



SCHOOL POLICIES AND PROCEDURES

Cordelia Parent Portal

Foundation Montessori uses Cordelia as our primary platform for communication and information sharing with families. Parents can use Cordelia to complete forms, upload required documents, update contact information, receive school communications, and stay informed about their child's experience at school. To support the safety and well-being of every child, families are asked to keep all information in Cordelia up to date and accurate.

Please note: Parents must initial every bullet point, sign the last page of the document, and upload it in Cordelia in the Custom Field area of their Student Information Card.

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 Calendly: _____
- **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 textbooks 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 person 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 workbooks 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 aftercare for public school students is 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 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 well-being are 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 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 the event of an emergency, Foundation Montessori will follow Broward County School District procedures. _____
- Emergency Pick-Up: Students will only be released to a person listed in Cordelia as their emergency contact 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 uploaded in Cordelia before the student's first day of school and kept up to date at all times - NO EXCEPTIONS. _____
- Emergency contact information must be kept current at all times in Cordelia. _____
- 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 classes will be taught by a licensed American Red Cross lifeguard. _____

Parent(s) Name(s) & Signature(s):

Date:

Foundation Montessori

9470 NW 24th Street Sunrise, FL. 33322
School: 954-748-6227
Cellular: 786-308-7733
peggy@foundationmontessori.net
www.foundationmontessori.net

I _____ give Foundation Montessori LLC permission to pick up my daughter/son _____ afterschool _____ to attend Foundation Montessori's afterschool program (January 01st, 2020 – December 31st, 2020). I also give Foundation Montessori permission to take my daughter/son _____ on educational field trips.

Parent/Guardian Signature

Signature of Notary Public, State of Florida

Print or Type Name of Notary as Commissioned



PHOTO RELEASE FORM

I, _____, hereby give Foundation Montessori, 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: _____

State of Florida
Department of Children and Families

FAMILY CHILD CARE HOME SMOKING DISCLOSURE FORM

Florida Administrative Code, Chapter 65C-20.010(1)c, requires all family child care home operators to inform parents if someone living in the home smokes. Pursuant to Chapter 386, of Florida Statutes, while children are in care, smoking is prohibited within the family child care property all outdoor play areas and in vehicles when transporting children.

No family member smokes

One or more family members smoke

Child's Name

Name of Parent

Signature of Parent

Date

Name of Provider: Foundation Montessori LLC

Signature of Provider

Date



Public Works and Environmental Services Department
Consumer Protection Division
CHILD CARE LICENSING AND ENFORCEMENT
One North University Drive, Suite A203,
Plantation Florida 33324
954-357-4800 • Fax 954-765-4804

AUTHORIZATION FOR EMERGENCY TREATMENT

I give my consent to _____ to seek
Child Care Facility
necessary medical treatment for my child, _____.
Name of Child

I give my consent to _____ to provide
Name of Hospital/Clinic
necessary medical treatment to my child, _____.
Name of Child

It is the responsibility of the child care provider or parent/guardian for payment for emergency services.
(circle one)

Name of Child's Physician: _____ Phone: _____

Allergies of Child: _____

Insurance Company Covering Child: _____

Policy Number: _____ Expiration Date: _____

Name of Parent/Legal Guardian: _____

Signature of Parent/Legal Guardian: _____

Date: _____

Parent's Role

A parent's role in quality child care is vital:

- Inquire about the qualifications and experience of child care staff, as well as staff turnover.
- Know the facility's policies and procedures.
- Communicate directly with caregivers.
- Visit and observe the facility.
- Participate in special activities, meetings, and conferences.
- Talk to your child about their daily experiences in child care.
- Arrange alternate care for your child when they are sick.
- Familiarize yourself with the child care standards used to license the child care facility.

Quality Child Care

Quality child care offers healthy, social, and educational experiences under qualified supervision in a safe, nurturing, and stimulating environment. Children in these settings participate in daily, age-appropriate activities that help develop essential skills, build independence and instill self-respect. When evaluating the quality of a child care setting, you should consider the facility's quality indicators related to activities, caregivers, and environment.

Quality Activities

- Activities are children initiated and teacher facilitated.
- Activities include social exchanges with all children.

Quality Caregivers

- Caregivers are friendly and eager to care for children.
- Caregivers accept family cultural and ethnic differences.

Quality Environments

- Environments are clean, safe, inviting, comfortable, and child-friendly.
- Environments provide easy access to age-appropriate toys.

www.myflfamilies.com/childcare

My signature below verifies receipt of the brochure on Know Your Child Care Facility

Name: _____

Child's name: _____

Date Received: _____

Signature: _____

Please complete and return this portion of the brochure to your childcare provider, in order for them to maintain it in their records.



For additional information, please visit www.myflfamilies.com/childcare or contact your local licensing office.

This brochure was created by the Department of Children and Families in consultation with the Department of Health.



KNOW YOUR CHILD CARE FACILITY

Know Your Child Care Facility - General Requirements

Every licensed child care facility must meet the minimum state child care licensing standards pursuant to s. 402.305, F.S., and ch. 65C-22, F.A.C., which include, but are not limited to, the following:

- Valid license posted for parents to see.
- All staff appropriately screened.
- Maintain appropriate transportation practices (if transportation is provided).
- Provide parents with written disciplinary and expulsion practices used by the facility.
- Provide access to the facility during normal hours of operation.
- Maintain minimum staff-to-child ratios.

Health Related Requirements

Emergency procedures that include:

- Posting Florida Abuse Hotline number along with other emergency numbers.
- Staff trained in first aid and pediatric cardiopulmonary resuscitation (CPR) on the premises at all times.
- Fully stocked first aid kit.
- A working fire extinguisher and documented monthly fire drills with children and staff.
- Medication and hazardous materials are inaccessible and out of children's reach.

Ratios



Age of Child	Child: Teacher Ratio
Infant	4:1
1 year old	6:1
2 year old	11:1
3 year old	15:1
4 year old	20:1
5 year old and up	25:1

Training Requirements

- 40-hour introductory child care training.
- 10-hour in-service training annually.
- 0.5 continuing education unit of approved training or 5 clock hours of training in early literacy and language development.
- Director Credential for all facility directors.

Food and Nutrition

Post a meal and snack menu that provides daily nutritional needs of the children (if meals are provided).

Record Keeping

Maintain accurate records that include:

- Children's health exam/immunization record.
- Medication records.
- Enrollment information.
- Personnel records.
- Daily attendance.
- Accidents and incidents.
- Parental permission for field trips and administration of medications.

Physical Environment

- Maintain sufficient usable indoor floor space for playing, working, and napping.
- Provide space that is clean and free of litter and other hazards.
- Provide sufficient outdoor play area.
- Maintain sufficient lighting and inside temperatures.
- Equipped with age and developmentally appropriate toys.
- Provide appropriate bathroom facilities and other furnishings.
- Provide isolation area for children who become ill.
- Practice proper hand washing, toileting, and diapering activities.



To report suspected or actual cases of child abuse or neglect, call the Florida Abuse Hotline 1.800.962.2873



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 Apropriado. 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.

Atencion 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.

Relacion 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.

Terapeutico 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 Presion 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 – osea, 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.