



"Where Children Come First"

Parent Handbook

Dear Parents,

On behalf of all of the teachers and administrative staff at Cambridge Montessori School (CMS), I would like to welcome you to the new school year. We are all looking forward to sharing this year of growth and development with you and your children. Our mission is to provide a carefully planned, inviting environment which will help children develop a strong and lasting foundation for creative learning. By providing a nurturing as well as educationally stimulating environment, based on age-appropriate growth and exploration, our goals are that every CMS student:

- Develop a positive attitude toward school,
- Build a habit of concentration,
- Cultivate a strong sense of self and inner-confidence, and
- Find security and a sense of order in their world beyond the home.

In order to better orient yourself with the programs and policies of Cambridge Montessori, we recommend reading our Parent Handbook, and keeping a copy on hand for questions that arise throughout the school year. Please note that we may update the contents of this handbook periodically.

If you have a question that isn't addressed in the handbook, please contact our Front Office at 281-491-2223.

Sincerely,

Monica Sakhuja
Director

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Contents

1	Introduction.....	6
1.1	About Our School	6
1.2	About the Montessori Method.....	6
1.3	Philosophy	6
1.4	Mission Statement	6
1.5	Website	7
1.6	Cell Phone Policy	7
2	Admissions and Enrollment Process.....	8
2.1	Admissions Process:	8
2.2	Enrollment Requirements:	8
2.3	The Assessment Process.....	8
2.3.1	Kindergarten Program	8
2.4	Summer Program	8
2.5	Re-Enrollment.....	8
3	Starting School	9
3.1	First Day.....	9
3.2	Separation Tips for Saying “Good Bye”	9
3.3	Staggered Start Dates.....	9
3.4	Transition Schedule for the Wobblers and Transition Classes	9
4	Tuition and Fees	10
4.1	Accepted Forms of Payment	10
4.2	Tuition	10
4.3	Registration Fee.....	10
4.4	Security Deposit for New Students.....	10
4.5	Supply Fee	10
4.6	Returned Checks.....	10
4.7	Discounts	10
4.8	Statements	11
4.9	Withdrawal of Student for Nonpayment.....	11
5	Programs	12
5.1	Wobblers	12
5.2	Transition.....	12
5.3	Primary	12
5.4	Before and After School Programs	13

6	Arrival and Dismissal	14
6.1	School Hours.....	14
6.2	Program Hours	14
6.3	Entering CMS	14
6.4	Security Access Code	14
6.5	Checking Your Child In and Out	14
6.6	Pick-Up and Drop-Off Procedures	15
6.6.1	Wobblers	15
6.6.2	All Day Students.....	15
6.6.3	Half and Extended Day Students	15
6.7	Pick-Up Authorization.....	15
6.8	Early Drop-Off and Late Pick-up	15
6.9	Early Dismissal	16
7	Parking Lot/Carpool Guidelines.....	17
7.1	Carpool Timings:.....	17
7.2	Carpool Rules and Regulations:.....	17
7.3	Parking Guidelines	18
7.4	Child Safety.....	18
8	Attendance	19
8.1	Absences and Tardies	19
8.2	Scheduling Doctor's Appointments and Other Appointments	19
9	Discipline and Guidance	20
9.1	CMS Discipline Action Plan	20
9.2	Bullying Prevention	20
9.3	Biting Policy	21
10	Children's Health	22
10.1	Medical Records	22
10.2	Vision and Hearing Screening.....	22
10.3	Illness Policy	22
10.4	Medication	24
10.5	Food Allergies	24
10.6	Medical Emergencies.....	24
10.7	Incident/Illness Reports.....	25
10.8	Health Checks	25
10.9	Vaccinations for Preventable Diseases.....	25

10.10	Sunscreen	25
10.11	Insect Repellant.....	25
11	Outdoor Play	26
12	Student's Life	27
12.1	Uniform Policy	27
12.2	Clothing	27
12.3	Personal Belongings	27
12.4	Toilet Training.....	27
12.5	Jewelry Policy	28
12.6	Show and Tell	28
12.7	Nap Time	28
12.8	Birthdays.....	28
12.9	Water Activities	28
12.10	Field Trips	28
12.11	Extra-Curricular Activities	29
12.12	School Pictures	29
12.13	Classroom Food Policies	29
12.13.1	Snacks	29
12.13.2	Lunch	29
12.13.3	Breastfeeding	30
12.13.4	Holiday Celebration Parties	30
12.14	Transportation.....	31
13	Safety.....	32
13.1	Video Surveillance Policy	32
14	Emergency Management Plan	33
14.1	Preparedness.....	33
14.1.1	Fire Drills.....	33
14.1.2	Tornado Drills	33
14.2	Emergencies	33
14.2.1	Fire.....	33
14.2.2	Tornado	35
14.2.3	Medical Emergencies.....	35
14.2.4	Communicable Diseases	35
14.2.5	Terrorism	35
14.2.6	Intruder.....	35

14.2.7	Power Failure.....	35
14.2.8	Gas Leaks, Chemical Spills, and Other Emergencies.....	36
14.3	Communication during an Emergency	36
14.4	Evacuation for children under the age of 24 months.....	36
14.5	Emergency Phone Numbers	36
15	School Communication.....	37
15.1	Parent and Teacher Conferences	37
15.2	Communication between Parents and Teachers.....	37
15.3	Special Note to the Teacher	37
15.4	Parent Involvement	37
15.5	Custody Issues	37
15.6	Friday Folders	38
15.7	Open House	38
15.8	Watch Me Work Night.....	38
15.9	Website	38
15.10	Social Media	38
15.11	Newsletter	39
15.12	Parental Notification	39
15.13	School Closings	39
15.14	Pest Control Service.....	39
16	Preventing and Responding to Abuse, Neglect, Exploitation	40
17	Gang-Free Zone Notification	40
18	Parental Rights	40

1 Introduction

1.1 About Our School

Cambridge Montessori School (CMS) is a private Montessori school admitting children of any race, color, sex, creed, and national or ethnic origin. We believe that contact with people, ideas, and customs of different cultures makes our children more appreciative, tolerant and understanding of the world in which we live.

CMS offers educational programs from 12 months through Kindergarten as well as an After School program from Kindergarten through Grade 5.

1.2 About the Montessori Method

The Montessori Method groups students together based on their developmental stages instead of their age or grade. The Montessori classroom is a place for collaboration between student and teacher, thereby leading to the development of self-awareness, enthusiasm, and concern for others, at a young age. Several key characteristics of the revolutionary Montessori Method are highlighted below:

- Emphasis on cognitive structures and social development.
- Teacher's role is unobtrusive; child actively participates in learning.
- Environment and method encourage internal self-discipline.
- Individual and group instruction adapts to each student's learning style.
- Mixed-age grouping.
- Children encouraged to teach, collaborate, and help each other.
- Child chooses own work from interests, abilities.
- Child formulates concepts from self-teaching materials.
- Child sets own learning pace to internalize information.
- Child spots own errors through feedback from material.
- Learning is reinforced internally through child's own repetition of activity, internal feelings of success repetition.
- Multi-sensory materials for physical exploration development.
- Organized program for learning care of self and the environment.
- Child can work where s/he is comfortable, move and talk at will (yet doesn't disturb others); group work is voluntary and negotiable.

1.3 Philosophy

Cambridge Montessori School seeks to educate the whole child, applying the Montessori philosophy, in a family-oriented environment. The philosophy is based on the principles of Dr. Maria Montessori (1870-1952) whose holistic vision of education focuses on the cognitive, social, emotional and physical needs of the child. For Dr. Montessori, and for CMS, education is preparation for life.

1.4 Mission Statement

Cambridge Montessori School encourages independent, self-directed learning not only for school, but for life, in a child-centered community. We value respect for others as well as in individual differences. We highly regard our relationship with our children and parents. CMS believes in a strong partnership between parents and the school by working together, communicating and supporting each other to help meet the educational goals of each individual child.

1.5 Website

Our school's website is www.cambridgemontessori.com. Information regarding the school calendar, upcoming events, lunch menu, newsletter, extra-curricular activities, parent resources, and other information can be seen on the website.

1.6 Cell Phone Policy

CMS does not allow parents to use cell phones while on school premises. We believe that children deserve your undivided attention while you are saying bye to them for the day and again when greeting them after their school day.

2 Admissions and Enrollment Process

2.1 Admissions Process:

- Schedule and complete a school tour
- Bring your child in for assessment testing, if required (see The Assessment Process for details)
- To apply for enrollment, pick up the enrollment packet and pay the registration fee

2.2 Enrollment Requirements:

- Pay all relevant registration, security deposit, supply, and tuition fees
- Return the completed enrollment packet at least two weeks prior to your child's start date, including:
 - Copy of the child's birth certificate
 - Health and Immunizations Record (Not required for After School students)
 - Health History Form
 - Authorization of Emergency Medical Care
 - Annual Authorization and Permissions Form
 - Childhood Questionnaire
 - Parent Volunteer Form
 - Signed Parking Lot/Carpool Guidelines

All forms must be properly filled out, so that we can enter all the information in our system prior to your child's first day at our school. Enrollment information is updated at the beginning of each school year.

2.3 The Assessment Process

Testing is conducted on-site at CMS for the following programs, if your child is transferring from a different school. Appointments can be made with the Front Office.

2.3.1 Kindergarten Program

Applicants for Kindergarten will be required to take an assessment test prior to acceptance and/or enrollment.

The school will contact parent of acceptance or denial to the above program.

2.4 Summer Program

Our full-time summer program, requiring a four week minimum, offers the option of signing up weekly. Students ages 4 years and older attend weekly/bi-weekly field trips. We also invite entertainment companies to our school during summer for in-house activities.

Registration for summer classes begins in the spring and spaces are limited. If you want to sign your child up for the summer program, please turn in the summer registration form by the due date.

2.5 Re-Enrollment

Parents will receive a re-enrollment package in the spring of each school year. Re-enrolling students must pay a \$75 fee by the assigned date to secure their spot for the following school year. If the re-enrollment forms and fees are not received by the deadline specified, we will assume the child is not returning and make his/her space available to a child who has applied for admissions to the school.

3 Starting School

3.1 First Day

Many young children and their parents feel a bit nervous when they leave one another in an unfamiliar situation. Both the child and the parent may shed a few tears and this is to be expected. To ease any anxieties, bring your child to the school to familiarize them with their new environment. Reassure your child by talking with them about their new school, all the new friends they will meet and all the fun things they will learn.

On the first day of school, we ask parents not to linger too long or react with alarm if your child shows hesitation about separating from you; this reaction is very normal. It is important that parents reassure their child where they will be while the child is in school, when they will be picked up, and by whom. Some children may be sad for a little while during the first few days of school, but kind words and reassurance almost always alleviate their fears. Our teachers are wonderful at helping children through these situations, which typically subside within the first few weeks.

3.2 Separation Tips for Saying “Good Bye”

Initially it can be difficult for parents to say good-bye when their children first start school. We have found that a short and positive good-bye is easiest for the child. A prolonged good-bye only makes the separation more difficult and leaves the child feeling uneasy when the parent shows reluctance in leaving. Feel free to call the school office for reassurance that your child has settled in and is adjusting well.

3.3 Staggered Start Dates

In order to help each child feel comfortable and secure in their new environment, CMS has initiated a policy of staggered start dates for children new to the school. By limiting the number of new children each week, the teachers can accommodate the emotional needs of all the children more effectively and give attention to new children who may require affection and reassurance. The tuition will be prorated based on the child’s start date.

3.4 Transition Schedule for the Wobblers and Transition Classes

To ease children into their new school environment, we strongly recommend that parents follow our transition schedule for the Wobblers and Transition classes. The transition schedule consists of one to two hours during the first week. This time gradually increases until the child is confident and comfortable in the classroom for their full schedule.

CMS is flexible to the requirements of our families and understands the transition schedule may be difficult. For that reason, we will allow the child to transition the week prior to their actual start date, or on the week of their start date.

Regardless of when this transition occurs, your child’s tuition will be prorated to reflect their actual time at school during this period.

4 Tuition and Fees

4.1 Accepted Forms of Payment

We only accept cash, personal check, cashier's check, money order, or payments through Tuition Express.

4.2 Tuition

Cambridge Montessori School offers a 5% discount for families who choose to pay the full year's tuition at the start of the school year, or upon enrollment.

If paying monthly, **tuition is due on the first business day of each month**. There is a late charge of \$5/day each day the tuition payment is late after the 5th of the month. If necessary, you can make two payments per month: the first payment by the 5th and the second payment by the 20th. If the 5th or 20th day of a month falls on a weekend or holiday, we must receive the payment by the next business day. If you are on a vacation and cannot make a payment by the due date, please make your payment in advance to avoid late charges. Tuition is not prorated if your child is sick, you are on vacation, or if the school is closed due to holidays or emergencies. If your child will be out of the school for more than a month, we require 50% of monthly tuition to hold his/her spot in the classroom.

Important: In case of personal emergency or hardship, it is the responsibility of the family to notify the Director, so that alternative payment plans may be determined.

4.3 Registration Fee

Parents must pay a non-refundable fee of \$125 per child or family when they pick up the enrollment forms in order to secure their child's placement. Re-enrolling students must pay a \$75 fee to secure their spot for the following school year.

4.4 Security Deposit for New Students

A one-time security deposit equal to half of the monthly tuition is required for each child. This deposit is refundable with one month's written notice of withdrawal from the program while the child is still in attendance. Parents have the option of applying the security deposit refund to last month's tuition or receive a check in mail within 30 to 60 days from the withdrawal date.

4.5 Supply Fee

Supply fees are due at the start of each semester and are non-refundable. The supply fee will cover the cost of consumable classroom supplies, materials, special events, and one T-shirt for Primary and After School students for field trips.

4.6 Returned Checks

Returned checks are subject to a \$25 charge. After two returned checks, future payments must be made by a cashier's check, money order, or cash.

4.7 Discounts

Enrolled siblings will receive a 10% discount on the lower tuition.

4.8 Statements

We email our statements every month. If you choose to have a paper copy of your statement, please inform the front desk. Annual tax statements are available upon request.

4.9 Withdrawal of Student for Nonpayment

Your child will not be allowed to come to school if we have not received tuition payment by the 15th of the month unless the Administrator or Director has made other arrangements.

5 Programs

5.1 Wobblers

Our Wobblers classroom, ages 12 through 24 months, is a Montessori classroom with a careful balance of age-appropriate educational activities combined with opportunities to develop socially and artistically. This classroom accommodates a maximum of 10 children, with an adult-to-child ratio of one to five. The classroom activities encompass the areas of practical life, sensorial, language, math, sign language, art, and gardening. The use of practical life materials aids the children in developing independence, concentration, coordination and a sense of order. Each week children also attend P.E. and Music classes for additional learning opportunities. Teachers observe each child throughout the day and note the child's behavior and habits on a detailed daily report, which is given to parents when they pick their child up from school.

5.2 Transition

Our Transition classrooms, ages 25 months through 3+ years, are designed using the Montessori "prepared classroom" environment. The Transition classroom accommodates a maximum of 16 children, with an adult-to-child ratio of one to eight. Each classroom is comprised of a Montessori certified lead teacher and a Montessori trained assistant teacher. The Transition program takes advantage of the child's natural drive to act independently. In our language-rich environment, teachers support and guide the children as they learn how to take care of themselves, explore order and disorder, and refine their emerging motor skills. The areas of learning include practical life, sensorial, math, geography, science, language, and gardening. Each week, children also attend P.E. and Music classes for additional learning opportunities.

5.3 Primary

Our Primary classrooms, ages 3 years through 6 years, are well equipped with authentic Montessori materials, as well as extracurricular materials to encourage creativity within a Montessori "prepared classroom" environment. The Primary classroom accommodates 22-24 children, with 2 teachers in each classroom. Each classroom is comprised of a Montessori certified lead teacher and a Montessori trained assistant teacher.

Primary includes an enriched Kindergarten program focused on developing independence, self-esteem and a broad knowledge of all academic subjects. Kindergarten children have added opportunities to work with advanced language and math in the afternoon with Montessori-certified teachers. Children must be 5 years of age by October 15th to enroll in our Kindergarten program. Other conditions, such as maturity level may also apply.

The areas of learning include practical life, sensorial, math, geography, science, language, and gardening. Our Montessori-certified teachers guide the students through the curriculum. As children are ready for each new challenge, teachers introduce lessons and then allow the children to practice what they have learned. As children grow, the classroom materials grow with them in the sense that older children use the materials to explore curriculum in new and deeper ways. Each week, children also attend Spanish, P.E. and Music classes for additional learning opportunities.

5.4 Before and After School Programs

Cambridge Montessori School provides a Before and After School program that includes dropping off and picking-up your child from Walker Station Elementary and Cornerstone Elementary. The children, Kindergarten age through 5th grade, are involved in various activities for the remainder of the afternoon.

Our After School schedule includes:

- Working on homework
- Snack time
- Group games
- Reading from the class libraries
- Art projects
- Computer time
- Playground time

6 Arrival and Dismissal

6.1 School Hours

Monday through Friday: 7:00 a.m. – 6:00 p.m.

6.2 Program Hours

Half Day: 8:30 a.m.–12:00 p.m. • Extended Day: 8:30 a.m.–2:30 p.m. • Full Day: 7:00 a.m.–6:00 p.m.

Transition and Primary students must be in their class by 8:45 a.m. Kindergarten students must adhere to the CMS Tardy/Absence policy described in the “Attendance” section.

Children are not allowed to be dropped off at school after 9:30 a.m. unless he/she has a doctor’s/dentist’s appointment. If you have a doctor’s/dentist’s appointment, please remember to turn in a doctor’s note at the front desk.

Parents are requested to be punctual when dropping off and picking up their children. If you anticipate picking up your child late, please inform the front desk.

6.3 Entering CMS

All students, parents, and authorized pick-up and drop-off caregivers must use the school's front entrance when entering or exiting the building. The school doors are unlocked during pick-up and drop-off times throughout the school year. However, outside of these hours and during summer programs, a pass code is required.

6.4 Security Access Code

The school's pass code changes annually and can be obtained at the front desk. The door can be unlocked by entering the code on the touch pad to the right of the entrance doorway. *Please remember that the pass code **should not be shared with your child or anyone under the age of 18 years.** If you have any questions, please contact the administrative staff.*

6.5 Checking Your Child In and Out

CMS utilizes an electronic time clock to track student arrivals and departures. **All students MUST be signed in and out using this system, prior to being escorted to or from their classroom.** Students arriving between 8:00–8:40 a.m., or using the carpool system, will be checked in or out by our staff using the CMS pass code.

Each authorized pick-up or drop-off person must register and receive a brief training on the electronic time clock with our front desk staff prior to use. Once users have registered, they will be able to check in and out assigned students using a fingerprint touch pad.

While clocking your child in and out, you may see messages on the screen (e.g. balance due, sign incident report, etc.). Please acknowledge the message and complete the process of checking in or out. *If you have any questions, please contact the administrative staff.*

6.6 Pick-Up and Drop-Off Procedures

6.6.1 Wobblers

We recommend that Wobblers are walked into their class and picked-up from their class by parents. Please park your car in the parking lot and bring your child inside to their classroom.

6.6.2 All Day Students

- If you drop-off your child before 8:00 a.m., please put their things away in the child's cubby and then take them to one of the following classrooms: P-4 for Primary children and T-1 for Transition children. The other classrooms do not open until 8:00 a.m.
- Parents can use the carpool system from 8:00–8:40 a.m.
- If you bring your child to school after 8:40 a.m., you will need to walk him/her to class and sign-in using the electronic time clock.

6.6.3 Half and Extended Day Students

- Parents can drop-off their child starting at 8:15 a.m. This includes walking your child to their classroom, as well as using our carpool system.
- Parents can use the carpool system in the morning from 8:15–8:40 a.m.
- If you bring your child to school after 8:40 a.m., you will need to walk him/her to the front desk and sign-in using the electronic time clock. You may walk your child to his/her classroom, but refrain from going inside the classroom once the class has started (after 8:40 a.m.).
- Half Day students are dismissed from 12:00–12:20 p.m.
- Extended Day students are dismissed from 2:30–2:50 p.m.
- The afternoon drive-through pick-up service is available at Noon and 2:30 pm. The front desk staff will sign out children picked up through the drive-through. You must have the student's ID card prominently displayed on the passenger's door window. If you do not have the card, please park and pick your child up in the lobby. If you need a card, please contact the administrative staff.
- If you arrive early, please wait patiently in the lobby for your child's class to come to the front.
- Children will be released only to persons who are authorized to pick up as listed on the enrollment form.

6.7 Pick-Up Authorization

We are required by law to have written authorization from parents, which states the name of persons authorized and not authorized to pick up your child. Please send a note or call if they are to be picked up by someone other than the parents. Staff members unfamiliar with the individual picking up a child must check the child's file and the individual's I.D. for verification before they are permitted to release the child.

6.8 Early Drop-Off and Late Pick-up

For Half Day and Extended Day students, there is a charge of \$8.00 per hour (or any part thereof) if you drop off or pick up your child 15 minutes before or after the designated time. A charge of \$1.00 per minute will accrue if your child is not picked up by 6:00 pm. CMS bases its teacher/student ratio on anticipated child attendance. Early drop-offs or late pickups may require additional staffing. Consistent late pick-ups will be subject to additional fees and a meeting with administration.

6.9 Early Dismissal

There could be a possibility of an early dismissal at noon for Extended Day children (children leaving at 2:30 pm) on the first Friday of each month unless otherwise notified. This enables us to hold regular staff meetings. Communicating and sharing current developmentally appropriate practices, policies and procedures, and upcoming events are vital to the success of CMS.

7 Parking Lot/Carpool Guidelines

Please observe and respect the following guidelines for the Cambridge Montessori School parking lot and carpool areas. Parents will receive a “CMS Warning of Traffic Violation” when [Parking Lot/Carpool Guidelines](#) are not followed. **After three violations per family, you WILL NOT be allowed to use the carpool service for ONE FULL WEEK.** You will need to park your car in the large parking lot behind the school or in the smaller parking lot in front of the school and walk your child in to the building.

7.1 Carpool Timings:

Students	Morning	Midday	Afternoon
Half and Extended Day	8:15–8:40 a.m.	11:55–12:20 p.m.	2:25–2:50 p.m.
All Day Students	8:00–8:40 a.m.		

7.2 Carpool Rules and Regulations:

- Study route and follow the carpool map.
- No cell phone use during carpool for the safety of the children.
- Speed should not exceed 10 mph when entering the parking lot or drive-through.
- Please drive slowly over the speed bumps and be aware of all staff members who are assisting children.
- Please refrain from driving onto the flagstone area at the front entrance of the school.
- Use turn signals.
- **Do not make a left hand turn into carpool, or pull into the front parking area and reverse into the carpool path.** If you enter from the Northeast (bridge) entrance, please follow the designated carpool path to turn your vehicle around so that you enter the drop-off area correctly.
- Upon entering the drive-through, cars must move in the forward direction only. Backing up is not allowed.
- During afternoon carpool, please display the student I.D. card in the passenger side of your windshield. If you do not have the card, please park and pick your child up in the lobby. If you need a card, please contact the front desk.
- There are two service spots in the carpool line. As traffic allows, please pull all the way forward to allow traffic to advance behind you. Please do not park your car on top of the speed bump for safety reasons.
- Please put your car in "**PARK**" when under the carport, and do not drive off until the car door is completely closed.
- **Parents are to stay in the car at all times during carpool.** Carpool is a drive-through service only. Our staff will buckle/unbuckle your child and assist them getting in and out of the car. Never leave your car unattended in the carpool line.
- Children must have seatbelts securely fastened and/or be in child seats before exiting the carpool line.
- **Parking is prohibited in the drive-through line during high traffic times:** 8:00–8:40 a.m., 11:55 a.m.–12:20 p.m., 2:25–2:50 p.m., and 3:25–3:45 p.m. If you wish to speak with a staff member, you may park your car in the large parking lot behind the school or in the smaller parking lot in front of the school.

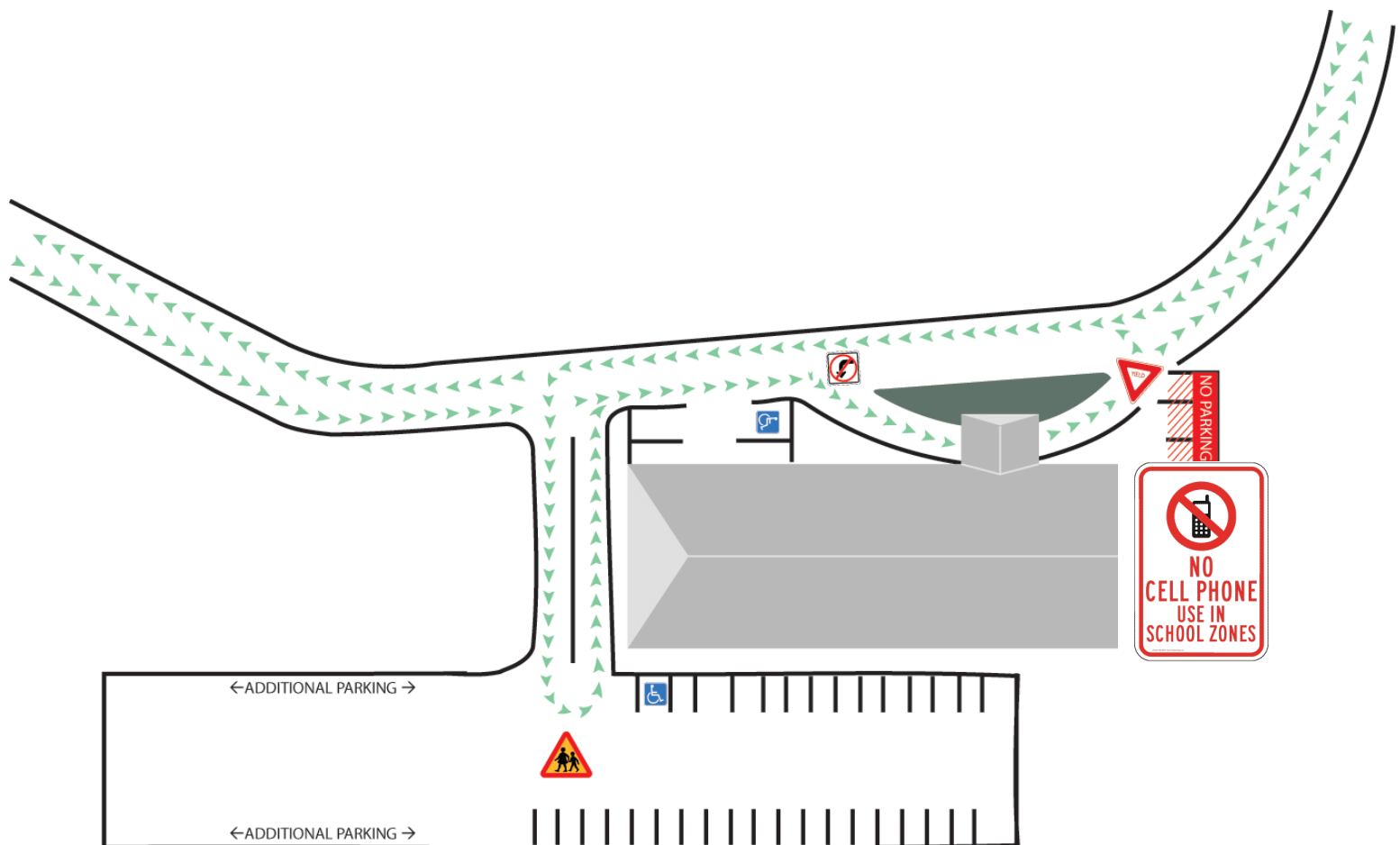
- The front desk will sign out children picked up through the drive-through.
- Children will be released only to persons listed on the enrollment form.

7.3 Parking Guidelines

- Please observe and follow the **NO PARKING** and **TOW AWAY ZONE** signs located in the street.
- There is no parking on the bridge entrance/exit off of ALT-90.
- Refrain from parking in the reserved spaces in front of the school near the playground. These spaces are reserved for CMS administration who require access.
- No parking is allowed in handicap spaces without a handicap permit.

7.4 Child Safety

- Children must hold the hand of an adult while leaving the school building.
- Children are not allowed to walk in or out of school without adult supervision.
- State law requires that all children are to be properly buckled in the back seat or in their car seats before leaving.
- Once children are picked up from the classroom, the school is not responsible for their safety in the school or in the parking lot.
- Children are not allowed to walk between the cars in carpool driveway.



8 Attendance

8.1 Absences and Tardies

Consistent attendance is essential to achieving academic success. Students in Kindergarten and Elementary classes must adhere to the CMS Tardy/Absence Policy described below:

1. The Kindergarten class begins promptly at 8:30 am. A student is tardy if he/she is not in the classroom by 8:40 am.
2. Three tardies equal one absence.
3. A student is allowed 18 absences throughout the year in order to be promoted to the next grade.
4. If your child is absent due to illness and/or a doctor's visit, a parent's note or a statement from a doctor or health clinic verifying the illness or condition is required upon return to school.
5. If your child should leave school due to illness, your child will receive an excused absence.

The three most common excused absences are:

1. Student illness
2. Medical appointments
3. Death of a family member

All other absences are considered unexcused absences unless a valid reason is provided and approved by the Director.

If the student has been absent for 10 consecutive school days without payment or notification to CMS, the student's spot in class will become open to new students.

8.2 Scheduling Doctor's Appointments and Other Appointments

We understand that sometimes, appointments arise that require your child to be absent from school. If your child has a doctor's appointment or other appointment, we ask that it be scheduled first thing in the morning so the child will be able to attend as much of the school day as possible. If the appointment is scheduled in the afternoon, we ask that the child return the following day. Bringing a child back after an afternoon appointment is confusing for the child. This also disrupts the daily routine and may disrupt the routine of the classroom.

Note: If your child will be arriving late, or leaving early, please notify the front office beforehand. Parents are asked to call the school by 9:30 am to notify the teachers when a student will be absent.

9 Discipline and Guidance

Positive and consistent discipline and guidance are crucial to the emotional and social well-being of a child. These are based on an understanding of individual needs and development, to promote self-discipline and acceptable behavior. No corporal punishment is ever used. Note that all students are given 6 – 8 weeks for normalization.

9.1 CMS Discipline Action Plan

1. If a child strongly misbehaves/acts inappropriately, the teacher will call the parents or write a note. This allows for parents to help remedy the issue at home. It is important that parents and teachers work together as a team when guiding children.
2. If a child does not show significant signs of improvement after 2 weeks, the Director, parents and teachers will meet for a conference. At the conference, suggestions and ideas will be addressed to guide the child in a positive direction. A team approach will be put into place by all parties. Each party should leave with responsibilities that will be started immediately.
 - a. Teachers: Teachers will document the child's behavior in a behavior log.
 - b. Parents: Review behavior logs and work with children at home. Parents and teachers should communicate ideas and strategies on a frequent basis to determine which methods are the most effective.
 - c. Director: Oversee implementation of the plan discussed at the conference. The Director communicates by phone or in-person with the parents as well as with the teachers on an on-going basis to determine how effectively the plan and methods/strategies are working.
3. If the Director and teacher do not see significant signs of improvement, the Director will meet with the parents to discuss the next step. Children may be required to leave Cambridge Montessori School at the Director's discretion, if the following situations are occurring with no significant improvement in the child's behavior:
 - a. Child is disruptive to the peaceful Montessori classroom environment.
 - b. Child is disturbing the work and/or work time of other students in the classroom.
 - c. Child is verbally disrespectful towards the teacher(s) or other students.
 - d. Child is physically aggressive and/or behaving inappropriately towards the teacher(s) or other students.
 - e. Child does not follow classroom schedule and guidelines.
 - f. Child does not demonstrate respect towards classroom materials and/or CMS property.

9.2 Bullying Prevention

Violence, bigotry, and hate have no place in our peaceful community. For the young child, this is presented largely as a matter of proper behavior. As a community, we promote respect for ourselves, respect for others, and respect for the environment. Because we are educating young children, we know that their "bullying" is often the result of frustration, impulsiveness or thoughtlessness rather than cruelty. Addressing these issues early provides children with tools for handling anger, thinking before speaking or acting, and being empathetic when dealing with others. It is our hope that we can provide a learning environment in which each and every child feels secure and loved.

Our curriculum guides children from the very young age and encourages them to grow into an independent, thoughtful and caring member of the community.

9.3 Biting Policy

Children sometimes bite other children. Although not all children bite, it is considered a normal stage in a child's development. Children may bite for a variety of reasons, rarely with the intent to hurt another child.

Biting may occur for any of the following reasons:

- **Teething** – Older infants are often cutting teeth and it hurts. Chewing on something relieves the itch and stops the pain momentarily.
- **Sensory Exploration** – Older infants are very good at using all of their senses to learn about the world. The “oral mode”, an important style of learning for infants, continues into toddlerhood. They bite everything, not just their playmates.
- **Cause and Effect** – Older infants are eager explorers. They are constantly studying cause and effect. Biting produces a predictable response.
- **Self-Assertion** – This is probably the most common reason older infants bite. It is a way to express frustration when they do not yet have the language skills to do so.

CMS staff takes action to reduce the number of biting incidents, including providing access to teething toys, providing numerous sensory exploration activities, providing opportunity to explore cause and effect and offering toddlers options and alternatives to reduce frustrations.

When a child is bitten, he/she is immediately comforted and the bite is cleaned with hydrogen peroxide and band aid applied if skin is broken. The teacher explains, in a firm tone, that “It is not okay to bite. Biting hurts very much.” If possible, the teacher will encourage the child that was bitten to use his/her words to express their feelings to the biter. The biter is then redirected to another area of the classroom with neither positive nor negative attention given.

If several biting incidents occur within one day, the child's parents will be called and the parent will have to pick up the child from school. The child will be permitted to return the next day. Should biting incidents continue for a prolonged amount of time, the school will arrange for meeting(s) with the family, the classroom teachers, and the Director. These meetings will involve reviewing all documentation, Incident Reports, internal classroom logs, conversations between school and home, etc. Just as each child is different, each biting episode is also different. Every effort is made to support the child and their family as well as balance the needs of the other children in the community. While no child is ever excluded permanently from our program because of biting alone, we do reserve the right to require a child to change environments or leave the school for whatever time is agreed upon until this phase has passed.

10 Children's Health

10.1 Medical Records

The health form provided to you in the enrollment package must be completed, signed and dated by your pediatrician, and returned to school no less than two weeks prior to your child's start date. We must have an up-to-date and validated record of immunizations for your child at all times. Immunizations received during the school year should be documented by providing an updated immunization record to the school. If your child is exempt from immunizations due to religious or other reasons, please submit an appropriate exemption document.

10.2 Vision and Hearing Screening

The State of Texas requires that students four (4) years and above by September 1st have a vision and hearing screening once a year. You will be informed when testing services are offered at the school. If you choose to have this screening performed by your pediatrician, results must be provided for the school's record.

10.3 Illness Policy

If a child becomes ill while in school, he or she will be isolated from the other children. Sick children are relocated to the front office where they can lie down on a cot and wait to be picked up. Please note that the cot is disinfected after each use. An ice pack is placed on the child's forehead, in the case of a fever. Parents or authorized person will be called to arrange for the child to be picked up within 1 hour. Authorized emergency contacts will be called in the event the school is unable to reach the child's parents. This prevents others from getting sick and allows the sick child to be cared for properly. CMS will provide documentation of the child's illness that parents are required to sign acknowledging that they were informed of the illness

If a child is considered to be too ill to attend school at drop off, he or she will not be admitted to the class.

If illness is accompanied by fever with temperature of 100.0°F and above, your child may not return to school until his/her temperature has been normal and symptoms have stopped for 24 hours without medication.

In the event of a prolonged absence, CMS will contact the child's parents on the 3rd consecutive day the child is not in attendance.

The parents of children visiting a medical professional must provide documentation upon return to school for re-admittance to school.

For the protection of all children, your child must be kept home if he/she shows any of the following symptoms:

EXCLUDE IF:	READMIT IF:
1. Temp of 100.0°F oral (as per Texas state law)	1. Free of fever for 24 hours
2. Any of the following: Severe cold with yellow-green nasal discharge Persistent severe cough Sore throat Swollen glands Persistent rash or any undiagnosed rash	2. Free of fever for 24 hours and note from clinic or physician stating that the child is not communicable
3. Conjunctivitis (pink eye), bacterial and/ or viral	3. All discharge has ceased and note from clinic or physician stating child is not communicable
4. Head and body lice	4. After treatment and free of lice and nits
5. Ringworm of body	5. After treatment and lesions are covered
6. Ringworm of head	6. After treatment, lesions are covered, and note from clinic or physician stating child is not communicable
7. Skin lesions, impetigo, and scabies	7. Skin sores are healed or note from clinic or physician stating child is not communicable
8. Vomiting (twice or more) for 24 hours	8. Free of upset stomach and vomiting
9. Diarrhea (two or more loose watery stools per day)	9. Diarrhea free for 24 hours
10. Fainting or seizures or general signs of a communicable disease to which the child has been exposed	10. Free of symptoms or note from clinic or physician stating child is not communicable
11. Chickenpox	11. 7 days after onset of rash, or blisters crusted over and note from clinic or physician stating child is not communicable
12. Strep Throat	12. 24 hours after antibiotic treatment has begun and fever subsides and note from clinic or physician stating child is not communicable

Please notify the front desk immediately if your child has a communicable disease, has been exposed to one, has any allergies, or has developed an allergic reaction to any substance (i.e. food, medications, etc.) since you completed your child's enrollment form.

10.4 Medication

Medications can only be administered at school with a written permission (this includes non-prescription, over-the-counter, cold remedies, etc.). The medication authorization form is located at the front desk in the lobby. Medications must be in their original container and clearly labeled with the child's name and class. Medication cannot be split or shared between siblings. Please give all medications to the administrative staff. **Do not send any medication in your child's lunch box or backpacks. Also, do not leave medications in your child's cubby.** Please check directions on non-prescription medications. CMS staff will not administer any medication contrary to directions. A consent from the child's doctor is required to administer a non-prescription medication beyond the recommended dosage. Any unused medication will be returned to the parents or discarded.

CMS administers medications at 12:00 pm and 4:00 pm only unless necessary. If your child is not present at these times, you should give all medications yourself to your child before or after school hours.

If you have provided a fever reducing medication and have signed a medical authorization which is valid up to 12 months, we will administer the medication if your child's temperature is 100.0°F and above. The child must be picked up within an hour of the initial call.

Disclosure of Medication Taken at Home – It is very important that the school be made aware of all medications, prescription and over-the-counter, that your child is taking, or therapies that they may be receiving, in order to provide you and your child with a safe and appropriate learning environment. Teachers need to be aware of side effects or accommodations that are necessary for your child's safety and success. Confidentiality is always maintained.

10.5 Food Allergies

Should your child have a food allergy, an Allergy Action Plan must be completed and submitted during annual registration or as soon as a food allergy is identified. All parents in the classroom will be notified if there are any food restrictions in the classroom. In the case of a severe allergy, parents must provide records from the child's doctor indicating the severity of the allergy regarding ingestion/contact. The school also requires parents to provide a doctor approved EpiPen, or similar medication, that can be administered by our trained staff members if needed to counteract an anaphylaxis reaction.

Severe allergies – those in which the child has a touch allergy in addition to an ingested food allergy – also require a written diagnosis from the child's doctor.

10.6 Medical Emergencies

In the event of a medical emergency, 911 will be called first and the parents and/or guardians will be called second. If parents/guardians are not reachable, the next designated person on the enrollment form will be called. It is important that you inform the staff of any special food allergies or medical conditions your child has. This will assist us in being better prepared to handle any emergencies that may arise.

Medical emergencies include but are not limited to:

- Uncontrollable bleeding
- Any injury to the head, neck, or back which constitutes not moving the child
- Asthma or respiratory attack uncontrolled by medication
- An allergic reaction that requires use of EpiPen

- Any situation deemed an emergency by the CMS staff

It is imperative that our office has current emergency phone numbers where a family member can be reached in the event of an emergency. If your contact number has changed, please advise the front desk immediately in writing.

Please refer to the “Medical Emergencies” section under the “Emergency Management Plan” heading for additional information.

10.7 Incident/Illness Reports

It is our school policy that the teachers check each child upon entering the classroom for bumps, bruises, rashes, fever, etc. If your child is sick or injured, the attending staff member will fill out an Incident/Illness Report Form. Please check at the front desk for these reports and sign them as soon as possible, preferably, on the day of the incident/illness.

10.8 Health Checks

If a teacher or staff member suspects that a child is not well, they may perform a health check. A health check consists of careful observation to check for:

- Breathing difficulties
- Severe coughing
- Discharge from the nose or eyes
- Changes in skin color
- Bruising or swelling
- Cuts, sores, or rashes

The teacher or staff member may also gently feel the child's cheek, forehead, or neck to check to see if the child is unusually warm or clammy. The teacher may also question the child, if appropriate to gain more information.

10.9 Vaccinations for Preventable Diseases

We encourage our teachers to get vaccinations for preventable diseases, but we do not require it.

10.10 Sunscreen

We have a shaded play area. If you are concerned about further protection, we ask that you apply sunscreen on your child before bringing them to school in the morning.

10.11 Insect Repellent

We ask that you apply insect repellent to your child before bringing them to school in the morning. For all day children, we will apply an organic solution (cream or lotion) provided by the parent. The parent must label the solution with the child's first and last name and sign the classroom sign-up sheet. We will not apply any products that contain DEET. We ask that only children who have a severe reaction to insect bites to sign up.

11 Outdoor Play

It is important that children have physical activity included in their daily routine. Physical activity and outdoor play are beneficial for children's development and are a regular part of the daily routine. Studies show it sharpens their minds, improves self-esteem, reduces stress and anxiety, and keeps them healthy. Physical activity also has beneficial influences on academic performance. In addition, cognitive skills and motor skills appear to develop through a dynamic interaction.

Children in the Wobblers and Transition classes will participate a minimum of 60 minutes of moderate to vigorous active play each day (indoor and outdoor). Children in the Primary and First Grade classes will participate a minimum of 90 minutes of moderate to vigorous active play each day (indoor and outdoor). We offer outside playground time, Physical Education, Gymnastics, and Soccer Shots at our school.

CMS will promote all children's active play every day. Children will have ample opportunity to do moderate to vigorous activities, such as running, climbing, dancing, skipping, and jumping, to the extent of their abilities. All children will participate each day in:

- Two occasions of active play outdoors when weather permits.
- Two or more structured or teacher-led activities or games that promote movement over the course of the day.
- Continuous opportunities to develop and practice age-appropriate gross motor and movement skills.

Physical activity may take place in the classroom or on the playground when weather permits.

When participating in physical activity, children's clothing should protect them from sun exposure and permit easy movement (not too loose and not too tight) that enables full participation in active play. Footwear should provide support for running and children from sun exposure.

Examples of appropriate clothing/footwear include:

- Gym shoes or sturdy show equivalent
- Clothing for the weather, such as lightweight, breathable jacket without any hood and neck strings.

Examples of inappropriate clothing/footwear include:

- Footwear that can come off while running or that provide insufficient support for climbing.
- Clothing that can catch on playground equipment, such as those with drawstrings or loops.

When weather conditions prohibit outdoor play, physical activities will occur in the classroom during the scheduled outside time. Classroom teachers have activities planned in advance for "rainy days."

12 Student's Life

12.1 Uniform Policy

All Primary and Kindergarten students must wear the designated uniform Monday through Thursday. Students will not be allowed to attend school without wearing their uniform during these days. The school uniform can only be purchased through our vendor. Please see the front desk for uniform information. Friday is Children's Choice Day and they may wear clothing of their choice. Children are also not required to wear a uniform during our summer program. Please refer to the "Clothing" section in this handbook for other clothing information.

The school T-shirt should be worn on all field trips. Each student receives one field trip t-shirt at the time of enrollment. There is a \$12.00 fee for any replacement T-shirt.

12.2 Clothing

All Wobblers, Transition, and After School children should wear comfortable, washable clothes. Students are not allowed to wear overalls, halter tops or tops/dresses with straps. Halter tops or tops/dresses with straps may only be worn with a shirt underneath.

Children are requested to wear comfortable play-shoes (tennis shoes/sneakers) to school, because they will be climbing playground equipment. For the safety of the children, we ask that no pointy cowboy boots, light up shoes, clogs, sandals, crocs, or flip flops be worn to school.

Please label all items of clothing with your child's name.

Note: Full dress and shoes must be worn on the CMS premises.

12.3 Personal Belongings

We recommend that children bring an extra set of clothing as per instructions below:

Wobblers	3 sets
Transition	2 sets
Primary/Kindergarten	2 sets

We request that these clothes be left at school in case of spills and other emergencies or accidents. Also, please supply us with a sufficient amount of diapers, pull-ups, wet wipes, a bib or apron, juice cup for younger students, and if necessary, a favorite cuddly toy for naptime. All items should be labeled with the child's name and extra clothing should be placed in a large Ziploc bag with the child's name on the bag as well. When a set of extra clothes has been used, they must be replaced the next day. Please remember to change out the extra clothing each season and when your child grows into a new size.

12.4 Toilet Training

Children will be toilet-trained in accordance with the requests of their parents and consistent with the child's physical, emotional, and developmental abilities. If your child is in the process of toilet training, at least two or three pairs of underwear and pants will need to be left in the child's cubby. Here at CMS, we use positive reinforcement and encouragement to help children with toilet training. Children are not pushed or shamed into using the toilet. By the age of 2 and a half to 3 years of age, we find most children no longer require diapers and are using the toilet regularly.

12.5 Jewelry Policy

Students are encouraged not to wear bracelets, necklaces or watches. If your child's ears are pierced, then they may wear stud earrings only. If jewelry or other accessories become a distraction in the classroom, the items will be put in the student's backpack (if available) or sent to the front office for the remainder of the day. The school is not responsible for any lost or stolen items.

12.6 Show and Tell

Friday is "Show and Tell Day". Children may bring books, science/nature objects, souvenirs from different countries and other items of educational interest to class. Please do not let your child bring anything of value and NO TOYS please. Toys are not allowed at school and may be held in the office. Please refer to the classroom calendar for weekly themes.

12.7 Nap Time

All children who nap should bring a small blanket and a cover for the nap mat. The Transition and Primary children could also bring a small pillow if they like. The school will provide the nap mat. These will be sent home each Friday for washing and should be returned the following Monday. All items should be labeled with the child's name.

12.8 Birthdays

Children love to celebrate their birthday with friends. The Celebration of Life is a special ceremony in which we tell the class the story of the birth and life of a child at CMS. Children are requested to make a poster of their life to date with pictures representing each year of life. This will be on display during their birthday week. For this special occasion, the birthday child in Primary or Elementary class may wear special clothes instead of our school uniform. You may bring a healthy birthday treat, special plates, hats, etc. to celebrate your child's birthday. However, please do not bring candies, soda, or balloons. The child will help serve the special treat to his/her classmates. Parents are encouraged to attend the celebration. In honor of the student's birthday, families are more than welcome to donate a "Birthday Book" to the school library.

The Wobblers classroom celebrates birthdays in a way that is more comfortable for our young friends. We encourage you to make a birthday poster for your child to be shared in the classroom. Any other details can be discussed via email with your Wobblers teacher.

Please schedule the date and time of the Celebration of Life with the administrative staff.

12.9 Water Activities

CMS may provide water activities during the summer months. We host splash days on the CMS premises.

12.10 Field Trips

Field trips are considered an important part of the educational program of CMS. Therefore, we schedule them throughout the year. You will be notified ahead of time.

Children under 4 years of age are not allowed to go on field trips. Parents are strongly encouraged to participate and volunteers are always greatly appreciated. A Field Trip Authorization Form must be completed, signed by a parent/guardian and returned to school within the specified time period if you wish your child to attend a field trip. Students without written authorization will not be able to attend

the field trip. The school T-shirt must be worn on all field trips. Parent volunteers will be informed of the chaperone guidelines and expectations prior to leaving on field trips.

12.11 Extra-Curricular Activities

CMS has several extracurricular activities catered by outside contractors. The information is located at the front desk area. If you wish to enroll your child in one of these activities, please complete the application form, attach a check, and turn it in at the front desk. Questions regarding enrollment, payment and changes must be made directly to the company/individual providing the extra-curricular class.

12.12 School Pictures

School pictures are arranged twice a year, once in the fall and once in the spring. Parents will be given advance notice and provided with ordering options.

12.13 Classroom Food Policies

12.13.1 Snacks

CMS provides a nutritious morning and afternoon snack. These snacks include foods such as raw vegetables, fresh fruit, and other nutritious foods along with milk or juice.

You may choose to supplement your child's snack. However, please do not send any candy or sugary treats with your child. The weekly snack menus are posted on the nutrition board. On Fridays, your child is welcome to bring a special snack from home to share with the class. The children feel "honored" when they "host" a snack and help serve it. "Special Snack Day" lists are posted on the classroom door. Please come into the school to sign up or speak to your child's teacher.

Special Diet: If your child is on a restricted diet and is unable to eat our regular snacks, please specify it on the Health History Form and provide your own snack, so that he/she can join the other children during the snack time.

12.13.2 Lunch

All Wobblers, Transition students, and only Extended/All Day Primary students may order lunch from school. Half Day students in the Primary classes do not eat lunch at the school as their lunchtime is scheduled for 12:00 pm.

If your child brings lunch from home, a sandwich, fruit, and small container of juice are recommended. Carbonated drinks, candy, gum donuts, and other high sugar sweets are not allowed.

We urge you to try and involve your child in the selection of food for his/her lunch and make it as attractive and nutritious as possible. The following are some suggestions:

Please select four or five of the following food items (child-size servings):

1. Fruit (fresh or canned):

- Apples
- Strawberries
- Grapes (cut-up)
- Peaches

- Bananas
- Plums
- Oranges
- Pineapple
- Kiwi
- Applesauce

2. Drinks – Milk in a thermos or 100% fruit juice
3. Sandwiches, rice, and vegetables
4. Cheese and crackers
5. Meat and cheese rolls – Meat with cheese inside, then rolled.
6. Crackers
7. Cheese cubes/slices, string cheese
8. Granola bars
9. Dessert – Please send a small amount, as healthy as possible.

Note: We will heat up food if necessary. Please keep food to be heated and cold food in separate containers.

CMS is not responsible for the nutritional value of lunches and any additional snacks you choose to provide.

If your child has a special diet, please contact the school.

The school does not have room to store refrigerated items (milk containers, etc.). Parents may use an icepack in lunch boxes.

12.13.3 Breastfeeding

If you are breastfeeding your child, a comfortable and peaceful area will be provided. All breast milk provided in a bottle must be dated and should have your child's name on it. Breast milk will be stored for 24 hours in the refrigerator or up to 2 weeks in the freezer. Milk that exceeds this time frame will be discarded. Only breastmilk, formula or water will be served in your child's bottle. No bottle will be served with cereal or any other food item.

12.13.4 Holiday Celebration Parties

Individual classrooms celebrate holidays by holding a special snack or lunch party. You will be informed of arrangements and a refreshment list will be posted on each classroom door. Transition children attending school only three days a week are welcome to join the class celebrations that are held on the child's day off for the period of the celebration, as long as a parent accompanies the child.

Please inform your child's teachers if you do not wish your child to participate in a particular holiday event.

12.14 Transportation

Transportation is provided to/from local schools for the before/after school program. It is also provided for field trips. Transportation authorization form is required to be filled out and on file for the students transported by CMS.

13 Safety

For the safety of the students, families and visitors, CMS requests that all individuals within the facility follow the policies of the school. These policies include but are not limited to the following:

- We walk in the hallways
- We use inside voices
- Students are not allowed to exit the building without their parent or authorized pick-up
- Exit doors should be opened by adults only
- Parents shall carefully supervise children in the parking lot

Cell phone use is prohibited during morning drop-off and afternoon pick-up times as well as inside the school building while dropping off and picking up children.

13.1 Video Surveillance Policy

To ensure the safety and security of all children, staff, parents, and visitors, as well as the security of our facility, CMS is equipped with a 24-hour video surveillance system. Security cameras are installed in certain classrooms, hallways, outdoor play area, and parking lot. Because we respect the privacy of all children, parents, and staff in our school, our 24-hour video surveillance system/security cameras are for internal purposes only. Parents are only allowed to view the live video footage at our site.

14 Emergency Management Plan

Cambridge Montessori School strictly adheres to the Emergency Management Plan as stated below:

14.1 Preparedness

14.1.1 Fire Drills

Fire Drills are unannounced and conducted every month. They are recorded in the Emergency Drill Log. The log contains the time and date of each drill, and the amount of time taken to evacuate the building.

14.1.2 Tornado Drills

Tornado Drills are unannounced and conducted every three months. They are recorded in the Emergency Drill Log. The log contains the time and date of each drill, and the amount of time taken to assemble everyone in the designated tornado shelters.

14.2 Emergencies

14.2.1 Fire

In case of fire, the teachers of each classroom will carry the roll call sheet and escort the children out of the building using the emergency exit doors located in their respective rooms. Please see the Emergency Evacuation Plan on the next page for the designated fire exits. Once out of the building, the children will be escorted to the west end of the rear parking lot (towards the physician's office). The teachers and children will meet there to await further instruction from the school's administration. The teachers will maintain an account of each student in their class and compare it to the roll call sheet. The administrative staff will be responsible for bringing along the Emergency Medical Binder with each child's emergency medical information and the bus keys in case we have to relocate the children. If the students are unable to return to the building, the children's parents will be called from a cell phone to pick up their child. To ensure safety, children may be relocated to the Walker Station Elementary School located at 6200 Homeward Way, Sugar Land, TX 77479, if necessary. Their phone number is 281-634-4400.

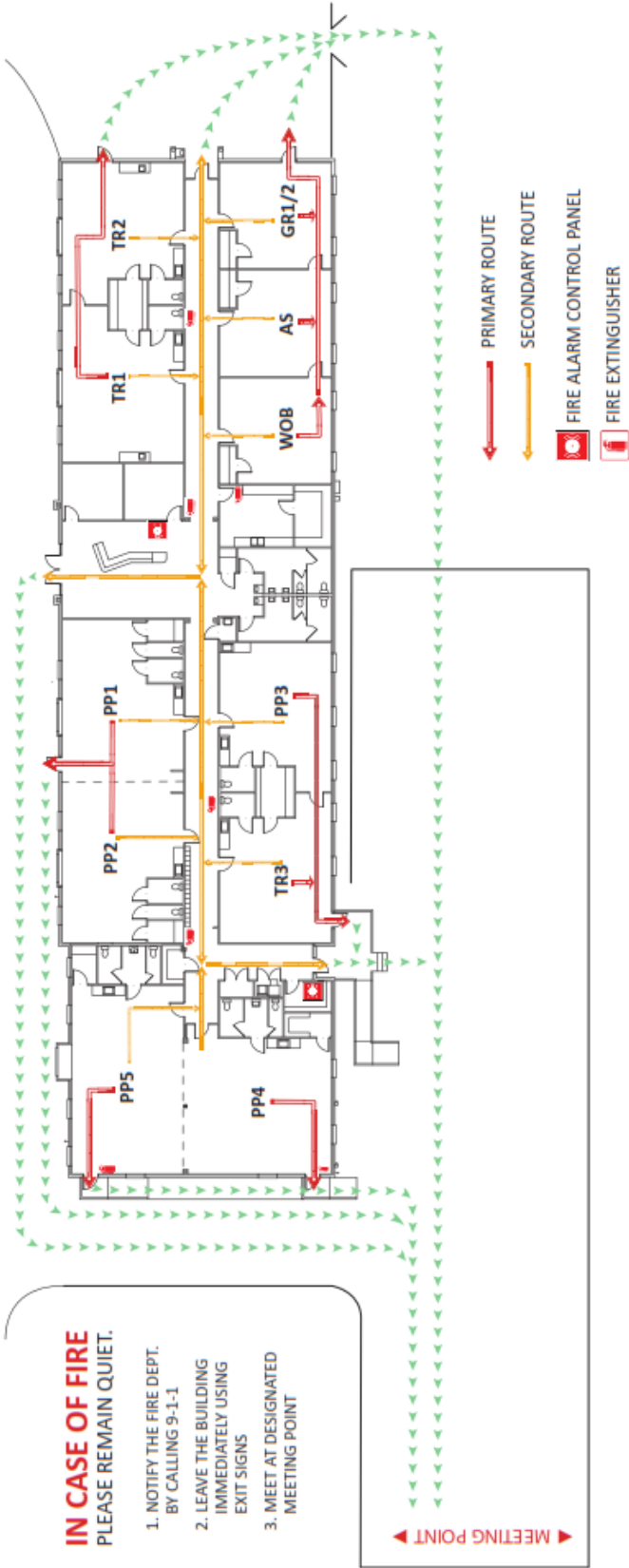


CAMBRIDGE MONTESSORI SCHOOL EMERGENCY EVACUATION PLAN

6380 Hwy. 90A, Sugar Land, TX 77498

IN CASE OF FIRE PLEASE REMAIN QUIET.

1. NOTIFY THE FIRE DEPT.
BY CALLING 9-1-1
2. LEAVE THE BUILDING
IMMEDIATELY USING
EXIT SIGNS
3. MEET AT DESIGNATED
MEETING POINT



14.2.2 Tornado

In case of tornado, the teachers of each classroom will carry the roll call sheet and escort the children out of their classrooms and into the previously designated tornado shelters. These shelters include the hallways, kitchen, and bathrooms. The administrative staff will be responsible for bringing along the Emergency Medical Binder with each child's emergency medical information and emergency weather alert radio. The children will remain in their designated tornado shelters and await further instruction from the administration. The teachers will maintain an account of each student in their class and compare it to the roll call sheet. The administrative staff will communicate that it is safe to return to their classrooms, or that parents will be arriving to pick the children up.

14.2.3 Medical Emergencies

If there is a child experiencing a true medical emergency, the school's staff will immediately call 911 and wait with the child until the paramedics arrive. The school's staff will also notify the child's parents of the emergency to meet at the hospital. One member of the administrative staff will accompany the child to the hospital until the parent arrives. Afterward, the administrative staff will contact that child's pediatrician to notify him/her of the emergency.

14.2.4 Communicable Diseases

If there is a communicable disease outbreak at the school, or even one case of a communicable disease, the school will be immediately and thoroughly cleansed and sanitized. Also, the parents will be notified of the number of cases of the communicable disease.

14.2.5 Terrorism

In the case of a bomb threat, the school will follow the fire drill procedure and then relocate to the alternative evacuation location.

14.2.6 Intruder

All the exterior doors of the school remain locked. However, in the event there is an intruder at the school, the administrative staff will immediately call law enforcement officers. Each classroom will be immediately notified. We will not allow any adult or child to enter or leave until the area is secure.

If there is an interloper in the surrounding area and a **lockdown** should become necessary under guidance of police and/or regulatory forces, the following procedures will be implemented immediately:

- All exterior doors will be locked.
- All blinds will be closed.
- Children will be moved away from all the windows and doors.
- No one shall be permitted to leave or enter the building under any circumstances.
- If possible, an emergency email or a text message will be sent to parents explaining circumstances and a message will be left on the school's answering machine.
- The lockdown will be effective until emergency personnel issue an "all clear". Parents are advised not to call the school to ensure availability of a land line for emergency personnel.

14.2.7 Power Failure

In the case of a power outage, children will be instructed to remain calm. A staff member will use a cell phone to call the utility company and report the power outage. The teachers will remain with the

children and reassure them that the electricity will be restored. If a power outage lasts more than 2 hours, parents will be contacted and asked to pick up their children early.

14.2.8 Gas Leaks, Chemical Spills, and Other Emergencies

In the event of a nearby chemical spill or gas leak that requires evacuation, the school will call emergency personnel and follow the fire drill procedure to relocate children and staff to the alternative evacuation location. In an event that requires us to seek an indoor shelter, the children and staff will stay inside. For airborne hazard, the ventilation system carrying outside air will be shut down. When shelter-in-place is declared, we strongly discourage parents from coming to our school until instructed to do so. While sheltering in place, children will be served water and snacks. The school will remain open as long as the children and staff are required to stay inside.

14.3 Communication during an Emergency

The school will make all attempts possible to notify parents via email, website, text messaging, social media, and/or school's voice mail. If these methods are not accessible, the school will begin notifying parents via land line, if possible, and/or cell phone. Telephone calls will be limited to pertinent information only. The school will also contact the Sheriff's Department in the event of an emergency and follow their instructions.

It is very important to inform the front office of any changes to your phone numbers and email addresses.

14.4 Evacuation for children under the age of 24 months

Children under the age of 24 months will be offered extra help by the school staff when evacuating during an emergency.

14.5 Emergency Phone Numbers

Emergency	911
Sugar Land Police	281-275-2500
Sugar Land Fire-EMS	281-275-2873
Poison Control	1-800-222-1222
Ft. Bend County Emergency Mgmt.	281-342-6185
Gas Leak	1-800-752-8036

15 School Communication

15.1 Parent and Teacher Conferences

Formal Parent and Teacher conferences are scheduled twice during the school year, once in fall and again in the spring. Parents have to sign up for the conferences. Conferences are for the parents and teachers only, and children are not allowed to attend. Teachers will contact you at other times, if it is necessary. Please feel free to contact the school if you would like to speak with a teacher concerning your child. For daily phone conferences, please follow the schedule below:

Wobblers	12:30 p.m. – 1:30 p.m.
Transition	12:30 p.m. – 1:30 p.m.
Primary	2:30 p.m. – 3:00 p.m.
Assistant Teacher	1:30 p.m. – 2:00 p.m.

15.2 Communication between Parents and Teachers

Communication between parents, teachers and administrative staff is very important. Parents need to inform the school about facts related to the child's well-being. Examples include the birth of a new sibling, stress in the home or in school for any reason, death in the family, absence of one parent, allergies, fears, etc.

- Please notify the school immediately of any changes in home address, home or work telephone numbers, emergency numbers, e-mail address or family structure.
- Please read all signs and notes posted.
- Please check your child's cubby daily.

Feel free to call the school to talk to the Director or administrative staff about any concerns you may have. Your child's teacher, the Director, or administrative staff will return your call at their earliest convenience.

15.3 Special Note to the Teacher

Teachers devote their full attention to the children during school hours. Parents may put in a request to speak with the teacher by filling out a "Special Note to the Teacher" form, located in the front office, and give it to an Admin staff member. The teacher will speak with you during the assigned conference time to address/discuss any concerns/questions you may have.

15.4 Parent Involvement

Parents and guardians may volunteer for certain activities by filling out the Parent Volunteer form they receive in the Enrollment Package. Field trips, special events (Fall Parade, World Tour, Scholastic Book Fair, School Parties, etc.) and school programs (Winter Holiday program, Graduation Day, etc.) are scheduled throughout the year.

Parents may also assist with photography, gardening, preparing classroom materials, and by becoming a Room Mother.

15.5 Custody Issues

The school will require a copy of a court mandated custody agreement in the event custody for a child's parent or legal guardian is modified or restricted. We cannot, by law, refuse a parent access to his/her

child without a court order instructing us to do so. Please provide the Administrative office with a copy of a court order if you are instructing us not to release your child to his/her other parent.

In divorce or custody disputes between parents, it is our policy to not take sides. The principal interest of all staff is the well-being of the child. It is our school's policy that no employee will testify or give an opinion. It is the sole responsibility of the parents to provide to the school documentation regarding sole custody.

15.6 Friday Folders

All of your child's finished work will be sent home on Fridays in his/her folder located in each classroom. The folder containing your child's name and work may be taken home and returned empty on the following Monday. Please be sure to review the contents promptly. In the event your child's folder is lost or damaged, a replacement folder can be purchased from the school for \$5.00.

15.7 Open House

CMS offers open houses for parents throughout the year. Teachers will share insight, classroom expectations and goals for the school year.

15.8 Watch Me Work Night

Parent Child Night is held during the fall and spring semesters. This night provides the opportunity for parents to come to school with their child and see the work he/she has learned. Children also demonstrate the Montessori materials to the parents.

15.9 Website

Our school's website is www.cambridgemonteressori.com. Information regarding the school calendar, upcoming events, lunch menu, newsletter, parent information and more can be seen on the website.

15.10 Social Media

Cambridge Montessori would like to invite you to visit and join our social media pages on:

Facebook: <https://www.facebook.com/CMSSugarLand>

Instagram: https://www.instagram.com/cms_sugarland

Twitter: https://twitter.com/cms_sugarland

Pinterest: <https://www.pinterest.com/cmssugarland>

These sites are an excellent way to stay up-to-date on school activities, resources, and events, and allow an additional way for us to keep you updated in the event of an emergency, school delay, and/or closure.

We also know that parents cannot attend every event, and hope to offer a glimpse into your child's day by featuring student projects, artwork, select event photos—as well as private links to photo galleries through a password secured drive.

CMS is deeply committed to the privacy of our families and students, and for this reason all accounts are private and will require approval for full access. Approval will be granted based on the email address we have on file. If your online accounts are linked to another address, please contact the school's

administrative team. Furthermore, we ask all parents to join us in our commitment toward appropriate social media use—recognizing first and foremost our primary school setting, and to be conscientious about the comments and images posted to these accounts. All accounts will be actively monitored for any inappropriate use.

15.11 Newsletter

The school newsletter is published monthly and is available on our website. It is also available at the front desk. Important information regarding the school calendar and various activities throughout the month are included in the newsletter. PLEASE TAKE TIME TO READ IT. If you have any interesting articles or suggestions for the newsletter, please submit them to the front desk.

15.12 Parental Notification

If there is any change to the school calendar or schedule for field trips, school programs, etc., parents will be notified in writing via a handout, email, newsletter, or by school postings on classroom doors, hallways, or the lobby bulletin board. The outside message board will also be used to notify of changes or give reminders of upcoming events. It is very important that parents/guardians read all newsletters and handouts sent home or emailed.

15.13 School Closings

If severe weather conditions make travel hazardous, school may be postponed, closed early, or canceled. CMS follows the guidelines of Fort Bend Independent School District (FBISD) for school closings. However, if the weather pattern changes and the road conditions improve, we may open the school even if FBISD is closed. Please note that CMS makes decision for an early closing independently of FBISD because we serve a wide geographical area and offer extended day programs for all age levels. Every family is urged to have an emergency plan in place in the event of an early closing so each child may be picked up quickly. Announcements for no school, delayed openings, or early closings will be made by using one or more of the following communication methods: CMS website, social media, text message, email, school's voice mail, or a telephone call. It is very important to stay informed through all of these means.

15.14 Pest Control Service

Pesticides are periodically applied indoors and outdoors. All treatment reports are available upon request and/or are posted on the bulletin board in the front office.

16 Preventing and Responding to Abuse, Neglect, Exploitation

Every CMS staff member completes one or more hour(s) of training on preventing, recognizing, and reporting abuse and neglect of children. These staff trainings are included as part of our annual in-service training.

Parents or others who would like further information on the subject are encouraged to contact the school director or take advantage of online training resources including:

www.dfps.state.tx.us/training/reporting

www.cdc.gov/violenceprevention/childabuseandneglect

Texas law requires that school staff report any suspected abuse or neglect of any child by any party to the protective services hotline at 1-800-252-5400 within 48 hours. We also require staff to report any suspected abuse or neglect to Management immediately. CMS staff will cooperate with all legal requests from DFPS and law enforcement investigators. CMS staff will not release any information about any investigation of any child except as required by regulations. Teaching staff will not discuss any aspect of any investigation with any outside party or parent. Parents and caregivers of a child who may have experienced abuse or neglect or is a victim of abuse or neglect should call the protective services hotline immediately to file a report. As caregivers, the safety and well-being of children must be our highest priority.

17 Gang-Free Zone Notification

Texas HHS requires that all parents be informed that the area within 1000 feet of the school is a designated gang free zone.

18 Parental Rights

Parents have the right at any time to review and discuss with the administration any questions or concerns regarding policies and procedures. Please contact the front desk to schedule a phone or person-to-person conference. Parents are welcome to visit the school at any time during the hours of operation to observe their child, the school's operation, premises, equipment, and program activities. Any parents wishing to participate in the school's operations or activities should contact the front desk for information regarding their particular area of interest. A copy of the Minimum Standards for the state of Texas, as well as the school's most recent licensing report are available at the front desk and on the lobby bulletin board.

Parents may contact the local licensing office and Texas Child Abuse Hotline, or visit the HHS website listed below:

Texas Health and Human Services Commission: 832-595-3000

Texas Child Abuse Hotline: 1-800-252-5400

Texas Health and Human Services website: www.hhs.texas.gov

Parent Acknowledgement and Receipt of the Parent Handbook

I acknowledge that I have received a copy of the Cambridge Montessori School's Parent Handbook. I understand that it contains important information on policies and procedures. I realize the handbook is not intended to cover every situation which may arise but is simply a general guide to refer to.

I understand that it is my responsibility to familiarize myself with the information and that I agree with the policies of the school.

I further understand and acknowledge that Cambridge Montessori School may change, add, or delete any policies or provisions in this handbook as it sees fit in its sole judgment and discretion.

I acknowledge and understand that this Parent Handbook supersedes and replaces any and all prior handbooks or materials previously distributed.

Child's Name: _____ Class: _____

Parent's Name: _____

Parent's Signature: _____ Date: _____