



# Stellar Montessori Academy

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## Parents Handbook

### **Vision:**

To provide ample care and support to enable children develop passion to learn, grow and inspire others.

### **Curriculum:**

Our curriculum is based on Montessori methodology with emphasis on STEAM (Science, Technology, Arts, Engineering and Mathematics). We provided ample challenges to children to learn with passion, become self-driven and lifelong learners. Dr. Montessori believed that children have a natural passion to learn. When they have access right environment that they will thrive. In today's changing world, children need more structure. We at Stellar Montessori Academy provide children all the environment and support needed for children to succeed as envisioned by Dr. Montessori along with the structure that is needed to help children achieve their full potential.

### **Tuition:**

- Non-refundable registration/materials fee is due upon enrollment
- June month of fee upon enrollment.
- Tuition is due 1st of every month
- If tuition is not received by the 5th of the month, a \$25,00/day late fee will be charged.
- A \$25.00 fee will be applied for all returned checks.

### **Withdrawal:**

- Written notice must be provided to SMA at least 30 days prior to withdrawal.
- If a child is withdrawn before the end of the school year, June's advance tuition is applied to the last month the child is at SMA.
- The registration fee is not refundable.



# Stellar Montessori Academy

**PLEASE NOTE:** On occasion, our program is not an optimal fit for a child or family. SMA is a school that will make every effort to work collaboratively with families to resolve any challenges that arise. If, after all reasonable efforts are exhausted, and a problem cannot be resolved, SMA reserves the right to dismiss a child from the program.

## **Schedule & Tuition for Prep Classroom (2 - 3 years old)**

<https://stellarmontessoriacademy.com/prep-program-tuition/>

## **Schedule & Tuition for Early Childhood Classroom (3 - 6 years old)**

<https://stellarmontessoriacademy.com/tuition/>



# Stellar Montessori Academy

Fees for sibling's: A 5% discount is offered for siblings of enrolled students.

## Daily Schedule:

### Daily Schedule

Morning Session	
9.00 AM - 11.15 AM	Work Period
9.30 AM	Snack
11.00 AM - 11.30 AM	Curriculum Circle
11.30 AM - 12.00 PM	Recess
12.00 pm - 12.30 pm Lunch	
12.30 PM - 12.45 PM	Quiet time
12.45 PM - 1.00 PM	Dear Circle
1.00 PM - 2.00 PM	Work Period/nap time
2.00 PM - 2.30 PM	Curriculum Circle
2.30 PM - 3.00 PM	Recess



# Stellar Montessori Academy

After School Care	
3.00 pm - 6.00 pm (M through F)	Snack Provided at 3.00 PM

## Regular School Late Pickup Policy:

Regular school ends at 12.00 PM or 3.00 PM. You will not be charged if you pick up by 12.15 PM or 3.15 PM. After that you will be charged \$17/hr. For example, you will be charged \$17 if you pick up between 3.15 PM and 4.00 PM. You do not have to register ahead of time. Please do let us know that you are picking up late so that we can comfort your child.

## After School Late Pickup Policy:

A fee of \$5 for every minute that your child(ren) is in the building after 6:00 pm is applied per family. This fee must be paid at the time when you pick up your child.

There will be no exceptions or warnings. If you are late for ANY reason, a charge will be issued. This No Exception policy makes it easier for us to apply the late policy to everyone consistently and fairly. It will be greatly appreciated, however, if parents call to notify us if they will be late and give an approximate arrival time so that we can better comfort your child. If this becomes a frequent problem, SMA reserves the right to dismiss a family from the program.

## Termination of Services:

The following are conditions that will cause termination from school:

- continual late payments
- child behavioral problems that cannot be controlled



# Stellar Montessori Academy

- not respecting school setting and policies (children and/or parents)
- continual late pick-ups

## Sign-in and Sign-out Procedures

- Arrival and pick-up instructions: When arriving, the parent, guardian or authorized person must sign the child in, and sign-out at pick up time. The sign-in/ sign-out form is located on the desk in the classroom. You are required to sign in/out using full name, date and time.
- Please identify on the Register Form who is authorized to pick up your child. SMA will not release your child to any person without your permission. The person picking up your child must have identification, as we may ask for verification before releasing a child.

## Drop off And Pickup:

Children can be dropped off from 8.50 am in the morning.

Children can be picked up by 12.15 PM (half day) or 3.15 PM (full day)

Please make sure you sign in and sign out during drop off and pick up.

## Potty Training

We arrange teaching assistants to help children with toileting, who are not potty trained yet. Parents are required to provide pull ups, baby wipes, and plastic bags.

We will consult the families to discuss and agree on the planned potty training process. A consistent approach and common encouragement techniques can minimize confusion of a child during this time, and help to set the environment for a successful transition to becoming a potty trained.

A potty trained child is a child who can do the following:

- 1) Be able to TELL the adult they have to go potty BEFORE they have to go. They must be able to say the words “I have to go potty” BEFORE they have to go.
- 2) Be able to pull down their underwear and pants and get them back up without assistance.
- 3) Be able to wipe themselves after using the toilet.



# Stellar Montessori Academy

- 4) Be able to get off the potty by themselves.
- 5) Be able to wash and dry hands.
- 6) Be able to go directly back to the room without directions.

## **Certificate of Immunization Status:**

A CIS form must be used. It must be current and updated yearly (more frequently for infants). All children must be current on their immunizations. If there is a signed exemption to immunizations, the child may need to be excluded from child care if there is an outbreak of a vaccine preventable disease that the child has not been immunized for.

## **Confidentiality of Records:**

Children's records are open only to the child's teacher, authorized staff of the SMA and the child's parent or legal guardian. A copy of your child's medical record is available upon request when your child is withdrawn.

## **Non Discriminatory Policy:**

We admit students of any race, color, religion, and national and ethnic origin to all rights, privileges, programs, and activities and does not discriminate in its educational and admission policies.

## **Staff Qualifications:**

All of the staff have experience working with young children in a supervised program. In addition, our staff members truly love and understand child development and our play-based philosophy.

## **Confidentiality:**

Confidentiality plays a vital role in promoting respect for every individual and fostering a strong community. SMA takes confidentiality very seriously and makes every effort to protect each family's privacy. If a parent has a question or concern, we suggest that this parent first



# Stellar Montessori Academy

contact the teacher via email or in person to arrange a time to discuss.

## Communication with Parents:

Communication between home and school is vital to a successful preschool program. SMA office communicates with parents in a number of ways:

- Email
- Telephone
- Notices sent home in children's backpacks
  - During arrival and dismissal times, staff members must devote full attention to all of the children. Please keep conversations brief. If you need to communicate specific information, a written note or email is preferred.
  - Parent-teacher conferences are held three times per school year (fall, winter, and spring). The fall conference is an informal meeting for parents and teachers to have an opportunity to discuss the child. For the winter and spring conferences, the teacher will prepare an evaluation for the purpose of sharing observations and documenting the development of each child. At the conference, teachers and parents will discuss the evaluation and your child's developmental progress.
  - If you wish to talk to the teacher at length, you can email the teacher and, if needed, arrange a time to meet in person or over the phone.
  - Please do not discuss problems or concerns in the presence of your child or other parents.
  - Please communicate with the teacher about any changes at home or within the family. These changes can affect your child's behavior, and it is useful for staff to be aware of these developments. SMA will always respect your privacy.
  - We are always available to provide advice on any parenting challenges that you might face. You can always set up time to chat in confidence.
  - If your child is not at school for any reason, please let the office know. For illnesses, this is especially important so that we can inform families of any communicable disease symptoms while maintaining confidentiality. In addition, teachers and children miss a child when they are absent, so they would like to know that the child is okay.

## Indoor Shoes:

Students need a pair of shoes like slip-ons to wear in the class. They change their shoes once they enter the class. This will help keep our classroom clean and children will also get into



# Stellar Montessori Academy

a routine of starting work once they change their shoes.

## **Birthday Parties:**

Birthdays are very special for children. We celebrate children's birthday parties at school. Parents are requested to bring pictures of the children for each year of their life. We celebrate the birthday with all the friends in the class. You can also bring in a healthy snack like fruit to share with the children. We do not allow homemade food to be shared with the class.

## **Meals and Snacks:**

We provide children a healthy snack (e.g., fruit, vegetables, cheese, crackers, yogurt, etc.) from their lunchbox during the morning work time. Please send your child's lunch in a sturdy lunch box clearly labeled with the student's name. We encourage students to eat nutritious lunches, and require that students eat the nutritious parts of their lunch before any dessert. Nutritious whole grain foods better prepare students for focusing on the work of learning. If you include dessert, consider providing fruit and omit any sugary items. Water is the ideal beverage for lunch and is always available at school. Do not include pop or other sugary drinks (including flavored milks), or candy. Please help us teach your child good eating habits by reinforcing these guidelines. So that the staff will have an adequate opportunity to take safety precautions, it is imperative that we receive written notification from your child's pediatrician of any food allergies or dietary restrictions.

## **Child's Health:**

- Germs spread quickly in a preschool environment. All children and staff stay healthier when sick persons stay at home. Common sense must prevail in the case of colds, which can range from a mild case of sniffles to a full-blown sinus infection or deep cough.
- We use the EMERGENCY FORM to contact parents or another designated adult if your





# Stellar Montessori Academy

child develops symptoms of illness while in class. We will isolate your child in a comfortable, supervised place until he/she can be picked up.

- If one or more of the following symptoms is present in your child, we will call you to pick up your child from preschool:

- temperature higher than 100°F

- loss of appetite

- nausea or vomiting

- red, pink, or crusted eyes

- stomach ache

- earache

- diarrhea

- rash/infection of skin

- pale or flushed face

- headache

- thick or greenish mucus from nose

- cough

- loss of energy/decrease in activity/falling asleep

- sore throat

- When to keep your child at home

Colds: For three to four days after symptoms appear especially if your child feels poorly, has a persistent cough, his/her nose is very full or secretions are yellow or green.

Strep Throat: From the day your child is diagnosed and 24 hours following the administration of antibiotics.

Chicken Pox: Until all lesions are crusted over. This usually takes seven to ten days. Children are most contagious the day before a rash occurs. Children may still get



# Stellar Montessori Academy

Chicken Pox even though they have been immunized.

**Stomach Flu:** Generally, for as long as the child has diarrhea or fever of 100° F or more and for 24 hours after vomiting.

**Vomiting:** If your child throws up during the night, before school, or on the

**Conjunctivitis (pink eye):** way to school, please do not bring him/her to school for 24 hours. If the infection is bacterial keep the child home from the time the child's eyes are red and oozy until 24 hours after s/he starts antibiotics. Viral conjunctivitis is contagious for five to seven days.

**Fever:** If a child has a fever of 100° F or more or is lethargic or irritable.

**Impetigo and Scabies:** Hepatitis, Measles, Meningitis, Mumps, Rubella, and

**Tuberculosis:** Children need to stay home until infection is gone or we receive a written notification from your child's doctor. These are very serious diseases and we need to be notified immediately when diagnosis is made. Your child needs to be kept home and cannot return until we have written notice from your child's doctor.

## **Injuries:**

We will supervise your child closely in an attempt to prevent injuries, but accidents resulting in injury do occur. We have been trained in first aid and CPR and will follow the training. If the injury is minor (requiring only a Band-Aid or ice) we will tell you about it when you pick up your child. If it is serious, we will call you and may even suggest that you take your child to the doctor or emergency room. If an injury is very severe, we will call 911 for assistance before we call you. If we cannot reach you, we will call the emergency contacts listed on your "Child Registration Form" (Please remember to keep this form up-to date). We will document illnesses/injuries and give a copy of the report to parents and put a copy in the child's file.

**IF YOUR CHILD IS NOT WELL ENOUGH TO PARTICIPATE IN ALL ASPECTS OF THE DAILY SCHEDULE, PLEASE KEEP YOUR CHILD AT HOME.**



# Stellar Montessori Academy

## 24 HOUR RULE:

### ANY CHILD WHO HAS SHOWN SIGNS OF ILLNESS IN THE PREVIOUS 24 HOURS MAY NOT ATTEND CLASS.

- Fever free: A child should be fever free for 24 hours, without the use of fever-reducing medicine.
- Antibiotic timeline: A child should be on antibiotics for at least 24 hours before returning to school
- We strictly observe this health department regulation for children (and staff) to protect the health of everyone at SMA.
- Parent must notify the SMA immediately if a child:
  - Is diagnosed with any communicable diseases including strep throat, pink eye, lice, pinworms, or any other of the diseases common to a school environment. The notification is important so that SMA can inform the parents within your child's classroom to be on the lookout for symptoms. Please remember that SMA will not release the name of the child or family involved. We simply post "There has been a case of \_\_\_\_\_ reported ...."
  - Has any allergies or if you have any concerns about any aspect of your child's health.
  - Is taking medication, as medicine may affect your child's behavior.

## Hand Washing Practices:

Frequent hand washing with soap and warm, running water is the most effective way to reduce and prevent the spread of illnesses commonly found in childcares such as the flu, diarrhea, and pink eye. Parents are encouraged to assist their child in the hand washing process upon arrival.

Other times your child (and staff members) will be expected to wash their hands:

- Upon arriving at the center or when changing classrooms
- After each diaper change or using the toilet
- Before and after meal times
- Before and after administering medication



# Stellar Montessori Academy

After handling bodily fluids (mucus, blood vomit)  
Before and after using the sensory table  
After coming indoors from the playground  
After cleaning or handling garbage

Warm, running water (no colder than 60 degrees F) and soap must be used. Hands must be rubbed vigorously for at least 20 seconds, including the backs of hands, between fingers, under nails, and under any jewelry. A disposable paper towel should be used to dry hands and turn off faucet. Help reinforce the importance of hand washing by encouraging frequent hand washing at home as well.

## Medical Emergencies:

1. Our staff all have First Aid, Child CPR, and HIV/ Aids/Blood Borne Pathogens Prevention training.
2. Minor cuts, bruises, and scrapes will be treated. Parents will be notified upon arrival. With some minor injuries parents will be called to help decide whether the child should go home.
3. In the event of a serious injury or emergency, we will call 911 and administer first aid or CPR if needed. We will then notify you as soon as possible and tell you where your child is being treated.
4. If injury results in medical treatment or hospitalization, we are required to immediately call and submit an "Injury/Incident Report" to my Department of Social and Health Services Licensor and child's social worker, if any. You will be given a copy.
5. We will document illness/injuries and give a copy of the report to parents and put a copy in the child's file.

## Inclement Weather Policy:

We follow the weather policy based of Bellevue school district. If Woodridge elementary is closed because of bad weather, then SMA is closed too.

## Emergencies:

Fire drills are conducted and recorded once a month. Fire and evacuation safety is also part of our curriculum. Students and staff conduct quarterly "duck and cover" drills for potential earthquake threats.



# Stellar Montessori Academy

## **Emergency Phone Contact Information for Each Child:**

SMA maintains emergency phone and email lists to notify parents of any unexpected events. The emergency contacts will be supplied during the enrollment process. It is important, if possible, that parents provide an emergency phone that can receive text messages.

## **Transportation and Field Trips:**

Parents are responsible for transportation to and from SMA. We will inform the parents about the field trip plans.

## **Pet Policy:**

Pets are not allowed in the school.

## **No Smoking:**

Smoking is not allowed in the school or within 25 ft of the school by staff or parents.

## **Consumption of Alcohol:**

There should be no consumption of alcohol in the school during the hours of operation. Any open or closed containers should be inaccessible to the children.

## **Napping and Sleeping:**

Children are allowed to take a nap after lunch in case they are full day students. They are required to get a sleeping bag from home to take a nap in the afternoon. Sleeping bags are sent home on Friday evenings to be washed and brought back on the following Monday.

## **Open door Policy:**

Parents are free to come in and observe the classroom. Please let the teacher know that you will be coming in for an observation.

## **Hours of Operation:**

SMA is open Monday through Friday from 8:00 am to 6.00 pm. The school is closed for the following holidays:



# Stellar Montessori Academy

Veterans' Day

Thanksgiving & Black Friday

Week of Christmas

Memorial Day

Independence Day

Labor Day

## **Behavior Management and Discipline:**

It is very important a child's development is nurtured through caring, patience and understanding. However, while caring for your children, we may have to respond to your child's misbehavior. Hitting, kicking, spitting, hostile verbal behavior and other behaviors which will hurt another child are not permitted.

In response to these behaviors,  
we do not use:

- Threats or bribes
- Physical punishment, even if requested by the parent.
- Deprive your child of food or other basic needs
- Humiliation in response to misbehavior,

We will:

- Respect your child
- Establish clear rules
- Be consistent in enforcing rules
- Use positive language to explain desired behavior
- Speak calmly while bending down to your child's eye level.
- Give clear choices.
- Redirect your child to a new activity.

We teach children to respect themselves, their friends and teachers, their environment and materials. Most of the time, small behavior issues and concerns are communicated to the parents through routine interactions at drop off and pick up times. In some instances, children who are disruptive or continuously aggressive may need a behavioral plan put in



# Stellar Montessori Academy

place. A parent meeting will be requested if a behavioral plan needs to be put in place for any child.

While understanding that children of different ages will have varied expectations regarding what is developmentally appropriate behavior, we will not be able to tolerate continuous disruptive, aggressive or violent behavior by children of any age. If a child's behavior continuously takes away from the care and safety of the others, enrollment termination might be required. However, in most cases, the following processes will be followed:

\*\* Teachers will log behavior issues on Incident Report forms. A copy of each incident report will be given to the parents and discussed. Parents are expected to further address the issue with their child at home. In some instances, follow up with a professional for an evaluation may be recommended. If so, parents will be expected to cooperate for continued enrollment.

\*\* If a child exhibits violent or aggressive behavior, the child will be excluded from group activities for a period of time, and will be sent to an Admin office. Depending on the age of the child and the severity of the incident, the child may be allowed to return to the group after the situation is diffused. (This will be allowed no more than two times in one day)

\*\* If a child's aggressive behavior continues the same day, the parent will be called. The parent will be expected to make arrangements to pick up the child immediately. The child will be excluded from group activities for the rest of the day until the parent picks the child up.

If child is sent home more than 3 times due to aggressive or violent behavior, the following options are available.

A parent meeting to discuss and implement a behavioral action plan, which may include additional professional services and assessments.

The school can hire another staff member to shadow their child, at the expense of the parent.

The family can seek an alternate care arrangement for their child. In most cases, we can accommodate up to a 2 week period while a family is looking for another arrangement.

## **Insurance:**

We are insured by United States Liability Company.