

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.

Visit our website at nw-montessori.com to read our Parent Handbook 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 of Governing Board – Dr. Teruni Lamberg

Tel: 451-6134

Director – Misbah Ali Hemani, AMI

Fax: 451-6192

Web: nw-montessori.com

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

RELEASE OF CHILD

When my child is brought to this facility, I / we agree to always leave him/her with a staff member. This child shall be released only to his/her parents or to persons named below. If there will NOT be others authorized to pick up your child, please write PARENTS ONLY.

Name: _____ Phone No: _____

Name: _____ Phone No: _____

For future pick-up persons not listed above, the parent must inform the school via email of new persons picking up their child with a name, phone number and picture or copy of the that person's Driver License to be attached to your child's emergency card.

HEALTH

List any special problems that your child may have, such as allergies, existing illness, previous serious illness, injuries during the past 12 months, any medications prescribed for long-term continuous use and any other pertinent information the staff should be aware of:

.....
.....
.....

* * * * * SPECIAL EMERGENCY REFERRAL INSTRUCTIONS * * * * *

In the unlikely event that I cannot be contacted for emergency medical attention at the time of illness or accident, I hereby authorize Northwest Montessori House of Children, INC to take my child to:

1.....
Doctor/ Clinic/ Hospital Address Phone No:

2.....
Doctor/ Clinic/ Hospital Address Phone No:

Or to any other licensed physician, if the above-mentioned doctors are not available.

.....
Parent's Signature

.....
Date

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	\$1205	\$1275
3 years old – 6 years old	\$1185	\$1245

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 \$75 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 per month.

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
- \$75 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 8:00am and 3:00pm 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

NORTHWEST MONTESSORI HOUSE OF CHILDREN, INC

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 of Governing Board – Dr. Teruni Lamberg
Director – Misbah Ali Hemani, AMI
Asst. Director – Hannah Bowman

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

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, nw-montessori.com.

If you have any questions, feel free to call the office before 3:00pm 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 & Health Records

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

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

Parents must provide a vaccination record from their child's pediatrician with the facility name and address, facility contact information, your child's name and DOB, and the pediatrician's stamp or signature.

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

Parents do not need to manually fill out the vaccination record on form 2935.

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

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. A new one must be provided after the two-year expiration date.

Parents must complete an Allergy Emergency Form for students with allergies.

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

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: ☐ Both parents ☐ Mom ☐ Dad ☐ Guardian
Child's Home Address:		Date of Admission:	Date of Withdrawal:
Name of Parent or Guardian 1:		Address of Parent or Guardian 1 if different from the child's:	
Name of Parent or Guardian 2:		Address of Parent or Guardian 2 if different from the child's:	
List phone numbers below where parents or guardian may be reached while child is in care.			
Parent 1 Area Code and Phone No.:	Parent 2 Area Code and Phone No.:	Guardian's Area Code and Phone No.:	Custody Documents on File: ☐ Yes ☐ No
In case of an emergency, when the parent or guardian cannot be reached, call:			
Name of Emergency Contact:		Relationship:	Area Code and Phone No.:
Address:			
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 phone number for each. Children will only be released to a parent or guardian or to a person designated by the parent or guardian after verification of ID.			
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	
Name:		Area Code and Phone No.:	

Consent Information

1. Transportation:

I give consent for my child to be transported and supervised by the operation's employees. Check all that apply.

☐ for emergency care
 ☐ on field trips
 ☐ to and from home
 ☐ to and from school

2. Field Trips:

☐ I give consent for my child to participate in field trips.
 ☐ I do not give consent for my child to participate in field trips.

Comments:

3. Water Activities:

I give consent for my child to participate in the following water activities. Check all that apply.

☐ water table play ☐ sprinkler play ☐ splashing or wading pools ☐ swimming pools ☐ aquatic playgrounds

Is your child able to swim without assistance?

☐ Yes ☐ No

If no, your child is required to wear a life jacket while in or near a swimming pool.

Does your child have any physical, health, behavioral or other condition that would put them at risk while swimming?

☐ Yes ☐ No

If yes, your child is required to wear a life jacket while in or near a swimming pool.

Do you want your child to wear a life jacket while in or near a swimming pool?

☐ Yes ☐ No

*A competent swimmer can enter and exit a pool safely on their own, tread water or float on their back for one minute, and swim 25 yards with no assistance.

4. Receipt of Written Operational Policies:

I acknowledge receipt of the facility's operational policies, including those for the following. Check all that apply.

- | | |
|--|--|
| ☐ Discipline and guidance | ☐ Procedures for release of children |
| ☐ Suspension and expulsion | ☐ Illness and exclusion criteria |
| ☐ Emergency plans | ☐ Procedures for dispensing medications |
| ☐ Procedures for conducting health checks | ☐ Immunization requirements for children |
| ☐ Safe sleep | ☐ Meals and food service practices |
| ☐ Procedures for parents to discuss concerns with the director | ☐ Procedures to visit the center without securing prior approval |
| ☐ Promotion of indoor and outdoor physical activity including criteria for extreme weather conditions | ☐ Procedures for supporting inclusive services |
| ☐ Procedures for parents to participate in operation activities | ☐ Procedures for parents to contact Child Care Regulation (CCR), DFPS, Child Abuse Hotline, and CCR website |

5. Meals:

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

☐ 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		

7. Receipt of Parent's Rights:

I acknowledge I have received a written copy of my rights as a parent or guardian of a child enrolled at this facility.

Signature — Parent or Legal Guardian

Date Signed

8. Child's Special Care Needs, check all that apply

- | | |
|--|--|
| ☐ Environmental allergies | ☐ Limitations or restrictions on child's activities |
| ☐ Food intolerances | ☐ Reasonable accommodations or modifications |
| ☐ Existing illness | ☐ Adaptive equipment, include instructions below |
| ☐ Previous serious illness | ☐ Symptoms or indications of complications |
| ☐ Injuries and hospitalizations in the past 12 months | ☐ Medications prescribed for continuous long-term use |
| ☐ Other: _____ | |

Explain any needs selected above:

Does your child have diagnosed food allergies? ☐ Yes ☐ No Food Allergy Emergency Plan Submitted Date: _____

Child day care operations are public accommodations under the Americans with Disabilities Act (ADA), Title III. To learn more, visit www.ada.gov/resources/child-care-centers/. 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 _____

9. School Age Children

My child attends the following school: _____

School Area Code and Phone No.: _____

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 their sibling younger than 18 years old

Authorized pick up or 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.

Authorization For Emergency Medical Attention

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

Name of Physician	Address	Area Code and Phone No.
Name of Emergency Care Facility	Address	Area Code and Phone No.

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

Signature — Parent or Legal Guardian _____

Date Signed _____

Requirements for Exclusion from Compliance

- ☐ 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				☐ Pass ☐ Fail
Left				☐ Pass ☐ Fail

Signature _____

Date Signed _____

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. Select **only one** option.

- ☐ Health Care Professional's Statement: I have examined the above named child within the past year and find they are able to take part in the day care program.
- ☐ A signed and dated copy of a health care professional's statement is attached.
- ☐ 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.
- ☐ 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 of Health Care Professional, if selected _____

Address of Health Care Professional, if selected _____

Signature — Health Care Professional _____

Date Signed _____

Signature — Parent or Legal Guardian _____

Date Signed _____

Vaccine Information

The following vaccines require multiple doses over time. 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)	
	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 six to 18 months after the first dose.	

Varicella for Chickenpox

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

Signature _____

Date Signed _____

Additional Information About Immunizations

For additional information about 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 _____

Physician or Public Health Personnel Verification

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

Signature _____

Date Signed _____

Northwest Montessori School Calendar 2026 - 2027

September 2026 Monday, September 7th: Labor Day (School Closed)
October 2026 Friday, October 30th: Halloween Party
November 2026 Wednesday, November 25th – Friday, November 27th: Thanksgiving Holiday (School Closed)
December 2026 Monday, December 21st – Thursday, December 31st: Winter Break (School Closed)
January 2027 Friday, January 1st – Monday, January 4th: Winter Break (School Closed) <i>Monday, January 4th: Staff Development Day (School Closed)</i> Tuesday, January 5th: Classes Resume Monday, January 18th: Martin Luther King Jr. Day (School Closed)
February 2027 Friday, February 12th: Valentine's Day Party Monday, February 15th: Presidents Day (School Closed)
March 2027 Monday, March 15th – Friday, March 19th: Spring Break (School Closed) Thursday, March 25th: Annual Egg Hunt Friday, March 26th: Good Friday (School Closed)
April 2027 Northwest Montessori Open All Month
May 2027 Monday, May 31st: Memorial Day (School Closed)
June 2027 Friday, June 18th: Juneteenth Weekend (School Closed)
July 2027 Monday, July 5th: Independence Day Weekend (School Closed)
August 2027 Northwest Montessori Open All Month

Northwest Montessori Parent Handbook

Our Vision

At Northwest Montessori House of Children, our vision is to provide an outstanding education in a student-centered, nurturing, and joyful Montessori environment. We are dedicated to cultivating a warm, inclusive, safe, dynamic, sustainable, and socially conscious community.

Our Mission

At Northwest Montessori House of Children, our mission is to empower every student to become an enthusiastic, compassionate, and curious lifelong learner.

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. 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.

Owner and Founder

Shireen DeSilva

Governing Board: Executive Director

Teruni Lamberg

Director

Misbah Ali Hemani

Assistant Director

Hannah Bowman

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

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 made 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 \$75 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.

Summer Vacation

Northwest Montessori's Summer Program allows parents to withdraw their children 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 at 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 at school, the child will not be permitted in the building.

Attendance

Student attendance is tracked on the school app, Lillio. Teachers sign students in and out on tablets by the door as students arrive and depart the school. Parents can let their child's teacher know through the Lillio app if their child will be absent that day. Please inform your child's teacher if your child will be absent for an extended amount of time.

Arrival and Dismissal Routines

Parents can ring the bell for a teacher to come retrieve their child at the front door. 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.

Procedures to Visit the Center without Securing Prior Approval

Parents of students that are enrolled can come inside at any time to see their child's classroom, building, and playground without prior approval.

Parents of students NOT enrolled must schedule a time to visit the school and be with a staff member at all times.

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 must let their child's teacher know beforehand to expect someone new to drop off or pick up their child.

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 been vomiting, have had diarrhea, or have had 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.

Procedures for Conducting Health Checks

A visual or physical assessment of each child by NWM teachers or staff will take place upon arrival to identify potential concerns about a child's health, including signs or symptoms of illness and injury, in response to changes in the child's behavior since the last date of attendance.

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. The goal is to create a safe environment for the child where they can still sit with their friends during lunch without the worry of getting into food they are allergic to.

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.

Lice

In the event you discover lice or nits, please keep your child at home until the condition is completely under control. There are several good products at any drug store that are effective and easy to use. Please be sure to retrieve your child's "nap stuff" to wash at home, and to let the office know so we can inform others.

Pink Eye

If you suspect your child may have pink eye, please keep your child at home and see a physician. If your child has a bacterial infection, they are welcome to return after 24 hours of appropriate antibiotic treatment.

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 Childcare Regulation.

Heath 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.

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.

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.

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 our 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.

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.

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 at school. Parents are to provide bug spray and sunscreen to be shared by the class upon the teacher's request.

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.

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.

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.

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.

Parent Participation at NWM

There are opportunities for parents to participate in their child's class. Parents can volunteer to read to the class, do a presentation for the class, or visit on their child's birthday. Teachers may request volunteers at certain times of the year, or the parent can request to participate.

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 a special lunch, 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.

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 lovie's 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.

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 bag. Students who are potty-training may need multiple changes of clothes in their 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 secure 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 mittens and hats.

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 or cots. 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. Our 4 and 5-year-old classes do not have nap time.

Safe Sleep Practices

Northwest Montessori uses age-appropriate mats and cots for nap time. Mats and cots are replaced yearly to ensure they are in good condition. Teachers create a calm and quiet atmosphere with an established nap time routine to ensure students can relax and feel secure, while promoting good sleep habits.

Staff regularly inspect the sleep area for safety hazards, ensuring that all furniture and equipment are stable and secure.

NWM acknowledges that sleep needs vary by child. We allow for flexibility in nap times based on individual needs and developmental stages. We rely on parent communication regarding preferences in shortening nap times.

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 need 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 they will encourage the child to change their clothes on their own.

Screen Time

Students in buildings 1903 and 1905 watch an educational show or video during one bathroom break after lunch. We encourage teachers to show material that covers what they are studying in the classroom and/or science experiments. Screen time is limited to 20 minutes. In 1903, students are pulled during this time for one-on-one reading instruction and/or extracurricular activities. If you don't want your child to participate in screen time, you can opt-out. We will provide an alternate activity for your child during tv time.

Lillio

At NWM, we use an app called Lillio. We utilize the app for parent/teacher communication and for sending pictures to the parents. Parents should reach out in the Lillio message center 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. We prefer our teachers to engage with students and limit time on tablets.

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.

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. Parents are welcome to come inside, though our teachers must supervise children and cannot step away for a discussion. 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.

Communicating Concerns with the Director

Your child is important to us. Please email the school at nwmontessori@gmail.com or call the office at 512-451-6134 to request a meeting or phone conference with the Director to discuss any concerns with your child's care. We rely on parent communication to let the administration know of any issues or concerns so that we can work with you to support your 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 3:00pm, and the Director is available until 2:30pm.

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.

Discipline and Guidance

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

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 from the program, we can move other students up to new classes.

Suspension and Expulsion

The purpose of this policy is to ensure a safe and nurturing environment for all children, staff, and families. We believe in addressing behavioral issues with compassion and support, prioritizing the well-being of every child. Only under extreme circumstances will NWM suspend or expel a child from the center. Specifically, when the behavior is disruptive to the learning environment and endangering the safety of others.

Concerning behavior will be addressed in the form of a meeting between the parents, teachers, and the Director. The school will collaborate with parents to create a plan and explore all possible options, and document all steps taken to address such problems.

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.

Procedures for Supporting Inclusive Services

Northwest Montessori is able to accommodate early intervention services at its location depending on the availability of space. Parents must communicate with the administration when setting up early intervention services at the school. The parent must have the qualified early childhood service provider forward their credentials to the school in order for the child to receive services at the school.

NWM will provide a child with special care needs with the accommodations recommended by a health-care professional or a qualified professional affiliated with early childhood intervention program to the best of its ability.

NWM ensures that activities integrate children with and without special care needs, and that caregivers adapt equipment, procedures, and vary methods as necessary to ensure that they care for a child with special needs in a natural environment.

Parking Lot Safety

Parents are expected to follow the Parking Lot Safety Rules as follows:

- When entering and exiting the parking lot, **use the yellow arrows as indicated**. This is to help with the flow of vehicles and to avoid cars moving through the lot in multiple directions.
- **Be fully aware of your surroundings** when driving, parking, and backing out of the lot, especially during peak times when many parents are walking or biking their child to school.
- **Parents must supervise children at all times in the parking lot. Do not let your children climb on the buildings or fences or let them roam around the parking lot.**
- **Do not send siblings to retrieve a child.** Only parents or authorized pick-up persons can receive a child at our facilities.
- **Do not under any circumstance park in our neighbors' lot** (Tiny Taiga and Straub Beverly K CPA), or **let your kids play on their property.**
- Please **drop off and pick up your child quickly and avoid lingering** in the parking lot, as we have limited parking available, and do not want the lot congested because others are waiting to park.
- **Use protected crosswalks when crossing** W Koenig Lane at Arroyo Seco or Burnet Rd in lieu of crossing the street in unprotected areas.
- **Avoid leaving your cars running in the parking lot.** Lock your cars to prevent any theft.

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.