

# SCHOOL POLICIES AND PROCEDURES:

## Academic Policies:

- **Progress Reports:** Evaluations will inform parents of the student's academic and social progress on a quarterly basis. These are to be signed by the parent and returned to the classroom teacher on the following Monday.
- Report cards will be issued on a nine-week basis.
- **Parent-teacher conferences** will be scheduled on an appointment basis. If you would like to schedule a conference, please make your request via the [contact page](#).
- **Grade scale:**

A	90-100	Excellent Achievement
B	80-89	Above Average Achievement
C	70-79	Average Achievement
D	60-69	Below Average Achievement
F	Below 60	Failing
E	Excellent	
S	Satisfactory	
- **Homework:** To be assigned on a weekly basis, students should have a set time and place to complete it. All students are required to have an agenda where their assignments can be recorded. Checking your child's agenda and homework will reinforce good study habits, and we ask that you sign the agenda nightly.
- **Make-up Work:** It is the responsibility of the parent and student to request work missed due to an absence. All tests, projects, and work assigned must be made up. Parents may pick up assignments, but please call ahead so your teacher will have time to gather the work. All work given to students going on vacation is due the day of their return to school.
- **National achievement tests** will be given to each kindergarten and elementary school student in the spring of each school year. Scores will be shared with parents at the end of the year.
- **Workbooks:** All text- and workbooks purchased by the school will be the property of the school and merely loaned to the student while pursuing the courses of study. A parent, guardian or other persons having charge of the student will be held liable for any loss, destruction, unnecessary damage or failure to return such books when directed and will be required to pay for such. Homework work books are to be purchased by parents or guardians.

## **General Information:**

- Operating hours are from 7:00 am - 6:00 pm. Our schedule can vary, but will generally be as follows:

7:00 am - 7:45 am - Receiving and Breakfast (Before care)

7:45 am - 7:50 am - Clean Up & Handwashing

7:50 am - 8:15 am - Circle Time

8:15 am - 11:15 am - Lessons

11:15 am - 11:30 am - Clean Up & Handwashing

11:30 am - 12:00 pm - Lunch

12:00 pm - Handwashing & Dismissal for Half Day Students

12:00 pm - 12:45 pm - Handwashing & Playtime/Dramatic Play

12:45 pm - 1:00 pm - Clean Up & Handwashing

1:00 pm - 2:00 pm - Science/Nature Walk/Science Experiments

2:00 pm - 3:00 pm - Social Studies/Social Studies Projects

3:00 pm - 3:45 pm - Physical Education

3:45 pm - 4:00 pm - Handwashing & Snack

4:00 pm - Handwashing & Dismissal

4:30 pm - 5:00 pm - Story Time Activity (Aftercare)

5:00 pm - 5:40 pm - Indoor Educational Activities (Aftercare)

5:45 pm - 6:00 pm - Clean Up, Handwashing and Dismissal (Aftercare)

- **Please keep in mind that after care for public school students are from 2-6 pm M-F**

- For safety's sake, we ask that you exercise extreme **caution** and **patience** when dropping off and picking up students. Please remember **EVERYONE MUST** follow the CDC Guidelines (facial covering and social distance). So please let's be cordial and sympathetic to one another. Do not leave unattended purses, wallets, or phones in your car while coming into the school. Always turn off your engine and lock your car, even if you are only going to be inside for a second. **Cellular phones are not to be used during drop-offs and pick-ups.**
- **Tardy pick-ups (after 6:00 pm) will incur a fee of \$25 per 10 minutes.**
- **Tardy Arrivals:** We ask that students be dropped off no later than 7:45 am. Class begins promptly at 8 am, so it is important that each child be present and ready to learn.
- **Absences:** If your child will be absent, please notify the school before 8 a.m. Florida law requires us to enforce regular school attendance. Unexcused absences are defined as not having acceptable documentation for the absences. More than 5 days of unexcused absences will be addressed with the parent.
- **Tuition fees are charged regardless of the student's attendance. There are no deductions in tuition because of missed days, personal vacation, closed holidays, or emergency closing-weather conditions. Each student is permitted one week of personal vacation per year.**
- **Early Release:** Dental and medical appointments should, if at all possible, be scheduled at the end of the school day or during vacation periods. If the need arises for appointments during school hours, please inform the school by phone, note, or email as to the pickup time. Excessive early release is not acceptable. It is important that students are to be in attendance in all of their classes.
- **Attire:** Students should be dressed comfortably and appropriately for school. Closed-toe shoes are to be worn at all times (Crocs, sneakers, etc.). Boots and open-toe shoes are not permitted. Removable articles of clothing (coats, sweaters, hats, etc.) must be plainly marked with your child's name. We also request that all students bring a complete change of clothing in a clear plastic zip-loc bag labeled with their name, in case of an accident.
- **Food and Allergens:** We love our students and their safety; health and wellbeing is our utmost priority. **We are a PEANUT FREE, DAIRY FREE and SESAME FREE environment.** We will not allow any of these products in our facility. Failure to cooperate will lead to expulsion. No candy, gum or chocolate are permitted. Thank you in advance for your cooperation and understanding.



- **Scheduled Visits:** Safety and education are of utmost importance, and as such, visitors and guests **must** receive approval prior to a visit. A request must be made in writing at least two weeks in advance. Please note that this does not constitute an approval.
- **Supplies:** A [list of supplies](#) will be issued at the beginning of the school year to each student. Please check with your child frequently to ensure that he or she has an adequate supply of school materials. For safety reasons, the use of wheeled backpacks is not permitted.
- **Field Trips:** Foundation Montessori considers field trips to be part of the educational experience and a way to enhance the curriculum. To participate, students must have turned in their signed permission form and fee prior to the date of the field trip.

### Student Conduct

- Students are expected to be courteous and orderly at all times while on campus or on a school sponsored field trip.
- At Foundation Montessori, the most important expectation for student behavior is that of Respect:
  1. Respect for the environment.
  2. Respect for authority.
  3. Respect for one's peers.
  4. Respect for one's work.
- Unacceptable behavior consists of:
  1. The use of conduct which is disruptive to learning, teaching or the effective functioning of the school.
  2. The use of disrespectful language or behavior.
  3. The exhibition of limited self-control, which could possibly lead to self-injury or the injury of others.
- **Fighting:** Any student involved in fighting is subject to suspension, probation, or dismissal from school. Any physical attacks may result in contacting the Broward County Police Department.
- **Harassment and bullying (including cyber-bullying)** will not be tolerated. Any inappropriate verbal or written conduct, or gesture directed at another student or teacher is prohibited. Any student found to have violated this policy, is subject to appropriate disciplinary action. The action will be unique to the individual incident and will vary in method depending on the nature of the incident.
- **Personal Items:** Students are not allowed to bring toys or electronics of any kind (including, but not limited to: cellphones, tablets, or MP3 players). The school will not be held responsible for the loss or damage of any of the above items. If a student does bring any of the above items, they will be confiscated and returned to the parent at pick-up.
- **Prohibited Materials:** Students and parents must be aware that, in addition to personal items, certain materials are not to be brought to school or on a school sponsored field trip.
 

These materials include:

  1. Any illegal drugs, substances, or alcoholic beverages.
  2. Any dangerous items that could threaten the safety of oneself or another.
  3. Any sexually inappropriate materials.

- Disciplinary Procedures:

1. Teacher conferences with the student.
2. Notification to parents.
3. Parent-teacher conference.
4. Suspension.
5. Expulsion.

If a student is involved in repeated offenses, we maintain the right to remove him or her from the school.

### Emergency and Health Contingency Procedures

- In case of emergency, Foundation Montessori will follow Broward County School District procedures.
- **Emergency Pick-Up:** Students will only be released to a person listed on their emergency contact card or whose name is given to the school by phone or in writing. Identification will be required.
- If a storm warning or watch is announced in the middle of a school day, please come for your child as soon as possible.
- HRS 680 Immunization forms must be on file prior to admission and kept up to date at all time-**NO EXCEPTIONS**.
- Emergency contact cards must be filed and kept current at all times.
- **An ill child must be picked up immediately.**
- **Fever of 101 degrees or greater:** child should be kept at home for 24 hours after fever breaks (without the assistance of medication).
- **Diarrhea:** child should be kept home for 24 hours after the diarrhea is gone or after the first normal bowel movement.
- **Vomiting:** child must be picked up immediately and kept at home for 24 hours after symptoms have cleared.
- **Active Cold/Cough:** if a child is visibly experiencing a runny nose, sore throat, or uncontrollable cough, he or she must be picked up immediately and a doctor's "non-contagious" note must accompany them upon return to school.
- **Pink Eye:** child should be picked up immediately and kept at home for 24 hours after the first application of medicine and a doctor's note stating what medication was prescribed and when it was first applied.
- **Rash:** A doctor's note will be needed to verify the rash is not contagious.
- **Lice:** Parents are asked to make periodic checks of their children's heads. Students who are sent home due to head lice and/or nits may return to school only after their hair has been treated and all nits have been removed.
- Only emergency, life-saving medical measures can be administered at school.
- **COVID-19 Symptoms:** If a child is displaying COVID-19 symptoms such as fever, vomiting, headache, diarrhea, rash, itchy eyes, unexplained tiredness, continual coughing, and/or continual sneezing, the child **MUST** be tested and **ONLY** if the test is negative can we allow the child back in school. If the child tests positive, the child **MUST** be retested approximately twenty days later, to ensure he or she is no longer ill. Please remember the child **MUST** have a negative result to return to school.

### Extracurricular Activities

- Foundation Montessori offers a Music program that helps infants, toddlers, and children develop a deep love of music and the individual ability to express it.
- Melodic and rhythmic patterns provide exercise for the brain and help develop memory.
- Studies have shown that music awakens and stimulates neural pathways in the brain that are associated with higher forms of intelligence, such as abstract thinking, empathy, mathematics, and science.
- **COMING SOON:** Water Safety and private/small group classed will be taught by a licensed American Red Cross Life Guard.

Parent Signature:

Date:





Parent/Student Agreement

We ask that you please review Foundation Montessori's school policies and procedures as listed at [FoundationMontessori.net](http://FoundationMontessori.net).

You are free to print a copy of the page and use it as a reference throughout the school year.

Be sure to read and discuss it with your child, and please sign and return this form to the school.

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I, \_\_\_\_\_, hereby acknowledge that my child and I have read and discussed Foundation Montessori's school policies and procedures. We fully understand the statements and rules concerning Foundation Montessori, LLC.

I hereby warrant that I am the parent or guardian of:

Name of Student(s): \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(Please print)

Signature of Parent/Guardian: \_\_\_\_\_



Photo Release Form

I, \_\_\_\_\_, hereby give Foundation Montessori and their representatives and assigns, the right and permission to publish, without charge, photographs taken during the school year. The photographs may be used in publications, including electronic publications, or in audio-visual presentations, promotional literature, advertising, yearbook, or in other, similar ways.

Yes \_\_\_\_\_

No \_\_\_\_\_

I hereby warrant that I am the parent or guardian of:

Name of Student: \_\_\_\_\_

Parent/Guardian Name: \_\_\_\_\_  
(Please print)

Signature of Parent/Guardian: \_\_\_\_\_



### Children's Physical Activity Policy:

Foundation Montessori LLC shall assure that each class or group of children must have a written and followed plan of schedule daily activities. The plan will be posted on the parent bulletin board, located in from of the entrance of the home on the wall. The plan will meet the needs of the children being served, and will include alternative activities in case of inclement weather, and include activities that:

- 1) The plan will meet the needs of the children being served, it will include alternative activities in case of inclement weather and include scheduled activities that promote emotional, social distance (when possible), intellectual and physical growth.
- 2) Planned activities for children 2 - 6 years of age which will include (40 minutes of) combined indoor and outdoor physical activities for every 3 & ½ hours of care, excluding quite or nap time.
- 3) Planned activities for school age children (kindergarten – 5<sup>th</sup> grade) shall include a minimum of 40 minutes of outdoor physical activity for every 3 hours in care.
- 4) These activities may include but not limited to playground, ball games, teacher lead small groups game, yoga, dance, dramatic play-dress up, bean bag games, follow me CD's, bear hunt, Duck Duck Goose, Musical Chairs, Freeze Dance, Limbo, obstacle course, tunnels, Letter Factory, Dominoes, Cards, Charades, chess, checkers and/or Karaoke.
- 5) The children's clothing and shoes must be appropriate for the activities scheduled, i.e. sneakers, or closed shoes, shorts, or Bermuda's, short sleeves shirt, etc.

I \_\_\_\_\_ have been given a copy of my child(ren)'s physical activities preformed at Foundation Montessori LLC on \_\_\_\_\_.



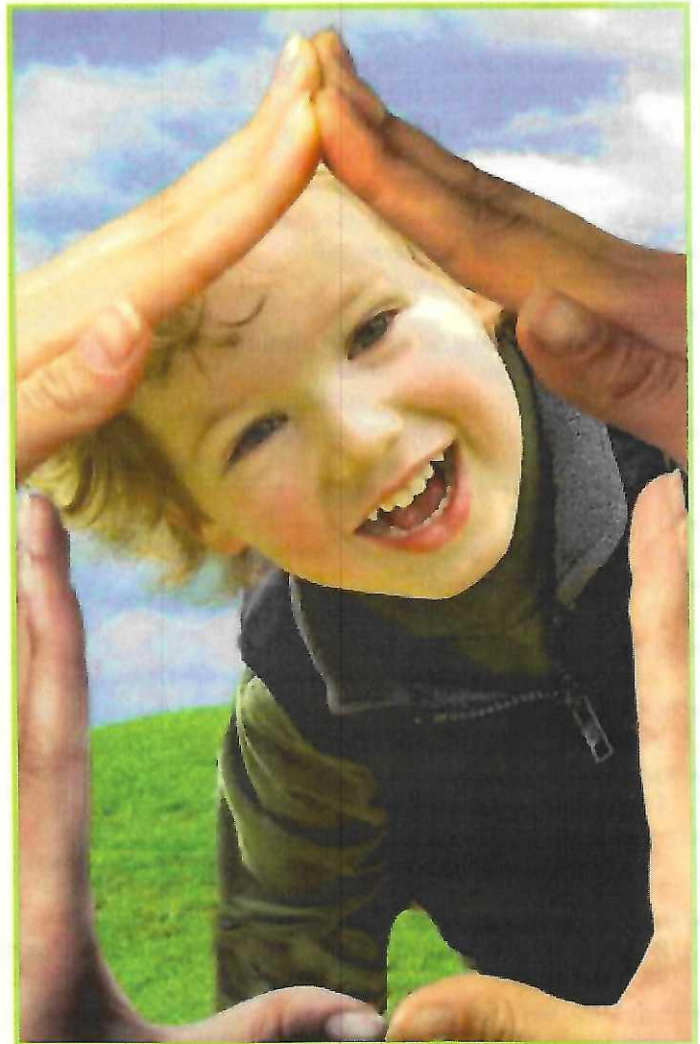
# Family Child Care is Family Friendly Care!

## What is Family Child Care?

Family Child Care is a home-based service where child care is provided in the caregiver's home. The home must be licensed or registered according to county and state laws. Family Child Care is the most preferred type of care for young children, especially infants and toddlers. Many family child care homes also provide high quality programs for preschoolers, school age, and children with special needs. Family child care is "home-away-from-home" personalized professional child care.

## What Family Child Care Offers . . .

- **Convenient Neighborhood Care**  
Close to home or work
- **Cozy Homelike Environment**  
Natural learning setting
- **One Consistent Caregiver**  
Stability all day, every day, for years...
- **Low Provider to Child Ratio**  
1:4 infants, 1:6 preschool
- **Security**  
All household adults and subs have cleared FBI, state, and local background checks and meet specific training and home safety requirements.
- **Mixed Ages in Small Groups**  
Builds leadership skills, social skills, and self-esteem; allows siblings to be cared for together
- **Flexibility**  
Days, nights, weekends and odd hour care
- **Personal Communication**  
Daily between provider & parent
- **Family Support**  
Nurtures family concepts, experiences and values
- **Inclusion**  
For a variety of special needs care
- **Caring Relationships**  
Between provider, child and parent/family
- **School Readiness Skills**  
Enrichment activities and educational learning experiences
- **VPK - Voluntary Pre-Kindergarten**  
Free pre-school education program preparing 4 year olds to enter school ready and eager to learn
- **Early Head Start**  
Free early care for birth to three year olds



## Florida Family Child Care Home Association, Inc.

FFCCHA is a statewide non-profit professional organization. Membership is open to all regulated family child care providers, parents, and advocates of quality care. We promote professional growth by hosting an annual statewide conference, quarterly meetings with training sessions and publish a newsletter, which includes a parent's page. Some of the training, conference workshops, and newsletters are also available in Spanish. We offer scholarships for NAFC national accreditation and approved in-service training.



## Our Mission Statement

A united voice on behalf of all children to promote and encourage quality professional family child care through education, legislation, advocacy, mentoring, caring, and love.

For more information on family child care or membership, please visit our website:

[www.familychildcare.org](http://www.familychildcare.org)





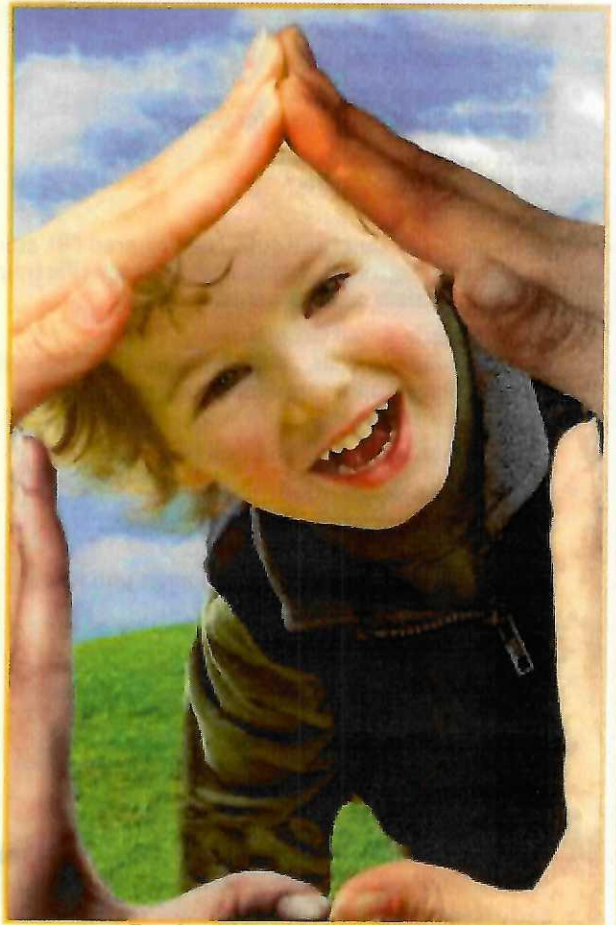
# El Cuido de Niños en Familia es más Acogedor

## ¿Qué es el Cuido de Niños en Familia?

El Cuido de Niños en Familia es un servicio basado en el cuidado de niños en el hogar de un proveedor que cuida niños. Los hogares deben ser licenciados o registrados según las leyes del condado y del estado. El Cuido de Niños en Familia es el tipo más preferido de cuidado para niños pequeños, especialmente para infantes y niños prescolares. Sin embargo, muchos hogares proporcionan programas de alta calidad para los prescolares, escolares y para niños con necesidades especiales. El Cuido de Niños en Familia es como "Su hogar en otro hogar distante" de cuidado profesional y personalizado para los niños.

## ¿Qué Ofrece el Cuido de Niños en Familia?

- **Cuido Conveniente en el Vecindario**  
Muy cerca del trabajo o del hogar
- **Ambiente Cómodo y Hogareño**  
Ambiente de aprendizaje natural
- **Un proveedor constante y consistente**  
Estabilidad todo el día, cada día, por años
- **Cantidad de niños por proveedor**  
1:4 infantes, 1:6 prescolar
- **Seguridad**  
Todos los adultos en el hogar y sustitutos tienen que pasar el rastreo criminal local, estatal y federal (FBI) y completar entrenamiento específico y requerimientos de seguridad del hogar.
- **Edades Mezcladas en Grupos Pequeños**  
Construyen habilidades de liderazgo, sociales, y amor propio  
Permite que hermanos puedan ser cuidados juntos
- **Flexibilidad**  
Días, noches, fin de semana y horas irregulares
- **Comunicación Personal**  
Diariamente entre el proveedor y el padre
- **Apoyo de Familia**  
Sostiene los conceptos de la familia, experiencias, valores
- **Inclusión**  
Variedad de cuidado de niños con necesidades especiales
- **Relaciones Afectuosas**  
Entre proveedor, el niño y padres/familia
- **Preparación de Destrezas Escolares**  
Actividades y experiencias educativas que enriquecen el aprendizaje
- **VPK – Programa Prescolar Voluntario**  
Programa de educación prescolar gratis preparando a niños de 4 años listos para entrar a la escuela y entusiasmados por aprender!
- **Early Head Start**  
Cuido gratis de edad temprana para niños desde cero hasta tres años de edad



## Florida Family Child Care Home Association, Inc.

FFCCHA es una organización profesional estatal sin fines de lucro. La membresía está abierta a todo proveedor regulado del cuidado de niños en familia, a los padres, y a los defensores de la calidad del cuidado del niño. Promovemos el crecimiento profesional ofreciendo anualmente una conferencia estatal, reuniones trimestrales con sesiones de entrenamiento, y publicamos un boletín, que incluye una página para los padres. Parte de los entrenamientos, talleres en la conferencia y artículos en el boletín están también disponibles en español. Ofrecemos becas para la acreditación nacional de NAFCC y servicio de entrenamiento aprobado.



## Nuestra Declaración de la Misión

Una voz unida a favor de todos los niños para promover y exhortar a la calidad profesional del cuidado de niños en familia a través de educación, legislación, apoyo, mentoría, afección y amor.

Para más información sobre el cuidado de niños en familia o membresía, por favor visite nuestra página en el internet:

[www.familychildcare.org](http://www.familychildcare.org)







# Benefits of Mixed-Age Groups for the Child

**Developmentally Appropriate.** The mixed-age group environment is a very normal and natural setting. The real world is full of people of all ages, just as in the child's family, neighborhood, and community. Although schools and many daycare centers choose to segregate children by ages, this does not reflect real life.

**Provider Continuity.** Children are not moved to a new classroom and new teacher when they have a birthday or master a certain skill. It is difficult for parents and children to frequently have to transfer feelings of trust, comfort and affection to another caregiver.

**Individual Attention.** Family child care providers are more accepting of uneven development. They are able to focus on each child as an individual rather than on just one child in a group of babies/children. Teachers of same-age groups may be more tempted to expect children to learn at the same pace.

**Family/Sibling-Like Relationships.** These relationships can be fostered, and are sources of trust, affection, comfort, and closeness. Research has shown that age is not an important factor for friendship choices.

**Experience Different Roles.** Each child has the opportunity to play various roles such as the youngest, middle, or oldest of the group, and therefore have exposure to different learning experiences.



**Social Development Enhanced.** Each child has the opportunity to interact with a variety of behavior and continuously practice cooperative work and play skills (sharing, taking turns, expressing feelings, being helpful to others, etc.).

**Builds Leadership Skills and Self-Esteem.** The older children have the opportunity to lead, instruct, assume responsibility, and nurture others. They also strengthen their own skills and knowledge already acquired through the process of tutoring others.

**Learning from Other Children.** The younger children are exposed to more complex play, advanced language, and educational activities by observing and imitating the older children. They often learn better from other children than from adults.

**Therapeutic for "At Risk" Children.** Children with difficulty following rules are encouraged to remind the younger ones of the rules and therefore often learn to obey and control their own behavior. Children with low self-esteem have the opportunity to refine their social skills and interact in a non-competitive way around the younger children.

**Minimizes Competitive Pressures.** Many children are at various learning levels and will have age-specific needs at different times. In mixed-age groups, they are not usually compared to their same-age peers and therefore will not usually feel the need to compete.

**"Waiting Time" is Minimized.** Many activities are open-ended or coordinated for all ages – with all children involved. The older children are usually able to be helpful and assist with holding the door open, hand washing, putting away toys, setting the table, etc.





# Los Beneficios de Grupos de Edad Mixta

**Desarrollo Apropiado.** El ambiente del grupo de edad mixta tiene un entorno normal y natural. El mundo real está lleno de personas de todas las edades, al igual que en las familias de los niños, el vecindario y la comunidad. Aunque en las escuelas y centros de cuidado de niños escogen segregar los niños por edades; esto no refleja la vida real.

**Continuidad de Proveedor.** Los niños no son trasladados a un nuevo salón de clases o con un nuevo maestro cuando cumplen años o dominan ciertas destrezas. Es difícil para los padres y los niños tener que transferir su confianza frecuentemente, su seguridad y afecto a otra nueva persona.

**Atención Individual.** Proveedores de cuidado de niños en familia son más propensos a aceptar el desarrollo desigual. Ellos están dispuestos a enfocarse en cada niño como individuo en lugar de ser otro niño más en el grupo de infantes o niños. Los maestros de grupos de niños de la misma edad pueden estar motivados a esperar que los niños aprendan al mismo paso.

**Relación de Familias en Comun.** Estas relaciones pueden ser fomentadas como formas de confianza, afecto, comodidad y cercanía. Estudios muestran que la edad no es un factor importante para escoger amistades.

**Experiencia en los Diferentes "Roles".** Cada niño tiene la oportunidad de jugar varios roles tal como el más pequeño, el mediano o el mayor del grupo, y por consiguiente tiene exposición a diferentes experiencias de aprendizaje.



**Realce de Desarrollo Social.** Cada niño tiene la oportunidad de relacionarse con una variedad de comportamientos y continuamente practicar trabajos de cooperación y destrezas de juego (compartir, esperar su turno, expresar sentimientos, ayudar a otros, etc.).

**Edifica Destrezas de Liderazgo y Estima Propia.** Los niños mayores tienen la oportunidad de dirigir, instruir, asumir responsabilidades, y nutrir a otros. Ellos también fortalecen sus propias destrezas y conocimientos ya adquiridos a través del proceso de enseñar a otros.

**Aprendiendo de Otros Niños.** El niño pequeño está expuesto a juegos más complejos, lenguaje avanzado y actividades educacionales observando e imitando a otros niños mayores. Ellos frecuentemente aprenden mejor de otros niños que de los adultos.

**Terapéutico para los Niños "En Riesgo".** Niños con dificultad de seguir reglas son motivados a recordarle a los más pequeños acerca de las reglas y por consiguiente a menudo aprenden a obedecer y controlar sus propios comportamientos. Los niños con baja estima tienen la oportunidad de refinar sus destrezas sociales y a relacionarse en forma no competitiva con los niños más pequeños que están a su alrededor.

**Minimiza la Presión Competitiva.** Muchos niños están a varios niveles de aprendizaje y tendrán necesidades específicas de su edad en diferentes momentos. En grupos de edad mixta los niños no son comparados usualmente con los compañeros de la misma edad y por consiguiente no sentirán la necesidad de competir.

**Tiempo de Espera es Minimizado.** Muchas actividades son ilimitadas o coordinadas para todas las edades – o sea, todos los niños están incluidos. Los niños mayores están usualmente dispuestos a ayudar y a asistir en abrir la puerta, en el lavado de manos, recoger los juguetes, poner la mesa, etc.