.

Conferences

Teachers are most available for conferences during their office hour or during nap time. Parents can request to have a phone conference or an in-person conference. Conferences should stay around 20 minutes. Parents are welcome to call their child's building anytime if they want to check in on their child.

School Email and Office Communication

Parents can email the school directly with questions regarding tuition, paperwork, our school calendar, receipts, class schedules, and parent email contacts for birthday parties. Parents are welcome to call the office if they need a message relayed quickly or if they're having trouble getting in touch with their child's teacher. The office closes at 1:00pm, though the Director is available until 2:45pm.

Communication during Drop-Off and Pick-up

We kindly ask parents to limit conversation at drop-off and pick-up, as teachers must return to their classroom quickly. If a parent needs to have a quick chat with their child's Lead Teacher, we suggest using HiMama or calling the building. Drop-off and pick-up times can be a little chaotic, especially if more than one student is waiting to leave or come inside. Teachers may forget communications in the shuffle.

Progress Reports

Students in the oldest two classes are to receive a progress report in January and in May. Parents in other classes can request a progress report. Our progress reports are Montessori-based and reflect the child's progress on materials in their classroom.

Move Ups

For questions regarding the child's progress, the parent should refer to their child's teacher. Throughout the year, we conduct move up opportunities for our students to start a new class. When there is availability, the Director will ask teachers who they think is ready for the transition. There are many factors in deciding which students will move up. Sometimes it's based on age, other times it's based on readiness, or perhaps a child needs a new learning environment. Parents can request a move up, though should also understand that teachers must consider all students for move up opportunities. The office sends the move up information to the parents.

During the summer months, students may move up more than once. As our oldest students graduate the program, we can move other students up to new classes.

Toys and Show-and-Tell

We kindly request that parents do not send their children to school with toys, except on Fridays for show-and-tell. Toys are a distraction in the classroom. Stuffed animals and lovies are okay, especially if it helps a child who may be struggling with drop-offs, though the teacher will put the stuffed animal or lovie away once the child is calm.

Animals on Site

Each building has a fish tank for students to observe. Our fish tanks are serviced by a professional. Building 1903 has two parakeets that our staff care for during the year. We ask for parent volunteers to care for our birds during long breaks.

Discipline and Guidance

Parents or guardians will be provided a copy of the Discipline and Guidance Policy and shall read and acknowledge receipt of it at the time of enrollment.

Babysitting

NWM has a no-babysitting policy for students currently enrolled. We kindly request that parents do not ask our teachers to babysit outside of school hours.

Emergency Preparedness: In the event of an emergency, operating procedures are in place to ensure the safety of children.

Evacuation Plans:

- All employees are responsible for moving children to the designated safe area
- Emergency evacuation & relocation diagrams are in areas specified by DFPS & local authorities
- In some circumstances, parents will be called upon to pick up their children. As needed, the local authorities will be called to aid in the transportation of the children to an alternate shelter away from the center.
- Alternate shelter: Capitol School of Austin, 2011 W. Koenig Lane, Austin, TX 78756
- Upon departure and arrival, the Director or alternate assistant will have a list of all children that must be accounted for. Together, the Director or alternate assistant and the caregivers will verify that all children are present.
- The Director or alternate assistant is responsible for calling the local authorities needed such as: Fire department, ambulance, local police or sheriff, poison control, and DFPS childcare licensing.
- The Director or alternate assistant is responsible for securing children's emergency numbers, emergency medical authorizations, and attendance sheets during an emergency

Gang-Free Zone: A gang-free zone is a designated area around a specific location where prohibited gang related activity is subject to increased penalty under Texas law. The specific locations include day care centers. The gang-free zone is within 1000 feet of Northwest Montessori. For more information about what constitutes a gang-free zone, please consult sections 71.028 and 71.029 of the Texas Penal Code.

Texas Health and Human Services

- Childcare Regulation Office Number: 512-834-3426
- Website: https://www.dfps.state.tx.us/child_care/
- Child Abuse Hotline: 1-800-252-5400 (available 24 hours)

Parent's Acknowledgement:

1. We will provide parents a copy of these Policies and Procedures.
2. Parents acknowledge receiving a copy of these Policies and Procedures by signing and dating the attached form.
3. This acknowledgement is kept in the child's record while the child remains at our facility.

Thank you for your cooperation.