

Paramount Montessori Handbook



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A HANDBOOK FOR PARAMOUNT MONTESSORI

Welcome to Paramount Montessori

Welcome to Paramount Montessori. Parents are requested to read through the Handbook and get back with the Head of school in case of questions or queries.

Contact information

School Address – 128 Morrisville Square Way

Morrisville, NC-27560

Phone No – (919-460-6851) , (919-271-3182)

Website – www.paramountmontessori.com

Email – admin@paramountmontessori.com

Mission

At Paramount Montessori we provide an extraordinary Montessori program that children love every step of the way. We focus the development of the whole child through social, emotional, intellectual and physical development so that each individual reaches his/her full potential.

Hours of operation

Paramount Montessori is open Monday to Friday all year round except for one week off during the holiday season in December and a week off during summer. Any holiday, closings or special event will be marked in the school calendar on our website.

	Arrival	Dismissal
Before and after school	7 :30 A.M	8:30 A.M
Half day	8:30 A.M	12:30 P.M
Academic Day	8:30 A.M	3:30 P.M
After school	3:30 P.M	6 :00 P.M

Inclement weather policy

Paramount Montessori will follow Wake County school system's inclement weather policy for all school closings, delays or early dismissals due to weather.

Holidays

Paramount Montessori will be closed one week in July for summer break and around one week in December during the winter break and other important holidays in the United States. We will operate all year round .All closings will be posted in the school's website.

Arrival and departure policy

- Children have to be accompanied by an adult upon arrival. They cannot be left unattended in the school premises by their caregiver.
- Children have to shake their teacher's hand upon arrival and also during departure.
- Parents have to sign in their child upon arrival and also sign out during leaving the school premises.
- If for any reason the designated person for picking up the child changes, parents have to submit an authorized written letter to the school, stating the name and the pickup person along with the date that person is going to transport the child. Emails will not be considered acceptable.
- School ends at 12:30 P.M for half day program, 3:30 P.M for the academic day program and 6 P.M for after school children enrolled in after school program.

Observation

Parents are always welcome to come in for observation by appointment. We suggest that if you are new to the school to give in at least six weeks' time for your child to settle into the new environment.

Attendance and tardiness

Children are expected to attend regularly and be on time for the academic day. Attendance can only be excused when the child is sick.

Absences

Absences can be excused when they are sick or on a family holiday. However refunds cannot be made for extended absences due to sickness, vacations or school closings.

Birthday celebration

In the Montessori classroom parents are welcome to come and experience the celebration of life. The child usually walks around the sun with a globe, representing the number of revolutions the earth completed from the time the child was born. After the celebration parents are welcome to share a special treat, pizza or cupcakes. It is totally up to the parents' wishes.

Communication and conferences

Monthly newsletter will be sent to the parents. It is one of the ways to communicate with the parents about what's going on, special events, and school closings. Another important way to communicate will be through conferences. Conferences will be usually set up twice a year. However, if there is any concern at any point of time, parents have to address the issue to the child's teacher or the head of school. A conference will be thereby called and the issue taken care of.

Naptime

Children who are in the academic day program or aftercare will have one hour of naptime every day. There should be a set of clean linens every week for resting.

Clothing

Children should be appropriately dressed to walk around and play freely. Shoes are more preferable than sandals so that they can enjoy running around without falling. An extra pair of change of clothes including socks, underwear and outfit should be left in the child's cubby with the child's name on it. Also children's outfit should be changed with the change of weather.

Policy on sexual harassment

It should be brought to the attention of the head of school if there is any instance of observation of sexual oriented misconduct verbal or physical. The head of school will thereby document it, file it and proceed with individual discretion.

Discipline policy

Parents have to sign in to observe the discipline policy as stated in the enrollment packet. Children will be redirected in a positive way. Biting resulting from breaking of skin will result in parent teacher conference and filing up for incident report form.

Health and Medication

Parents will be contacted in case of illness or injury happens at school. Parents have to fill in a hospital of their choice during the time of enrollment so that in case of a real emergency the child can be transported by an ambulance.

Children have to stay home if any of the following things happen.

- Temperature of over 100 degrees –Children have to be fever free for 24 hours before returning to school
- Strep throat - Children can return after 36 hours of receiving treatment
- Vomiting
- Pink eye with discharge – can return after 36 hours of receiving treatment
- Scabies or lice
- Chicken pox, any rash
- Tuberculosis ,Impetigo – until 36 hours after treatment
- Hepatitis A -1 week after the illness has occurred.
- Pertussis - 5 days after the start of the antibiotics
- Diarrhea – 24 hours after the child is diarrhea free
- Open wounds that can be covered – Child has to be free of infection to come back
- We will not be administering any kind of medication at school
- Our staff is well trained with all emergency procedures like first aid and CPR

Nutrition and Snack

Lunch has to be provided from home. All lunch boxes and food containers must be labeled with the child's name.

Please send in nutritious lunches as approved by child and adult care food program. They should contain one from every food group.

- Milk
- Meat/Meat substitute
- Lean meat or poultry or fish without bone

Or alternate protein product

Or cooked dry beans or peas

Or peanut butter or other nut or seed butter

Or nuts and /or sweets

Or yogurt, plain or sweetened

- Grains or bread
- Corn bread or biscuit or roll or muffin
- Cold dry cereal
- Hot cooked cereal
- Cooked pasta or noodles or grains
- Vegetable or fruit or 100 % fruit juice

Serve two different vegetables or fruit to equal

We will provide nutritious snack two times a day. It would include morning snack and afternoon snack.

Daily Schedule

7:30 – 8:30 – Before school

8:30 A. M – children arrive

8:45 – 9:10 A.M – Group time

9:10 – 11:10 A.M – Work block and snack

11:10 A.M – 11:20 A.M – Preparation for outside

11:20 A.M – 11:50 A.M - Outside playground

11:50 A.M – 12:00 noon – Wash hands/ bathroom. Set up for lunch

12:00 noon to 12:30 P.M – Half day children leave

12:30 P.M - 12:45 P.M – full day/academic day children prepare for rest/story time

12:45 P.M – 1:45 P.M – Rest

1:45 P.M – 3:00 P.M - Work Block

3: 00 P.M – 3:15 P.M – group time

3:15 P.M – 3:45 P.M – Academy kids leave

3:45 P.M – 6:00 P.M – After school and snacks

Schedules may change sometimes due to weather, special activity or circumstances.

Admission and withdrawal policy

At Paramount Montessori we accept children who are at least 3 years old potty trained and follow one step direction. Children are allowed to enroll all year round. If space is not available parents have to fill in an enrollment form and be on the waiting list. In very special circumstances if however the child is not able to adjust to the Montessori environment, the child's admission will be terminated within 45 days of enrollment.

In the event of withdrawal, a 30 day written notice has to be submitted to the school administration. Failure to submit a 30 day written notice in time will result in being charged for the next 30 days from the date of receipt of the written notice, even if the child is not attending the program.